



Executive Committee

Tuesday 29th July
2014
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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a
difference*

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- 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:
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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**

Welcome to today's meeting.

Guidance for the Public

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

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Do Not stop to collect personal belongings.

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

The emergency Assembly Area is on Walter Stranz Square.



Executive

29th July 2014

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>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.</p>
<p>3. Leader's Announcements</p>	<p>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</p> <p>2. any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 8) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on</p> <p>(Minutes attached)</p>
<p>5. Voluntary Sector Task Group - Final Report Councillor Pat Witherspoon</p>	<p>To receive the final report of the Voluntary Sector Task Group.</p> <p>(Report to follow)</p> <p>All Wards</p>
<p>6. Consolidated Revenue and Capital Outturn (Pages 9 - 42) Sam Morgan, Financial Services Manager</p>	<p>To consider the consolidated revenue and capital outturn for the 2013/14 financial year.</p> <p>(Report attached)</p> <p>All Wards</p>

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<p>7. Changes in Funding for Extra Care Scheme (Pages 43 - 54) Emma Cartwright, Housing Performance and Database Manager</p>	<p>To consider an increase in the service charges for Extra Care following the ending of Future Lives programme funding for housing related support. (Report attached) All Wards</p>
<p>8. Response to Stratford upon Avon's Proposed Submission Core Strategy (Pages 55 - 60) Stacey Green, Development Plans Officer</p>	<p>To consider endorsing the Officer response to the Stratford upon Avon Proposed Submission Core Strategy. (Report attached) All Wards</p>
<p>9. Covered Market Area - Proposal for Play Barn (Pages 61 - 66) Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider a proposal for a play barn scheme in the covered market area in Redditch town centre. (Report attached) (Abbey Ward)</p>
<p>10. Overview and Scrutiny Committee (Pages 67 - 80) Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on There are no outstanding recommendations to consider. (Minutes attached) (No Specific Ward Relevance)</p>
<p>11. Worcestershire Shared Services Joint Committee (Pages 81 - 94)</p>	<p>To consider the minutes from the meeting of the Worcestershire Shared Services Joint Committee on 26th June 2014. There are recommendations contained within the minutes) (Minutes and WRS Business Model Review Report attached) (No Specific Ward Relevance)</p>
<p>12. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Kevin Dicks, 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. (No Specific Ward Relevance)</p>

13. Advisory Panels - update report

(Pages 95 - 96)

Kevin Dicks, Chief Executive

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.

(Report attached)

(No Specific Ward Relevance)

14. Action Monitoring

(Pages 97 - 98)

Kevin Dicks, Chief Executive

To consider an update on the actions arising from previous meetings of the Committee.

(Report attached)

(No Specific Ward Relevance)

15. 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’.

16. Confidential Minutes / Referrals (if any)

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



Executive Committee

24th June 2014

MINUTES

Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Juliet Brunner, Brandon Clayton, John Fisher, Phil Mould, Mark Shurmer and Debbie Taylor

Also Present:

Carole Gandy, Alan Mason and Yvonne Smith

Officers:

Emma Baker, Jess Bayley, Clare Flanagan, John Godwin, Sue Hanley, Lynn Jones, David Riley and Amanda de Warr

Committee Services Officer:

Ivor Westmore

1. APOLOGIES

Apologies for absence were received on behalf of Councillor Rebecca Blake.

2. DECLARATIONS OF INTEREST

Councillor Bill Hartnett declared a disclosable pecuniary interest in Item 7 (Non-Domestic Rates – Discretionary Rate Relief Policy) as detailed separately at Minute 7 below.

3. LEADER'S ANNOUNCEMENTS

The Leader advised that the minute extract from the most recent meeting of the Council's Overview and Scrutiny Committee contained within the Additional Papers 1 pack should be read in conjunction with the report relating to item 5 on the agenda (Abbey Stadium Task Group – Final Report) for this evening's meeting.

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Chair

4. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 8th April 2014 be confirmed as a correct record and signed by the Chair.

5. ABBEY STADIUM TASK GROUP - FINAL REPORT

Councillors Carole Gandy and Alan Mason, representing the Abbey Stadium Task Group, presented the report prepared by their Group to the Executive Committee.

It was reported that the focus of the review was on exploring the options to extend the offer at the Abbey Stadium at minimum cost to the Council. The Group had been made aware early on in its review that a business case for expansion of the gym was in preparation and so had amended its scoping document to explore alternative options for making the Stadium a success.

The context of the review was a proliferation of other health and fitness centres in the town which was contributing to a gradual decline in membership numbers at the Abbey Stadium. The major recommendation of the Group was that alternative models for management of the Abbey Stadium and other leisure facilities within the Borough be explored. The Group had visited leisure centres in Evesham and Stratford and had determined that management by an external trust, such as was the case at these two centres, might lead to a reduction in costs whilst maintaining or improving the quality of services at the Abbey Stadium. In brief, the recommendations were as follows:

- That the option of the Abbey Stadium being managed by a leisure trust be explored;
- That, should the initial recommendation be agreed, the Overview and Scrutiny Committee should pre-scrutinise any final business case relating to the future operation of the Abbey Stadium;
- That the provision of therapeutic services be considered;
- That the provision of a sauna/steam room be considered;
- That membership of Abbey Stadium should be promoted to those aged 55 or over; and
- That retail provision of leisure goods at Abbey Stadium be expanded.

A number of other matters, such as provision of car washing and the employment of apprentices, had also been considered during the course of the review.

The Executive welcomed the report and commended the Group on a fine piece of work. There was a general agreement that the Task Group, the Portfolio Holder for Leisure and Tourism, other Executive Members and Officers were of a like mind as regards the future management of the Abbey Stadium and the Council's leisure facilities more generally. The Committee was happy to accept the principle of the main recommendation, as expressed in an amended resolution which widened the scope to encompass leisure facilities more generally. Given that the third and fourth recommendations were dependant on the outcome of the exploration of various management options it was agreed that these be deferred. The Committee was content to agree the fifth and sixth recommendations as these could be enacted under the current management regime and were considered to be prudent measures which would assist in maintaining membership levels.

RESOLVED that

- 1) the Council should explore the options for a leisure trust to manage some or all of its facilities, including the Abbey Stadium;**
- 2) the Overview and Scrutiny Committee be given the opportunity to pre-scrutinise any final business case relating to the future operation of some or all of the Council's leisure facilities, including the Abbey Stadium, prior to its submission to the Executive Committee;**
- 3) consideration of the provision of therapeutic services be deferred pending the exploration of options for the future management of the Council's leisure facilities;**
- 4) consideration of the provision of a sauna/steam room be deferred pending the exploration of options for the future management of the Council's leisure facilities;**
- 5) Officers identify appropriate marketing measures to promote membership of the Abbey Stadium to people aged 55 years and over; and**
- 6) there should be expansion of the offer and additional marketing (including displays) of retail provision at the Abbey Stadium.**

6. LOCAL DEVELOPMENT SCHEME 2014 AND COMMUNITY INFRASTRUCTURE LEVY

The Committee considered a report which contained a revised Local Development Scheme and a proposal that Officers be instructed to begin preparation of a Community Infrastructure Levy and Allocations Plan for the Council.

Officers explained that forthcoming meetings of the Planning Advisory Panel would be set aside to consider the introduction of the Community Infrastructure Levy. Members were informed that it was currently the intention of the Council to operate both Section 106 agreements and the new Community Infrastructure Levy alongside each other. The Committee was also reassured that the involvement of the Planning Advisory Panel would be in the preparation of the overall Community Infrastructure Levy Policy rather than in determining the levels of developer contributions from specific developments.

RESOLVED that

- 1) the contents of the report and the proposed amendments to the Local Development Scheme timetables be noted;**
- 2) Officers be formally instructed to begin preparation of a Community Infrastructure Levy and Allocations Plan for Redditch Borough Council; and**

RECOMMENDED that

- 3) Appendix A to the report, which includes the Council's forthcoming programme for planning policy documents from July 2014, be approved by Members.**

7. NON-DOMESTIC RATES - DISCRETIONARY RATE RELIEF POLICY

The Committee received a report setting out a new Policy to apply to Non-Domestic Rates discretionary relief awarded under the Local Government Finance Act 1988, and subsequent amending regulations.

The new Policy was aiming to bring consistency and fairness to the system of discretionary relief but there was an acknowledgement that it would have a financial impact on a number of organisations. Those organisations' concerned had been given 12 months notice of the change and there was transitional relief available to ameliorate any adverse financial impact. The criteria by which

organisations eligibility for relief was discussed. With regard to Paragraph 15.6 of the proposed Policy it was suggested that consideration of any appeal against a decision to refuse relief or against the level of the relief should be taken in conjunction with the relevant Portfolio Holder and the Leader of the Opposition. However, the general view was that this was a matter upon which the Portfolio Holder alone should be consulted as part of their role and, therefore, this proposal was not supported.

With respect to Paragraph 7 of the proposed Policy and the criteria of State Aid Declaration, Officers confirmed that the threshold of 200,000 euros was required to be expressed in euros.

RECOMMENDED that

the Non Domestic Rates – Discretionary Rate Relief Policy and Guidance attached as an appendix to the report submitted be adopted.

(Prior to consideration of this item Councillor Bill Hartnett, declared a disclosable pecuniary interest, in view of his position as Chair of Redditch Cooperative Homes and as a Board Member of Accord Housing group , and withdrew from the meeting. Councillor Greg Chance assumed the Chair during consideration of this item.)

8. LAND TO THE REAR OF MIDDLE HOUSE LANE

A report was considered which proposed amendment of a decision taken in relation to the disposal of a piece of land to the rear of Middle House Lane, Redditch.

In 2005 this piece of land had been declared surplus by the Council and it had been agreed to dispose of it in conjunction with a site belonging to Worcestershire County Council which sits adjacent and provides access to it. At the time the Council had specified that the land should be disposed of to a social landlord of the Council's choosing for the development of social housing.

The County Council was now seeking to dispose of its land at market value and, should the Borough Council not openly market its own site, would do so in isolation, leaving the Borough Council with the possibility of having to pay a premium or ransom to access its own site. Members noted that the description of the site was not entirely accurate as it was not bordered by Birmingham Road as specified in paragraph 3.12.

RECOMMENDED that

the land to the rear of Middle House Lane, Redditch be disposed of at market value.

9. REVIEW OF TOWN HALL CONCESSIONARY USE

Officers explained that the report submitted to the Executive Committee attempted to bring consistency and clarity to the system of providing concessionary use of the Civic Suite in Redditch Town Hall.

Members welcomed the clarity which the new Policy would bring. There was a suggestion that, in the event of disputes over the granting of concessionary use, the final decision be taken by the Leader in conjunction with the Leader of the Opposition, but this proposal was not supported.

RESOLVED that

- 1) the proposed booking and administration procedure (Appendix 1 to the report submitted) for Civic Suite Concessionary Room Bookings be approved and adopted; and**
- 2) Officers be directed to commence with the new procedure from Monday 30th June 2014.**

10. MAKING EXPERIENCES COUNT - CUSTOMER SERVICES MONITORING REPORT - QUARTER 4, 2013/14

The Committee received the report detailing customer feedback data for the fourth quarter of 2013/14, along with transactional data relating to the Customer Service Centre.

It was stated that the numbers of complaints had fallen significantly in comparison to previous quarters which was seen as evidence of the benefits of the introduction of a systems thinking approach to the provision of services. The time for the resolution of complaints was also falling in line with this reduction in overall numbers of complaints.

Officers provided a brief update on the Worcestershire Hub, noting that the work the Borough Council now did for the County Council was minimal and that the Hub had essentially ceased to exist in a meaningful form. The County Council now relied on online contact with its customers. One impact of this was a reduction in the financial subsidy provided to the Borough Council.

Finally, it was proposed that future Customer Service feedback and transactional data be provided to Members via the Members' Newsletter rather than in a quarterly report to the Executive Committee. Some Members were concerned that this would result in good news about improving customer performance not reaching the public. In support of the proposal, it was noted that Members would receive more regular updates on Customer Services performance and the relevant Portfolio Holder and Officers would ensure that good news was made public as and when appropriate. Officers also undertook to confirm for Councillor Brunner following the meeting the means by which the Members' Newsletter was circulated.

RESOLVED that

- 1) **the contents of the report be noted; and**
- 2) **the information contained within the report in future be provided via the Members' Newsletter.**

11. QUARTERLY MONITORING OF WRITE-OFFS - QUARTER 4 2013/14

The Committee considered a report which detailed action taken by Officers with respect to the write-off of debts during the financial year 2013/14 and the profile and level of the Council's outstanding debt.

Officers noted that the total amount of irrecoverable debt written off by Officers during the year was well within the current bad debt provision. The Committee was also requested to use its discretionary powers to write-off three debts considered irrecoverable but for which the present Write-off Policy did not provide the necessary authority for Officers so to do.

RESOLVED that

- 1) **the contents of the report be noted; and**
- 2) **the debt owing in relation to the three cases of debt detailed at Appendix 1 to the report submitted be written off as irrecoverable under the Executive Committee's discretionary powers.**

12. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 1st April 2014.

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RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 1st April 2014 be received and noted.

13. ADVISORY PANELS - UPDATE REPORT

The update on the activity of the Council's Advisory Panels and similar bodies was considered by the Committee. Officers undertook to advise Councillor Brandon Clayton of the date of the last meeting of the Housing Advisory Panel following the meeting.

RESOLVED that

the report be noted.

14. ACTION MONITORING

The Committee's Action Monitoring Report was considered by Members. Officers explained that, although key Members had been updated on the ongoing expenditure for securing the Hewell Road Swimming Baths site, a briefing had not been provided to all Committee Members. Officers also undertook to once again follow up the progress on the cost of holding the November meeting of the Executive Committee for Councillor Brunner.

