



Executive Committee

Tue 9 Jun
2015
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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**If you have any queries on this Agenda please contact
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Executive

Committee

Tuesday, 9th June, 2015

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 14th April, 2015.</p> <p>(Minutes attached)</p>
<p>5. Overview and Scrutiny Committee (Pages 7 - 12) Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 7th April 2015.</p> <p>There are no recommendations to consider, the recommendation on the Redditch Outdoor market having been considered at the last meeting of the Executive Committee.</p> <p>(Minutes attached)</p>

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<p>6. Equal Opportunity Policy (Pages 13 - 28)</p>	<p>To agree a new Equal Opportunity Policy for recommendation to Council.</p>
<p>7. Council Tax Support Scheme (Pages 29 - 34) Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider the attached report reviewing the Council Tax Support Scheme.</p> <p>All Wards</p>
<p>8. Write off of Debts 2014-15 (Pages 35 - 44) Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider the enclosed report which reports to members the level of write offs and the profile of outstanding debt for the 2014/15 financial year.</p> <p>(No Direct Ward Relevance)</p>
<p>9. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>10. Advisory Panels - update report (Pages 45 - 46) 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.</p> <p>(Report attached)</p>

11. 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’.

12. Confidential Minutes / Referrals (if any)

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



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Committee

Tuesday, 14 April 2015

MINUTES

Present:

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

Officers:

Matthew Bough, Clare Flanagan, Sue Hanley and Steve Singleton

Committee Services Officer:

Debbie Parker-Jones

126. APOLOGIES

There were no apologies for absence.

127. DECLARATIONS OF INTEREST

There were no declarations of interest.

128. LEADER'S ANNOUNCEMENTS

Additional Papers

One set of Additional Papers had been circulated which contained a minute extract from the meeting of the Overview and Scrutiny Committee held on 7th April 2015 in relation to the pre-scrutiny of the Redditch Market report. These would be considered with the Redditch Market report which appeared at item 6 of the main agenda pack.

Work Programme

It was noted that the Equal Opportunity Policy report which was due to be considered at the meeting that evening had been deferred until June to ensure the trade unions had opportunity to consider this.

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Chair

Executive Committee

Tuesday, 14 April 2015

129. MINUTES

RESOLVED that

the minutes of the meetings of the Executive Committee held on 10th March and 30th March 2015 be agreed as correct records and signed by the Chair.

130. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 3rd March 2015.

It was noted that there were no recommendations to consider as the recommendation at Minute No. 87 relating to the Tackling Obesity Task Group – Final Report had been dealt with by the Executive as its last meeting.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 3rd March 2015 be received and noted.

131. REDDITCH MARKET

The Committee received a report which sought approval for the North Worcestershire Economic Development & Regeneration Service to invite informal expressions of interest from market operators for the future management of Redditch Outdoor Market. Officers highlighted an error in recommendation 2.1 of the report, which stated Bromsgrove Outdoor Market instead of Redditch Outdoor Market.

The results of any expressions of interest received would be reported to a future meeting of the Executive Committee. Those results, together with the outcomes of soft market testing and the views of existing market operators, would help inform decisions on the future management of the Market and whether or not to procure an external market operator.

Members noted the recommendations of the 7th April 2015 Overview and Scrutiny Committee and the Committee's request to be allowed to see a copy of the consultant's report.

It was noted that Officers had explained at the Overview and Scrutiny meeting that it had been agreed at the Portfolio Holders' Briefing that the consultant's report would not be considered until later in the process, when there was a decision for Members to make on the future operation and management of the market. As

Members were not being asked to make any such decision at this stage it was felt premature to circulate or consider the report.

The consultant's report would be considered by Members at the appropriate time and consultation on any options would take place with the public and market traders, in the best interests of the market. A Member commented that they would be interested to know the cost of the consultant's report.

RESOLVED that

- 1) North Worcestershire Economic Development & Regeneration Service invite informal expressions of interest from market operators for the future management of Redditch Outdoor Market;**
- 2) a report on the outcome of the process be brought to a future meeting of the Executive Committee; and**
- 3) the recommendations from the 7th April 2015 Overview and Scrutiny meeting in relation to the pre-scrutiny of the Redditch Outdoor Market report be received and noted.**

132. REDDITCH BOROUGH COUNCIL MORTGAGE RESCUE SCHEME

Members were asked to approve a Local Mortgage Rescue Scheme ('the Scheme') for the Council.

