



# Executive Committee

Mon 8 Sep  
2014  
7.00 pm

Committee Room 2  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

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

# Access to Information - Your Rights

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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website:  
[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

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

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Democratic Services Manager**

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# Welcome to today's meeting.

## Guidance for the Public

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### ***Agenda Papers***

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

### ***Chair***

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

### ***Running Order***

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

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

### ***Decisions***

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

### ***Members of the Public***

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### ***Further Information***

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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 Committee

Monday, 8th September, 2014

7.00 pm

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><b>1. Apologies</b></p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p><b>2. Declarations of Interest</b></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><b>3. Leader's Announcements</b></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><b>4. Minutes</b>                  (Pages 1 - 10)                  Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 29<sup>th</sup> July 2014.</p> <p>(Minutes attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>5. Football Provision Task Group - Final Report</b>                  (Pages 11 - 14)                  Councillor David Bush</p>	<p>To consider the Football Provision Task Group's final report.</p> <p>(Report attached, Overview and Scrutiny Committee's minutes from 2nd September to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>

# Executive

Committee

Monday, 8th September, 2014

<p><b>6. Finance Monitoring Report 2014/15 - April - June 2014 (Quarter 1)</b>  (Pages 15 - 38)  Sam Morgan, Financial Services Manager</p>	<p>To consider a report detailing the Council's financial position for the first quarter of 2014/15.  (Report attached)  <b>(No Direct Ward Relevance)</b></p>
<p><b>7. Voluntary and Community Sector Grants Programme 2015/16</b>  (Pages 39 - 56)  Donna Hancox, Voluntary Sector Grants Co-ordinator</p>	<p>To consider recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2014/15.  (Report attached)  <b>All Wards</b></p>
<p><b>8. Overview and Scrutiny Committee</b>  (Pages 57 - 102)  Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 22<sup>nd</sup> July 2014.  There are recommendations to consider.  (Minutes attached)  <b>(No Specific Ward Relevance)</b></p>
<p><b>9. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b>  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.  <b>(No Specific Ward Relevance)</b></p>
<p><b>10. Advisory Panels - update report</b>  (Pages 103 - 104)  Kevin Dicks, Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.  (Report attached)  <b>(No Specific Ward Relevance)</b></p>
<p><b>11. Action Monitoring</b>  (Pages 105 - 106)  Kevin Dicks, Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.  (Report attached)  <b>(No Specific Ward Relevance)</b></p>

## 12. 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’.

**(No Specific Ward Relevance)**

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

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

**(No Specific Ward Relevance)**







## Executive

### Committee

29<sup>th</sup> July 2014

## MINUTES

#### Present:

Councillor Bill Hartnett (Chair), Councillor Greg Chance (Vice-Chair) and Councillors Brandon Clayton, Mark Shurmer, Debbie Taylor and Yvonne Smith

#### Also Present:

Councillor Pat Witherspoon, Mr Roger Hill and Mr Ken Williams

#### Officers:

Emma Baker, Jess Bayley, Emma Cartwright, Kevin Dicks, Tracey Durrant, Stacey Green, Sue Hanley, Jayne Pickering, Sarah Sellers and Alexa Williams

#### Committee Services Officer:

Ivor Westmore

#### 15. APOLOGIES

Apologies for absence were received on behalf of Councillors Juliet Brunner and John Fisher.

#### 16. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 17. LEADER'S ANNOUNCEMENTS

The Leader advised that the agenda would be taken out of order in view of the attendance of Mr Ken Williams from the Town Centre Partnership and also that the minute extract from the most recent meeting of the Council's Overview and Scrutiny Committee contained within the Additional Papers 2 pack should be read in conjunction with the report relating to item 5 on the agenda (Voluntary Sector Task Group – Final Report) for this evening's meeting.

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Chair

**18. MINUTES****RESOLVED that**

**the minutes of the meeting of the Executive Committee held on 24<sup>th</sup> June 2014 be agreed as a correct record and signed by the Chair.**

**19. VOLUNTARY SECTOR TASK GROUP - FINAL REPORT**

The Committee received the final report of the Voluntary Sector Task Group, the outcome of the review being presented to it by Councillor Pat Witherspoon, Chair of the Group, and former Councillor Roger Hill.

Members were informed that the key objective of the review had been to assess the Council's grants process and ensure that it was a robust, transparent process that was fair to all recipients. As a consequence of the review the Group had developed ten overall recommendations which covered the broad scope of the grants process, the Council's relationship with the voluntary sector and volunteering more generally.

Among the more significant recommendations were proposals that the timescales for the Council's grants process be amended to enable voluntary sector organisations to plan constructively for the year ahead, that the geographical spread of the client base be taken into account in scoring applications, that the Framework Agreement for the Provision of Debt and Budgeting Advice to be delivered within the Locality areas in Redditch should be supported by the Council for the foreseeable future and that the Council should build upon the work it carried out in engaging with and bringing together voluntary sector organisations.

The Executive Committee thanked the Group for a good report and expressed its support for the recommendations that it contained. A number of minor amendments were agreed during consideration of these recommendations, as follows. Given the corporate nature of the apprenticeship budget and the desire to retain an equitable situation for all service areas it was agreed that recommendation 4 be qualified to avoid committing this funding to one particular post. In respect of recommendation 8 it was agreed that this suggestion be taken forward as part of the wider staff awards ceremony. Despite there being widespread Member and Officer support for recommendation 9, the resource implications of implementation led the Committee to agree only to consider the introduction of a Redditch Hour on social networking sites in conjunction with local businesses and Voluntary and Community Sector organisations within the Borough.

**RESOLVED that**

- 1) the following should be addressed in relation to the Council's grants programme:
  - a) the timescales for the Council's grants process should be reviewed to ensure that decisions are made in sufficient time to enable Voluntary and Community Sector organisations to plan constructively for the year ahead;
  - b) the geographical spread of the client base for Voluntary and Community Sector organisations should be taken into account by the Grants Panel as part of the scoring process when considering applications for grants;
  - c) the template for the Council's application form for Council grants should be reviewed;
  - d) action points should be recorded at meetings of the Council's Grants Panel;
- 2) the following actions should be taken in respect of the members of the Grants Panel:
  - a) formal training should be provided to Members of the Grants Panel;
  - b) wherever possible members of the Grants Panel should visit Voluntary and Community Sector organisations that have been awarded larger project grants as part of the monitoring process. These visits should take place before the second instalment of funding is provided to the organisations;
- 3) the implications of the Local Government Transparency Code 2014 should be considered by Officers to ensure that the Council's grants process is amended as and when required. Officers should ensure that any changes that are made to the process in response to these requirements take account of local needs;
- 4) the Council should consider employing an apprentice to support the work of the Grants Officer. Consideration should be given to sharing this apprentice with a Voluntary and Community Sector organisation;
- 5) the *Framework Agreement for the Provision of Debt and Budgeting Advice to be Delivered Within the Locality areas in Redditch* should continue to be supported by the Council for the foreseeable future;

# Executive Committee

29<sup>th</sup> July 2014

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- 6) an informal working group of Council Officers should be formed to discuss and share knowledge about current joint working with Voluntary and Community Sector organisations. These informal meetings would also provide an opportunity for different teams to identify further opportunities to work with Voluntary and Community Sector organisations and highlight any duplication of work;
  - a) dedicated space should be introduced on the Council's intranet to allow Officers working with Voluntary and Community Sector organisations and / or volunteers to share information;
- 7) the following actions should be taken in relation to the Staff Volunteering Policy:
  - a) the policy should be refreshed and promoted;
  - b) a taster list of local volunteering opportunities should be advertised on the "Briefcase" section of the Council's intranet for the consideration of staff. In particular, consideration should be given to advertising volunteering opportunities that would help to address the Council's strategic purposes;
- 8) a Staff Award should be created to recognise the voluntary work carried out by members of staff and incorporated within the existing Staff Awards Ceremony;
- 9) the Council should consider working in conjunction with local businesses and Voluntary and Community Sector organisations to introduce a "Redditch Hour" on twitter and other social networks;
- 10) A Voluntary Sector Event should be held on a regular basis to help promote
  - a) the work of local Voluntary and Community Sector organisations to each other as well as potential customers;
  - b) volunteering opportunities to local residents; and
  - c) a prize giving awards ceremony should form part of this event.

This event could potentially be aligned to existing events that are already take place.

**20. CONSOLIDATED REVENUE AND CAPITAL OUTTURN**

Members considered the consolidated revenue and capital outturn position for the preceding financial year and the Financial Reserves Statement for the same period. It was reported that Officers had provided considerably more detail within this report than had previously been the case, detailing the budget positions and variances across the various service areas in turn. It was acknowledged that there was still some work to be carried out in appropriately apportioning recharges between services but the present report did provide a clear and comprehensive picture of the situation at the year end.

Officers were able to report that the £550K of unidentified savings for the year had been found and, indeed, greater savings had been achieved which had resulted in the Council transferring money back into balances, a situation that had not been envisaged at the start of the year. Officers had also detailed the current levels of reserves and explained that the Council had approximately £2M currently in reserves once the reserves for dilapidations to Threadneedle House and those for Mercury Emissions works at the Crematorium were drawn down and the NNDR reserves discounted.

The Committee was generally pleased to see that savings had been achieved although there was a recognition that the funding situation was not liable to improve in the near future and difficult times were set to continue. Following some discussion around the continued underspend on the Disabled Facilities Grant budget, Officers undertook to ask the team to review their budget requirements, although there was a reluctance to propose reducing the budget given the nature of the service. In relation to a specific enquiry, Officers undertook to request that the Head of Environmental Services contact Councillor Brandon Clayton to confirm the current situation with the Estate Enhancements programme and its associated funding.

**RESOLVED that**

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

**and RECOMMENDED that**

- 2) the transfer of £165K into balances be approved;**
- 3) the carrying forward £3.2M for Capital project schemes be approved;**

- 4) **the movement in reserves as detailed in Appendix 1 to the report be approved; and**
- 5) **an increase in 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, be approved.**

## **21. CHANGES IN FUNDING FOR EXTRA CARE SCHEME**

Members considered a report setting out proposals to increase existing service charges relating to communal facilities at St. David's House and Queen's Cottages and asking that they note that, in future, costs for providing housing-related personal support would be borne by individual tenants.

Officers explained that the Council was having to make these changes in response to cuts to funding from Worcestershire County Council as part of its Future Lives programme, although there was a recognition that the County Council was itself under serious financial pressure. The Committee was informed that Officers' primary aim in developing the current proposals was to maintain services to vulnerable tenants whilst ensuring that tenants were not placed under undue financial strain.

Tenants of the properties concerned and their families had been briefed in detail on the implications of what was being proposed and Officers and Members who had been present were pleased to be able to report that there was a high level of understanding and support for the measures that were being recommended. It was noted that the Council was attempting to provide this service on a break-even basis and that a number of self-funding tenants would be better off as a result of the changes. There was also a recognition that, historically, certain charges had been set at an unrealistically low level and the proposals would remedy this situation.

### **RECOMMENDED 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**

**RESOLVED that**

- 3) **it be noted 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.**

**22. RESPONSE TO STRATFORD UPON AVON'S PROPOSED SUBMISSION CORE STRATEGY**

Officers presented the Committee with a response to Stratford-on-Avon District Council's Proposed Submission Core Strategy for retrospective approval. The approval was retrospective in light of the consultation period commencing on 5<sup>th</sup> June and closing on 17<sup>th</sup> July 2014.

It was reported that the Strategy had received a generally supportive response. The one matter which Officers highlighted was the change of approach with regards to land within Stratford and whether it has any potential future capacity for housing for Stratford.

Officers undertook to provide Councillor Brandon Clayton with details of the date upon which the Stratford Core Strategy would be submitted to the Planning Inspectorate.

**RECOMMENDED that**

**the response to the Stratford on Avon Proposed Submission Core Strategy be approved retrospectively.**

**23. COVERED MARKET AREA - PROPOSAL FOR PLAY BARN**

Mr Ken Williams, Chair of the Town Centre Partnership, attended the meeting in order to present to the Committee a proposal for a play barn scheme in the redundant covered market area in Redditch town centre. The decision which Members were being asked to consider was the leasing of the land in question to the Town Centre Partnership for this purpose at no cost.

There was a general acknowledgement that the site in question required improvement and no other viable use of the site had been put forward in recent years. Furthermore, the space had a number of facilities which made it ideal for this purpose. The site was secure, covered and yet open-air, well-located and had toilet facilities in close proximity. This scheme was seen as a fitting 50<sup>th</sup> anniversary legacy project.

The proposal envisaged two children's areas, one for younger and one for older children, and a free to use adult exercise space. Funding was to be found through sponsorship, corporate funding and community funding and a limit of six-months had been set within which the necessary funding was to be delivered. The scheme also envisaged there being no liability to the Council.