The Meeting commenced at 7.00 pm
and closed at 8.48 pm

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Chair

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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**CONSOLIDATED REVENUE & CAPITAL OUTTURN & FINANCIAL
RESERVES STATEMENT 13/14**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non Key Decision	

1. SUMMARY OF PROPOSALS

This report details the Council's financial position for the period April to March 2014 (Outturn – 2013/14).

2. RECOMMENDATIONS

The Executive Committee is asked to **RESOLVE** that

the current financial position on Revenue and Capital be noted, as detailed in the report;

The Executive Committee is asked to **RECOMMEND**

- 1) the transfer of £165k into balances;
- 2) to carry forward £3.2m for Capital project schemes;
- 3) approval of the movement in reserves as detailed in Appendix 1; and
- 4) to increase the 2014/15 Capital Programme to include the following Section 106 funded project: £16,500 for Pitcheroak Golf Course for improvements to the greens and creation of a par 3 course to encourage juniors and beginners to play golf.

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim of the report is to ensure Officers and Members have a full picture of the year end financial position of the Council. This report includes additional information in relation to the final position for each department.

Financial Implications

- 3.2 The Council set a balanced budget in February 2013 for the financial year 2013/14. Within the budget were included savings of £550k which

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were not fully identified but required delivery during the financial year. These included savings relating to Shared Services, Transformation, and general vacancies with the Council. These savings were to be achieved during the financial year and officers were tasked to ensure that they were delivered with no impact on front line delivery of services. To further secure savings expenditure was incurred on essential service delivery only.

Revenue Budget summary Outturn (April – March) 2013/14 – Overall Council

- 3.3 The current financial position for services delivered within the Borough is detailed in the table below. The variance for the year (c) represents the difference for the financial year 2013/14 between the estimated budget and the actual expenditure for each department. If the variance is a (-) this shows an underspend to the original budget.
- 3.4 Internal recharges are whereby internal support services are charged to individual departments. However in the table before they have been shown as one line to allow a more transparent comparison for each service area.

Service Area	(a) Budget 2013/14 £000	(b) Actual Spend 2013/14 £000	(c) Variance 2013/14 £000
Service Specific Expenditure			
Environmental Services	1,575	1,531	-44
Community Services	1,144	1,108	-36
Regulatory Services	417	396	-21
Leisure & Cultural Services	2,030	2,007	-23
Planning & Regeneration	-52	-84	-32
Customer Access & Financial Support	-1,226	-1,253	-27
Finance & Resources	1,143	1,125	-17
Legal, Equalities & Democratic Services	156	126	-30
Business Transformation	116	71	-45
Head of Housing Services (GF)	78	57	-21
Corporate Services	93	90	-3
Support Services (IT, HR, Finance) – Recharged services	5,197	5,022	-175

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Net Directorate Expenditure	10,671	10,196	-475
<u>Non Service Expenditure</u>			
Superannuation	1,557	1,519	-38
Financing Costs	321	355	34
Capital charged to Revenue	0	58	58
Net Other Changes	-1,671	-1,464	207
Total General Fund Expenditure	10,878	10,664	-214
Income from Grants and Local Taxation	-10,794	-10,830	-36
Contribution To / From General Fund Balances	84	-166	-250

- 3.5 This shows a favourable underspend to budget of £250k. Therefore the unidentified savings of £550k have been delivered in full together with additional underspends during the year. The net position to return to balances is £166k.
- 3.6 Officers have been working through the financial year to ensure that savings are delivered with no impact on front line service delivery.
- 3.7 The main reasons for the variance to budget include:
- Environmental Services realised additional income from bereavement services and reduced supplies and service costs in a number of areas (£44k)
 - Community services savings were mainly due to reduced spending on supplies and services and use of reserves (£36k)
 - Regulatory Services utilised earmarked reserves to fund transitional costs (£21k)
 - Leisure savings came redesign of systems as part of transformation, increased income in business development, and general savings across departments, however unforeseen utility costs, and unavoidable overtime in the sports centres reduced the overall savings (£23k)
 - Planning & Regeneration have realised significant savings from salaries and in addition reserves have been utilised to minimise the impact on the general fund. (£32k)

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- Customer Access and Financial Support realised savings through reduced expenditure on repairs and maintenance, and higher than anticipated subsidy repayments from the DWP. (£27k)
 - Finance & Resources net underspend related to savings made on audit costs offset by the severance payments made during the management restructure.(£17k)
 - Legal services received additional income in the last quarter, predominately from Land charges and other savings were delivered through vacancy management (£30k)
 - Business transformation contributed savings from vacancies and the training budget was not spent due to ongoing work to develop a training matrix for all staff (£45k)
 - Housing made additional income from Dispersed Units and a number of costs were assessed as meeting the Essential Living Fund criteria and were appropriately charged to this fund. (£21k)
 - Corporate Services made savings through shared services together with general supply savings.(£3k)
 - Support Services represent a number of services including IT, Accountancy and Human Resources. Due to vacancy management and savings on contracts a significant underspend was seen in this area (£175k)
 - Non Service Specific Expenditure: this relates to expenditure outside of the general service control including capital financing costs, previous year adjustments and pension contributions. This area was overspent due to prior year payment on housing subsidy and shortfall on anticipated refunds from HMRC.
- 3.8 Savings delivered during 2013/14 will be released in 2014/15 to cover the unidentified savings which were included as part of the final budget.

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**Capital Budget summary Outturn (April - March) 2013 /14 – Overall
Council**

Department	Revised Budget 2013 /14 £'000	Actual spend £'000	Variance £'000
Environmental Services	3,752	1,737	-2,015
Community Services	925	374	-551
Regulatory Services	121	7	-114
Leisure & Cultural Services	443	122	-321
Planning and Regeneration	55	11	-44
Financial Services	35	34	-1
Property Services	408	226	-182
Business Transformation	9	0	-9
TOTAL	5,748	2,511	-3,237

3.9 The main reasons for the variance to budget include:

- Re-scheduling of vehicle replacement programme, £918k to be moved to 2014/15.
- Community services have seen a reduction in new applications for Disabled Facilities Grants and Home Repairs Assistance; however the authority has approved grants to the value of £150k, and is committed to this expenditure.
- The final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15
- Public Buildings some expenditure was identified as Revenue thus reducing the Capital element, additional there is work in progress for £30k this budget is required in 14/15

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Environmental Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Sep £'000	Variance to date April - March £'000
Bereavement Services	-378	-436	-58
Cleansing	557	560	3
Climate Change	12	9	-3
Environmental services Management	677	681	3
Highways & Drainage (inc civil parking)	465	441	-24
Landscape & Grounds Maintenance	89	125	36
Manager supplies & Transport	0	0	0
Waste Management - Refuse & Recycling	1,033	976	-57
Waste Management Policy	6	-16	-22
Allocation of savings	-51	0	51
Service Expenditure	2,410	2,340	-71
Recharges internal	-836	-810	26
Allocation of unidentified savings	0	0	0
TOTAL	1,574	1,530	-45

Financial Commentary:

- Bereavement Services have achieved more income than budgeted due to increase in demand.

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- North Worcestershire Waste Management has reported a £20k saving on drainage works within the Land Drainage shared service.
- S106 funds expected to contribute towards the Landscape expenditure are outstanding, when received these will be used in future years.
- Waste Collection has seen a £20k saving from reduced supplies and transport recharges, £25k lower capital charges.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April – Mar £'000
Crematorium Enhancement	1,058	920	-138
Crematorium Extension	35	24	-11
Crossgate Depot Imps 2010	30	10	-20
Solar Panels	35	31	-4
Estate Enhancements	234	6	-228
Footpath Improvements	20	18	-2
Foxlydiate Crescent Lighting	25	0	-25
Improved Parking Scheme	250	237	-13
Land Drainage schemes	222	108	-114
Landscape Improvement Programme	200	154	-46

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Recycling Project	67	25	-42
Town Centre Landscape Scheme	450	21	-429
Vehicle replacement programme	1,101	183	-918
Woodland Schemes	25	0	-25
TOTAL	3,752	1,737	-2,015

Financial Commentary:

- The majority of the work has taken place for the Crematorium Enhancement and extension. Officers request that any remaining budget be moved into 2014/15 to carry out further remedial works.
- Solar Panels – scheme is now complete with a saving of £4k
- Estate Enhancement work continues – any balance at year end is requested to be moved to 2014/15
- Land Drainage Schemes – Wyre Forest/NWWM at part of their service level agreement oversee the Land Drainage capital schemes. £90k flood alleviation work has been carried out during the year.
- Work began on Church Green bandstand in 2013/14 and further landscape works are progressing in 2014/15.
- Vehicle replacement programme - due to re-scheduling of vehicle procurement, £918k to be moved to 2014/15 as most of the expenditure will take place after April.
- Woodland Schemes – Officers have asked for the budget to be moved into 2014/15 to carry out works in Oakenshaw Woods

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Community Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April - Mar £'000
Community Services	1,311	1,224	-86
Control Centre Manager	344	329	-16
Care & Repair	50	44	-6
Service Expenditure	1,705	1,597	-108
Recharges internal	-519	-489	30
Allocation of unidentified savings	-42	0	42
TOTAL	1,144	1,108	-36

Financial Commentary:

- The spend on supplies and services is lower across all cost centres.
- Community Services Earmarked reserves were used to reduce the pressure on budgets in year.
- £17k reduced transport costs on Dial a Ride.

Capital Budget summary

Service	Revised Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Disabled Facilities Grant	575	332	-243
Energy & Efficiency Installs	94	0	-94
Hmo Grants	20	10	-10
Home Repairs Assistance	150	24	-126
Housing Needs Assessment	4	0	-4
Strat Hsg Research & Dev	10	0	-10
Warmer Worcs Insul Scheme	25	8	-17

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(£40k)			
Small Area Improvements	47	0	-47
TOTAL	925	374	-551

Financial Commentary:

- There has been a reduction in new applications for Disabled Facilities Grants, however the authority has approved grants to the value of £150k, work is in progress.

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Regulatory Services	Outturn (April - March) 2013 /14
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**Revenue Budget summary Quarter 3 (April – December) 2013 /14 –
Regulatory Client**

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Environmental Health	610	592	-18
Licensing	-177	-196	-19
Allocation of Savings	-16	0	16
TOTAL	417	396	-21

Financial Commentary:

- No significant variances

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend £'000	Variance £'000
Worcestershire Enhanced Two Tier Programme (WETT)	121	7	-114
TOTAL	121	7	-114

Financial Commentary:

- The expenditure is jointly funded by all partners in accordance with the business case. The budget for 13/14 was £503k, RBC share at 11.31% £56k.

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Leisure and Cultural Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Business Development	149	120	-29
Cultural Services	850	724	-126
Leisure & Cultural Manage.	149	142	-7
Parks & Open Spaces	876	820	-56
Sports Services	409	568	159
Allocation of savings	5	0	-5
Service Expenditure	2,438	2,374	-64
Recharges internal	-408	-367	41
TOTAL	2,030	2,007	-23

Financial Commentary:

- The underspend within Business Development is due to the following reasons:
 - Income from roundabouts sponsorship has exceeded the budget and an additional income target has been included within the 2014/15 budget.
 - The Christmas Lights have been procured at a lower price and installed by existing staff rather than contractors and a saving has been included within the 2014/15 budget.
 - There are vacancy savings which will be addressed as part of a service review in 2014/15.
- The underspend within Cultural Services is due to the following reasons:
 - The Palace Theatre has significantly exceeded its income target.
 - The Community Centres which remain within the management of Leisure Services have made savings due a successful trial of a transformation re-design.

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- The underspend within Leisure & Cultural Management is due to lower than anticipated expenditure by the Learning Online service.
- The underspend within Parks & Open Spaces is due to the following reasons:
 - An element of the Play Area maintenance budget was not required as existing Section 106 receipts have been utilised.
 - There has been a reduction in the landscape maintenance recharge from Environmental Services.
- Sports Services achieved budget position across all cost centres with the exception of the Abbey Stadium, Kingsley Sports Centre & Hewell Road. The overspend is due to:
 - Unforeseen utilities costs at the Abbey Stadium.
 - Overtime costs at the Abbey Stadium have increased due to long-term sickness in front-line posts which has to be covered.
 - Ongoing security costs at Hewell Road prior to its disposal.
 - Income generation was 1.5% lower than budgeted at the Abbey Stadium following changes in the local fitness market. Officers have reviewed the position and increased marketing accordingly, reviewed class and exercise programmes and are looking at ways to respond to customer feedback proactively to address this situation.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Mar £'000	Variance to date April – Mar £'000
Abbey Stadium	350	35	-315
Hewell Rd Pool Works	0	0	0
Kingsley Sports Centre	37	37	0
Greenlands Pub Open Space	8	0	-8
South Street S106 Fund	48	50	2
TOTAL	443	122	-321

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Financial Commentary:

- Officers are waiting to settle the final account for the Abbey Stadium but it will not be paid until the next financial year. Therefore, it is requested that the remaining budget is carried forward into 2014/15.
- Works have not yet been completed at Greenlands playing field / changing rooms so it is requested that the budget is carried forward into 2014/15.

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Planning and Regeneration	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April - Dec £'000
Building Control	52	62	10
Development Management	165	174	9
Economic Development	120	156	36
Planning Policy	383	275	-108
Allocation of savings	-23	0	23
Service Expenditure	697	667	-30
Recharges internal	-749	-752	-3
TOTAL	-52	-85	-33

Financial Commentary:

- A building hiatus within the Redditch Borough has resulted in a reduction of Planning Applications and consequently Building Controls services affecting the income achievable.
- Salary savings of £25k and the use of earmarked reserves for town centre projects contributed to the savings made within Planning.