Officers presented the report and advised that the Scheme would be a last resort for those who were being threatened with repossession and facing homelessness.

Members noted the financial elements of the Scheme detailed in the report. A budget of £500k had been included in the Housing Revenue Account for 2015/16 to facilitate the purchase of suitable properties and associated ancillary costs.

Members thanked Officers for the work they had put into developing the Scheme and were proud that the Council had this in place.

RESOLVED that

Redditch Borough Council's Mortgage Rescue Scheme – Policy and Procedure, as detailed at Appendix 1 to the report, be approved.

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133. WORCESTERSHIRE REGULATORY SERVICES JOINT COMMITTEE

The Committee received the minutes of the meeting of the Worcestershire Regulatory Services Shared Services Joint Committee held on 19th February 2015.

It was noted that there were no recommendations to consider.

One of the Members who had been present at the meeting stated that there had been a lively debate at Minute No. 38/14 (Creating and Delivering a Sustainable Regulatory Partnership for Worcestershire), relating to membership and voting changes.

RESOLVED that

the minutes of the meeting of the Worcestershire Regulatory Services Shared Services Joint Committee held on 19th February 2015 be received and noted.

134. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

The Committee received, under Additional Papers, the minute and recommendations of the 7th April 2015 Overview and Scrutiny Committee in relation to the Committee's pre-scrutiny of the Redditch Market report. This was considered under agenda item 6 – Redditch Market (Minute No. 131 refers).

RESOLVED that

the minute and recommendations of the meeting of the Overview and Scrutiny Committee held on 7th April 2015 be received and noted.

135. ADVISORY PANELS - UPDATE REPORT

It was noted that the next meeting of the Planning Advisory Panel had, owing to a clash with the Staff Awards, previously been re-scheduled and would be taking place the following evening, Wednesday 15th April 2015.

RESOLVED that

the report and update be noted.

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The Meeting commenced at 7.00 pm
and closed at 7.23 pm

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Chair



Overview and Scrutiny Committee

Tuesday, 7th April, 2015

MINUTES

Present:

Councillor Jane Potter (Chair), and Councillors Carole Gandy, Alan Mason, Paul Swansborough and Pat Witherspoon

Also Present:

Councillor Andrew Brazier

Officers:

K Dicks and S Singleton

Democratic Services Officers:

J Bayley and A Scarce

94. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received from Councillor Andrew Fry.

95. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

96. MINUTES

RESOLVED that

the minutes of the meeting held on 3rd March 2015 be confirmed as a correct record and signed by the Chair.

97. FUTURE MANAGEMENT OF REDDITCH MARKET - PRE-SCRUTINY

The Chair reminded Members that they had agreed to hold this extra meeting at an earlier time in order to pre-scrutinise the Future Management of Redditch Market report. She expressed her disappointment in the content of the report and commented that this was not what the Committee had been expecting. Instead, she

.....
Chair

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explained that she had understood that the Committee would be given the opportunity to pre-scrutinise the consultant's report.

Officers explained that at the Portfolio Holders' Briefing it had been agreed that the consultant's report would not be considered until a later date. In the meantime rather than go out with a full procurement exercise Officers had been asked to go for a period of soft market testing. Members were assured that the Overview and Scrutiny Committee would be given the opportunity to pre-scrutinise the subsequent report on the future of the market, which it was anticipated would contain more specific recommendations including the consultants' report, if Members so wished.

Members of the Committee expressed serious concerns around the decision which had been made, and suggested that this demonstrated that little regard had been shown for the role of the Overview and Scrutiny function in this decision. It was also commented that this would mean further delay to the process. Members noted that the delay was disappointing, particularly given that this meeting of the Committee had been arranged specifically to look at the consultant's report. Whilst the Committee agreed that they had no objection to the soft market testing taking place, Members concurred that it was still important for them to see the consultant's report.

Officers explained that an approach had been made by the Redditch Town Centre Partnership with a view to putting forward a proposal to take over the running of the market. If the procurement exercise, as suggested within the consultant's report, had been followed it might have precluded action in response to the partnership's suggestion. Whilst the Council wished to ensure that all the criteria within the report were met, it was important to ensure that the Council consider all options available.