Members very much welcomed the proposed scheme. It was made clear, in response to specific questions, that this land did not form a part of the sale of Threadneedle House, nor had it been identified as a parking area for that property. In addition, Officers reported that the Planning Team had advised that, in principle, the use of the site as a play area was acceptable in planning terms but that a lease of no more than ten years would be appropriate so as not to prejudice any future development strategies.

**RESOLVED that**

- 1) **in principle the land known as the covered market area, outlined in the site map at Appendix 1 to the report, 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.**

**24. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 17<sup>th</sup> June 2014.



**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 17<sup>th</sup> June 2014 be received and noted.**

**25. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

The Committee received the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 26<sup>th</sup> June 2014 and considered a recommendation contained therein.

Officers explained that the recommendation was in response to funding changes for the service which resulted in a need to review the cost model as originally set out.

**Worcestershire Regulatory Services - Business Model Review**

**RECOMMENDED that**

**the changes to the Worcestershire Shared Services Partnership Agreement as detailed at Appendix 1 to the report submitted be approved.**

**26. ADVISORY PANELS - UPDATE REPORT**

The update on the activity of the Council's Advisory Panels and similar bodies was considered by the Committee. Councillor Greg Chance, Chair of the Economic Advisory Panel, reported that he and Officers were looking to establish a new form of this body which would incorporate local businesses and would also report to the Redditch Local Strategic Partnership.

It was reported that there were upcoming meetings of the Grants Panel which were not included in the report, the first of which was to be held on 6<sup>th</sup> August 2014.

**RESOLVED that**

**the report be noted.**

**27. ACTION MONITORING**

The Committee's Action Monitoring Report was considered by Members. It was reported that the actions listed within the report had now been carried out.

**Executive**  
Committee

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29<sup>th</sup> July 2014

The Meeting commenced at 7.00 pm  
and closed at 8.48 pm

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Chair

**Redditch Borough Council Overview and Scrutiny Committee****2nd September 2014****Report from Football Task Group****Introduction**

The Football Task Group was established earlier in 2014 with a number of objectives, two of which were completed in April. The remaining objective was:

“To establish the current and future need for community football in Redditch, including existing provision in the Borough, potential alternatives and how provision can be helped and supported.”

After a break during the election period, Overview and Scrutiny Committee agreed in June that the Group should continue and work on this objective.

**Actions undertaken**

In November 2013, the Executive Committee asked Overview and Scrutiny Committee to “engage in an exercise with Officers that will seek to establish the demand for future provision within the Borough and that the Portfolio Holder and Officers hold a public consultation event to engage with residents and clubs to help to inform this exercise”.

The Task Group carried out some initial work on the outstanding objective with this in mind and actions taken include:

- reviewing participation reports produced by the FA, which showed a decline in participation in junior football in the Borough;
- via the FA, sending out a questionnaire to all clubs that play in, or include players from, Redditch seeking feedback about issues relating to participation in football;
- sending out questionnaires to local schools to find out about their facilities;
- in the Group’s during discussions with Redditch United, learning about the Club’s contribution to community football;
- understanding how pitch provision is dealt with within the local plan.

The Group also met with representatives from local football to discuss issues that concern them and ideas for improvements. This was a very helpful meeting. Whilst there were fewer attendees present than the Group had hoped to meet, those who did attend gave feedback on a variety of issues which affect participation. This included:

- availability and condition of pitches;
- lack of access to all weather pitches restricting opportunities to play during poor weather – which can lead to youngsters becoming disheartened and dropping out of playing;

- effort required by volunteers in supporting mini and junior football, especially around meeting FA requirements;
- the role of schools in supporting the sport and making facilities available;
- costs involved in supporting community football.

Prior to starting the work again this Municipal year, the Group were made aware that a Football Stakeholder Group had been established by Leisure Services to support strategic plans for developing and supporting football in the Borough. Dave Wheeler, Sports Services Manager, attended the Task Group meeting on 6<sup>th</sup> August to brief members on progress with this.

The priorities being worked on for football by the Leisure Services team are facilities development; club development and increasing participation.

During discussion, Dave Wheeler reported that a rolling programme of maintenance of the Borough's football pitches had begun with the priorities set for this year. In response to feedback from the Task Group's meeting with club and league representatives, he undertook to follow up their concerns and suggestions alongside the work with the Stakeholder group.

It became apparent during the meeting that the work planned by the Task Group in fulfilling the outstanding objective would be likely to duplicate that being done with the Stakeholder Group. The Task group has offered to share feedback gathered from clubs, schools etc. with the Stakeholder Group, together with details of additional contacts who expressed interest in the Task Group's research.

As with many scrutiny exercises, the Task Group has found the evidence and views brought forward by those who took part in the review to be very informative. In being prompted to review football in the Borough, Members have found that there is much good practice by dedicated volunteers. The group has also received suggestions about where improvements can be made to support continued participation.

### **Recommendations**

The Overview and Scrutiny Committee is asked to RESOLVE that:

1. the activity being undertaken by Leisure Services and the Stakeholder Group to find ways of pulling resources into Redditch to support football be endorsed;
2. when the strategy is produced later in 2014 this is brought to the Overview and Scrutiny Committee to inform Councillors of the outcomes;
3. in order not to duplicate work being carried out by Leisure Services in association with the FA and Football Stakeholder Group, the Task Group's activities are concluded;

and to RECOMMEND to the Executive Committee that:

4. the Executive ensure that the playing pitch strategy identifies clear links to the emerging local plan requirements for playing pitch provision.

Councillor David Bush  
Chair of the Football Task Group  
August 2014



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**CONSOLIDATED REVENUE & CAPITAL MONITORING REPORT QTR1  
14/15**

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 June 2014 (Outturn – 2014/15).

**2. RECOMMENDATIONS**

The Executive Committee is asked **RESOLVE** to

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

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

- 1) the 2014/15 Capital Programme is increased by £48k to include a Section 106 funded project to extend the car park at Old Forge / Pathways Playing Fields in Matchborough
- 2) To Vire (transfer) £50k of capital allocation in 2014/15 from Home Repairs Assistance to Homes Multiple Occupation (HMO) Grants. Due to increase demand for HMO accommodation following the introduction of the Local Housing Allowance System.

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council. This report now includes additional information in relation to the current position for each department to enable members to have a more detailed consideration of the financial projections for the Council.

**Financial Implications**

- 3.2 The Council set a balanced budget in February 2013 for the financial year 2014/15. Within the budget were included savings of £635K which

**EXECUTIVE  
COMMITTEE**9 September 2014

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were not fully identified. These included savings relating to Shared Services, Transformation, and general vacancies with the Council.

- 3.3 A review of last year's outturn has been undertaken and the unallocated savings have been allocated based on the savings achieved in 2013/14.
- 3.4 This has been done at a Head of Service level at this stage, more work will be carried out to allocate the savings to the relevant budget head.
- 3.5 A Balance of £157K is still unallocated, this relates to savings achieved by vacancy management and will be achieved during the financial year.

**Revenue Budget summary Quarter 1 (April – June) 2014/15 –  
Overall Council**

- 3.6 The current financial position for services delivered within the Borough is detailed in the table below.
- 3.7 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Service Head</b>	<b>Revised Budget</b>	<b>Profiled Budget</b>	<b>Actual Spend</b>	<b>Variance to date</b>	<b>Projected Outturn</b>	<b>Projected Variance</b>
	<b>2014/15</b>	<b>April - June</b>	<b>April - June</b>	<b>April - June</b>	<b>2014/15</b>	<b>2014/15</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Environmental Services</b>	3,318	878	863	- 15	3,258	- 60
<b>Community Services</b>	2,286	642	590	- 52	2,235	- 51
<b>Regulatory Services</b>	552	139	135	- 3	516	- 36
<b>Leisure &amp; Cultural Services</b>	3,161	756	754	- 2	3,122	- 38
<b>Planning &amp; Regeneration</b>	1,724	345	435	92	1,677	- 47
<b>Customer Access &amp; Financial Support</b>	3,472	3,904	3,928	25	3,501	29
<b>Finance &amp; Resources</b>	2,028	571	572	0	1,996	- 32
<b>Legal, Equalities &amp; Democratic Services</b>	959	245	243	- 2	913	- 45
<b>Business Transformation</b>	1,791	629	614	- 15	1,731	- 60
<b>Head of Housing Services (GF)</b>	1,055	263	260	- 3	1,019	- 36
<b>Corporate Services</b>	1,266	252	225	- 27	1,235	- 31
<b>SERVICE TOTAL</b>	21,611	8,625	8,620	- 3	21,203	- 407
<b>Savings to be found</b>	- 635				- 228	407
<b>Total for Quarter &amp; Projected</b>	20,976	8,625	8,620	- 3	20,975	- 0

**Financial Commentary:-**

There are a number of underspends projected to be achieved in 2014/15 to deliver the £635k of unidentified savings. These are based on the reductions to budget as achieved in 2013/14 to ensure that the budget will be met during this financial year.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary Quarter 1 (April - June) 2014/15 – Overall  
Council**

<b>Department</b>	<b>Revised Budget 2014 /15 £'000</b>	<b>Actual spend £'000</b>	<b>Variance £'000</b>
<b>Environmental Services</b>	2,933	177	-2,756
<b>Community Services</b>	907	198	-709
<b>Regulatory Services</b>	56	0	-56
<b>Leisure &amp; Cultural Services</b>	323	284	-39
<b>Planning and Regeneration</b>	44	0	-44
<b>Housing</b>	7,552	2,427	-5,125
<b>Property Services</b>	89	45	-44
<b>Business Transformation</b>	140	12	-128
<b>TOTAL</b>	<b>12,044</b>	<b>3,143</b>	<b>-8,901</b>

There are a number of capital schemes that have not commenced during the first quarter of the year. This is due to contractual arrangements being put in place together with procurement of vehicles and plant that is currently being undertaken.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Environmental Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Bereavement Services	-304	-46	-45	1	-306	-2
Cleansing	958	243	228	-14	937	-21
Climate Change	13	5	6	1	12	-1
Environmental services Management	654	163	165	1	659	5
Highways & Drainage (inc civil parking)	593	156	168	12	638	46
Landscape & Grounds Maintenance	112	29	16	-13	78	-34
Manager supplies & Transport	-10	-2	-4	-2	-19	-9
Waste Management - Refuse & Recycling	1,292	327	330	2	1,293	1
Waste Management Policy	10	2	-1	-3	-4	-14
Savings to be achieved	0	0	0	0	-31	-31
<b>TOTAL</b>	<b>3,318</b>	<b>878</b>	<b>863</b>	<b>-15</b>	<b>3,258</b>	<b>-60</b>

**Financial Commentary:-**

There have been salary savings from vacant posts in the first quarter for Cleansing and Landscape services, some of which have been covered by agency staff.

Civil Parking enforcement has seen a reduction in anticipated income and Wychavon District Council who provide the service under an SLA agreement are investigating the variances and will report back to Officers.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Mar  £'000</b>	<b>Variance to date April – Mar £'000</b>
Crematorium Enhancement	138	10	-129
Crematorium Extension	11	0	-11
Crossgate Depot Imps 2010	20	0	-20
Estate Enhancements	228	0	-228
Footpath Improvements	2	0	-2
Foxlydiate Crescent Lighting	25	0	-25
Improved Parking Scheme	263	86	-177
Land Drainage schemes	114	5	-109
Landscape Improvement Programme	46	46	0
Recycling Project	42	5	-37
Town Centre Landscape Scheme	429	3	-426
Vehicle replacement programme	1,590	22	-1,568
Woodland Schemes	25	0	-25
<b>TOTAL</b>	<b>2,933</b>	<b>177</b>	<b>-2,756</b>

**Financial Commentary:**

Officers are currently in the process of organising works for the improved parking scheme, and estate enhancements.

Procurement is taking place for the vehicle replacement programme and crematorium works are anticipated the budget will be fully utilised in 2014/15.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Community Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

<b>Service Head</b>	<b>Revised Budget</b>	<b>Profiled Budget</b>	<b>Actual Spend</b>	<b>Variance to date</b>	<b>Projected Outturn</b>	<b>Projected Variance</b>
	<b>2014 /15</b>	<b>April - June</b>	<b>April - June</b>	<b>April - June</b>	<b>2014/15</b>	<b>2014/15</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Community Services</b>	1,954	419	392	-27	1,898	-56
<b>CCTV / Lifeline</b>	282	222	198	-24	313	31
<b>Care &amp; Repair</b>	50	0	0	0	46	-4
<b>Savings to be achieved</b>	0	0	0	0	-22	-22
<b>TOTAL</b>	<b>2,286</b>	<b>642</b>	<b>590</b>	<b>-52</b>	<b>2,235</b>	<b>-51</b>

**Financial Commentary:-**

Within Community Services a receipt of £40k for Early Help Pension is anticipated which was not known when the budget was set.