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Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000
Town Centre Development	55	11	-44
TOTAL	55	55	-44

Financial Commentary:

- Funding from Section 106 to finance Town Centre Development has not been fully committed during 2013/14

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Customer Access & Financial Support	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Budget 2013/14 £'000	Actual Spend £'000	Variance £'000
Asset & Property Management	1,066	898	-168
Customer Services	467	490	23
Revenues & Benefits	284	125	-159
Allocation of savings	80	0	-80
Service Expenditure	1,898	1,513	-385
Recharges internal	-3,124	-2,766	357
TOTAL	-1,226	-1,253	-28

Financial Commentary

- The variance for Asset & Property Management is mainly attributable to increased income through effective use of office space. Also the Repairs & Maintenance expenditure on buildings within Property Services was lower than expected this year, and Investment Properties have achieved more income due to more Units being let in the last quarter of the year.
- The variance for Customer Services is attributable to the redundancies within the service and the extension on the Cash Receipting system.
- The variance for Revenues & Benefits is predominantly due to Benefit Awards and reduced internal recharges.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000

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General Fund Buildings - Asbestos	48	18	-30
Public Building	250	123	-127
YMCA Heating	85	85	0
Energy Management	25	0	-25
TOTAL	408	226	-182

Financial Commentary:

- General Fund buildings - Asbestos, this project has been unable to complete some of its works during the last quarter and therefore there will be a requirement for £14k as a carry forward for 14/15.
- Public Buildings have managed to resource some expenditure from Revenue budgets thus reducing the Capital element, and also were unable to complete some works during the last quarter therefore there is a commitment for £30k of the under spend required for 14/15
- Energy Management, this project is to be reviewed for 14/15.

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Financial Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Financial Services and Procurement	726	837	111
Corporate Management and Audit	1,267	1,228	-39
Service Expenditure	1,993	2,065	73
Recharges internal	-830	-940	-110
Allocation of savings	-20	0	20
TOTAL	1,143	1,125	-17

Financial Commentary:

- Overspend on Financial Services are severance costs following the recent Head of Service Restructure.
- Underspend on Corporate Management and Audit is due to savings on audit fees, corporate subscriptions and an over recovery of insurance premiums to be placed in an earmarked reserve for future years.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Income Replacement System	35	34	-1
TOTAL	35	34	-1

Financial Commentary:

- No significant variance.

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Legal, Equalities and Democratic Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Democratic Services & Member Support	315	278	-37
Elections & Electoral Services	98	95	-3
Legal Advice & Services	335	309	-26
Allocation of Savings	15	0	-15
Service Expenditure	763	682	-81
Recharges internal	-607	-556	51
TOTAL	156	126	-30

Financial Commentary:

- The variances within Legal, Equalities & Democratic Services are predominantly due to additional income being received within Land Charges in the final quarter, reduced expenditure within Members Services, vacant posts following the service review earlier in the year, and lower internal recharges.

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Business Transformation	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Corporate Strategy	85	74	-11
Business Transformation	918	828	-90
Human Resources	491	419	-73
IT Services	148	166	17
Allocation of savings	88	0	-88
Service expenditure	1,731	1,487	-244
Internal Recharge	-1,615	-1,415	199
TOTAL	116	71	-45

Financial Commentary:

- In year savings were identified within IT services and Business Transformation due to vacancies in the departments.
- In Corporate strategy a small saving has been identified within the Equalities budget.
- A further saving has been identified in the Business Transformation budget for the cost of internet services
- The savings within Human Resources are due to vacancies and savings within the training budget.

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Capital Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000
Members IT Facilities	9	0	-9
TOTAL	9	0	-9

Financial Commentary:

- Currently no expenditure to date on this project.

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Housing Services (General Fund)	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Dec £'000
Housing general fund	969	939	-30
Allocation of Savings	-20	0	20
Service Expenditure	949	939	-10
Recharges internal	-871	-882	-11
TOTAL	78	57	-21

Financial Commentary:

- £35k saving from additional income on Dispersed Units, and allocation of attributable costs to Essential Living Fund

Corporate Services	Outturn (April - March) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Actual Spend April - Mar £'000	Variance to date April - Mar £'000
Corporate Admin / Central Post / Printing	870	825	-45

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Allocation of savings	41	0	-41
Service Expenditure	911	825	-86
Recharges internal	-818	-735	83
TOTAL	93	90	-3

Financial Commentary:

- Savings made from Shared Services and a vacant Directors post.
- Clinical care group expenditure was funded by earmarked reserves.

Treasury Management

- 3.10 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

Credit Risk

- 3.11 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.
- 3.12 At 31 March 2014, there were no short-term investments

Income from investments

- 3.13 An investment income target of £25k has been set for 2013/14 using a projected rate of return of 0.75% - 1.50%. During the past financial year, bank base rates have remained at 0.50% and current indications are projecting minimal upward movement for the short-term.
- 3.14 In the 12 months to 31 March 2014 the Council earned income from investments of £15k. The Council has not achieved the budgeted income due to reductions in the rate now provided by the call account, however that the £10k shortfall has been negated by the fall in borrowing costs.

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General Fund Balances

- 3.15 The General Fund Balance as at the 31st March 2013 is £1m; a balanced budget was set in February 2013, should the unidentified savings not be achieved during the year or any unexpected expenditure occur this would be funded from Balances.

General Fund Balance		
	£'000	£'000
Balance as at 1 st April 2013	1,001	
Contribution to balances	165	
Estimated Balances 31 st March 2014		1,166

Housing Revenue Account

- 3.16 The 2013/14 financial position resulted in an under achievement by £45k against the approved budget of £260k (Surplus). The amount in HRA balances now stands at £1,031k.
- 3.17 The main variations are due to:-
- A reduction in the amount received in government subsidies.
 - Cost savings were made delivering the service, which helped to reduce the effect of lost income.

Housing Revenue Account 2013/14

	Approved Budget 2013/14 £000	Actual 2013/14 £000	Variance £000
Income	25,224	25,093	131
Expenditure	24,965	24,879	(86)
Net Expenditure	(260)	(215)	45
<u>Housing Revenue Account Balance</u>			
Surplus as at 1 st April 2013	817	817	0
Surplus (Deficit) for year 2013/14	260	215	(45)
Surplus as at 31 st March 2014	1,076	1,031	(45)

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Legal Implications

3.18 No legal implications have been identified.

Service/Operational Implications

3.19 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

Customer / Equalities and Diversity Implications

3.20 Performance Improvement is a Council objective.

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

Appendix 1 – Reserves Statement

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790

FINANCIAL RESERVES STATEMENT 2013/14

APPENDIX 1

Description	Balance C/fwd 1.4.2013	Movement in Reserve 2013/14	New Reserve 2013/14	C/fwd 31.3.2014	Comment
	£	£	£	£	
Shopmobility Donations	-32,263			-32,263	Accumulated donations pre 2013 which are ring fenced for the purchase of equipment as required.
Crematorium Donations	-5,987			-5,987	To be carried forward to 2014/15 - for work as designated by Bereavment Services Manager
Forge Mill Museum Donations	-1,800		1,800	0	Fully Spent in 2013/14
Heming Road Units	-22,273		2,304	-19,969	To be utilised for repairs and maintenance of the units

Car Loan Insurance Fund	-6,861	-310		-7,171	To provide cover for the Council against losses on car loans
Community Safety(BSC)	-65,795			-65,795	Community Safety Projects
Mercury emissions	-424,500	-20,000		-444,500	Cremator works - to be drawn down in 2014/15
Job Evaluation	-755,000			-755,000	Job Evaluation Costs
IT licences	-29,210			-29,210	Additional License costs
Land Drainage	-19,594			-19,594	Savings from NWWM Shared Service to provide contingency funds for flooding/drainage
Planning	-49,325	-16,482		-65,807	Local plan set aside
Town Centre Grant	-51,620		40,466	-11,154	Balance of grant for Town Centre developments
Charles Henry Foyle Trust	-2,704			-2,704	Donation only to be used on exhibitions at Forge Mill. To be drawdown in 14/15.

Sports Development	-37,150	-36,459	19,322	-54,287	Ringfenced grants for a number of sports development activities to improve Health and Wellbeing in the Borough
Positive Activities	-122,080	-14,518	14,503	-122,096	Ringfenced grants for a number of positive (including Ageing Well) activities to improve Health and Wellbeing in the Borough
Homelessness Grant	-142,197			-142,197	Government Specific Grant - annual funding
Mort rescue	-24,470			-24,470	Ongoing Homelessness Prevention Scheme
Risk	-36,150	-15,000	4,500	-46,650	To support the development of a risk management framework across the Council
Health & Well Being	-26,760		79	-26,681	Ringfenced Health and Wellbeing grant
Redditch Partnership	-10,000		3,770	0	Fully Spent in 2013/14

Arts	-9,680	-805	5,426	-5,059	To fund a number of specific arts projects across the Borough
Economic Development	0	-24,000		-24,000	Economic Development projects
Areas of Highest Need	-132,670		33,824	-98,846	To support the costs associated with the Areas of Highest Need
Land charges	-100,000			-100,000	To fund potential litigation in relation to Land Charges
Sure Start	-9,903			-9,903	Contract specific grant carry forward
Community Safety	-111,097	-97,457	47,400	-161,155	External Grant Funding funding held on behalf of NWCSP
Worcestershire Regulatory Services	-59,140		26,552	-32,588	To fund costs relating to the IT system for WRS
PCT	-136,150		104,075	-32,075	External Grant Funding funding held on behalf of PCT

					Balance of IER Grant received from Cabinet Office to be continued for implementation in 14/16
Elections (IER)	0	-6,431		-6,431	
Strategic Housing	-1,250			-1,250	Funds for specific projects
Boulders Play Area	-23,670		23,670	0	Fully Spent in 2013/14
Elections	-8,000	-9,865		-17,865	Elections reserve to be drawn down in 2014/15
Crematorium	-10,820			-10,820	To be used to carry out plinth work at Cemetery
Planning transformation	-4,890			-4,890	To support the system redesign within planning services
Grants to Vol Bodies	-32,960	-9,895	26,000	-16,855	A number of grants approved in 2013/14 did not receive their full payments
Building Control	-19,010		11,295	-7,715	Partnership income
Development Management	-3,000			-3,000	

High Street Innovation Grant	-45,110		510	-44,600	To support improvements in the Town Centre High Street
DWP Grant	-43,500			-43,500	Specific welfare reform grant received
Welfare Grant Reform	-20,110			-20,110	Specific welfare reform grant received
Threadneedle Dilapidations	-557,710		57,710	-500,000	Repairs reserve in relation to Threadneedle House
Corporate Traineeships	-9,000			-9,000	Corporate Traineeship scheme in 14/15 to be extended to 5 posts
2 Pennies (Hsg & Legal)	-7,500			-7,500	To support the provision of specialist debt advice
Allotments	0	-1,305		-1,305	Funding from divisional support to be used in 2014/15
Gypsy and traveller accommodation assessment 0702		-8,775		-8,775	Gypsy and traveller accommodation assessment
NNDR		-454,749		-454,749	Small Business Rate Relief - Ringfenced grant
GF Earmarked Reserves	-3,210,910	-716,050	423,206	-3,497,524	

Supporting People(HRA)	-38,342			-38,342	Funding for post not all used in year
Community Care Prev Grant	-3,795			-3,795	Ongoing Older People's Project Funding (HRA)
HRA Earmarked Reserves	-42,137	0	0	-42,137	
Capital Reserve- Vehicles & Plant	-205,904		29,330	-176,575	Replacement vehicles
Capital Reserve-HRA	-9,450,000	-3,500,000		-12,950,000	Reserve to enable the debt repayment on HRA, and future repairs and maintenance
Capital Reserve	-9,655,904	-3,500,000	29,330	-13,126,575	

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**REVIEW OF FUNDING FOR EXTRA CARE – ST. DAVID’S HOUSE AND QUEEN’S
COTTAGES**

Relevant Portfolio Holder	Cllr Mark Shurmer, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing
Ward(s) Affected	Batchley and Brockhill
Ward Councillor(s) Consulted	Cllr Pattie Hill, Cllr John Witherspoon
Key Decision / Non-Key Decision	Non-Key Decision

1. SUMMARY OF PROPOSALS

This report sets out proposals to increase existing service charges relating to communal facilities at St David’s House and Queen’s Cottages and to note that as a result of cuts to funding from Worcestershire County Council as part of their Future Lives programme, in future, costs of providing housing related personal support will need to be paid by the tenant.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that:

- 1) **service charges for the cost of providing communal facilities at St. David’s House and Queen’s Cottages be increased to reflect the actual cost of providing them;**
- 2) **charges to apply from Monday 6th October 2014 and to be reviewed on an annual basis as part of the Council’s fees and charges process; and**

to **RESOLVE** to **NOTE** that

in future all residents of St. David’s House and Queen’s Cottages will be charged for housing related personal support, which is currently paid for some residents by the Worcestershire County Council Supporting People Fund, as this is being withdrawn.