It was highlighted that the areas raised within the report were those which had been brought forward by the Market Task Group over two years before. Members commented that it was imperative that this matter was brought to a satisfactory and speedy conclusion in order for all those concerned to move forward and the necessary improvements be made to the market as quickly as possible. In particular, concerns were expressed about the continuing impact of delays on existing market stall holders.

RECOMMENDED that

- 1) the Overview and Scrutiny Committee be allowed to see a copy of the consultant's report; and**

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- 2) the Executive Committee note the Overview and Scrutiny Committee's disappointment with the way in which this report had been handled and the disregard shown to the Committee in failing to permit them access to a copy of the consultant's report.

98. TASK GROUP REVIEWS - DRAFT SCOPING DOCUMENTS

The Chair explained that this proposal had been brought forward as a starting point for discussion and that it might be more appropriate for the investigation to be carried out by the Committee as part of its Work Programme, with the addition of special meetings in the new municipal year if necessary. The following points were raised during the subsequent discussions:

- It was important that the Committee received details of the background to the choice of consultant and details of the terms of reference which they had been provided with.
- The reasons for the consultation and any conflicts of interest within the Leisure Team.
- Any presentations provided by the Head of Service and Consultants needed to be carried out independently.
- The different options available in respect of a Leisure Trust.
- The areas which had been considered by the Abbey Stadium Task Group.
- Sight of the report which would be considered by the Executive Committee being received in a timely manner. Members were concerned that previously when they had tried to carry out pre-scrutiny work the report had not been made available to them until 24 hours prior to their meeting due to restrictions over the Overview and Scrutiny Committee's access to final reports.
- The importance of the Committee having a clear understanding of the facts in respect of this matter.

Officers explained that in order to pre-scrutinise items on the Executive's Work Programme it was not always necessary for them to receive the actual report. This work could for example be carried out by a number of briefings. However, it was accepted that this was difficult when items were not necessarily included on the Work Programme in a timely manner and therefore this was being addressed by senior management.

Members discussed the potential timescale for the work to be carried out by the Committee and after further discussion it was

RESOLVED that

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- 1) the Head of Leisure and Cultural Services be invited to the next meeting of the Committee to present the terms of reference and specification in respect of the consultation;
- 2) the consultants be invited to attend a subsequent meeting to present on the subject of its findings; and
- 3) the Committee carry out pre-scrutiny of the final report prior to it being considered by the Executive Committee.

99. **TACKLING OBESITY TASK GROUP - FEEDBACK FROM THE EXECUTIVE COMMITTEE**

Officers explained that the Tackling Obesity Task Group's report had been considered by the Executive Committee and its response was attached as an appendix to the report. The Executive Committee had noted the recommendations and suggested that the report's findings be referred to partner organisations. Officers had provided five options within the body of the report and it was now in the gift of the Committee, as the parent body, to decide what, if any, further action to take. It was highlighted to Members that there were only two recommendations which would be suitable for consideration by partner organisations as the third and fourth recommendations required action from the Council.

The Chair expressed her disappointment at what appeared to be the Executive Committee's lack of commitment to what was a serious issue within the Borough. Members commented on the lack of response received from the Redditch and Bromsgrove Clinical Commissioning Group (CCG). It was suggested that it might be appropriate for the report to be presented to the Health and Wellbeing Board as the CCG was a member. Concerns were expressed that if the report was presented to the Redditch Community Wellbeing Group no further action would be taken. However, it was highlighted that, as detailed in the report, a lot of good work was being carried out and the Redditch Community Wellbeing Trust would be in a good position to disseminate the information to other partners.

Further discussion followed in respect of monitoring the outcomes of the work. Members agreed it was important that the Committee received feedback from the organisations that it referred the report on to for further action.

RESOLVED that

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- 1) **the Tackling Obesity Task Group's final report be presented at meetings of the Redditch Community Wellbeing Trust and the Health and Wellbeing Board; and**
- 2) **the Redditch Community Wellbeing Trust and the Health and Wellbeing Board be asked to respond to recommendations 1 and 2 of the Tackling Obesity Task Group's final report and to provide the Overview and Scrutiny Committee with feedback after considering the report.**

As this was the last Overview and Scrutiny Committee meeting of the municipal year the Chair took the opportunity to thank all Members and Officers for their support. Particular reference was made to thank Councillor Carole Gandy who had confirmed she would be standing down at the local elections in May 2015.