Due to WCC withdrawing the Local Area Agreement Income for Lifeline we are forecasting a loss of income. However the situation may change as more people agree to join the scheme.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014/15 £'000</b>	<b>Actual Spend £'000</b>	<b>Variance £'000</b>
<b>Disabled Facilities Grant</b>	575	157	-418
<b>Energy &amp; Efficiency Installs</b>	94	0	-94
<b>Hmo Grants</b>	10	0	-10
<b>Home Repairs Assistance</b>	150	37	-113
<b>Housing Needs Assessment</b>	4	0	-4
<b>Strat Hsg Research &amp; Dev</b>	10	0	-10
<b>Warmer Worcs Insul Scheme</b>	17	4	-13
<b>Small Area Improvements</b>	47	0	-47
<b>TOTAL</b>	<b>907</b>	<b>198</b>	<b>-709</b>

**Financial Commentary:**

There has been a reduction in new applications for disabled Facilities Grants and Home Repairs Assistance however the Council continues to meet demand in this area.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

Regulatory Services	Quarter 1 (April - June) 2014 /15
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Environmental Health	566	137	136	-1	561	-6
Licensing	-172	-38	-40	-2	-176	-3
Support Charges	158	39	39	0	158	0
Savings to be achieved	0	0	0	0	-27	-27
<b>TOTAL</b>	<b>552</b>	<b>139</b>	<b>135</b>	<b>-3</b>	<b>516</b>	<b>-36</b>
<b>Financial Commentary:-</b> No significant variances						

**Capital Budget summary**

Service	Revised Budget 2014 /15 £'000	Actual Spend £'000	Variance £'000
Worcestershire Regulatory Services – ICT system	56	0	-56
<b>TOTAL</b>	<b>56</b>	<b>0</b>	<b>-56</b>

**Financial Commentary:**

The funding is in place to support the share of the cost associated with the ICT system in Regulatory Services. The system is currently being implemented.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

Leisure and Cultural Services

Quarter 1 (April - June) 2014 /15

**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Business Development</b>	123	27	27	0	122	-1
<b>Cultural Services</b>	864	158	142	-16	854	-11
<b>Leisure &amp; Cultural Manage.</b>	154	41	40	-1	150	-3
<b>Parks &amp; Open Spaces</b>	1,084	275	274	-1	1,081	-4
<b>Sports Services</b>	936	256	272	15	992	56
<b>Savings to be achieved</b>	0	0	0	0	-76	-76
<b>TOTAL</b>	<b>3,161</b>	<b>756</b>	<b>754</b>	<b>-2</b>	<b>3,122</b>	<b>-38</b>

**Financial Commentary:**

The projected overspend within Sports Services relates to a shortfall in fitness income at Abbey Stadium. A new sales and retention campaign has been launched and we are hoping to recruit new members which will help to address the decline in membership numbers largely. Officers are monitoring member figures on a monthly basis and it is anticipated that a more robust projection will be made for quarter 2 ( September)



REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Mar £'000</b>	<b>Variance to date April – Mar £'000</b>
<b>Abbey Stadium</b>	315	284	-31
<b>Greenlands Pub Open Space</b>	8	0	-8
<b>TOTAL</b>	<b>323</b>	<b>284</b>	<b>-39</b>

**Financial Commentary:**

Officers request that the 2014/15 Capital Programme is increased by £48k to include a Section 106 funded project to extend the car park at Old Forge / Pathways Playing Fields in Matchborough. Due to the insufficient parking on site during Sunday mornings cars are having to park in residential areas or on the main road which is causing complaints from residents. Local Ward Councillors and the Leisure Portfolio Holder have been consulted, as have all 69 households directly affected. The feedback has been very positive and supportive of the scheme. The car park extension was also identified as a major recommendation in the Redditch Playing Pitch Strategy 2010-13.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

Planning and Regeneration	Quarter 1 (April - June) 2014 /15
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## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Building Control	191	48	57	9	187	-3
Development Management	152	37	78	42	170	18
Economic Development	258	7	-24	-31	275	18
Planning Policy	1,124	253	326	73	1,096	-27
Savings to be achieved	0	0	0	0	-52	-52
<b>TOTAL</b>	<b>1,724</b>	<b>345</b>	<b>437</b>	<b>92</b>	<b>1,677</b>	<b>-47</b>

**Financial commentary:**

Development management overspend partly due to maternity cover.

Planning Policy saving partly due to maternity leave and legal budget not utilised as anticipated

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

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**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
<b>Town Centre Development</b>	44	0	-44
<b>TOTAL</b>	<b>44</b>	<b>0</b>	<b>-44</b>

**Financial Commentary:**

This scheme is due to commence in the second quarter.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Customer Access &amp; Financial Support</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Asset &amp; Property Management</b>	1,025	486	502	16	1,054	29
<b>Customer Services</b>	532	145	149	4	550	19
<b>Revenues &amp; Benefits</b>	1,915	3,273	3,277	5	1,917	2
<b>Savings to be achieved</b>	0	0	0	0	-20	-20
<b>TOTAL</b>	<b>3,472</b>	<b>3,904</b>	<b>3,928</b>	<b>25</b>	<b>3,501</b>	<b>29</b>

**Financial Commentary:-**

The projected overspend for Asset & Property Management is due to Concessionary Rents given to Voluntary Bodies within our buildings. The Policy is to be reviewed in the next few months and will update in a later report.

The projected overspend for Customer Services is pending a review within Housing, this will potentially be reduced.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
<b>GF Asbestos</b>	14	0	-14
<b>Public Building</b>	50	45	-5
<b>Energy Management</b>	25	0	-25
<b>TOTAL</b>	<b>89</b>	<b>45</b>	<b>-44</b>

**Financial Commentary:**

Expenditure as per schedule for the year.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Financial Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Financial Services and Procurement</b>	888	252	252	0	888	0
<b>Corporate Management and Audit</b>	1,140	320	320	0	1,140	0
<b>Savings to be achieved</b>	0	0	0	0	-32	-32
<b>TOTAL</b>	<b>2,028</b>	<b>572</b>	<b>572</b>	<b>0</b>	<b>1,996</b>	<b>-32</b>

**Financial Commentary:**

No significant variances

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Legal, Equalities and Democratic Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Democratic Services &amp; Member Support</b>	336	70	70	-1	336	0
<b>Elections &amp; Electoral Services</b>	302	98	98	0	312	10
<b>Legal Advice &amp; Services</b>	320	76	75	-2	317	-3
<b>Savings to be achieved</b>	0	0	0	0	-52	-52
<b>TOTAL</b>	<b>959</b>	<b>245</b>	<b>243</b>	<b>-2</b>	<b>913</b>	<b>-45</b>

**Financial Commentary:**

The projected overspend within Elections services is due to the Bi-election taking place in July.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Business Transformation</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Corporate Strategy	86	22	15	-7	85	-1
Business Transformation	949	325	359	34	949	0
Human Resources	602	156	113	-43	568	-34
IT Services	154	127	127	0	166	12
Savings to be achieved	0	0	0	0	-37	-37
<b>TOTAL</b>	<b>1,791</b>	<b>629</b>	<b>614</b>	<b>-15</b>	<b>1,731</b>	<b>-60</b>

**Financial Commentary:-**

It is projected that ICT will be overspent by £12k due to cost increases of corporate software licences.

The projected underspend in HR is due to current vacancies within the department. However, these vacancies are scheduled to be filled within the next month.



**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service Head</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April - Dec  £'000</b>	<b>Variance to date April - Dec  £'000</b>
<b>Members IT Facilities</b>	10	0	-10
<b>IT Replacement Programme</b>	40	0	-40
<b>PSN Project</b>	90	12	-78
<b>TOTAL</b>	<b>140</b>	<b>12</b>	<b>-128</b>

**Financial Commentary:**

ICT replacement programme is currently being reviewed as part of the PSN project.

The PSN project is currently underway, reviews are being made as to the specific requirement to meet the Public Service Network regulations.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

Housing Services (General Fund)	Quarter 1 (April - June) 2014 /15
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## Revenue Budget summary

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
Housing general fund	1,055	263	260	-3	1,056	1
Savings to be achieved	0	0	0	0	-37	-37
<b>TOTAL</b>	<b>1,055</b>	<b>263</b>	<b>260</b>	<b>-3</b>	<b>1,019</b>	<b>-36</b>

**Financial Commentary:**

No significant variances to report.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

**Capital Budget summary**

<b>Service</b>	<b>Revised Budget 2014 /15  £'000</b>	<b>Actual Spend April – Dec £'000</b>	<b>Variance to date April – Dec £'000</b>
Catch up repairs- bath replacements	923	223	-700
Catch up repairs- Kitchen Upgrades	100	38	-62
Catch up repairs	367	120	-247
Asbestos General	525	34	-491
Structural repairs	220	150	-70
General roofing	630	244	-386
Rewiring	945	536	-409
Upgrade of Ch systems	1,470	695	-775
Window replacements	53	29	-24
Disabled adaptions	700	47	-653
Solid wall insulation	704	0	-704
External Cladding & Wall hanging	168	194	26
Insulation	53	2	-51
Drainage	32	11	-21
Water supply	84	23	-61
Environmental Enhancements	368	50	-318
Masonry works	210	31	-179
<b>TOTAL</b>	<b>7,552</b>	<b>2,427</b>	<b>-5,125</b>

**Financial Commentary:**

Officers are working to deliver the capital works as per the HRA business plan.

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

<b>Corporate Services</b>	<b>Quarter 1 (April - June) 2014 /15</b>
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**Revenue Budget summary**

Service Head	Revised Budget	Profiled Budget	Actual Spend	Variance to date	Projected Outturn	Projected Variance
	2014 /15	April - June	April - June	April - June	2014/15	2014/15
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Corporate Admin / Central Post / Printing</b>	839	204	193	-11	824	-15
<b>Other op exp</b>	427	49	32	-16	411	-16
<b>Savings to be achieved</b>	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,266</b>	<b>252</b>	<b>225</b>	<b>-27</b>	<b>1,235</b>	<b>-31</b>

**Financial Commentary:-**

There is a projected saving within the post room due to the changes in the structure  
A £5k saving on communications due to reduction of expenditure on promotion /advertising.

An additional grant (new burdens) has been received of £16k

**Treasury Management**

- 3.8 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**

- 3.9 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

REDDITCH BOROUGH COUNCIL**EXECUTIVE  
COMMITTEE**

9 September 2014

a daily basis and any counterparty falling below the criteria is removed from the list.

3.10 At 30 June 2014, short-term investments comprise:

	30 <sup>th</sup> June 2014 £000
Deposits with Banks/Building Societies	2,500

**Income from investments**

3.11 An investment income target of £25k has been set for 2014/15 using a projected rate of return of 0.75% - 1.50%.

**General Fund Balances**

3.12 The General Fund Balance as at the 31st March 2014 is £1.1m; a balanced budget was set in February 2014, should the unidentified savings not be achieved during the year or any unexpected expenditure occur this would be funded from Balances.

<b>General Fund Balance</b>		
	£'000	£'000
Balance as at 1 <sup>st</sup> April 2014	1,166	
Contribution from balances		-22
Estimated Balances 31 <sup>st</sup> March 2015		1,144

**Legal Implications**

3.14 No Legal implications have been identified.

**Service/Operational Implications**

3.15 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**

3.16 Performance Improvement is a Council objective.

**4. RISK MANAGEMENT**

Risk considerations are covered within the report.

**EXECUTIVE  
COMMITTEE**

9 September 2014

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5. **APPENDICES**

None

6. **BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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**EXECUTIVE  
COMMITTEE**

8th September 2014

**VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME  
2015/16**

Relevant Portfolio Holder	Councillor Bill Hartnett, Community Leadership & Partnership inc. Voluntary Sector
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Acting Head of Community Services
Wards Affected	<b>All</b>
Ward Councillor Consulted	N/A
Key Decision	

**1. SUMMARY OF PROPOSALS**

- 1.1 This report contains recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2015/16. See Appendix 1. The theme titles have been updated to align with the Council's Strategic purposes.
- 1.2 In addition the report recommends changes to update & improve the scoring matrix - See Appendix 2.

**2. RECOMMENDATIONS**

The Executive Committee are requested to **RECOMMEND** that:

- 1) the themes and percentages of funding be allocated for the 2015/16 voluntary and community sector grants process as set out in Appendix 1; and
- 2) the scoring matrix be updated as set out in Appendix 2.

**3. KEY ISSUES****Financial Implications**

- 3.1 The proposed splits are based on the Grants budget for 2015/16 being set at £241k (based on no increase on budget from 2014/15).

**Background**

- 3.2 Each year the grants team look at how the Grant Programme can best serve the local VCS while aligning the programme to the Council's Strategic Purposes. For an overview on how the 2014/15 grants programme aligned to the strategic purposes see Appendix 3.

