

# Executive Committee

Tuesday 24<sup>th</sup> June  
2014  
7.00 pm

Committee Room 2  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Access to Information - Your Rights

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The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
Ivor Westmore  
Democratic Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: 01527 64252 (Extn. 3269)  
e.mail: [ivor.westmore@bromsgroveandredditch.gov.uk](mailto:ivor.westmore@bromsgroveandredditch.gov.uk)**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

### **Chair**

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Democratic Services Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

### **Running Order**

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

**Refreshments** : tea, coffee and water are normally available at meetings - please serve yourself.

### **Decisions**

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

### **Members of the Public**

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Democratic Services Officer.

### **Special Arrangements**

If you have any particular needs, please contact the Democratic Services Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

### **Further Information**

If you require any further information, please contact the Democratic Services Officer (see foot of page opposite).

### **Fire/ Emergency instructions**

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

**Do Not re-enter the building until told to do so.**

The emergency **Assembly Area** is on **Walter Stranz Square**.



# Executive

24<sup>th</sup> June 2014

7.00 pm

## Committee

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	Bill Hartnett (Chair)	John Fisher
	Greg Chance (Vice-Chair)	Phil Mould
	Rebecca Blake	Mark Shurmer
	Juliet Brunner	Debbie Taylor
	Brandon Clayton	

#### 1. Apologies

To receive the apologies of any Member who is unable to attend this meeting.

#### 2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

#### 3. Leader's Announcements

1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and

2. any other relevant announcements.

(Oral report)

#### 4. Minutes

(Pages 1 - 8)

Kevin Dicks, Chief Executive

To confirm as a correct record the minutes of the meeting of the Executive Committee held on 8<sup>th</sup> April 2014.

(Minutes attached)

#### 5. Abbey Stadium Task Group - Final Report

(Pages 9 - 36)

Abbey Stadium Task Group

To consider the final report of the Abbey Stadium Task Group.

(Task Group report attached – the report is to be considered by the Overview and Scrutiny Committee on 17<sup>th</sup> June)

<p><b>6. Local Development Scheme 2014 and Community Infrastructure Levy</b></p> <p>(Pages 37 - 50)</p> <p>Head of Planning and Regeneration</p>	<p>To consider authorising Officers to commence the collection of evidence and collation of a draft charging schedule for a Community Infrastructure Levy for the Borough of Redditch.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>7. Non-Domestic Rates - Discretionary Rate Relief Policy</b></p> <p>(Pages 51 - 76)</p> <p>Head of Customer Access and Financial Support</p>	<p>To consider changes to the Council's existing Discretionary Rate Relief Policy.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>8. Land to the rear of Middle House Lane</b></p> <p>(Pages 77 - 84)</p> <p>Head of Customer Access and Financial Support</p>	<p>To consider revision of a condition relating to the disposal of land to the rear of Middle House Lane, Enfield.</p> <p>(An appendix to this report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended. For this reason it has been circulated to members and relevant Officers only.)</p> <p>(Report attached)</p> <p><b>(Abbey Ward)</b></p>
<p><b>9. Review of Town Hall Concessionary Use</b></p> <p>(Pages 85 - 90)</p> <p>Head of Leisure and Cultural Services</p>	<p>To review the current concessionary scheme for the use of Committee Rooms within the Town Hall and consider a proposed new matrix.</p> <p>(Report attached)</p> <p><b>(Abbey Ward); (No Specific Ward Relevance)</b></p>
<p><b>10. Making Experiences Count - Customer Services Monitoring Report - Quarter 4, 2013/14</b></p> <p>(Pages 91 - 106)</p> <p>Head of Customer Access and Financial Support</p>	<p>To consider details of customer feedback data for the final quarter of 2013/14, along with transactional data relating to the Customer Service Centre.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>

<p><b>11. Quarterly Monitoring of Write-Offs - Quarter 4 2013/14</b></p> <p>(Pages 107 - 116)</p> <p>Head of Customer Access and Financial Support</p>	<p>To consider the action taken by Officers with respect to the write off of debts during the Financial Year 2013/14 and the profile and/or level of outstanding debt.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>12. Overview and Scrutiny Committee</b></p> <p>(Pages 117 - 128)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 1<sup>st</sup> April 2014.</p> <p>There are no outstanding recommendations to consider.</p> <p>(Minutes attached)</p>
<p><b>13. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b></p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p><b>14. Advisory Panels - update report</b></p> <p>(Pages 129 - 130)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p><b>15. Action Monitoring</b></p> <p>(Pages 131 - 132)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>

## 16. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

**“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”**

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;

may need to be considered as ‘exempt’.

## 17. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).