The Meeting commenced at 4.35 pm
and closed at 5.23 pm

**EXECUTIVE
COMMITTEE**9th June 2015**EQUAL OPPORTUNITY POLICY**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole, Head of Business Transformation & Organisational Development
Ward(s) Affected	N/A
Key Decision	No

1. SUMMARY OF PROPOSALS

- 1.1 To agree for recommendation to Council the new Equal Opportunity Policy.

2. RECOMMENDATIONS

- 2.1 **The Committee is asked to RECOMMEND to the Council**

that the Equal Opportunity Policy attached at Appendix 1 be approved and adopted.

3. KEY ISSUES**Financial Implications**

- 3.1 There are no financial implications arising directly from this report; however, having an effective Equal Opportunity Policy will ensure that the Council has considered the impact of equalities issues on employees and the wider Council's role in supporting our employees. Any mitigation of issues will contribute towards keeping people in employment, maintaining skills within our organisation and reducing potential grievances.

Legal Implications

- 3.3 The Equal Opportunity Policy contributes to how we meet the Public Sector Equality Duty established in the Equality Act 2010.

It requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not

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- 3.4 The policy consolidates ongoing work around the Equality Act 2010 which included an extensive programme of workshops during 2013 and 2014, developed after the different parts of the Equality Act had come into legal effect. Further training and workshops will be scheduled from autumn 2015.
- 3.5 Union representatives have been consulted on the Policy and amendments have been made as a result.
- 3.6 The Policy will be reviewed every two years or sooner to comply with changes to the law or policy and practice. The Policy and any subsequent revisions will be subject to standard consultation processes with the aim of reaching agreement on the content of the Policy and commitment to abide by the Policy between :-
- Corporate Management Team
 - Staff and their representatives
 - The Council Executive

Service / Operational Implications

- 3.7 The Policy will help all parts of the Council, staff and Elected Members, in ensuring that we treat individuals equally and fairly in relation to recruitment and selection, training, promotion and career management and that these decisions are based solely on objective and job related criteria. All members of staff will be bound by this policy. Managers will be required to ensure that they abide by the standards set out in this policy at all times and that all staff are made aware of their responsibilities under the policy. It should be noted however that there could be instances within specific service areas where a Genuine Occupational Requirement (GOR) applies. These cases will be very rare and specialist advice must be sought in every such instance from HR.

Customer / Equalities and Diversity Implications

- 3.8 There are no customer implications arising directly from this report; however, ensuring that we treat employees equally and fairly could contribute to a positive perception of the Council amongst our customers. There is also a section on our commitment to equality which is relevant to how we treat our customers not only our role as an employer.
- 3.9 The Equal Opportunity Policy relates directly to how the Council approaches equality and diversity and will form overarching principles for how we engage with all aspects of employment and vocational training (including work experience). The Policy also incorporates a specific Disability Policy, providing direction and guidance around disability, where it is recognised that treating disabled people differently and more favourably may be justified in order to create an equal opportunity for that person compared to a non disabled person.

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4. RISK MANAGEMENT

4.1 There are no risk management implications arising directly from this report.

5. APPENDICES

Appendix 1 - Draft Equal Opportunity Policy

AUTHOR OF REPORT

Name: Rebecca Dunne, Policy Manager
email: r.dunne@bromsgroveandredditch.gov.uk
Tel.: 01527 881616



(Draft) Equal Opportunity Policy

1. Introduction

The Equal Opportunity Policy is an important document for all staff and Elected Members (Councillors) as it forms the overarching principles that guide how we approach everything we do as a Council.

The Council believes that it is in the Council's interests and in the interests of all who work for the Council that we ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions in recruitment and selection, training, promotion and career management are based solely on objective and job related criteria.

2. Scope

The Equal Opportunity Policy applies to all aspects of employment and vocational training including work experience within the remit of the Council.