**EXECUTIVE  
COMMITTEE**8th September 2014

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3.3 For 2015/16 the Stronger Communities grants will support over 30 small groups to deliver a wide variety of projects. Previously funded projects include:

- Arrow Valley Health Walks
- Pop up gallery in vacant shop unit in Kingfisher Shopping Centre
- Breakfast Club
- Community building events (Quiz Night and Party in the Park)
- Parenting course
- Georgiephone
- Ditch Youth Project
- Camping weekend
- Community Champion scheme
- Provide Olympic style mixed martial arts
- Older peoples' choir

A full list of all funded organisations is published on the Council's website.

**Legal Implications**

- 3.4 The Council needs to continue to ensure that it has a transparent and fair grants scheme, ensuring that we comply with the Local Government Transparency Code 2014.
- 3.5 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 3.6 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

**Service / Operational Implications**

- 3.7 In response to the recommendations of the recent Voluntary Sector Task Group report, the Grants Panel considered the updating of the scoring matrix. A copy of the updated scoring matrix is attached as Appendix 2.
- Inclusion of the address in the summary in order to identify where organisations are based from.
  - Question 3 – added *reputation*



**EXECUTIVE  
COMMITTEE****8th September 2014**

- Question 6 – added *based in Borough*
- Question 10 – Changed this question to give more flexibility to grants panel when scoring applications.

3.8 The themes and proposed split of funding for the 2015/16 Grants programme have been updated to reflect the Council's Strategic Purposes and customer demand as follows:

<b>Strategic Purpose</b>	<b>Previous theme title</b>	<b>Funding allocation 2013/14</b>	<b>Funding allocation 2014/15</b>
Help me to be financially independent	Independent Communities	£130,000	£145,000
Help me to live my life independently	Community Development	£58,000	£53,000
Provide good things for me to do, see and visit	Thriving Communities	£18,000	£9,000
Keep my place safe and looking good	Community Welfare	£15,000	£15,000
Stronger Communities Grant Programme - 3 rounds per year		£15,000	£15,000

**From the £241,000 budget, £4,000 is retained for the delivery of training to the VCS and to facilitate external funding workshops/events.**

- 3.9 Deadlines dates for both the main grants programme and the Stronger Communities grants programme have been set in order to ensure the smooth delivery of the programme. The timetable also takes account of the recent Overview and Scrutiny recommendation that sufficient time is given to enable Voluntary and Community Sector organisations to plan constructively for the year ahead. See Appendix 4 for timescales.
- 3.10 To enable the Council to deliver its grants programme, Officers will need to continue to work closely with the Communications Team to ensure that a full and informative guide to the new procedure is implemented and that Officers are engaging with the full range of VCS organisations and groups within the local area.

**EXECUTIVE  
COMMITTEE**

8th September 2014

3.11 By working closely with BARN and local VCS organisations on delivering our long term training and support, we can ensure that the sector will receive an agreed standard of training with the Council ensuring that we receive value for money. Outcomes initially identified are:

- **Increase volunteers skills in bid writing**
- **Facilitate events that invite external funders to Redditch**
- **Up-skill organisations in public speaking**
- **Encourage partnership working within the Boroughs VCS**
- **Social Media workshops**
- **Event to raise awareness of local VCS organisations**

**Customer / Equalities and Diversity Implications**

3.12 The 2014/15 grants programme has supported 21 projects under the main grant fund with 37 projects/events being funded in the first two rounds via the Stronger Communities fund.

3.13 The 2014/15 Grants Programme received applications from 34 different organisations, with the programme seeing one new organisation applying to the programme who had not applied to this fund previously.

**4. RISK MANAGEMENT**

Where needed the Grants Officer identifies external funding streams and invites external organisations to host events to raise awareness of the funding streams they have available to the local VCS. Officers have also made themselves available for one to one sessions to support funding applications for both internal and external opportunities. Redditch Borough Council's grant programme is widely advertised both locally and county wide.

**5. APPENDICES**

Appendix 1 – Themes and funding split  
Appendix 2 – Scoring Matrix Template  
Appendix 3 – Overview of aligning to strategic purposes  
Appendix 4 - Timetable – Main Grants Programme and Stronger Communities Grants

**6. BACKGROUND PAPERS**

- Local Government Transparency Code 2014
- Voluntary Sector Task Group Report 2014

**EXECUTIVE  
COMMITTEE**

**8th September 2014**

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**AUTHOR OF REPORT**

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## APPENDIX 1

**Help me to be financially independent – previously Independent Communities****Recommended funding = 145k for the Delivery of Projects under the “Financially Independent” Banner****75k – Investing Grant - To deliver: Key Project Support Area  
Financial and Debt advice within the Town  
Free, independent and confidential advice,**

- ❑ Promoting and raising awareness of services; providing better access through, for example, outreach in local communities, faster appointments; and other measures targeting low-income and disadvantaged groups of people.
- ❑ Ensure clients are fully informed of their options so that they are best placed to make decisions about how to proceed in their situation.
- ❑ Providing advice that is ‘consistent with a rights-based approach’, i.e. by providing full information of all the options available.
- ❑ Face to Face appointments with home visits where applicable.
- ❑ Signposting & referring to other agencies where necessary.
- ❑ Working closely with department’s within the local Council
- ❑ Empower and up-skill residents to learn and access support via the Internet.

**50k - Investing grants - Maximum grant of 10k for each project submitted****Key Project Support Area - For delivery of on-going support for local services to include outcomes that:**

- ❑ Provide services that support local disadvantaged residents.
- ❑ Offering local volunteering opportunities.
- ❑ Work closely with partner/counterpart organisations.
- ❑ Delivering services that reflect the needs of residents.
- ❑ Empower and up-skill residents to learn and access support via the Internet.
- ❑ Provide training/up skilling opportunities’ for Staff & Volunteers.

**20k - Investing Grant****Key Project Support Area - For delivery of a financial independence support project with outcomes that:**

- Delivery of one to one support.
- Holistically support residents in financial difficulties.
- Empower and up-skill residents to learn and access support via the Internet.
- Group workshops & training for volunteers.
- Financial independence with ongoing financial independence support.
- Outreach project/worker to support residents.
- Signposting service that nurtures partnership working within the borough.

**Help me to live my life independently - previously Community Development**

**Recommended funding: £53k for the delivery of projects under the “independent living” Banner.**

**35k Investing Grants – Maximum grant of 35k for a project to deliver: Childcare and Holiday schemes into the Town:**

- ❑ Discounted childcare for local children with specific criteria for discounted places to be allocated to ensure the full benefit is gained from those families who have the highest need.
- ❑ Discounted Holiday play schemes for local children that have outcomes linked into education and health and well-being priorities.

**18k Investing Grants – Maximum grant of 3k for each project submitted For delivery of projects that support:**

- ❑ Projects that support residents with low/medium level mental health issues
- ❑ Learning & Personal Development projects for those on low incomes.
- ❑ Intergenerational/Cross cultural projects.
- ❑ Breakfast Clubs.
- ❑ Local Community Clubs – e.g. Older People, Cultural, disabilities etc.
- ❑ Supporting local residents back into work.
- ❑ Work Clubs.
- ❑ Projects that supports disadvantaged people in Redditch, i.e. homelessness.
- ❑ Projects that support Health & Fitness.
- ❑ Dementia/Alzheimer’s support projects.
- ❑ Training opportunities for Volunteers.
- ❑ Awareness raising of local VCS organisations.

**Provide me with good things to do, see and visit – previously Thriving Communities**

**Recommended funding = 9k for the delivery of projects under things to do, see and visit in the Borough**

**9k Investing Grants-Maximum bids for each project submitted of 3k. - For delivery of projects that support good things to do, see and visit in the Borough.**

- ❑ Support for Community improvement projects.
- ❑ Support for Families with additional needs to participate in local activities – i.e.: ADHD, Autism, Learning difficulties and disabilities etc.
- ❑ Projects to encourage Enterprise in young people.
- ❑ Projects that increase youth participation.
- ❑ Project that supports older peoples participation.

**Keep my place safe and looking good – previously Community Welfare****Recommended funding = 15k for the delivery of projects under keeping safe and looking good Banner**

**15k Investing Grants - Maximum bids for each project submitted of 3k**  
For delivery of projects that support the Council's strategic priorities.

- Domestic abuse projects
- Projects that tackle alcohol & drug issues in young people
- Projects that support young offenders
- Projects that support environmental issues
- Projects that support Community engagement.
- Projects that support Anti-social behaviour reduction
- Projects that support reduction in Crime

**Stronger Communities**

**Community Grant Fund – Total £15k -**  
**For the delivery of local grassroots community projects/events**  
**£15k Giving Grants Maximum bid of £500.00 per project submitted in each round**  
**For delivery of projects:** Hosted by local community groups - these groups will not need to be formally constituted but will be required to have a recognised role within the community they represent.

- Community support & participation projects.
- Three Rounds at £5000 per round for community grants in 2015/16.
- Community groups invited to bid for up to £500 for delivery of local projects/events.





## Appendix 2

Scoring Matrix

Redditch Borough Council Grant programme 2015/16					
Theme					
Organisation name & ADDRESS					
Project name AND ADDRESS					
Funding Requested					
Brief outline					
Why:					
What:					
Where:					
When:					
How:					
Finance plan					
Outcomes					
Project plan					
<b>Section 1: Background to the project Organisation.....</b>		<b>A(0)</b>	<b>B(1)</b>	<b>C(3)</b>	<b>D(5)</b>
1	has clearly set out its aims and aspirations.				
2	supports THE COUNCIL'S STRATEGIC PURPOSES AND IS ALIGNED WITH local priorities (in addition to identified theme).				
3	is low risk to the Council'S REPUTATION				
		<b>Section Score ( /15)</b>			
<b>Section 2: Project Planning The Project.....</b>		<b>A(0)</b>	<b>B(2)</b>	<b>C(4)</b>	<b>D(6)</b>
4	has a clear and robust financial outline				
5	addresses the needs of people suffering social or economic disadvantage				
6	gives clear details on how the project will be structured, co-ordinated and promoted. Is based within the Borough. ADDED 'IS BASED WITHIN THE BOROUGH'.				
		<b>Section Score ( /16)</b>			
<b>Section 3: Added Value of the Project The Project &amp; Organisation .....</b>		<b>A(0)</b>	<b>B(3)</b>	<b>C(5)</b>	<b>D(7)</b>

7	has provided clear evidence of a local need that is not met by current or planned provision				
8	provides realistic outcomes that clearly address the chosen theme.				
9	provides a robust and realistic plan for sustaining the project after the period of grant aid.				
10	has clearly identified methods and structures to increase participation and/or increase the number of beneficiaries. REPLACED WITH 'HAS CLEARLY IDENTIFIED THE DIFFERENCE THE PROJECT WILL MAKE TO THE LOCAL COMMUNITY AND HIGHLIGHTED THE ADDED VALUE THE ORGANISATION BRINGS TO THE PROPOSED PROJECT'.				