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3. KEY ISSUES**Housing Related Personal Support**

- 3.1 St. David's House and Queen's Cottages is an Extra Care scheme comprising of 54 units of accommodation; 35 flats within St. David's House and 19 bungalows at Queen's Cottages. All residents of the scheme benefit from the use of the communal areas, activities, luncheon club and on-site staff 24 hours a day 365 days a year.
- 3.2 The Extra Care scheme has historically been funded through a mix of rental income, provision of care via a contract with Worcestershire County Council, provision of Housing Related Personal Support via a Supporting People contract with Worcestershire County Council for those in receipt of Housing Benefit, support charges paid by those who are not in receipt of Housing Benefit and service charges.
- 3.3 Worcestershire County Council needs to save £30 million in 2014/15 and then £25 million per year until at least 2016/17. Adult Services and Health have developed a programme called Future Lives to prioritise funding to services which they have a statutory duty to provide or to those services where there is evidence they avoid or reduce the need for social care. Commissioned Services have been reviewed within the above context and Worcestershire County Council has determined that whilst funding Extra Care Schemes enables them to meet their objectives this is not true of funding Housing Related Personal Support. The result of this is there will no longer be funding in the form of Supporting People for the Housing Related Support provided at St. David's House and Queen's Cottages this will need to be paid by the tenant. The current charge, as agreed in Fees and Charges is £62.50 per week.
- 3.4 Officers are proposing that everyone makes a contribution to the support provided. Support covers activities such as the daily well being visit, a member of staff on site 24 hours a day 7 days a week, monitoring of and responding to calls made through the lifeline system, provision of activities plus support to enjoy them, support prompts for medication and a personalised support plan. This charge is not Housing Benefit eligible but can be covered by the tenant's Attendance Allowance payments. Officers are asking for this charge to be set at £33.00 per week for the remainder of 2014/2015 and increased to £36.00 for 2015/2016.
- 3.5 A further change for Members to note is the change in the way care is funded. Worcestershire County council will no longer provide a care contract. Instead providers have submitted a tender to be included on the domiciliary care provider list. Providers need to be on this list to demonstrate they have On-Site provider status which is needed in order to provide the care at St. David's House and Queen's Cottages. Redditch Borough Council have been successful in being

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placed on this list. Care will be purchased by County or by the individual, if in receipt of direct payments.

Service Charges

- 3.6 As a result of the above Officers have been looking at the impact of this on the continued financial viability of St. David's House and Queen's Cottages. They have reviewed the costs of running the scheme plus the income generated by the current service charge arrangement.
- 3.7 Service charges are Housing Benefit eligible and cover things such as communal cleaning, landscaping, scheme management including maintaining the fire alarm and the door entry system. Service charges are currently £11.40 per week for tenants that live at St. David's House. The charge for those tenants that live at Queen's Cottages is £4.10 per week. In the interest of fairness Officers are asking to increase the Service charge to £22.00 per property per week for the remainder of 2014/2015 and increased to £25.00 for 2015/2016. St. David's House tenants will also continue to be charged for £7.00 per week for heating and £3.10 per week for the water.

Financial Implications

- 3.8 Worcestershire County Council has decided to change how they fund Extra Care schemes. Historically Extra Care schemes were funded via two contracts; one for Support and one for Care which in total provided £318,360 of income a year to St. David's House and Queen's Cottages.
- 3.9 Worcestershire County Council will provide funding for Core and Waking Nights cover this is currently worth £60,000 a year however is subject to review every 6 months as the value is based on the number of resident's in receipt of Housing Benefit.
- 3.10 Care will be purchased by Worcestershire County Council from Redditch Borough Council at a reduced rate of £13.20 per hour. This purchase will either be by the County or by the individual if they have opted to have direct payments. Currently an average of 230 hours per week is provided at St. David's House and Queen's Cottages. Officers have calculated the care will generate income of £157,800 per year this results in a total shortfall of £100,560.
- 3.11 In Year 1, based on a new staffing rota using salary costs based on the highest point, St. David's will experience a shortfall of £40,000 and HRA reserves will need to be used to balance the budget. In Year 2 St. David's will be able to operate within its income stream (Appendix 1 – Income and Expenditure).

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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Legal Implications

- 3.12 Charges for ancillary services currently provided by the Worcestershire County Council and which are being withdrawn as a result of budget changes can be offered at a charge by Redditch Borough Council as ancillary to its housing function.
- 3.13 Service Charges as made under the tenants' individual tenancy agreements. The Housing Act 1985 provides that these charges can be increased provided tenants are given at least 28 days notice of the change.

Service / Operational Implications

- 3.14 Officers have reviewed staffing arrangements and rota hours to make the service as streamlined and as efficient as possible. This also included a review of administrative work to create capacity to invoice customers and Worcestershire County for the hours of care we provide.

Customer / Equalities and Diversity Implications

- 3.15 The changes to funding support will impact on the 46 customers that are currently on Housing Benefit as their Support costs are currently funded through Supporting People. Officers have identified that Attendance Allowance can be used to pay for support and the Support charge proposed is not greater than the current Attendance Allowance rates.
- 3.16 The service charges will be Housing Benefit eligible thus currently the implementation of increased service charges will affect 8 customers.
- 3.17 Officers have committed to meet with each resident and their family to review income to ensure they are in receipt of all the benefits to which they are entitled.
- 3.18 Officers from Redditch Borough Council and Worcestershire County Council met with tenants and their families on 3rd July 2014 to discuss the changes to funding by Worcestershire County Council and these proposals. Local Councillors also attended.
- 3.19 Residents and families strongly vocalised how much they value St. David's House and Queen's Cottages but understood these charges were needed to meet the shortfall (Appendix 2 – Briefing Note, Appendix 3 – Case Study).
- 3.20 Officers have made them aware that proposals are subject to approval by members and that if agreed would commence Monday 6th October 2014.

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4. STRATEGIC PURPOSES

The Extra Care scheme enables residents to:

- Help me to live my life independently
- Help me to be financially independent

5. RISK MANAGEMENT

5.1 If the funding and operations are not redesigned then it will not be viable to run St. David's House and Queen's Cottages as an Extra Care scheme. This will have a serious impact on those living at the 54 units of accommodation and the officers who are employed by Redditch Borough Council to operate the Extra Care Scheme.

5.2 Officers are aware that funding cuts from Worcestershire County Council will continue and will look at maximising income through various streams.

6. APPENDICES

Appendix 1 - Income and Expenditure

Appendix 2 - Briefing Note

Appendix 3 – Hypothetical Case Study

7. BACKGROUND PAPERS

- Cabinet paper by officers of Worcestershire County Council
7 November 2013
6. FUTURE LIVES: PATHWAYS TO INDEPENDENCE
- Cabinet paper by officers of Worcestershire County Council
Thursday 6 March 2014, 10.00a.m., County Hall

AUTHORS OF REPORT

Name: Tracey Durrant
Email: tracey.durrant@bromsgroveandredditch.gov.uk
Tel.: 01527 584769

Name: Emma Cartwright
Email: emma.cartwright@bromsgroveandredditch.gov.uk
Tel.: 01527 64252 ext. 3994

INCOME	2014/2015	2015/2016
Luncheon Club	£ 47,305.00	£ 52,915.00
Care & Support	£ 301,479.00	£ 332,892.00
Landlord	£ 101,853.44	£ 130,845.44
TOTAL INCOME (exc rent)	£ 450,637.44	£ 516,652.44

EXPENDITURE	Budget 2014/2015	Proposal 2015/2016
Luncheon Club	£ 67,680.00	£ 66,032.24
Care & Support	£ 358,600.00	£ 380,548.32
Landlord	£ 64,110.00	£ 66,000.00
TOTAL EXPENDITURE	£ 490,390.00	£ 512,580.56

Difference

2014 to 2015 shortfall	-£ 39,752.56
2015 to 2016	£ 4,071.88

Important Information

Worcestershire County Council, as part of their budget cuts, will no longer fund Extra Care schemes in the same way. This means there will be no funding from Supporting People. However we want to assure you that the staffing won't change nor will the level of care you receive. We want everything to stay the same for you but to do this we have had to look at how this can be funded.

We are proposing to Council members for us to increase the service charge to £22.00 per property per week. This charge is Housing Benefit eligible and covers things such as communal cleaning, landscaping, scheme management including maintaining the fire alarm and the door entry system. In addition those at St. David's House will continue to be charged for heating and water. The charges for these services are currently £7.00 per week for the heating and £3.10 per week for the water.

We will need everyone to make a contribution to the support provided. We are proposing to Council members that this charge is £33.00 per week. Support is things like daily well being visit, a member of staff on site 24 hours a day, 7 days a week, monitoring of the lifeline system, activities, support prompts for medication. Unfortunately this is not covered by Housing Benefit but could be covered by your Attendance Allowance payments.

If you want to discuss this further please contact the Manager Tracey Durrant on 01527 584769

Important Information

How much could this cost me a week?

This will depend on whether you live at St. David's House or Queen's Cottages:

St. David's House	I am not on Housing Benefit	I am on Full Housing Benefit
Rent	£72.90	Fully covered by Housing Benefit
Service Charge	£22.00	Fully covered by Housing Benefit
Heating	£7.00	£7.00
Water	£3.10	£3.10
Support Charge	£33.00	£33.00
Total weekly charge:	£138.00	£43.10
	Plus care package	

Queen's Cottages	I am not on Housing Benefit	I am on Full Housing Benefit
Rent	£84.98 to £91.01	Fully covered by Housing Benefit
Service Charge	£22.00	Fully covered by Housing Benefit
Support Charge	£33.00	£33.00
Total weekly charge:	£139.98 to £146.01	£33.00
	Plus care package	

In comparison its costs £252.61 per week to live at Terry Spring Court this does not include care package charges.

These proposals will be discussed by Council members. If approved the charges will start from Monday 6th October 2014.

If you want to discuss this further please contact the Manager Tracey Durrant on 01527 584769

Appendix 3 – Hypothetical Case Study of a Resident living in St David's House

Mr X lives at St. David's House and his total income comprises of:

Current Weekly Income

State Pension	£61.84
Pension Credit	£164.41
TOTAL	£226.25

Monthly Income

Disability Living Allowance	£311.39
TOTAL	£311.39

Current Weekly Expenditure

Cost of living at St. David's House

Rent	£72.90	Covered by Housing Benefit
Service Charge	£11.50	
Support Charge	£62.50	
Gas & Water	£10.10	
Care Package	£62.12	
Other living expenses	£103.60	
TOTAL	£175.82	

Monthly Expenditure

Other living expenses	£86.08
TOTAL	£86.08

With the weekly and monthly disposable income added together, this leaves Mr X with **£102.42** per week.

If the proposed changes go ahead Mr X's will remain the same however his expenditure will increase by £33.00 to:

Current Weekly Expenditure

Cost of living at St. David's House

Rent	£72.90	Covered by Housing Benefit
Service Charge	£22.00	
Support Charge	£33.00	
Gas & Water	£10.10	
Care Package	£62.12	
Other living expenses	£103.60	
TOTAL	£208.82	

Monthly Expenditure

Other living expenses	£86.08
TOTAL	£86.08

After the proposed changes Mr X will have **£69.42** disposable income each week.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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**REDDITCH BOROUGH COUNCIL RESPONSE TO STRATFORD-ON-AVON
DISTRICT PROPOSED SUBMISSION CORE STRATEGY**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	YES
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All Wards
Ward Councillor(s) Consulted	YES
Key Decision	

1. SUMMARY OF PROPOSALS

The Stratford on Avon Proposed Submission Core Strategy was placed on consultation. Officers sent a response to their consultation on 7th July in advance of the consultation period expiring. This report requests that the Redditch Borough Council response (at Appendix 1) be approved retrospectively to formalise the Officer response submitted.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND to the Council that the response (at Appendix 1) to the Stratford on Avon Proposed Submission Core Strategy be approved retrospectively.

3. KEY ISSUES**Financial Implications**

3.1 None.

Legal Implications

3.2 All Local Authorities have a legal obligation to produce a Local Plan in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012. There is also a legal Duty to Cooperate enshrined within the Localism Act. Redditch Borough Council therefore has a duty to ensure the plans of any relevant neighbours are responded to where there are relevant planning matters arise.

Service / Operational Implications

3.3 In accordance with the Town and Country Planning (Local Planning) 2012 Regulations, before Stratford's Core Strategy can be submitted, they are required to run a six week period for making representations on the legal

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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compliance and soundness of the Plan. This period commenced on 5th June and ended on 17th July 2014.

3.4 Redditch Borough Council's response provides general support for the Stratford-on-Avon Proposed Submission Core Strategy. In summary the response included the following key points (the full response can be seen at Appendix 1):

- Stratford-on-Avon District Council (SOADC) proposes to meet its full objectively assessed needs for market and affordable housing within its own boundaries, which was supported.
- Reiterating previous comments made, support provided for Policy AS.8 and other references in the Plan relating to the protection of Studley's separate identity and maintaining the Green Belt between Studley and Redditch.
- Having regard to para. 6.13.4 of the Plan in relation to previous correspondence received from SOADC (dated 21st October 2013); a change of approach from Stratford is noted with regards to the land within Stratford and whether it has any potential future capacity for housing for Stratford.
- Para. 6.13.4 suggests that SOADC may wish to pursue the potential of the land adjacent to the A435, however previous correspondence suggested a contrary approach. RBC Officer noted that this may need to be clarified as its inclusion in an Allocations Plan for Stratford may have implications for the implementation of development on adjacent land within Redditch which is included as a potential housing site in the Borough of Redditch Local Plan No.4.
- Support for Policy CS.10: Green Belt where reference is made to the removal of 7ha of land at Gorcott Hill, north of Mappleborough Green.
- The response supports Policy CS.21: Economic Development where reference is made to the provision of 19 hectares of employment land to meet the specific needs of Redditch within Stratford.
- The response strongly supports the inclusion of proposals REDD.1: Winyates Green Triangle, Mappleborough Green and REDD.2: Gorcott Hill, Mappleborough Green, to contribute to meeting the future employment needs of Redditch.

Customer / Equalities and Diversity Implications

3.5 None.

4. RISK MANAGEMENT

4.1 In accordance with the 'duty to cooperate' local planning authorities and other prescribed bodies in relation to planning for sustainable development are duty-bound to cooperate when preparing Development Plan Documents. If the Officer response to the Proposed Submission is not approved then this would affect the influence RBC can have on the content of the Stratford-on-Avon District Core

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Strategy. In turn this could affect the content of the Redditch Plan and may lead to both documents being found unsound should the content of these two plans conflict.