It applies to all aspects of

- Recruitment, selection and appointment of staff
- Training and development of staff including appraisal
- Disciplinary and grievance procedures and their application
- Sickness absence and performance management
- Promotion including temporary or permanent and secondment opportunities
- Selection for redundancy and all other forms of dismissal
- Dignity at Work

All members of staff are bound by this policy. Managers are required to ensure that they abide by the standards set out in this policy at all times and that all staff are made aware of their responsibilities under the policy.

3. The Equality Act 2010

The Equality Act of 2010 establishes the Public Sector Equality Duty (PSED) which is comprised of a General Equality Duty and Specific Duties.

The General Equality Duty has three aims: it requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people who share a protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not

For further details of these Duties refer to the Managers Guide to the Equality Act 2010 – see link to ORB <http://orb.bromsgrove.gov.uk/corporate/equality/Equality%20Act%20-%20Resource%20and%20Information%20Pack/Shared%20Documents/Forms/AllItems.aspx>

4. The Protected Characteristics

The Equality Act establishes protection against discrimination, harassment and victimisation because of

- Age (1)
- Disability (2)
- Gender Re-assignment (3)
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race – includes colour, nationality, ethnic or national origins
- Religion or belief – includes lack of belief
- Sex
- Sexual Orientation
- Equal Pay (in relation to Sex only)

(1) only applies to those aged 18 or over

(2) see ANNEX ONE for definition of disability

(3) before, during and after transition

This protection will not apply where a Genuine Occupational Requirement (GOR) applies or where some other justification applies. These cases will be very rare and specialist advice must be sought in every such instance from HR.

In addition, staff will be protected from discrimination and any unfair treatment based on Trade Union membership or activity.

Sensitive personal data will be processed in line with the Data Protection Act 1998. Sensitive personal data is defined in the Data Protection Act 1998 as information pertaining to:

- Racial or ethnic origin
- Political opinions
- Religious beliefs or beliefs of a similar nature
- Membership of a trade union
- Physical or mental health or condition
- Sexual life
- Commission or alleged commission of an offence
- Proceedings for any offence or alleged offence, or sentence of court

5. Our Commitment

As a Council we recognise and accept that intentionally or unintentionally, some individuals, groups or communities can and do experience discrimination, social exclusion or unequal treatment. However it is our commitment that we will do everything we can to prevent this from happening.

Where we do find inequality, we will take steps to challenge it in all its forms.

We will show our commitment to equality by

- Promoting equality in all that we do
- Challenging discrimination, inequality and social exclusion
- Providing responsive and accessible services to all who want or need them wherever possible
- Considering the needs of the public first and operate a fair and accountable local government
- Giving everyone a fair and equal chance of obtaining employment, promotion, development and training opportunities with the council while aiming for a workforce that reflects the make up of the local population
- Ensuring that contractors and other organisations that are providing a service to or on behalf of the Council are required to meet, and are complying with The Equality Act and with the equality policies of the Council as set out in our terms of contracts or agreements with suppliers
- Acting promptly on any complaints of harassment, discrimination or bullying
- Monitoring, reviewing and assessing our policies and procedures for their impact on equality on an ongoing basis
- Consult with and seek out the views of citizens, service users and potential users and partner agencies on the quality and relevance of the services that we provide
- By being an exemplary employer and employer of choice, create an organisation that values all staff and is fair, supportive and free from discrimination, harassment or bullying
- Regularly consulting our staff and listening to what they say

6. Leadership

The Council's leadership takes full responsibility for this Equal Opportunity Policy. It is the responsibility of the Council's Executive and Senior Management Team to ensure that we are meeting our legal obligations under the Equality Act 2010.

The Leader of the Council and the Chief Executive are fully committed to the implementation of this policy. The Head of Business Transformation is responsible for all procedures relating to recruitment, selection, career development, discipline and grievance, and for ensuring that these are carried out in accordance with the Equal Opportunity Policy.

Managers are responsible for fostering a culture in which compliance with this policy is regarded as integral to their area of work. Managers are expected to actively promote the principles of equality and take account of the need to ensure equality of access and opportunity in the planning and delivery of their services. In managing staff, managers are expected to identify appropriate development for themselves and their staff to meet the needs of their respective areas in relation to equality.