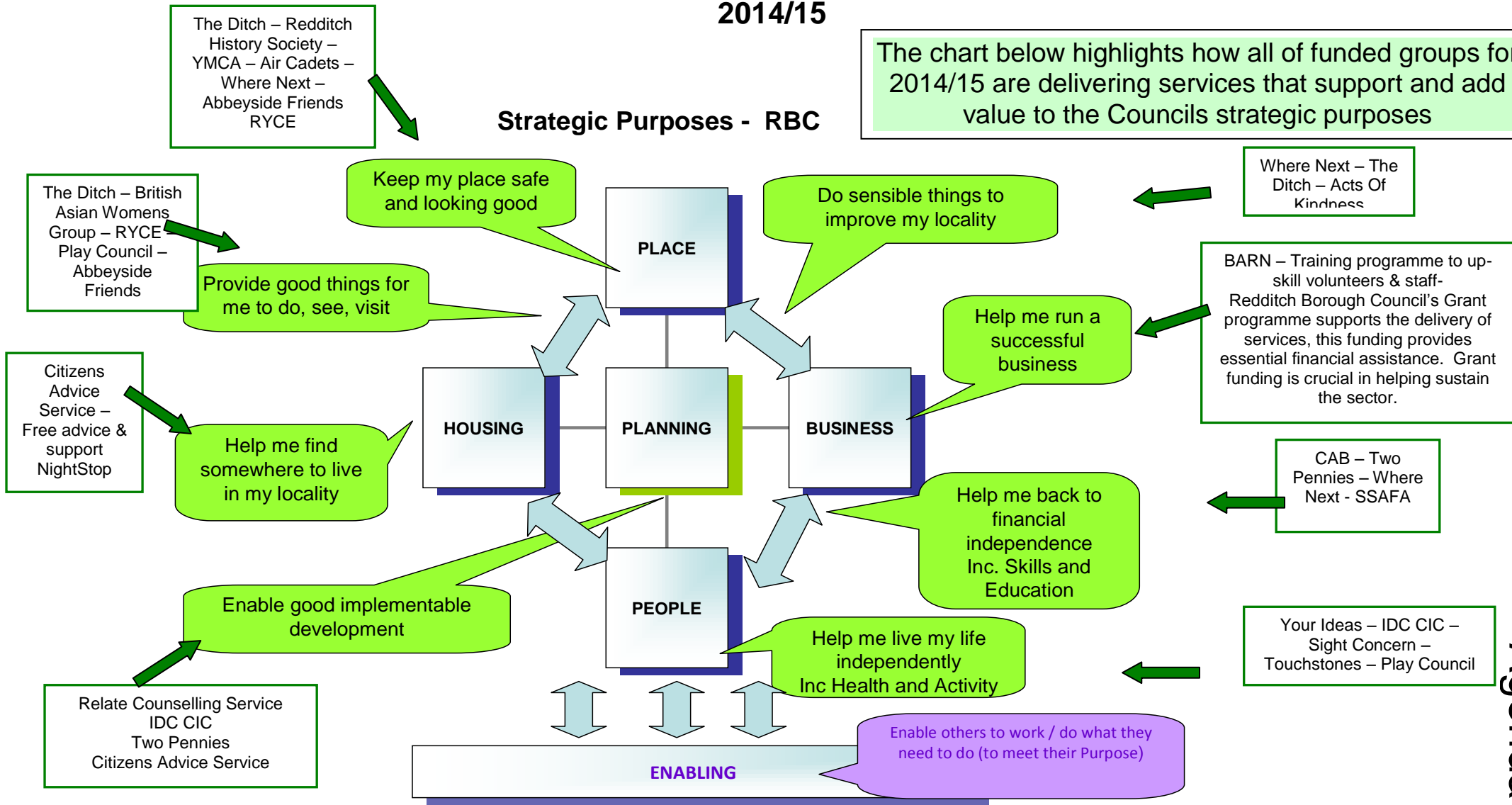
Section Score ( /28)

<b>Matrix Scoring</b>	<b>/59</b>
<b>Additional Comments</b>	
<b>Recommendations</b>	

- Poor
- Average
- Good
- Excellent

# Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

The chart below highlights how all of funded groups for 2014/15 are delivering services that support and add value to the Council's strategic purposes



*Below are the current lists of those groups that are delivering services that support and add value to Redditch Borough Council's strategic purposes*

Organisation	Project
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## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

Citizens Advice Bureau	Redditch CAB Holistic Independent Debt Advice Service
Sight Concern	Sight Concern Community Hub
Touchstones Support CIC	Supporting Bereaved Children
IDC	Connecting Through Craft
Two Pennies	Two Pennies Serving Redditch
NewStarts	Money Matters
Redditch Play Council	Redditch Play Council
Your Ideas	Your Ideas Restart Sports Club
IDC	Old Needle Works Hub
Abbeyside Friends	100 of Years Redditch Fete
British Asian Women's Group	The Cultural Learning Project
Where Next	Where Next Hub
Relate	Relate Counselling
SSAFA	Operating Expenses
Carers Careline	Carers Telephone Support
Christ Church Community Project	Christ Church Community Project - Working with Older People
JestaMinute	Acapella Rhythm Choir
NewStarts	NewStarts
The Ditch	The Ditch Film & Media Project
The Ditch	The Ditch Youth Project

## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

### List of successful applicants to the Stronger Communities Grants Programme

#### Round 1 - 2014/15

Organisation	Project
Arrow Valley Health Walks	Arrow Valley Health Walks
Arts in Redditch Network	Pop up gallery in vacant shop unit in Kingfisher Shopping Centre
Batchley Support Group	Breakfast Club
Brockhill Residents Association	Community building events (Quiz Night and Party in the Park)
Butterflies Mentoring and Training CIC	One day event
Christ Church Community Project	Parenting course
Communication for Blind and Disabled People	Georgiephone
The Ditch Youth Project	Ditch Youth Project
1st Church Hill Scout Group	Camping weekend
Matchborough Junior Fishing Club	Open Day
Newstarts	Newstarts
North Worcestershire Dial, Disability Information and Advice Line	Community Champion scheme
Oasis Christian Centre	Subsidised activities
Redditch Community Amateur Boxing Club	Provide Olympic style wrestling, jujitsu, submission wrestling and mixed martial arts

## Appendix 3 - Redditch Borough Council's Voluntary & Community Grants Programme – 2014/15

### 2<sup>nd</sup> Round - 2014/15

<b>Organisation</b>	<b>Project</b>
Acts of Kindness	Food Parcel distribution project
Batchley Support Group	Senior Citizen Open Day
Boys2Men	Father & Son Project
Cleft Lip and Palate Association	Support Group
Communication for Blind and Disabled People	Training events for those who are sight impaired
Engage	Summer activities for young people with mental health issues
Feckenham Senior Youth Club	Youth Club – Sports Coach
First Astwood Bank Scouts	Camping equipment
Friday Fun Club	Youth Club
HAPI Futures CIC	Day Trip for disadvantaged young people
Mentor Link	“Listen to me” project
Merry Gold Community Club	Support/Community Group
Our Lady of Mount Carmel First School	3 Choirs Festival
Point in Time CIC	Fashion Show to raise awareness of Needle project
Redditch Local History Society	Development Project
Redditch Wheels Project	Youth graffiti project
Redditch Youth and Community Enterprise Ltd	Youth Club – bursary for day trips
Ricknield Community Panel	Morning club
Smallwood Residents Association	Advice Centre
Sunset Pensioners Club	Day Trip for members
The Crafty Café	After School project
The Older Tones	Choir
YMCA Worcestershire	Grass Roots Project

## APPENDIX 4

<b>Diary Dates for Redditch Borough Councils Grants Programme</b>	<b>Timescale</b>
Launch	Monday 22 <sup>nd</sup> September 2014
1 <sup>st</sup> Round Application deadline	4pm Friday 7 <sup>th</sup> November 2014
Application Summaries'	November 2014
Initial screening	As applications are submitted
Grants Panel Scoring	November 2014
Panel approved applicants informed	November 2014
Executive Final Approval	20 <sup>th</sup> January 2015
Approved grants awarded	April 2014
Assessment of applications	Within 28 working days of deadline
Initial Successful and unsuccessful applicants informed	Within 28 working days of deadline

<b>Diary Dates for Stronger Community Grant programme</b>	<b>Timescale</b>
Launch – 1 <sup>st</sup> Round	Monday 12 <sup>th</sup> January 2015
1 <sup>st</sup> Round Application deadline	4pm Friday 6 <sup>th</sup> February 2015
Launch – 2 <sup>nd</sup> Round	Monday 11 <sup>th</sup> May 2015
2 <sup>nd</sup> Round Application deadline	4pm Friday 5 <sup>th</sup> June 2015
Launch – 3 <sup>rd</sup> Round	Monday 3 <sup>rd</sup> August 2015
3 <sup>rd</sup> Round Application deadline	4pm Friday 29 <sup>th</sup> August 2015
Assessment of applications	Within 14 working days of deadline
Successful and unsuccessful applicants informed	Within 21 working days of deadline







# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

## MINUTES

### Present:

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

### In attendance

Mr Roger Hill (Co-opted Member of the Voluntary and Community Sector Task Group)

### Officers:

E Baker, S Green, D Hancox and S Hanley

### Democratic Services Officers:

J Bayley and A Scarce

## 11. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillors Carol Gandy, Gay Hopkins and Joe Baker. Councillors Andrew Brazier, Roger Bennett and Natalie Brookes respectively attended as substitutes.

## 12. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Jane Potter declared an other disclosable interest in respect of Minute No 16, the Proposals for Change by Tudor Grange Academy, as she was a member of the board of governors at Tudor Grange Academy. She left the room and took no part in the discussions about this item.

Councillor David Bush declared an other disclosable interest in respect of Minute No 16, as a member of the board of governors at Walkwood Middle School, part of the pyramid group which would be affected by the proposed changes by Tudor Grange Academy.

.....  
Chair

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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Following discussion and advice from Officers, Councillor Bush left the room and took no part in the discussions of this item.

In the absence of the Vice Chair and in light of the Chair having to leave the room it was noted that a Chair would need to be appointed to preside over Minute No 16 during the Committee's consideration of the scoping document for the Proposed Changes by Tudor Grange Academy.

## **RESOLVED that**

**Councillor Roger Bennett be appointed Chair for Minute No 16 during consideration of the scoping document containing terms of reference for the review of Proposals for Change by Tudor Grange Academy.**

## **13. MINUTES**

### **RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 17th June 2014, be confirmed as a correct record and signed by the Chair.**

## **14. VOLUNTARY AND COMMUNITY SECTOR TASK GROUP - FINAL REPORT**

Former Councillor Roger Hill was welcomed back as a co-opted member of the Task Group. Councillor Pat Witherspoon, as Chair of the group, delivered a presentation outlining the work and the final ten recommendations of the group (Appendix 1). Councillor Witherspoon thanked her fellow Members and Officers for their support during a long and detailed investigation.

Following the presentation the Grants Officer provided additional information:

- A coffee morning was held following the launch of the Grants Programme, which had proved very popular, with the last event being attended by over 50 members of the Voluntary Sector.
- BARN also attended this session to assist with applications and had delivered a series of social media workshops via the training programme funded by the Council.
- A funding feedback session was also being considered and it was hoped that this would assist organisations to source funding from elsewhere in order to become more self-sustaining.

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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Members of the group also responded to a number of questions covering the following areas:

- The role of the apprentice and the need for this to include specific training.
- The difficulty in providing training for Grants Panel Members and of taking formal minutes at its meetings. It was felt that these would be time consuming and were not appropriate, although it was acknowledged that a formal list of action points could be recorded.
- It was acknowledged that the Panel needed to be open and transparent in view of the significant sum of money involved and to ensure that the Council complied with the Local Government Transparency Code 2014.
- The Redditch Hour on twitter and how this would be administered and how those of other areas were maintained.
- Members were keen to ensure that volunteers were rewarded for their work and suggested a prize giving event should be held for this purpose.
- How the group had established that the grants awarded to groups provided the Council with value for money.
- Match funding and how currently those in receipt of a grant were encouraged to seek funding from other sources. There was a danger that smaller groups would be unable to access other funding and would be unable to continue if this were made a pre-requisite of an application.
- The monetary value of a volunteer, which was estimated at approximately £11 per hour. Members were informed that a piece of work would be undertaken in the future to try and ascertain the monetary benefit to the Council of the work carried out by the groups who were successful with their grant applications.

In respect of recommendation 5, the Framework Agreement for the Provision of Debt and Budgeting Advice, the Committee noted that whilst funding for the first year of this framework had been secured additional funding would be needed to support the framework in the following two years.

## **RECOMMENDED that**

- 1) **the following should be addressed in relation to the Council's grants programme:**
  - a) **the timescales for the Council's grants process should be reviewed to ensure that decisions are**

# **Overview and Scrutiny Committee**

Tuesday, 22nd July, 2014

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- made in sufficient time to enable Voluntary and Community Sector organisations to plan constructively for the year ahead;
  - b) the geographical spread of the client base for Voluntary and Community Sector organisations should be taken into account by the Grants Panel as part of the scoring process when considering applications for grants;
  - c) the template for the Council's application form for Council grants should be reviewed;
  - d) action points should be recorded at meetings of the Council's Grants Panel;
- 2) the following actions should be taken in respect of the members of the Grants Panel:
- a) formal training should be provided to Members of the Grants Panel;
  - b) wherever possible members of the Grants Panel should visit Voluntary and Community Sector organisations that have been awarded larger project grants as part of the monitoring process. These visits should take place before the second instalment of funding is provided to the organisations;
- 3) the implications of the Local Government Transparency Code 2014 should be considered by Officers to ensure that the Council's grants process is amended as and when required. Officers should ensure that any changes that are made to the process in response to these requirements take account of local needs;
- 4) the Council should employ an apprentice to support the work of the Grants Officer. Consideration should be given to sharing this apprentice with a Voluntary and Community Sector organisation;
- 5) the *Framework Agreement for the Provision of Debt and Budgeting Advice to be Delivered Within the Locality areas in Redditch* should continue to be supported by the Council for the foreseeable future;

# **Overview and Scrutiny Committee**

Tuesday, 22nd July, 2014

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- 6) an informal working group of Council Officers should be formed to discuss and share knowledge about current joint working with Voluntary and Community Sector organisations. These informal meetings would also provide an opportunity for different teams to identify further opportunities to work with Voluntary and Community Sector organisations and highlight any duplication of work;
  - a) dedicated space should be introduced on the Council's intranet to allow Officers working with Voluntary and Community Sector organisations and / or volunteers to share information;
- 7) the following actions should be taken in relation to the Staff Volunteering Policy:
  - a) the policy should be refreshed and promoted;
  - b) a taster list of local volunteering opportunities should be advertised on the "Briefcase" section of the Council's intranet for the consideration of staff. In particular, consideration should be given to advertising volunteering opportunities that would help to address the Council's strategic purposes;
- 8) a Staff Award should be created to recognise the voluntary work carried out by members of staff;
- 9) the Council should work with local businesses and Voluntary and Community Sector organisations to introduce a "Redditch Hour" on twitter and other social networks;
- 10) A Voluntary Sector Event should be held on a regular basis to help promote
  - a) the work of local Voluntary and Community Sector organisations to each other as well as potential customers;
  - b) volunteering opportunities to local residents; and
  - c) a prize giving awards ceremony should form part of this event.