5. APPENDICES

Appendix 1 - Redditch Borough Council response to the Stratford-on-Avon District Proposed Submission Core Strategy.

6. BACKGROUND PAPERS

SOADC - Core Strategy, Focused Consultation: 2011-2031 Housing Requirement and Strategic Site Options

SOADC - Intended Proposed Submission Core Strategy - July 2013

SOADC - Draft Core Strategy - February-March 2012

SOADC - Consultation Core Strategy – February 2010

SOADC - Housing Growth Scenarios – July 2009

SOADC - Draft Core Strategy 2008

SOADC - Issues and Options November May/June 2007

7. KEY

RBC - Redditch Borough Council

SOADC – Stratford-on-Avon District Council

AUTHOR OF REPORT

Name: Stacey Green

email: s.green@bromsgroveandredditch.gov.uk

Tel.: 1342



Town Hall, Walter Stranz Square,
Redditch, Worcestershire B98 8AH
tel: (01527) 64252
fax: (01527) 65216

Stratford-on-Avon District Council

7th July 2014

Dear Mr. Nash,

Stratford-on-Avon District Proposed Submission Core Strategy

Thank you for consulting Redditch Borough Council (RBC) during the above mentioned representations period.

Rather than provide comments on soundness and legal matters, RBC's response below is a general letter of support for the Stratford on Avon Proposed Submission Core Strategy.

Housing

It is noted that Stratford-on-Avon District Council (SOADC) propose to meet its objectively assessed needs for market and affordable housing in full and will do so within its own boundaries. This approach is supported by RBC .

Reiterating previous comments made, RBC supports para. 6.8.13 which recognises that 'the most critical feature about Studley which should be preserved is its separate identity from Redditch' and that 'it is important that the gap of open countryside between the two is not encroached on by development' in order to maintain one of the key purposes the Green Belt.

RBC also support policy AS.8 in respect of the first environmental principle to be applied in considering development proposals and other initiatives relating to the Studley area. The environmental principle states: 'Retain the separate and distinct identity of Studley and maintain the open gaps with Redditch and Middletown/Sambourne'.

Having regard to para. 6.13.4 of the Plan in relation to previous correspondence received from SOADC (dated 21st October 2013 and attached to this representation for information); there appears to be a change of approach with regards to the land within Stratford and whether it has any potential future capacity for housing for Stratford.

Para. 6.13.4 states that "adjacent land in Stratford-on-Avon District to the west of the A435 could have some very limited capacity [for housing development], but this is constrained by landscape issues and the importance of retaining the identity and character of Mappleborough Green. This area will be assessed through the preparation of the Site Allocations Development Plan Document".

However, following receipt of the attached correspondence from SOADC and subsequent discussion between the Councils, it was understood that SOADC did not wish to pursue the potential of this land. This may need to be clarified as its inclusion in an Allocations Plan may have implications for the implementation of development on adjacent land within Redditch which is included as a potential housing site in the Borough of Redditch Local Plan No.4, currently at Examination stage.

Employment Land

RBC supports Policy CS.10: Green Belt where reference is made to the removal of 7ha of land at Gorcott Hill, north of Mappleborough Green. The Council supports the site assessment made against the five purposes of the Green Belt and the 'exceptional circumstances' identified in order to facilitate economic development.

The Council is in favour of Policy CS.21: Economic Development where reference is made to the provision of 19 hectares of employment land to meet the specific needs of Redditch.

The Council strongly supports the inclusion of proposals REDD.1: Winyates Green Triangle, Mappleborough Green and REDD.2: Gorcott Hill, Mappleborough Green, to contribute to meeting the future employment needs of Redditch. It is welcomed that the site capacities of each area reflect those provided in the Borough of Redditch Local Plan No.4 Proposed Submission. RBC support the proposed mix of uses which are considered to align with the prospect of a high quality business park due to the site's physical characteristics and road access.

Para. 6.13.17 refers to the proposed areas of employment land at Wintayes Green and Gorcott Hill as comprising nearly 29 ha of employment land. RBC thinks this may be a typo which should refer to 19ha instead.

Draft Statement of Compliance with the duty to Cooperate – June 2014

Appendix B: Schedule of main Meetings in the Draft Duty to Cooperate Statement refers to a Statement of Common Ground being prepared between the authorities of Stratford, Redditch and Bromsgrove. It is assumed this is referring to the Memorandum of Understanding. However RBC will support Stratford with any statements that are required as you approach and continue through Examination.

It should be noted that this is an officer response and that retrospective Member's endorsement is being sought at Redditch Full Council on 15th September 2014.

Yours sincerely

Emma Baker
Acting Development Plans Manager

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PLAY BARN SCHEME – COVERED MARKET AREA

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr, Head of Customer Access and Financial Support
Wards Affected	Central
Ward Councillors Consulted	Yes
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report outlines a proposal for a play barn scheme in the redundant covered market area in Redditch town centre, and asks members to consider committing to the lease of the land for this purpose at no cost.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that:

- 1) **in principle the land known as the covered market area outlined in the site map at Appendix 1, be leased, for a peppercorn rent, to the Redditch Town Centre Partnership for the purpose of the scheme to create a play barn, subject to the planning and funding requirements of the scheme being secured, within 6 months of agreement;**
- 2) **the Executive Director for Finance and Resources and Head of Legal, Equalities and Democratic Services, be delegated authority to be satisfied that the necessary planning permission and funding for the scheme have been secured by the Redditch Town Centre Partnership and to prepare and execute a Lease of the land to the Redditch Town Centre Partnership for a term and on conditions, which will secure the Council's interests whilst supporting the venture in so far as it is compatible with them; and**
- 3) **the Redditch Town Centre Partnership be asked to provide regular updates to the Leader and relevant Portfolio Holder on progress.**

3. KEY ISSUES

- 3.1 As part of the celebrations to mark the town's 50th anniversary since it was designated a new town, the Town Centre Partnership have been considering a suitable legacy project.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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- 3.2 Redditch Borough Council has been approached with a proposal for a play barn scheme in the now redundant covered market area.
- 3.3 This space occupies a central location and is a link between the Kingfisher Centre and the Town Hall. It is ideally suited to a scheme of this type as the area is mainly covered, has access to nearby facilities, is self-contained and secured at night, and is already covered by CCTV as well as the Kingfisher Centre's security patrols.
- 3.4 The scheme proposes a multi-function area which includes separate dedicated zones for younger children and older children, and an adult's exercise zone.
- 3.5 The scheme caters for children with disabilities and aims to provide a stimulating, fun and safe area for families to bring their children, free of charge to play.
- 3.6 It is hoped that the scheme would regenerate the area and provide an incentive for suitable businesses to take up the kiosk units in that area. These units are not included in the scope of this proposal and therefore any increased income would benefit Redditch Borough Council. If the scheme were to go ahead we would look to link the use of these units to the play area to ensure they take account of the needs of those using the space and did not contradict the overall aims of the Play Barn.
- 3.7 The proposal is in line with the Council's Strategic Purpose to 'Provide good things for me to do, see and visit'.

Financial Implications

- 3.8 The proposal is for this to be a community project, to be initially funded and maintained through grants, sponsorship and local contributions from individuals and organisations within the community.
- 3.9 The only financial contribution from the Borough Council would be the lease of the land at a peppercorn rent and some officer time through the Town Centre Partnership arrangements.
- 3.10 If sufficient funding cannot be generated within six months then the project will not go ahead.
- 3.11 The land would remain the property of Redditch Borough Council and the lease reviewed in accordance with normal practice after a specified period.

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- 3.12 This land has little value to the Council. The land is excluded from the sale of Threadneedle House. Property Services have confirmed that any use of this land would be beneficial for the area, and that this proposal is not detrimental to the sale of Threadneedle House.
- 3.13 Whilst providing a free adult exercise area this would not be in competition with the Council's own leisure centre.

Legal Implications

- 3.14 The scheme is subject to planning approval. Under s 123 of the Local Government Act 1972 the Council is required to achieve best value for its disposals. However, the social contribution to the wellbeing of the community can be regarded as justifying the disposal at no cost to a community provider, under the Local Government Act 1972 General Disposal Consent (England) Order 2003.
- 3.15 The term and provisions of the Lease will need to be evaluated depending on the outcome of the funding arrangements and the grant of Planning permission upon which the proposal is based to protect the Council's interests.
- 3.16 The lease will require that the land be return to its original (or better) condition at the end of the lease period, i.e. stripped of all equipment. It would further be required that the Town Centre Partnership take on full liability for the area and activity within it.

Service/Operational Implications

- 3.17 The Planning Service have advised that in principle, the use of the site as a play area is acceptable in planning terms, but that steps should be taken to avoid prejudicing any future development strategies for the town centre.
- 3.18 If agreed the lease would be for no more than 10 years and would include specified review dates to allow for the fact that another use may, in the future, be more appropriate for the site.

Customer / Equalities and Diversity Implications

- 3.18 The scheme is designed to provide a safe, fun, vibrant family facility for all. It is intended that there will be suitable facilities for children of all abilities.

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4. RISK MANAGEMENT

- 4.1 The risk to the Council is low. There has been no other viable use of the space come forward, and there is no loss of income as result of leasing the land for this scheme.
- 4.2 There is no cost to the Council.
- 4.3 Liability for the area and equipment would be held by the Town Centre Partnership.

5. APPENDICES

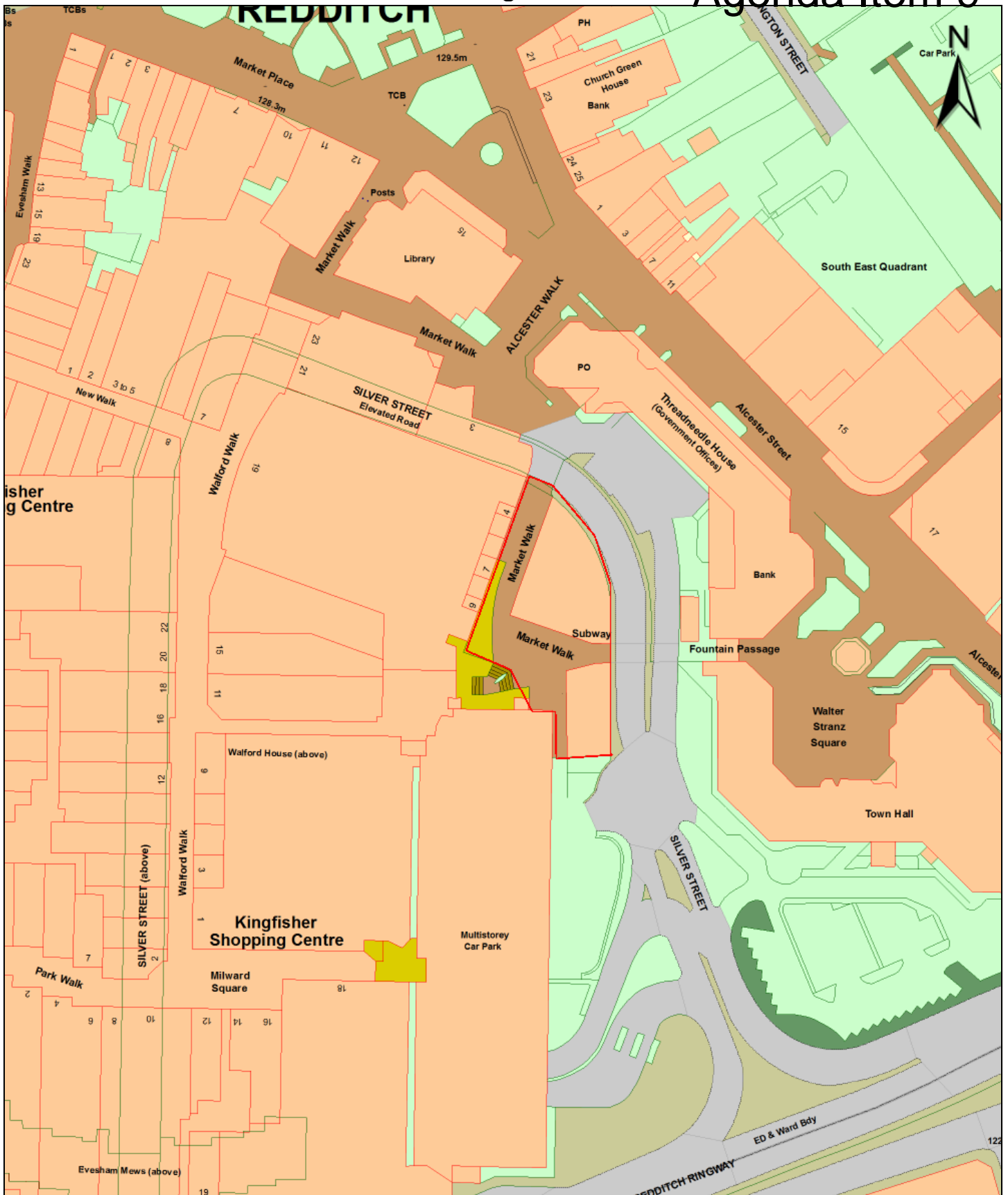
Appendix 1 – Site map

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Amanda de Warr
E Mail: a.dewarr@bromsgroveandredditch.gov.uk
Tel: (01527) 881241



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 Ordnance Survey 100024230.