All staff are expected to behave in a respectful and fair manner to everyone that works for the Council, visits the Council or receives a service from the Council. All breaches of this policy will be taken very seriously and the Council will deal with individuals through the staff disciplinary procedures.

Staff are made aware of Council policies and the standards that are expected of them through induction, regular reviews and training.

7. Consultation

This Policy and any subsequent revisions will be subject to standard consultation processes with the aim of reaching agreement on the content of the Policy and commitment to abide by the Policy between :-

- Corporate Management Team
- Staff and their representatives
- The Council Executive

8. Policy Approval

This Policy was approved and ratified on [date] by [] and is fully in effect from [date].

We will review this policy at least every two years, or sooner to comply with changes to the law or policy and practice.

APPENDIX ONE

Disability Policy (Employment and Training including Work Experience)

1. Introduction

The Disability Discrimination Act of 1995 (as amended in 2005) has now been rescinded and all provisions can now be found in the Equality Act 2010.

The Office for Disabilities Guidance on the Equality Act 2010 on matters to be taken into account in determining questions relating to the definition of disability states

“The Equality Act 2010 states that a person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.”

The Office for Disabilities Guidance on the Equality Act 2010 states that a disability can arise from a wide range of impairments which can be:

- sensory impairments, such as those affecting sight or hearing;
- impairments with fluctuating or recurring effects such as rheumatoid arthritis, myalgic encephalitis (ME)/chronic fatigue syndrome (CFS), fibromyalgia, depression and epilepsy;
- progressive, such as motor neurone disease, muscular dystrophy, forms of dementia and lupus (SLE);
- organ specific, including respiratory conditions, such as asthma, and cardiovascular diseases, including thrombosis, stroke and heart disease;
- developmental, such as autistic spectrum disorders (ASD), dyslexia and dyspraxia;
- learning difficulties;
- mental health conditions and mental illnesses, such as depression, schizophrenia, eating disorders, bipolar affective disorders, obsessive compulsive disorders, as well as personality disorders and some self-harming behaviour;
- produced by injury to the body or brain.

This is not an exhaustive list and the definition of disability covers a wide range of physical and mental impairments whether they are from birth or have been acquired during a person's lifetime.

The protection against discrimination because of a disability is from the date of a diagnosis regardless of whether any symptoms are having an effect on the person's ability to carry out “Day to day activities” as defined in the Equality Act and the associated Guidance.

See Guidance on “Day to day activities” in paragraphs **7. to 9.**

This policy applies to all staff employed by the Council, including those employed on a temporary or part-time basis, or on work experience.

2. Equality of Treatment – Statement

The Council will take all reasonable steps to ensure that treatment of disabled people enables equality with non disabled people. We will provide fair and equal access to employment, training and development (including work experience) for disabled people by taking account of their disabilities and making reasonable adjustments.

This may mean treating disabled people differently and more favourably in order to create an equal opportunity for that person compared to a non disabled person.

3. Responsibilities

It is the responsibility of the Human Resources Department to:

- Advise and support line managers in a consistent and timely way, in cases where further action by the line manager may be required.
- Provide specialist advice and training to managers/supervisors to assist them to manage the Council's disability policy.
- Provide line managers with advice on the application of the disability provisions of the Equality Act and any other relevant legislation.

4. Discrimination arising from Disability

The Equality Act says that treatment of a disabled person amounts to discrimination where

- an employer treats the disabled person unfavourably;
- this treatment is because of something arising in consequence of the disabled person's disability; and
- the employer cannot show that this treatment is a proportionate means of achieving a legitimate aim (formerly described as "justifiable")
- unless the employer does not know, and could not reasonably be expected to know, that the person has the disability.
- Failure to make reasonable adjustments for disabled persons
- Enquiries about disability and health before the offer of a job is made

5. Types of Disability Discrimination

- **Direct Discrimination**

Direct discrimination occurs when a person treats another less favourably than they treat or would treat others because of a protected characteristic. Direct discrimination is generally unlawful. However, it may be lawful in relation to the protected characteristic of disability, where a disabled person is treated more favourably than a non-disabled person.

The Act only protects disabled people from discrimination. This means that it is not discrimination to treat a disabled person more favourably than a non-disabled person.