This event could potentially be aligned to existing events that are already take place.

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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## 15. COMMUNITY INFRASTRUCTURE LEVY - PRESENTATION

The Chair reminded Members that this item had arisen following the Committee's request for further information whilst discussing the Executive Work Programme at the previous meeting.

Members received a presentation from Officers in respect of the Community Infrastructure Levy (CIL) as detailed in Appendix 2. Officers stressed that they were still at the very early stages of investigating the option of using CIL and further information would be provided to Members in due course through various means, including the Planning Advisory Panel.

Following the presentation Officers responded to questions which covered the various areas including:

- The cost of the annual audit in the longer term and how these costs could be recovered.
- The knock on effect on the Council if Bromsgrove District Council (BDC) were to use CIL charges and the option to transfer monies between the authorities. Work was being carried out in conjunction with BDC to ensure that the Council did not lose out.
- The impact on the price of land should the Council choose to go down the CIL route.
- How the money would be collected from the developer and how it could be used.
- Although CIL had been in place since 2010, the Council had only recently begun exploring whether it was suitable. The delay was due to firstly needing to have a local plan in place, which had taken some time, however, the Council's Local Plan was in the final stages and this would run alongside the early development stages of CIL.
- Currently only 12% of local authorities had CIL in place, but nationally there was a push to encourage all authorities to go down the route of CIL.

### **RESOLVED that**

**the presentation on the Community Infrastructure Levy be noted.**

## 16. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

A number of topic proposal forms had been submitted for Members' consideration and would be presented and considered in turn. Councillor Potter reminded the Committee that it had agreed to hold

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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only two Task Groups at any one time (it was confirmed that this figure did not include the Football Task Group as this was being facilitated by other Officers).

### Provision of Support Networks for LGBT Task Group

Due to unforeseen circumstances Councillor Joe Baker, who had proposed this topic, was unable to attend the meeting. He had contacted the Chair and she had agreed to defer consideration of this topic proposal until the following meeting of the Committee.

### Obesity Levels Task Group

Councillor Potter provided the Committee with background information as to why she felt this topic should be the subject of a task group. Senior Officers had highlighted during the Member induction process in May 2014 that obesity was an area of concern at both a national and local level. Obesity led to other physical health problems such as diabetes which required significant treatment and support from the health service. It was also an area which affected both adults and children and it was important to ensure that the measures put in place to tackle the problem were as effective as possible. She believed it would be useful to find out what was available and how the information was provided to the community to ensure it was reaching those that needed help the most. Councillor Potter also noted that lessons could be learned from international practices and made reference to a project which had been successfully carried out in Oklahoma, USA, which was now one of the healthiest parts of the country.

Some Members, though supportive of the idea, questioned whether a Task Group was necessary as it was understood that some positive work was already being carried out locally. Tackling obesity was also a priority at county level and a comprehensive health education training programme was being rolled out. The Children and Young People's Plan at Worcestershire County Council had also picked up this issue and were particularly concerned about the impact of obesity amongst deprived communities.

Councillor Potter was keen to reassure Members that she did not want the Task Group to duplicate the work already being carried out but for it to galvanise that work and bring all that was available together to ensure it was visible to those in most need of support.

Work that had been carried out by Birmingham City Council on this matter was highlighted and it was suggested that the programmes

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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that they had put together could be useful to learn about as they had been carried out in a holistic and cost effective way. It was acknowledged that sporting activities and healthy eating could be expensive and that those most affected might not be able to afford some options.

Councillor Potter explained that she was keen to Chair the review. Councillor Swansborough also expressed an interest in participating in the exercise.

### Proposals for Change by Tudor Grange Academy

Councillor Witherspoon introduced this item and highlighted that Members should be aware of the significant public interest in the subject from the numerous emails that had been received from residents. She also informed Members that previous changes in education in the Borough had led to a reduction in the educational attainment of young people in Redditch and it had taken a long time to recover from this.

The Committee was informed that the governors of Tudor Grange Academy would consider the final draft of the proposed changes at a special meeting on 13th August and, if approved, these would go on to the Education Funding Agency on 15th August. It was therefore acknowledged that there was not a great deal of time for an investigation to be carried out. However, Councillor Witherspoon suggested that a short sharp review could be carried out to explore the implications of these proposed changes for the rest of the education system in the Borough and the role of the ward Councillor in supporting the local community in this context.

During discussion of this item the following areas were considered:

- The Council had no powers to intervene in the decision taken by Tudor Grange Academy.
- The changes could be put in place from September 2015.
- The impact the changes would have on the current school arrangements needed to be examined and whether due process in respect of the consultation had been followed, including whether all schools in the Borough had been involved in this process.
- The educational attainment for those young people living in deprived areas of the Borough.
- The Council and Committee had a community leadership role to play.
- The limited timescale available to investigate the matter effectively.



# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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(During the consideration of the scoping document containing the terms of reference for the Short, Sharp Review of Proposals for Change by Tudor Grange Academy Councillor Potter declared an other disclosable interest in respect of this item as a member of the board of governors at Tudor Grange Academy. She left the room and did not take part in discussions of the matter.

Councillor David Bush also declared an other disclosable interest in respect of this scoping document as a member of the board of governors at Walkwood Middle School, part of the pyramid group that would be affected by the proposed changes by Tudor Grange Academy. He too left the meeting during consideration of this scoping document, did not take part in discussions of this matter and did not thereafter return to the meeting having submitted his apologies for the remainder of the meeting.

In the absence of the Chair of the Committee, as agreed under minute 12, Councillor Roger Bennett chaired the meeting whilst the Committee was considering the scoping document relating to the proposals for change by Tudor Grange Academy).

## **RESOLVED that**

- 1) the terms of reference for the proposed review of Provision of Support Networks for LGBT Task Group be considered at the meeting of the Committee on 2nd September 2014;**
- 2) the terms of reference for the proposed Task Group review of Obesity Levels be approved;**
- 3) Councillor Jane Potter be appointed to Chair the Obesity Levels Task Group;**
- 4) further nominations to the Obesity Levels Task Group be confirmed at the meeting of the Committee on 2nd September 2014;**
- 5) the terms of reference for the short sharp review of the proposals for change by Tudor Grange Academy be approved;**
- 6) Councillor Pat Witherspoon be appointed to Chair the short sharp review of the proposals for change by Tudor Grange Academy; and**

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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7) further nominations to the short sharp review of the proposals for change by Tudor Grange Academy be confirmed at the meeting of the Committee on 2nd September 2014.

## 17. OVERVIEW AND SCRUTINY TRAINING SESSION TWO - FEEDBACK

Councillor Potter introduced this item and commented that she had been disappointed with the low attendance at the follow-up scrutiny training session on 2nd July.

There had been a list of subjects which had been put forward during the training and Members were asked if they wished to highlight anything in particular. It was confirmed that Councillor Potter had already identified a number of items that could potentially be included on the Committee's Work Programme from this list.

**RESOLVED that**

**the Overview and Scrutiny Training Event Report be noted.**

## 18. OVERVIEW AND SCRUTINY RECOMMENDATION TRACKER - FIRST QUARTER REPORT

Officers informed the Committee that the report detailed actions which had been taken in order to implement scrutiny recommendations in the first quarter of 2014/15. Appendix 1 referred to recommendations which had been implemented and Appendix 2 of the report referred to actions which were outstanding and for which Officers had requested progress reports. It was highlighted that in respect of the Market Task Group a detailed update report would be received by the Committee at its October meeting.

A number of Members commented that one of the Access for Disabled People Task Group's recommendations, regarding the equalities training organised for 24th July, clashed with a meeting which a large number of Councillors would be attending. It was therefore requested that this be cancelled and rescheduled for a more convenient later date.

Councillor Potter commented that she felt the way in which the tracker was designed was both repetitive and difficult to understand. Following discussion Officers were asked to investigate alternative formats for the Committee's consideration.

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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## RESOLVED that

- 1) Officers investigate revising the format of the Quarterly Recommendation Tracker with a view to simplifying the report;
- 2) Officers make arrangements for the equalities training planned for 24th July to be cancelled and rescheduled at a later date; and
- 3) the report be noted.

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

Officers confirmed that the Executive Committee had considered the Abbey Stadium Task Group's final report as detailed in the minutes. They had accepted four of the recommendations, subject to slight re-wording, and had deferred making decisions on recommendations three and four in respect of therapeutic services and a sauna/steam room as they wished to look at the trust option for managing leisure services in further detail before making a decision on these areas.

Councillor Mason informed the Committee that neither he nor Councillor Gandy were happy with the fact that the Executive Committee had deferred making a decision in respect of these recommendations and were concerned that there was the possibility that these recommendations could get lost and no final decision would be made in the future. Following discussions the Committee agreed that a revised wording of the recommendations should be submitted to the Executive Committee for further consideration which it was hoped would address the Executive Committee's concerns.

## RECOMMENDED that

**When exploring the option for Council leisure facilities to be managed by a trust the potential for the following facilities to be introduced at the Abbey Stadium should be investigated further, in both cases taking into account whether these options would be economically viable:**

- a) therapeutic services
- b) a sauna/steam room

## RESOLVED that

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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**the minutes of the Executive Committee held on 24th June and the latest edition of the Executive Committee's Work Programme be noted.**

## **20. OVERVIEW AND SCRUTINY WORK PROGRAMME**

Members discussed whether it would be prudent to include an item on the Work Programme in respect of any policy which arose from the Community Infrastructure Levy as it had generated a great deal of debate earlier in the meeting. Officers confirmed that the Committee could pre-scrutinise any new draft policy if they so wished. However, it was highlighted that the Council's Planning Advisory Panel, to which all Members were invited, would be involved in any policy development and that this was a more appropriate route to follow if Members wished to be part of the decision making process.

**RESOLVED that**

**the Overview and Scrutiny Committee's Work Programme be noted.**

## **21. TASK GROUPS - PROGRESS REPORTS**

Football Task Group – Chair, Councillor David Bush

As Councillor Bush had left the meeting Councillor Potter provided an update on his behalf. It was understood that the Redditch Football Stakeholders Group were carrying out a piece of work similar to that of the Task Group and therefore Members had agreed to hold a meeting, which was due to take place on 6th August, to discuss whether to continue with their investigations. In particular, Members were mindful that they did not wish the Task Group to duplicate any work being carried out by the Stakeholders Group.

**RESOLVED that**

**the update be noted.**

## **22. HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Pat Witherspoon, as the Council's representative on the Health Overview and Scrutiny Committee (HOSC), provided an update from the most recent meeting. The main areas of interest had included information on the outbreaks of the Winter norovirus which had been lower than previous years and "Winter Schemes".

# Overview and Scrutiny Committee

Tuesday, 22nd July, 2014

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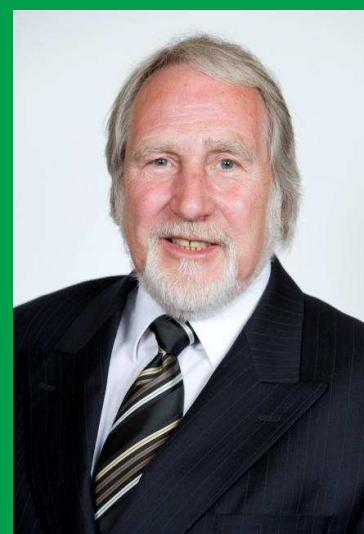
The information in relation to this had been gathered from one day's observation in January 2014 which had been classed as satisfactory. The aim of the Winter Schemes was to improve patient flow in hospital and the HOSC had questioned how this could be based on an accurate assessment from such a limited observation.

There had been lengthy debate and criticism around the report writing and the use of what was judged to be an excessive amount of jargon and acronyms. The areas discussed had included:

- The five health hubs and the impact on the Clinical Commissioning Groups.
- The frailty unit at the Worcester Royal Hospital.
- The future of the acute hospitals including the need for capacity to be in place and the centralising of paediatrics in Worcester and maternity services to be midwife-led.
- A pilot scheme of "clinical navigation" to be trialled, whereby the reception would sign post patients to either a doctor, nurse or emergency services.