Indicative Scale: 1:1,250

Date Printed:26/4/2012

0 5 25 50 metres

Covered Market adjacent Kingfisher Centre.
 Site area 1,400 sqms



worcestershire
 county council

Worcestershire County Council
 County Hall
 Spetchley Road
 Worcester
 WR5 2NP



Overview and Scrutiny Committee

Tuesday, 17th June, 2014

MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Joe Baker, Natalie Brookes (substituting for Councillor Andrew Fry), David Bush, Carole Gandy, Alan Mason, Paul Swansborough and Pat Witherspoon

Also Present:

Councillor Rod Laight (Chair of the joint WRS Scrutiny Task Group, Bromsgrove District Council) and Mr Derek Taylor (co-opted member of the Abbey Stadium Task Group).

Officers:

S Brinkworth, Kevin Dicks and Dave Wheeler

Democratic Services Officers:

J Bayley and A Scarce

1. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received from Councillor Andrew Fry. Councillor Natalie Brookes attended as his substitute.

2. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

3. MINUTES

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 1st April 2014 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 17th June, 2014

4. JOINT WRS SCRUTINY TASK GROUP - FINAL REPORT

The Committee welcomed councillor Rod Laight, Chair of the Joint WRS Scrutiny Task Group, from Bromsgrove District Council, and invited him to deliver a presentation on the subject of the review.

During the delivery of this presentation the following issues were highlighted for Members' consideration:

- The review had originally been proposed in July 2012 but, due to delays arising from the consultation process with every Council in Worcestershire, it had not been possible to start the exercise until September 2013.
- Each of the seven Councils in Worcestershire had agreed to participate in the review.
- The group had proposed 12 recommendations focusing on particular themes.
- The group had found that in the past there had been inconsistent monitoring of service performance. This was partly due to ICT problems, though these had been resolved.
- Communications had been a significant weakness identified by the group. Due to poor communications the public and Councillors struggled to contact the service.
- There were also problems with process for communicating developments with Worcestershire Regulatory Services (WRS) from members of the Worcestershire shared Services Joint Committee to other elected Members at partner authorities.
- One of the key challenges facing the shared service was the financial support available from partner organisations. In recent years financial austerity had impacted on many of the partners and a number were requesting significant savings placing the future of the partnership at risk.
- To address these financial challenges Officers were considering entering into a strategic partnership with a private sector partner.
- The governance of the shared service had also been a significant issue considered by the group. Members had concluded that the current governance arrangements were too complex and did not enable the partnership to operate effectively. In some cases, the group had concluded that elements of the governance structure were in fact undermining the shared service.
- A number of lessons had been learned during the review, with implications both for future shared services and for any further joint scrutiny exercises.
- Despite current difficulties with WRS the Task Group had concluded that the benefits of the shared service outweighed

Overview and Scrutiny Committee

Tuesday, 17th June, 2014

these problems and that it was essential to retain an effective partnership into the future.

Following presentation of the group's report a number of additional issues were raised by Members.

- Disappointment was expressed regarding the limited number of responses that had been received from other Councillors consulted during the review about WRS.
- The potential impact of proposed budget reductions on service levels. In particular, concerns were expressed that if Worcestershire County Council's budget cuts went ahead as planned the trading standards function in Worcestershire would not necessarily have the resilience to cope with local demand.
- The benefits of having a Member Liaison Officer for Councillors to contact.
- Concerns were expressed that residents as well as local public sector bodies did not always appreciate the valuable contribution made by Regulatory Services to public health, safety and fair trading.
- The benefits of preventing issues from arising and the risk that as a result of budgets being reduced too heavily the shared service would become more reactive than proactive.
- The fact that budgets had already been reduced significantly. There would come a point where further reductions could not be undertaken without the future of the partnership being placed at risk.
- The progress that had been made in relation to the proposed strategic partnership between WRS and a private sector partner. Five companies had already expressed an interest in entering into a strategic partnership, though no final decisions had been made on the subject by the date of the meeting.
- The development of the existing budget matrix to enable partners to reduce budgets whilst continuing to receive services that met local needs. The matrix had been designed to enable partners to assess the risks involved in reducing budgets for particular service areas.
- The benefits of sharing services across such a large number of partners. In particular, it was noted that as a result of sharing services partners were able to access expertise and resources that would not have otherwise been available to their customers if the service had been retained in house.
- The need for Members of the WRS Board (currently the Joint Committee) to be appropriately trained and briefed on the subject of regulatory services and who were willing to commit to learning about and engaging with the service effectively.

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- The potential impact, in terms of workload, if the Chief Executive of the host authority was to assume a mentoring role for the Head of Regulatory Services. Officers confirmed that this would not have a significant impact as this mentoring role was largely already implemented.
- The benefits involved in disbanding the Management Board as proposed by the group. The Task Group had found that members of the Management Board tended to interfere in operational matters, despite the fact that many did not have experience or training in this sphere unlike members of WRS staff. This was making it difficult for WRS staff, particularly senior officers, to undertake their work effectively and was encouraging both Members and Officers to focus on the needs of individual authorities rather than on how to make the shared service and effective partnership.
- The role of the joint committee which had been delegated with the power to make some decisions on behalf of all partner organisations. For this reason the Task Group's recommendations would be referred to the Joint Committee before the Council's Executive Committee was invited to consider the group's findings.

The Committee also discussed the value of joint scrutiny exercises. Members noted that this was the first joint scrutiny exercise involving every Council in Worcestershire that had been hosted by a local authority other than Worcestershire County Council. Members suggested that it would be useful to undertake further joint scrutiny reviews, as and when appropriate, in future. Due to the complicated nature of this joint scrutiny two Democratic Services Officers, Jess Bayley and Amanda Scarce, had supported the review. The Chair of the review thanked them for the support that they had provided to this exercise, however, it was suggested that if further joint scrutiny exercises were to take place in the future all partners should be encouraged to contribute equally to the review process at both a Member and Officer level. This would help to minimise stress levels amongst both Officers and Members and ensure that there was a common level of understanding of the review's aims and outcomes when reports were delivered back to participating authorities.

RECOMMENDED to the Worcestershire Shared Services Joint Committee that

- 1) **Performance Management Information should continue to be made available for Members' consideration at every meeting of the Joint Committee and be sufficiently high on the agenda to be discussed in detail;**

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- 2) twelve months after the new contact centre arrangements for WRS have been introduced, replacing the use of the Worcestershire Hub; the Joint Committee should review the effectiveness of these arrangements for communicating with the public;
- 3) the web-pages of each partner authority should be regularly monitored to ensure they are kept up to date, with the inclusion of a prominent and obvious link to the WRS website;
- 4) the purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service and with the content and format being agreed by the Joint Committee;
- 5) that WRS have a designated member of staff to act as a Member Liaison Officer and as a single point of contact to signpost Member enquiries;
- 6) in order to reduce the focus on financial considerations which currently play a major part in influencing partner participation, to the detriment of other equally important aspects of the service, the following should be addressed:
 - a) a new business model for WRS be developed through the Chief Executives' Panel, building on the proposals already being produced by the Panel;
 - b) Consideration be given to the option for partner authorities to purchase an "out of hours service";
- 7) a new strategic decision making board for WRS should replace the Joint Committee, comprising one elected member per partner authority and supported by senior officers. This should be called the WRS Board.
 - a) Meetings of this Board should take place at the base of WRS;
 - b) responsibility for attendance at Board meetings should lie with each authority's representative, and the quorum for meetings proceeding should be set at 5 representatives in attendance;
 - c) meetings of the Board should take place bi-monthly;
 - d) elected Members appointed to the Board should be provided with an induction programme and sufficient

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- ongoing training to enable them to fulfil their role effectively;
 - e) Members appointed to the Board be expected to serve a minimum of two years to ensure continuity;
 - f) the Chair of the WRS Board should be elected annually by the members of the Board;
- 8) The Management Board be disbanded, with the WRS Management Team taking the lead responsibility for operational decision making under the leadership of the Head of Regulatory Services;
- 9 a) the Head of WRS should be fully accountable to the WRS Board (as the strategic decision making body);
- b) the Chief Executive of the host authority to act in a mentoring role as and when necessary;
- 10 a) all decisions made by the WRS Board be formally reported back to all elected members of the partner authorities in a timely manner;
- b) attention should be paid to communicating updates about any planned changes to WRS services to all elected members of partner authorities;
- c) the agendas and minutes of all WRS Board meetings should also be uploaded on to the WRS website in a timely fashion;
- 11) The lessons learned from the WRS shared service experience, particularly as detailed in this report, should be heeded by elected members and senior officers when considering any future proposals for shared service arrangements involving multiple partners;
- 12 a) the Joint Scrutiny Protocol should be reviewed in order to take on board the lessons learned during this review; and
- b) consideration should be given to the reinstatement of the Worcestershire Overview and Scrutiny Chairs Group as a means of feeding back the monitoring of recommendations from Joint Scrutiny exercises, as and when required.
5. **ABBEY STADIUM TASK GROUP - FINAL REPORT**

Councillor Carol Gandy, as Chair of the Task Group, introduced the presentation and provided background information. Former Councillor, Derek Taylor was welcomed back as a co-opted

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member of the Task Group. It was confirmed that all Members of the Task Group had been in support of the six recommendations put forward in the report.

Members were provided with background information in respect of the scrutiny exercise and the areas which the Task Group had covered, which had included the scoping document being amended following details of a forthcoming business case for the Abbey Stadium being put forward. It was now understood that this had been delayed and would not be brought before the Executive Committee until the autumn.

It was appreciated that in order to make improvements to the Stadium significant financial investment would be required. The Task Group had therefore looked at other ways to allow the Council to continue to provide the service as an alternative going forward. As part of the investigation the Task Group had therefore, following a visit to the Abbey Stadium, visited other leisure facilities throughout the country which were run by various types of leisure trusts.

Those visits included Evesham Leisure Centre, which was run by Wychavon Leisure on behalf of Wychavon District Council. The trust was run on a not-for-profit basis and from the information provided in a detailed interview with officers at the site it was understood the contract did not include any form of performance targets. It was a relatively new centre which had excellent facilities and Members had been very keen to note that the sauna and steam room were well used and looked upon as a good addition to encourage and maintain membership.

The Task Group had also visited Stratford Leisure Centre, which was of a similar age to the Abbey Stadium. This was run by Sports and Leisure Management Limited (SLM) on behalf of Stratford-on-Avon District Council. Members were provided with details of the contract history (they had held the contract at Stratford for over 20 years) together with how the centre was dual branded and had strict performance management targets to meet. SLM was much larger and worked with approximately 25 other local authorities, which enabled them to have access to an excellent IT system in order to monitor membership and undertake targeted marketing on a regular basis.

Councillor Gandy was keen to assure Members that under recommendation 1, the Task Group was not recommending a specific model of trust, as it had only looked at two options and Members were aware that there were many other types available.

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It was therefore imperative that if this recommendation was accepted then careful consideration was given to all options in order to make an informed decision and to ensure the best outcome for both the Council and its resident.

Councillor Mason provided a summary of the thinking behind recommendations 3, 4, and 5 and in doing so highlighted the following:

- The inclusion of therapeutic services in order to enhance the leisure centre experience.
- The additional revenue that could be gained from these services via a franchise arrangement.
- Similarly the introduction of a sauna/steam room would be an additional benefit to encourage both the retention of current members and act as an incentive for new customers to join the centre.
- There were some off peak times, particularly during the day when the Task Group felt specific groups of residents could be encouraged to invest in membership at the Stadium.
- Specific marketing tools should be considered to promote the Stadium.

Former Councillor, Mr Derek Taylor, provided background information in respect of recommendation 6 and informed Members that he had found his previous experience as the Portfolio Holder for Leisure and Tourism invaluable during the investigation. Mr Taylor highlighted the following:

- The current limited amount and variety of goods available to purchase at the stadium and how this could be improved.
- Improvements which could be made to marketing and displays in order to increase sales and revenue.
- The possibility of a major sports supplier franchise being considered.

The Committee's attention was also drawn to the introduction of a car wash facility at the Abbey Stadium. Councillor Gandy provided background information in to this suggestion and explained that when this had been further investigated by the Task Group they were informed that there were a number of planning implications attached to this if it were to become a permanent fixture, including the disposal of the contaminated water. Officers had been keen to take this suggestion further and had already investigated the option of installing a temporary facility. However, the Task Group wished to draw to the Committee's attention the restrictions which the Council had faced in looking at this option as it was understood

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there were a number of car wash facilities throughout the Borough which might not be meeting the conditions set down by planning regulations.

Following the presentation the Task Group members and supporting Officers responded to questions and the Committee made observations, which covered the following areas:

- Concern over whether people were able to access the facilities without their membership cards being swiped, thus allowing those without membership to access the Stadium. Officers responded by acknowledging that this was a valid point and was an issue which was being addressed.
- “Checking in” at the reception desk (which would address the issue above) and concerns around members having to queue, which might be off putting.
- The location of the Stadium and the luxury of free parking being available.
- The positioning of merchandise and the type of goods which would be popular. Officers confirmed that “wet” products were the most popular items for sale.
- Officers confirmed that they believed the Abbey Stadium was the only local gym facility which allowed under 18s to be members.
- Staff discounts – Members requested details of what percentage of the overall membership were currently Council staff.
- Membership schemes, including families and couples.
- Expansion of the merchandise area and the inclusion of protein type products.

Officers suggested that Members might wish to consider what they saw as the purpose of the Abbey Stadium and the Leisure Team; whether it was to contribute towards the health and wellbeing of residents or purely to be run on a commercial basis. Members agreed it was important to encourage people to participate and enjoy a variety of sports. However, there was the potential for partnership working with GPs and Clinical Commissioning Groups (CCGs) which to address health and well being. Members also commented that it was important that the Abbey Stadium was inclusive for all and that those residents from the areas of highest need were encouraged and supported to use the facility.

Whilst discussing the option for a leisure trust to run the Abbey Stadium it was highlighted that a contract could contain whatever the Council wanted. Members expressed concerns that any decision taken on this subject should not be made solely by Officers

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as there was an opportunity for them to, indirectly, have a conflict of interest.