- **Indirect Discrimination**

Indirect discrimination may occur when an employer applies an apparently neutral provision, criterion or practice which puts workers sharing a protected characteristic at a particular disadvantage. In relation to disability, this would not be about disabled people as a whole but people with a particular disability – for example, with an equivalent level of sight impairment.

6. Reasonable Adjustments

The Employment Statutory Code of Practice Equality Act gives examples of the type of adjustments which an employer may have to make:-

- Making adjustments to premises
- Providing information in accessible formats
- Allocating some of the disabled person's duties to another worker
- Transferring the disabled worker to fill an existing vacancy
- Altering the disabled worker's hours of work or training
- Assigning the disabled worker to a different place of work or training or arranging home working
- Allowing the disabled worker to be absent during working or training hours for rehabilitation, assessment or treatment
- Giving, or arranging for, training or mentoring (whether for the disabled person or any other worker)
- Acquiring or modifying equipment
- Modifying procedures for testing or assessment
- Providing a reader or interpreter
- Providing supervision or other support
- Allowing a disabled worker to take a period of disability leave
- Participating in supported employment schemes, such as Workstep
- Employing a support worker to assist a disabled worker
- Modifying disciplinary or grievance procedures for a disabled worker
- Adjusting redundancy selection criteria for a disabled worker
- Modifying performance-related pay arrangements for a disabled worker

The Act lists a number of factors which will have a bearing on whether it will be reasonable for an employer to have to make a particular adjustment.

- the effectiveness of the adjustment in preventing the disadvantage
- the practicality of the step
- the financial and other costs of the adjustment and the extent of any disruption caused
- the extent of the employer's financial or other resources
- the availability to the employer of financial or other assistance to help make an adjustment.

Guidance on the Equality Act 2010 has been issued by the Office for Disability Issues and can be accessed through this link

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85010/disability-definition.pdf

7. Meaning of 'normal day-to-day activities'

The Equality Act does not define what is to be regarded as a 'normal day-to-day activity'. It is not possible to provide an exhaustive list of day-to-day activities, although guidance on this matter is given here and illustrative examples of when it would, and would not, be reasonable to regard an impairment as having a substantial adverse effect on the ability to carry out normal day-to-day activities are shown in the Appendix.

In general, day-to-day activities are things people do on a regular or daily basis, and examples include shopping, reading and writing, having a conversation or using the telephone, watching television, getting washed and dressed, preparing and eating food, carrying out household tasks, walking and travelling by various forms of transport, and taking part in social activities.

The term 'normal day-to-day activities' is not intended to include activities which are normal only for a particular person, or a small group of people. In deciding whether an activity is a normal day-to-day activity, account should be taken of how far it is normal for a large number of people, and carried out by people on a daily or frequent and fairly regular basis. In this context, 'normal' should be given its ordinary, everyday meaning.

A normal day-to-day activity is not necessarily one that is carried out by a majority of people. For example, it is possible that some activities might be carried out only, or more predominantly, by people of a particular gender, such as applying make-up or using hair curling equipment, and cannot therefore be said to be normal for most people. They would nevertheless be considered to be normal day-to-day activities.

8. Work-related and other specialised activities

Normal day-to-day activities do not include work of any particular form because no particular form of work is 'normal' for most people. In any individual case, the activities carried out might be highly specialised. For example, carrying out delicate work with specialised tools may be a normal working activity for a watch repairer, whereas it would not be normal for a person who is employed as a semi-skilled worker. The Act only covers effects which go beyond the normal differences in skill or ability.

The same is true of other specialised activities such as playing a musical instrument to a high standard of achievement; taking part in a particular game or hobby where very specific skills or level of ability are required; or playing a particular sport to a high level of ability, such as would be required for a professional footballer or athlete.

However, many types of work or specialised hobby, sport or pastime may still involve normal day-to-day activities. For example; sitting down, standing up, walking, running, verbal interaction, writing, making a cup of tea, using everyday objects such as a keyboard, and lifting, moving or carrying everyday objects such as chairs. The effects experienced by a person as a result of environmental conditions, either in the workplace or in another location where a specialised activity is being carried out, should not be discounted simply because there may be a work-related or other specialised activity involved. It is important to consider whether there may also be an adverse effect on the ability to carry out a normal day-to-day activity.