The Meeting commenced at 7.00 pm  
and closed at 9.00 pm





# Appendix 1 Voluntary and Community Sector Task Group

Councillor Pat Witherspoon, Chair,  
Councillor Andrew Brazier and Roger  
Hill

July 2014



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# Introduction

First of all - Please could we take questions at the end!

- The review was launched in October 2013.
- You have our report attached. Anything recorded in the report was based on the evidence we were provided with during the review.
- A key aim of the review was to assess the Council's grants process to ensure that it was transparent and value for money.
- The work of the Third Sector Task and Finish Group was taken into account to help minimise the potential for duplication.
- Members gathered evidence in a variety of ways.
- This included interviews with Council Officers, the relevant Portfolio Holder and the Chair of the Grants Panel.
- We reviewed appropriate documentation both from Redditch and external sources.
- We also consulted with leading, local representatives of the Voluntary and Community Sector...



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# Consultation

We were keen to consult with representatives of a range of Voluntary and Community Sector Groups. We visited two bodies, BARN and the Sandycroft Wellbeing Centre, which were selected due to their extensive links to other Voluntary and Community Sector Groups...



# Consultation Findings

...and we also issued a survey which was designed to obtain feedback from a greater number of Voluntary and Community Sector groups.

The key findings of this consultation were:

- Alternative sources of funding can be obtained by groups from a range of funding providers including the national lottery and other public sector organisations.
- A number of groups have been or will be affected by the removal of Worcestershire County Council's Supporting People and Future Lives funding.
- Some groups rely on Redditch Borough Council for funding, including a small number of groups that were found to be reliant on Council funding by the Third Sector Task and Finish Group in 2008.
- The Council provides other forms of support to the sector in addition to grants, such as concessionary rents on Council properties.

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## Recommendation 1 (a – d) Changes to the Grants Programme

Current arrangements	The group's proposals
Meetings of the Grants Panel take place throughout the year and recommendations are reported to the Executive Committee in early spring, (usually in March).	The Grants Panel's recommendations should be reported to the Executive Committee earlier in the calendar year to enable groups to plan more effectively for the new financial year. We found that in some cases groups were not taking on new clients in the first few months of the calendar year because they couldn't guarantee they would have the funding needed.
Applications for funding are scored by the Grants Panel in line with a particular scoring criteria. The location in which the applicant is based and whether clients living outside the Borough will benefit from the project is not considered as part of the scoring process.	The Grants Panel should take into account in future both the locations where the applicant is based and where the project will be delivered as part of the scoring process. Every attempt should be made to prioritise funding for Redditch based groups that deliver services to Redditch residents.
The template for the application form for project grants is based on the version used by Worcestershire County Council as proposed by the Third Sector Task and Finish Group in 2008.	Whilst recognising that Officers do provide guidance to groups that are struggling to complete their applications we feel that the form could be simplified to encourage a greater number and range of eligible groups to apply for funding.
Informal notes are taken at meetings of the Grants Panel.	Formal minutes in future should be taken during these meetings to ensure that the process remains robust and accountable. Any declarations of interest should also be reported to the Executive Committee.

## Recommendation 2: Members of the Grants Panel

Current arrangement	The group's proposals
<p>Member training – We have received conflicting information on this point. Early in the review they were advised that informal, on-the-job training is provided. At the end of the review Members were informed that formal training is offered. However, the training does not currently form part of the formal Member Development programme.</p>	<p>However, formal training should be consistently provided to members of the Grants Panel. This should form part of the Council's corporate Member Development programme.</p>
<p>Officers visit groups in receipt of grant funding as part of the monitoring process. Members of the Grants Panel have been encouraged to visit groups in the past but this has not happened consistently.</p>	<p>Wherever possible members of the Grants Panel should visit groups in receipt of funding as part of the monitoring process. These visits should take place prior to groups receiving their second instalment of grant funding.</p>

**Recommendation 3: The implications of the Local Government Transparency Code 2014 should be considered by Officers to ensure that the Council's grants process is amended as and when required. Officers should ensure that any changes that are made to the process in response to these requirements take account of local needs**

- The Local Government Transparency Code 2014 details key points with implications for Council grants programmes.
- It is designed to enable greater transparency within local government.
- This will require Officers to publish detailed information in future years about grants awarded to Voluntary, Community and Social Enterprise organisations. Greater detail will need to be provided than has been published in previous years.
- Relevant Officers have been provided with a copy of the code.
- These requirements should also be communicated to Voluntary, Community and Social Enterprise organisations so that they understand the reasons why this amount of information needs to be published.

**Recommendation 4: The Council should employ an apprentice to support the work of the Grants Officer. Consideration should be given to sharing this apprentice with a Voluntary and Community Sector organisation.**

We believe that there would be a number of benefits to employing an apprentice to support the Grants Officer potentially in partnership with a Voluntary or Community Sector group:

- The apprentice could provide office cover and ensure a consistent point of contact is available in the Grants Officer's absence.
- The apprentice could gain work experience in both local government and the Voluntary and Community Sector.
- The apprentice could gain useful transferable skills from working in both the Public and Voluntary and Community Sector.
- The apprentice could help to maintain positive working relationships between the Council and Voluntary and Community Sector organisations and address any potential areas for misunderstanding.



**Recommendation 5: The *Framework Agreement for the Provision of Debt and Budgeting Advice to be Delivered Within the Locality areas in Redditch* should continue to be supported by the Council for the foreseeable future.**

- The framework has already been developed and agreed.
- It has particular relevance to supporting residents who require help managing their finances and debts.
- The support provided in line with the framework could help some of the most vulnerable residents living in Redditch.
- The framework is also important to the Council as it links directly to some of our strategic purposes.
- The group is keen to ensure that the Executive Committee commits to supporting this framework for the foreseeable future.

## Recommendation 6: Informal Officer Working Group

Current arrangements	The group's proposals
There are numerous Council services that work with a variety of Voluntary and Community Sector groups as well as volunteers as detailed in the group's final report.	An informal officer working group should be established to provide officers with a chance to communicate about the work they are doing.
There is a section of the Council's intranet dedicated to grants . No information is listed in this area at the moment.	This section of the intranet could be developed further and used by Officers to share information about the work services are doing.



## Recommendations 7 and 8: Staff Volunteering Policy and Staff Award for Volunteering

- There has been a Staff Volunteering Policy since 2011.
- Staff can ask to volunteer 16 hours of working time per year. (Approval is required from their manager).
- To date only five employees have volunteered in line with the policy.
- Feedback from staff (and their managers) has been positive.
- The policy is due to be refreshed and this could provide a useful opportunity to promote volunteering.
- We feel that a taster list of volunteering opportunities could be promoted on the “briefcase” section of the intranet.
- We are suggesting that the list should be linked to the Council’s strategic purposes.
- The group also believes that a staff award recognising the work of staff who volunteer would help to promote this policy to staff and demonstrate the Council’s commitment to volunteering.

## **Recommendation 9: The Council should work with local businesses and Voluntary and Community Sector organisations to introduce a “Redditch Hour” on twitter and other social networks.**

- Many towns and cities in the country that have developed recognised “hours” on social media.
- This includes Worcester, Droitwich Spa and Malvern in Worcestershire.
- These hours provide Voluntary and Community Sector organisations, businesses and public sector bodies with a local networking platform.
- There is currently no “Redditch hour” on social media.
- Council Officers have indicated that introducing a “Redditch Hour” could be a positive development for Redditch, including for the Voluntary and Community Sector.
- The Council could help by supporting the launch of the Redditch Hour and helping to promote it at the local level.

## Recommendation 10: Voluntary Sector Event

- A number of the witnesses interviewed during the review were enthusiastic about the possibility of an event to help them:
  - network with other groups;
  - promote their services to potential customers; and
  - promote volunteering opportunities to potential volunteers.
- This could be linked to existing events.
- The Council could support the event for example by acting as host or helping with promotions.

Any questions?



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# Community Infrastructure Levy

ONS  
22/07/14



# What is the Community Infrastructure Levy (CIL)?

- A levy that local authorities can choose to charge on new developments in their area. A charge per square metre of floor space towards the provision of infrastructure
- A contribution or infrastructure / land in kind towards infrastructure needed to support development of the area
- Came into force on 6th April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended)
- There have been CIL Regulation Amendments in 2011, 2012, 2013 and 2014. Latest guidance on CIL published on 12th June 2014

# What is CIL for?

- To help pay for infrastructure needed to support new development
- *But not to remedy existing deficiencies unless the new scheme will make it worse*
- Councils must spend the income on infrastructure (and that can change over time)

# Why set a CIL?

- Money for infrastructure through charging nearly all new development -a little from almost everyone (so fairer)
- There is a lack of government or other sources of funding available
- It is set out in a schedule based on evidence (so more transparent)
- Provide developers with more certainty
- From April 2015 we will only be able to pool S106 on a v. limited basis so would be at risk of significantly reducing income from developer contributions
- Gives communities the flexibility to spend their share of the levy on local infrastructure priorities



# Benefits of the Levy?

- Can collect from a wider number of developments, which could see a big uplift in income
- Delivers additional funding for infrastructure projects that support growth and benefit the local community
- Gives flexibility and freedom to set our own priorities for what the money should be spent on
- Provides developers with more certainty 'up front' about how much money they will be expected to contribute, which in turn encourages greater confidence and higher levels in inward investment
- CIL could be used as leverage to match fund projects

# Community Benefits of the Levy?

- Ensures greater transparency for local people, because they will be able to understand how new development is contributing to their community
- Enables us to allocate 15% of levy to Feckenham PC when development has taken place within that area.
- Where there is no PC or neighbourhood plan
  - Enables us to allocate 15% of levy across Redditch to the area where development has taken place.

# Community share of CIL

<p>Parish council ✓ Neighbourhood Plan ✓</p> <p>= 25% uncapped, paid to Parish</p>	<p>Parish council ✓ Neighbourhood Plan X</p> <p>= 15% capped at £100 / dwelling, paid to Parish</p>
<p>Parish council X Neighbourhood Plan ✓</p> <p>= 25% uncapped, local authority consults with community</p>	<p>Parish council X Neighbourhood Plan X</p> <p>= 15% capped at £100 / dwelling, local authority consults with community</p>

# Charging CIL – some basics

- £ per square metre on net additional (internal) floorspace
- Rates can vary by geographic area, use or scale (or all of these)
- Due when the development starts
- It is index linked
- The landowner is responsible for paying it
- The local planning authority is the charging authority (& sets the CIL)

# When does it apply?

- To all development that involves ‘buildings that people normally go into’
- Development over 100sqm gross internal floorspace
- A single dwelling (even under 100sqm) (but not subdivisions of dwellings)
- Includes permitted development (it doesn't have to follow a planning permission)
- Once set, you can't pick and choose which developments to charge

# CIL v Section 106

- Government is scaling back S106 and it's limited by Reg 122 to:
  - Necessary to make development acceptable in planning terms
  - Directly related to the development
  - Fairly and reasonably related in sale and kind to the development
- Limiting of pooling S106 contributions from April 2015
- S106 may be more appropriate for some types of infrastructure
- Preventing double charging
- S106 – designed to mitigate the direct impact of specific developments

# Setting the CIL Rate

We must strike an appropriate balance between:

- Meeting all or part of the infrastructure funding gap

and

- The impact of CIL upon the economic viability of development across the Borough

# What you need to set a CIL?

- Up to date local plan
- Total cost of infrastructure
- Evidence on infrastructure funding gap
- Other possible sources of funding
- Up to date list of infrastructure projects
- Evidence on viability – proportionate, focus on key sites / types of sites (resi, commercial, retail)
- Statement detailing any known site specific matters which S106 contributions will be sought
- S106 information about the amount of funding collected in recent years
- Data from local developers – land values, if possible
- Extra viability work if considering differential rates
- State-aid compliant if differential rates set