The Committee discussed the other leisure facilities within the Borough and the potential to extend trust arrangements to incorporate these facilities. Councillor Gandy explained that although it was acknowledged that these centres were in need of refurbishment it was not appropriate to include them within this Task Group's recommendations as they had not been part of their terms of reference. She also explained that one of the trusts the group had investigated had also managed other areas such as theatres and museum on behalf of local authorities and this was therefore also an option that the Council could potentially explore in the future.

The Committee thanked the Abbey Stadium Task Group Members for the presentation and the detailed and informative report.

RECOMMENDED that

- 1) the Council should explore the option for the Abbey Stadium to be managed by a leisure trust;**
- 2) subject to the Executive Committee agreeing to investigate the trust management option further the Overview and Scrutiny Committee arrange to pre-scrutinise any final business case relating to the future operation of the Abbey Stadium;**
- 3) the provision of therapeutic services should be considered under any new trust arrangements put in place in future at the Abbey Stadium;**
- 4) the provision of a sauna/steam room should be considered under any new trust arrangements put in place in future at the Abbey Stadium;**
- 5) Officers should identify appropriate marketing measures to promote membership of the Abbey Stadium to people aged 55 years and over; and**
- 6) there should be expansion of the offer and additional marketing (including displays) of retain provision at the Abbey Stadium.**

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6. OVERVIEW AND SCRUTINY TRAINING - FEEDBACK

The Chair reminded Members that the training session on 10th June had been cut short due to some needing to attend another meeting. The second part of the training had consisted of two separate exercises that were designed to assist work planning for the coming municipal year. It was suggested that these could take place prior to the next meeting of the Committee. However, as a number of Members had other commitments that evening it was agreed that Officers would look at alternative dates.

RESOLVED that

Officers canvas alternative dates in order for the training exercises to be completed.

7. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

For the benefit of new Members to the Committee, Officers explained the Executive Committee minutes and Work Programme were standing items on the agenda and provided them with the opportunity to select any reports which could be pre-scrutinised in order for the Committee's views to contribute to the Executive's decision making process. Officers highlighted that due to the timing of the Executive meetings, which were the week following the Scrutiny Committee's meetings, Members should ensure that sufficient time was available for such pre-scrutiny to take place.

The minutes also enabled the Overview and Scrutiny Committee to track whether any recommendations it had made had been agreed by the Executive Committee. Officers highlighted that in the attached minutes a number of recommendations made by the Landscaping Task Group and the Football Task Group had been accepted together with a recommendation made by the Committee on the subject of Member Development. However, two recommendations pertaining to the sale of Threadneedle House had been rejected on the basis that the Executive Committee had already agreed an alternative decision on the subject.

In respect of the Executive Committee Work Programme, Members discussed the impact of the Local Development Scheme 2014 and Community Infrastructure Levy item and although the timescale did not permit the opportunity for pre-scrutiny it was felt information on this subject would be useful for the Committee to receive.

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RESOLVED that

- 1) **Officers be asked to provide a summary report in respect of the Local Development Scheme 2014 and Community Infrastructure Levy; and**
- 2) **that minutes of the Executive Committee held on 8th April and the latest edition of the Executive Committee Work Programme be noted.**

8. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers invited Members to consider the Committee's own Work Programme. Whilst there were a number of standing items on this, it was explained that there was flexibility for Members to both add and remove items from it if they so wished.

Councillor David Bush explained, that in his role as the previous Chair of the Overview and Scrutiny Committee he had recently received a letter from a local resident which referenced a charitable donation made to the Council for the purpose of providing a number of defibrillator units. Questions had been raised as to whether all of these defibrillators had been installed. As this was a charitable donation Councillor Bush asked that this matter be investigated and a response provided for Members' consideration.

RESOLVED that

the relevant Officers be asked to provide an update on the provision of defibrillators purchased through this charitable donation.

9. TASK GROUPS - PROGRESS REPORTS

Officers explained that at each meeting the Chair of each Task Group was asked to provide a verbal update to inform Members of the progress of the investigation. This provided the Committee with an opportunity to ensure that the terms of reference were being adhered to and that the deadline for the review remained realistic. It also provided the Chair of the Task Group with an opportunity to highlight any particular areas or to ask for an extension if deemed necessary.

- a) Football Task Group – Chair, Councillor David Bush

Councillor Bush reminded Members that an interim report had been brought to the April meeting and unfortunately since that

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date, due to the elections and other commitments, the Task Group had not held any further meetings. It was anticipated that a meeting would be arranged following the by election on 17th July and the second part of the report would be brought to the October meeting.

b) Voluntary Sector Task Group – Chair, Councillor Pat Witherspoon

Councillor Witherspoon explained that the Task Group's investigations were completed, with only one further meeting planned. The final report would therefore be presented as expected at the next meeting of the Committee.

RESOLVED that

- 1) the Football Task Group complete their review by October 2014; and**
- 2) the update reports be noted.**

10. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

For the benefit of new Members, Officers explained that in a two tier local government system health scrutiny powers rested with the county council. In Worcestershire the county's Health Overview and Scrutiny Committee (HOSC) included a representative from each District and the Redditch representative was Councillor Pat Witherspoon. Councillor Witherspoon provided a verbal update on the work of the HOSC at each meeting of the Committee and this also provided an opportunity for the Members of the Committee to discuss any particular issues which they wanted to see raised at HOSC on their behalf.

Councillor Witherspoon informed Members that the latest meeting of HOSC had been held on 17th June and the bulk of the meeting had been taken up with a presentation on the development of the Integrated Community Team Hubs around the county. The aim of these was to encourage people to go to the clinics, which were closer to home, rather than the acute hospitals. There would eventually be five Community Treatment Centres across the county providing a variety of services. A further update on these new facilities would be provided in the autumn.

The HOSC had also been informed that the Acute Hospitals Trust Review would be holding a further formal public consultation from

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the beginning of September and the HOSC would receive a presentation on the process at its next meeting.

Concerns had also been raised at the meeting in respect of charges being made for the provision of incontinence pads. Councillor Witherspoon had been particularly concerned about what appeared to be a very large variation in the amount charged by different GPs for the provision of a written assessment for those with a disability. It was understood that HOSC or the Health and Wellbeing Board would investigate the inconsistency of these charges, which ranged from £18.50 to £125.00.

The Meeting commenced at 7.00 pm
and closed at 9.18 pm

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL**WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 26TH JUNE 2014 AT 4.30 P.M.**

PRESENT: Councillors M. A. Bullivant, D. Hughes, B. Clayton, D. Wilkinson, Mrs. L. Hodgson, A. N. Blagg, R. Davis, K. Jennings, P. Harrison and M. Hart (during Minute No's 4/14 to 12/14)

Observers: Ms. R. Mullen, Corporate Director, Service Delivery, Worcester City Council and Mr. V. Allison, Deputy Managing Director, Wychavon District Council

Invitees: Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services, Management Board

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

1/14 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor M. A. Bullivant, Bromsgrove District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/14 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor Mrs. B. Behan, Malvern Hills District Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/14 **APOLOGIES**

Apologies for absence were received from Councillors R. L. Dent, Bromsgrove District Council, Mrs. B. Behan, Malvern Hills District Council and A. Roberts, Worcester City Council.

4/14 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/14 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 20th February 2014 were submitted.

Councillor Mrs. L. Hodgson requested that with regard to Minute No. 37/13, that it be noted that there was a shortfall of £222,000 in relation to the part year effect to meet the level of reduction required for 2014/2015 for County Services and that it was accepted that due to the timing of potential restructures that there would be this level of shortfall. Her concern was that this information was not clearly detailed in Minute No. 37/13.

RESOLVED that, subject to the amendment as detailed in the preamble above, the minutes be approved as a correct record.

6/14

WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT
2013/2014

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2013 to 31st March 2014.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2013 to 31st March 2014.

The Head of WRS informed Members that the report covered the performance of the service. This year had seen continued discussions around future operating and financial models for the delivery of the service. Budget reductions requested by partners had been delivered by way of efficiencies and reductions identified for 2014/2015 that included reductions in service level. The year 2013/2014 was still an excellent year for work activity with excellent results across a range of service areas, some good outcomes from Court cases and a wide range of other project work delivered.

The Head of WRS drew Members' attention to the performance information as detailed on pages 19 to 22 of the Annual Report. Members were briefly informed of the recent Joint Overview and Scrutiny exercise. Members from the seven partner authorities had formed a Joint Overview and Scrutiny Task Group focusing on what WRS had delivered since its inception. Interviews had been held with WRS officers and the Management Board. The findings of the Task Group would be brought to a future meeting of the Joint Committee.

Councillor Mrs. L. Hodgson highlighted that one of the criticisms of the Task Group was information from Joint Committee meetings not being cascaded down to all partner authorities Members. She raised the question "How did we ensure information was cascaded down to Members of each partner authority". Councillor M. Hart responded that he felt that Joint Committee Members had a huge role to play and was of the opinion that it was down to Joint Committee Members to feedback to their respective Members to ensure they were kept fully informed. Further discussion followed with Members agreeing on the importance of information being cascaded down to partner authorities Members, so as any concerns identified could then be raised via their Joint Committee Member at Joint Committee meetings. Members also

agreed that it would be good practice to send a copy of the WRS Annual Report each year to all partner authorities Members as well as partner authorities Chief Executives and Managing Directors.

The Head of WRS responded to Members' questions with regard to the savings for partner councils as identified on page 47 of the Annual Report. Highlighting that WRS were working with partner authorities to develop savings over the next two years, strategic partnering would help with savings.

The Head of WRS drew Members' attention to 'Other Highlights' on pages 23 to 30 of the Annual Report. The Head of WRS responded to Members' questions with regard to press releases being issued and informed the Committee that WRS had a robust approach and proactive role when it came to areas of successful working or successful prosecutions which were publicised via press releases.

RESOLVED:

- (a) that the Worcestershire Regulatory Services Annual Report 2013/2014 be noted; and
- (b) that a copy of the Worcestershire Regulatory Services Annual Report 2013/2014 be forwarded to the Chief Executive, Managing Director and Members of each partner authority.

7/14

STRATEGIC PARTNERING HIGHLIGHT REPORT

Members were provided with a highlight report – June 2014.

The Head of Worcestershire Regulatory Services (WRS) introduced the highlight report and in doing so informed the Committee that four bidders had been invited to participate in the next phase, the dialogue process. A set of draft templates had been developed for the Invitation to Participate in Dialogue (ITPD) stage. A Suppliers Day was being held on Monday 7th July 2014 at Redditch Borough Council commencing at 1:00pm. The purpose of the Suppliers Day was to highlight to the bidders what the Worcestershire partners were looking for in a Strategic Partnership and the principles of which they were seeking in any proposals. This was an opportunity for WRS and South Worcestershire Building Control to showcase what they could do and their significant achievements to date. An invite had been extended to Joint Committee Members to attend the Suppliers Day.

The bidders would then be asked to go away and prepare their questions for the dialogue phase which would begin week commencing 28th July and 11th August 2014. Timeline for Competitive Dialogue had been developed but was really tight in order to achieve a contract signature in early 2015. The project plan would be monitored carefully at each project team meeting. The project manager would report any slippages to the Management Board. The project was on budget but due to the complexities involved in running two lots in the same process more of the project manager's time had been called upon than had been anticipated.

The Head of WRS further informed the Committee that the outline of the project plan and key dates would be presented to a future meeting of the Committee. WRS staff had been kept fully informed. The Head of WRS highlighted that he was happy to attend any Council meetings in order to inform and update all partner authorities.

The Head of WRS responded to Councillor B. Clayton with regard to the status of the project, would additional funds be required as a result of the additional time required of the project manager. The Head of WRS explained that complex paperwork had required more time than anticipated in the early stages of the project which had resulted in an increased spend, so hopefully no additional funding would be required.

The Chairman expressed his thanks for the highlight report.

8/14

WORCESTERSHIRE REGULATORY SERVICES - BUSINESS MODEL REVIEW

The Committee was asked to consider the Worcestershire Regulatory Services, Business Model Review which had been developed to reflect the changing needs of the Worcestershire Shared Services Partnership.

Mr. I. Pumfrey, Chairman, Worcestershire Regulatory Services (WRS), Management Board introduced the report and in doing so informed Members that the business model review had been prompted by the fact that partner authorities were currently in a very different place today compared to when the partnership was initially developed in 2010.

With the exception of minor revisions to the scope of work contained within the Statement of Partner Requirements, the agreement had not been revised since it was completed in 2010. Significant revisions to the agreement were now needed to ensure it continued to be fit for purpose given the substantial changes that had occurred in the operating environment over the last four years.

All partners were in a very similar situation with regard to budget cuts. It was however increasingly difficult to achieve a common approach to service delivery because of the marked difference in financial pressures confronting partner councils compared to 2010.

Negotiating agreement on the "Core Matrix" service level and new activity based cost sharing mechanism agreed by this Committee in September 2013 was both complex and challenging because of increasing differences in financial pressures faced by partners. The Management Board considered that these challenges and pressures meant that continued pursuit of a common approach could no longer be sustained and recognised that by 2016/2017 there needed to be a greater differentiation in partner contributions to, and associated service levels received from, WRS. A new business model was required which would accommodate these different requirements as well as deliver current savings and efficiency plans. This view was echoed by Worcestershire Chief Executives who were concerned to avoid repetition of

the difficulties in agreeing a WRS budget and service position for the current year.

The report sets out the proposals for modification to the business model of WRS to reflect the changing needs of the partnership. The proposals were intended to provide an interim solution recognising that further changes would be necessary once the outcome of the current procurement for a strategic partnership was known.