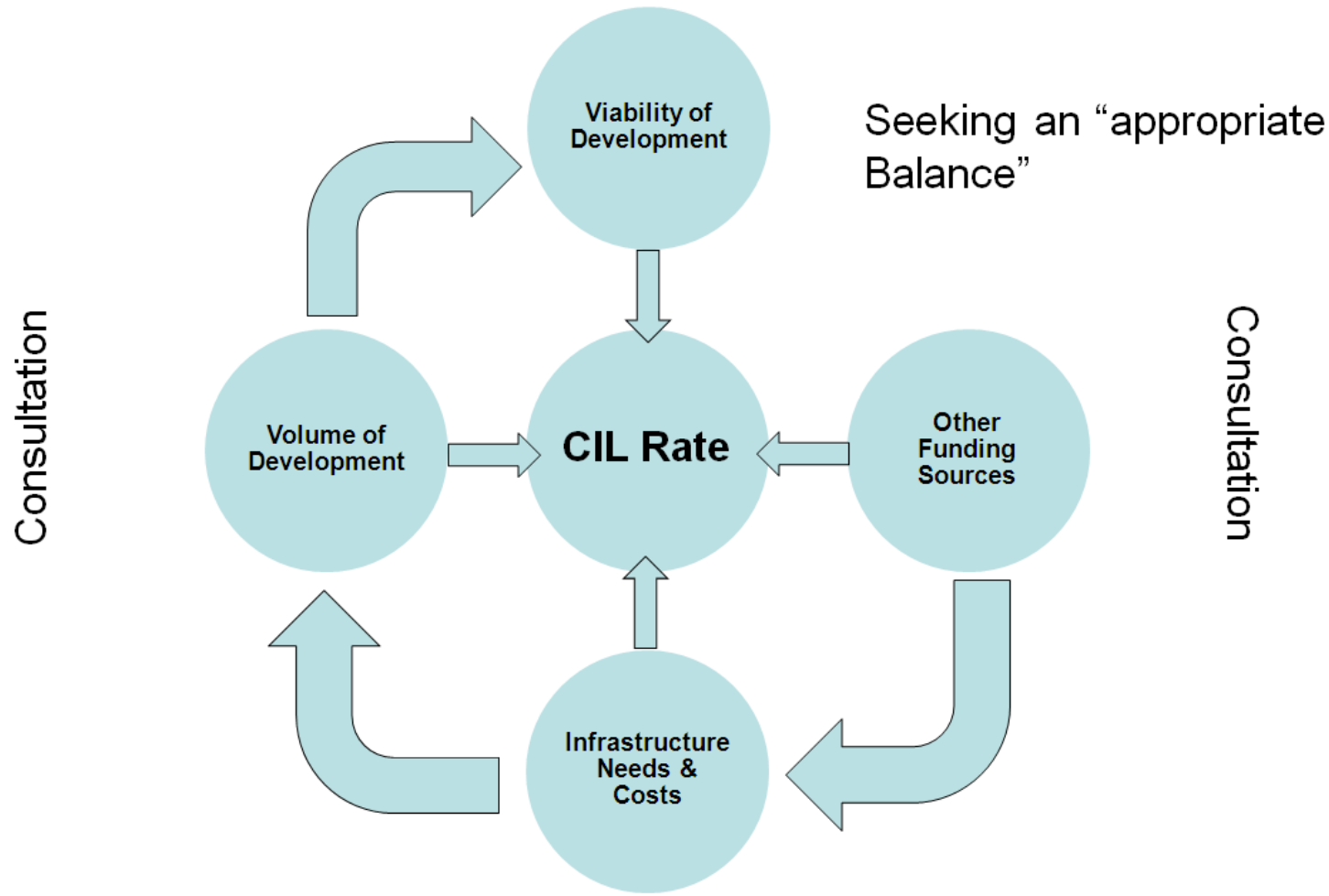
# Administrative costs?

- We can use funds from the levy to recover administration costs
- Can spend up to 5% of total levy receipts
- Administration expenses can cover levy set-up costs - including consultation, preparing viability evidence, examination,
- Can cover on-going expenses - establishing and running billing and payments systems, enforcing the levy, legal cost, monitoring and reporting.
- Allows a 'rolling cap' on admin expenses to help with initial set up costs

# Examination – what’s tested?

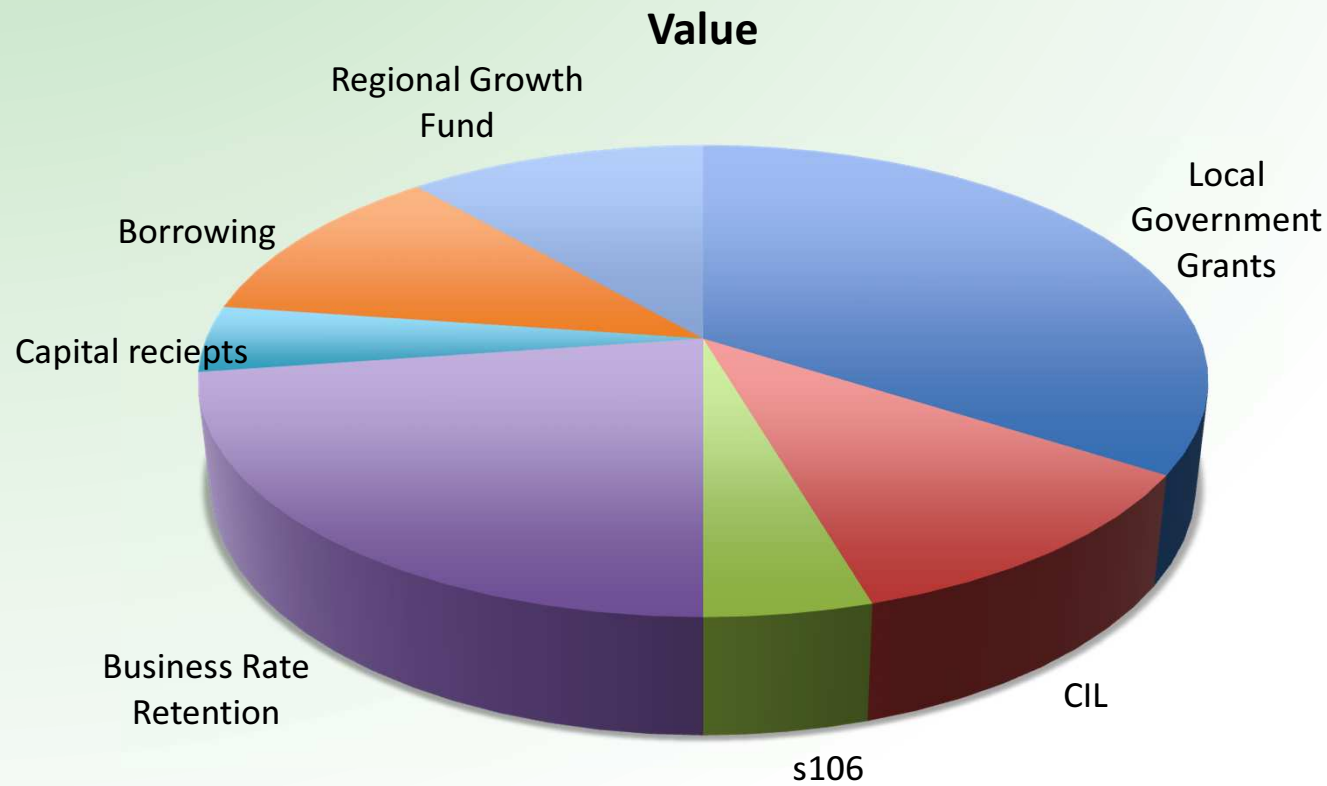
- Can have a ‘joint’ examination
- May have a pre-hearing meeting
- Relationship between CIL, S106, other sources of funding and the Regulation 123 list
- Relationship between Local Plan Infrastructure and CIL Infrastructure
- Proportion of CIL for neighbourhoods
- The Inspector can recommend Approval, Approval subject to modifications or Rejection

# Considerations for setting CIL

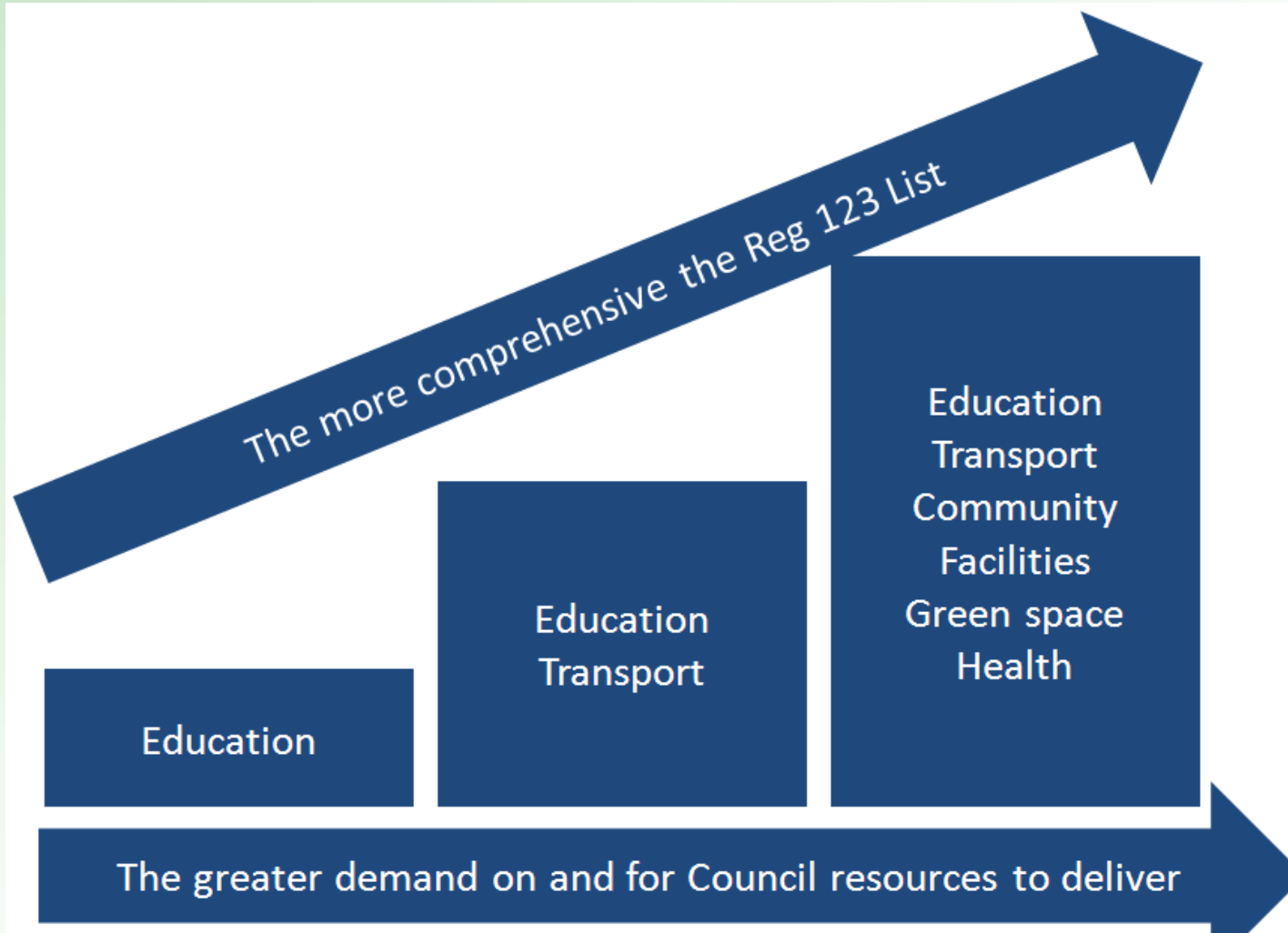


# The Funding Pie

CIL cannot be expected to pay for all of the infrastructure required  
CIL = 5-10%



# Implications for RBC Resources



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# Moving forward with CIL for Redditch

- Next steps – Working with members on the Preliminary Draft Charging Schedule

Local Plan No.4
Examination <b>June / September 2014</b>
Adoption <b>December 2014</b>

Proposed CIL
Preliminary Draft Charging Schedule Consultation <b>September 2014</b>
Draft Charging Schedule Consultation <b>September 2015</b>
Examination <b>January 2016</b>



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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

8th September 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**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (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 (This constitution of this Group is being revised to include members of the local business community)

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

8th September 2014

2.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> Ruth Bamford	Next meeting – 8 <sup>th</sup> September 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.

**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 – 5 <sup>th</sup> August 2014 Next meeting – 17 <sup>th</sup> September 2014
7.	Independent Remuneration Panel	Chair: Mr R Key / Sheena Jones	Last meeting – 1 <sup>st</sup> July 2014

**AUTHOR OF REPORT**

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

8th September 2014

**ACTION MONITORING**

<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>29<sup>th</sup> July 2014</b>		
<b>Cllr Fisher</b> J Pickering / G Revans	<b>Consolidated Revenue and Capital Outturn</b>  Councillor Clayton requested clarification around the current situation with the Estate Enhancements programme and its associated funding.	Officers have spoken to and met with Councillor Clayton.
<b>Cllr Chance /</b> S Green / E Baker	<b>Response to Stratford upon Avon's Proposed Submission Core Strategy</b>  Officers undertook to provide Councillor Brandon Clayton with details of the date upon which the Stratford Core Strategy would be submitted to the Planning Inspectorate.	Officers have provided Councillor Clayton with this information.
<b><u>Note:</u></b>	<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>	Report period: 29/07/14 to present