The Chairman, (WRS), Management Board highlighted that the proposed changes to the partnership agreement would require unanimous approval of all participating authorities to enable them to be incorporated.

RESOLVED that the revisions to the Worcestershire Regulatory Services business model as detailed in the report be endorsed.

RECOMMENDED that partner Councils approve the changes to the Worcestershire Shared Services Partnership Agreement as detailed at Appendix 1 to the report at the earliest opportunity.

9/14

WORCESTERSHIRE REGULATORY SERVICES REVENUE
MONITORING APRIL - MARCH 2014

The Committee considered a report which detailed the financial position for the period April 2013 to March 2014.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements for 2013/2014 was limited to the return as detailed at Appendix 3 to the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members' attention to the detailed revenue report, as detailed at Appendix 1 to the report. This showed a final outturn underspend of £147,000. This underspend was mainly due to a number of vacant posts within the service together with savings resulting from maternity leave, long term sick etc. The underspend was offset by the costs associated with additional agency staff being used to cover the vacancies and to backfill for staff seconded to support the service transformation project.

As previously reported there was a saving of £282,000 from the costs originally included in the business case, another £250,000 had been released during 2013/2014 making a total saving of £533,000 from the original business case.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that Appendix 5 to the report detailed the Worcestershire Internal Audit Shared Services Manager's Audit Opinion on

the effectiveness of the System of Internal Control at Bromsgrove District Council.

RESOLVED:

- (a) that the financial position for the period April 2013 to March 2014, be noted;
- (b) that the ICT funding required from partner Councils for 2013/2014 as detailed at Appendix 2 to the report, be approved;
- (c) that the refund of the 2013/2014 underspend of £147,000 to the participating Councils, as set out below, be approved:

Council	Refund of Savings £'000
Bromsgrove	16
Malvern Hills	14
Redditch	16
City of Worcester	20
Wychavon	24
Wyre Forest	15
Worcestershire County Council	42
TOTAL	147

- (d) that the Annual Return as set out at Appendix 3 to the report, including the Accounting Statements for the Joint Committee for the period 1st April 2013 – 31st March 2014 be approved; and
- (e) that the Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System on Internal Control at Bromsgrove District Council for the year ended 31st March 2014, as detailed at Appendix 5 to the report be noted.

10/14

WORCESTERSHIRE REGULATORY SERVICES REGULATORS CODE

The Committee considered a report that provided information on the Regulators Code which had replaced the Regulators Compliance Code, previously published by the Better Regulation Delivery Office.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and informed Members that WRS had taken the lead regionally to ensure consistency. The Regulators' Code was published in July 2013, ahead of its statutory implementation, in order to allow regulators time to comment, review their existing practices and to identify any steps they needed to take in order to meet the expectations of the revised Code. The Code came into force on April 6th 2014. From this date, local authorities had a statutory duty to have regard to the Code when developing the principles and policies which guided their regulatory activities.

The code required Regulators to:

- Carry out activities in a way that supports those they regulate to comply and grow
- Provide simple and straightforward ways to engage with those they regulate and hear their views
- Base their regulatory activities on risk
- Share information about compliance and risk
- Ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply
- Ensure that their approach to their regulatory activities is transparent

RESOLVED:

- (a) that the headline requirements of the Code be noted; and
- (b) that the Joint Committee endorses the approach being taken by Worcestershire Regulatory Services in relation to embedding these requirements.

11/14

ACTIVITY DATA QUARTER 3 AND 4 2013/2014

The Committee considered a report which detailed the Worcestershire Regulatory Services Activity Data for Quarter 3 and 4, 2013/2014.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and reminded Members that they had requested that the service provided data on activity levels to help reassure local Members that WRS actively continued to tackle issues broadly across the county. The report showed three full quarters of data for comparison.

In the last report presented to Joint Committee Members, it was noted that complaints from Citizens Advice Consumer Service (CACS) were down. This appeared to be a national issue, with authorities in many regions reporting this. It was raised with CACS through the Association of Chief Trading Standards Officers representative on the CACS Board who engaged with partners. The situation would be monitored. Locally we may need to ensure that the number was published and broadcast as much as possible.

The report highlighted a number of cases which had been concluded in quarter 4. These cases were detailed on page 93 in the report. Members agreed that successful cases should be publicised in order to make the public aware of the activities of WRS.

Mr. S. Wilkes responded to questions from Members with regard to the Food Hygiene Rating Scheme (formerly referred to as Scores on the Doors,) which rates the level of hygiene at local catering establishments and contributed to the performance indicators agreed for the service. There was not a statutory requirement for premises to display their Food Hygiene Rating Certificate.

The data continued to highlight the large volumes of demand coming into the service for Licensing, although there was a reduction in quarter 4. This was likely to be a post-Christmas effect with fewer temporary events taking place.

The Chairman expressed thanks to officers for the comprehensive report.

RESOLVED that the Worcestershire Regulatory Services Activity Data Quarter 3 and 4 report be noted.

12/14 **REVISED MEETING DATES 2014/2015**

The Committee considered the revised meeting dates for 2014/2015.

RESOLVED that the Worcestershire Shared Services Joint Committee meeting dates and start time of 4.30pm for 2014/2015 be approved as follows:

- Thursday 2nd October 2014
- Thursday 27th November 2014 – Budget Meeting
- Thursday 19th February 2015

The meeting closed at 5.40 p.m.

Chairman



Joint Committee: 26 June 2014

Worcestershire Regulatory Services – Business model review

Recommendation

The Joint Committee is recommended to:

1. Endorse the revisions to the WRS business model detailed in this report and;
2. Recommend partner Councils approve the changes to the Worcestershire Shared Services Partnership Agreement set out in appendix 1 to this report at the earliest opportunity.

Contribution to Priorities

The recommended changes to business model directly support delivery of current WRS priorities.

Introduction / Summary

This report sets out proposals for modification to the business model of WRS to reflect changing needs of the partnership.

These proposals are intended to provide an interim solution recognising that further changes will be necessary once the outcome is known of the current procurement for a strategic partnership.

Background

WRS was established on 1 June 2010 when the county and six district councils delegated their environmental health, licensing and trading standards functions to the South Worcestershire Shared Services Partnership Joint Committee (hereafter referred to as the Joint Committee).

The Joint Committee is established under section 101 of the Local Government Act 1972. The arrangements governing the operation of the Joint committee, how it discharges its functions and the relationship between the Joint Committee and partner councils including how the Joint Committee is funded are set out in a detailed partnership agreement. Part I of the agreement contains general provisions relating to the

Report

Joint Committee and Part II contains provisions relating specifically to WRS.

With the exception of minor revisions to the scope of work contained within the Statement of Partner Requirements, the agreement has not been revised since it was completed in 2010. Significant revisions to the agreement are now needed to ensure it continues to be fit for purpose given the substantial changes that have occurred in the operating environment over the last four years.

The partnership agreement reflects the business model underpinning the detailed business case for WRS developed in 2009/10. This model achieves cost reductions by vigorous pursuit of a common approach to service delivery. Part I, clause 9.2 commits the participating authorities to work together to achieve consistent and standardised service delivery.

This commitment to a common approach is reinforced by other checks and balances built into the agreement, in particular the variation provisions in Part II, clause 9 which permits a participating authority to vary the nature and extent of services that it receives from the partnership but also obliges it to meet all the contingent financial consequences. This clause further permits the Joint Committee to decline to implement any variation sought by a participating authority if it considers it impracticable or to do so would have an adverse impact upon other participating authorities. These provisions follow through into the arrangements for apportionment of costs which were modified by this committee in 2013.

There is no doubt that this business model for WRS has enabled delivery of savings well in excess of the planned 17% over baseline in the detailed business case. It is however increasingly difficult to achieve a common approach to service delivery because of the marked difference in financial pressures confronting partner councils compared to 2010.

Negotiating agreement on the “Core Matrix” service level and new activity based cost sharing mechanism agreed by this committee in September 2013 was both complex and challenging because of these increasing differences in financial pressures faced by partners. Management Board considers that these challenges and pressures mean continued pursuit of a common approach can no longer be sustained and recognises that by 2016/17 there needs to be a greater differentiation in partner contributions to, and associated service levels received from, WRS. A new business model is required which will accommodate these

different requirements as well as deliver current savings and efficiency plans. This view is echoed by Worcestershire Chief Executives who are concerned to avoid repetition of the difficulties in agreeing a WRS budget and service position for the current year.

Management Board proposes achieving differentiated partner service levels and attendant financial contributions by replacing the current common “core matrix” service as the basis for agreed variations with a “core base plus” service. This will involve reducing the current “core matrix” service to a much lower “core base” cost and service level and building back up from this base to meet individual partner requirements. The “core base” will be the fundamental minimum managerial and technical infrastructure on which scaleable service delivery is then built.

The currently identified future gross running cost envelope of £3.250m in 2016/17 agreed by this Committee in February 2014 will be used to establish the new lower cost “core base” level of service. This will inevitably be significantly below the current “core matrix” service level and carry higher risks. Partners wishing to maintain, and fund, a level of service above this “core base” will purchase agreed additional services from WRS. As noted this approach will incorporate existing efficiency plans and is consistent with the revised activity based cost sharing model. These proposals also accord with recommendation 6 of the draft report of the Joint Worcestershire Regulatory Services Scrutiny Task Group.

Incorporation of the changes to business model and business processes described above into the partnership agreement to provide the necessary clarity and accountability will be accomplished through the revisions detailed in appendix 1.

Financial Implications

The recommendations in this report will ensure that the Worcestershire Shared Services Partnership and WRS can respond effectively to the financial pressures facing individual participating authorities.

Legal Implications

The changes proposed to the partnership agreement will require unanimous approval of all participating authorities to enable them to be incorporated. Partners are requested to progress recommendations from the Joint Committee as quickly as possible.

Changes to the agreement, once approved, will be undertaken by Bromsgrove District Council Legal Services.

Risk

Failure to implement the recommendations in this report are very likely to result in difficulty in securing a mutually acceptable financial settlement for WRS for 2015/16 and beyond.

Not only will this make setting of a budget for WRS this November exceptionally challenging but it also risks setting of individual partner budgets in 2015.

Sustainability

Management Board believes the recommendations in this report will ensure the financial sustainability of the Worcestershire Shared Service Partnership and WRS for the immediate future.

Contact Points

Ivor Pumfrey
Chairman, WRS Management Board
01684 862296 ivor.pumfrey@malvern hills.gov.uk

Background Papers

Worcestershire Shared Service Partnership Joint Committee
– 26 September 2013 – Item 8 “Core Service Matrix for WRS”

Worcestershire Shared Service Partnership Joint Committee
– 26 September 2013 – Item 9 “WRS Financial Planning Assumptions”

Worcestershire Shared Service Partnership Joint Committee
– 26 September 2013 – Item 10 “Review of Apportionment of Costs”

Appendix 1 Schedule of proposed revisions to partnership agreement

Part, clause, schedule	Proposed revision
Part I, clause 3.4	Delete clause as partners no longer wish partnership to be expanded
Part I, sub-clause 6.1.3	Delete sub-clause as roles have not rotated and this is not advantageous as linked to hosting costs.
Part I, clause 8	Revise 8.1 requirement for annual business plan to incorporate requirement for production of rolling 3 year financial plan setting gross running cost envelopes linked to future partner contributions.
Part I, clause 9.2	Modify to make clear no obligation on consistency beyond new reduced "core matrix"
Part II, clause 8.1	Reference to replacement schedule 4
Part II, clause 8.2	Delete clause as its provisions are satisfied by the new schedule 4
Part II, clause 9.1	Modify to refer to individual partner service agreement based on new reduced "core matrix" plus additional components.
Part II, schedule 3	Update to reflect current service standards
Part II, schedule 4	Replace with new cost sharing arrangements schedule
Part II, Appendix 1	Replace statement of partner requirements with new reduced core matrix and statement of individual additional partner requirements.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

29th July 2014

ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, 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.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr John Fisher</u> Georgina Harris	Last meeting – 4th December 2013
2.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> Ruth Bamford	Next meeting – 29th July 2014

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

29th July 2014

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Greg Chance</u> Liz Tompkin	Next meeting – Date to be established.
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B. OTHER MEETINGS

4.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Next meeting – Date to be established.
5.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones	Next meeting – Date to be established.
6.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Last meeting – 3 rd March 2014
7.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 27 th November 2013

AUTHOR OF REPORT

Name: Ivor Westmore
E Mail: ivor.westmore@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 (Extn. 3269)

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

29th July 2014

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
26th November 2013		
Cllr Mould / Cllr Fisher S Jones / C Felton	Redditch United Football Club – Ground Relocation Councillor Brunner requested information on the cost of holding the meeting to consider the proposal for ground relocation by Redditch United Football Club.	Officers have spoken to Cllr Brunner concerning the work around the cost of democracy.
11th March 2014		
Cllr Fisher / S Hanley	Finance Monitoring Report 2013/14 - April - December (Quarter 3) It was noted that there was still a small amount of ongoing expenditure in respect of Hewell Road Pool Works. Officers reported that a position statement was expected within the current week and this statement would be forwarded on to all Executive Committee members.	The Deputy Chief Executive provided an update on the expenditure at the Hewell Road site at the meeting.
24th June 2014		
	Making Experiences Count - Customer Services Monitoring report - Quarter 4, 2013/14 Officers undertook to confirm for Councillor Brunner following the meeting the means by which the Members' Newsletter was circulated.	This information was provided following the meeting.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

29th July 2014

	<p>Advisory Panels – Update Report</p> <p>Officers undertook to advise Councillor Brandon Clayton of the date of the last meeting of the Housing Advisory Panel following the meeting.</p>	<p>This information was provided following the meeting.</p>
<p>Note:</p>	<p><i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i></p>	<p>Report period: 26/11/13 to present</p>