9. Indirect effects

An impairment may not directly prevent someone from carrying out one or more normal day-to-day activities, but it may still have a substantial adverse long-term effect on how he or she carries out those activities. For example:

- pain or fatigue: where an impairment causes pain or fatigue in performing normal day-to-day activities the person may have the ability to do something but suffer pain in doing so; or the impairment might make the activity more than usually fatiguing so that the person might not be able to repeat the task over a sustained period of time.
- medical advice: where a person has been advised by a medical practitioner or other health professional, as part of a treatment plan, to change, limit or refrain from a normal day-to-day activity on account of an impairment or only do it in a certain way or under certain conditions.

APPENDIX TWO

All Council Policies support this Equal Opportunity Policy but the main ones are listed below with relevant Codes of Practice and Guidance

1. The Equality Act 2010 – Equality and Human Rights Commission Guidance and Codes of Practice – for details see <http://www.equalityhumanrights.com/advice-and-guidance/>
2. Policies and procedures covering Recruitment Selection and Employment
3. Harassment and Bullying Policy
4. Members Code of Conduct
5. Dignity at Work Policy
6. Procurement, Tendering and Contractor Policies/ Strategy
7. Disability Two Ticks Symbol
8. Access to Sports and Leisure Facilities and Services for Trans Gender People (under development)

APPENDIX THREE

Relevant legislation – please note that this is not an exhaustive list

1. The Equality Act 2010
2. Work and Families Act 2006
3. Human Rights Act 1998
4. Civil Partnerships Act 2004
5. Rehabilitation of Offenders Act 1974
6. The Gender Recognition Act 2004
7. The Marriage (Same Sex Couples Act) 2013

DRAFT

**EXECUTIVE
COMMITTEE**9th June 2015**LOCAL COUNCIL TAX SUPPORT SCHEME 2016/17**

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 Government changes to the benefits scheme in relation to Council Tax required the Council to introduce an annual Council Tax Support Scheme. This scheme must be reviewed annually.
- 1.2 The report proposes no change to the existing scheme.
- 1.3 The report also sets out some data relating to take up of the Hardship Fund and other measures showing the impact of the scheme on collection rates and recovery action.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

- 2.1 No changes be made to the Council Tax Support Scheme for 2016/17.**
- 2.2 The contents of the report in relation to take up of the Hardship Fund and other measures data be NOTED.**

3. KEY ISSUES**Financial Implications**

- 3.1 As Members are aware, changes were made to the Council's Local Council Tax Support Scheme with effect from April 2014, which resulted in support being capped at 80% of Council Tax liability so that all working age claimants would pay a minimum of 20% towards their Council Tax Liability.
- 3.2 Council also agreed to implement a Hardship Policy, in order to support the most vulnerable and provide transitional support where exception hardship as a result of the changes, could be evidenced. During 2014/15 £12,272.68 in additional support towards Council Tax has been awarded. Through this scheme officers also identified other financial support that could be offered, to the value of £31,294.22.

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- 3.3 Officers have monitored the impact of the changes on collection rates and payments during the year, as well as any increase in recovery action. In 2014/15 we collected 96.32% of the total Council Tax due to be paid for the year. This compares with 97.65% in 2013/14.
- 3.4 Data collected from Housing Services has been matched with Council Tax Support data and this shows that of the Council tenants affected by changes to Council Tax Support there has been a small (6%) increase in the number of rent accounts in arrears (some 823 households compared with 777 at the same time in 2014). Housing Officers have reported that it is not possible to make a clear link between the changes to Council Tax Support and rent arrears.
- 3.5 It is proposed that there are no changes to the level of support provided by the Council, and as previously agreed the various allowances be updated in line with the Secretary of State's annual announcement. This will ensure that the scheme is affordable given the year on year reduction of funding for local support schemes.

Legal Implications

- 3.6 On 1 April 2013 Council Tax Benefit was abolished and replaced by a new scheme of Council Tax support called "Council Tax Support Schemes". Under s13A and Schedule 1A of the Local Government Finance Act 1992 (inserted by s10 Local Government Act 2012), each local authority was required to make and adopt a Council Tax Support Scheme specifying the reductions which are to apply to the amounts of council tax payable within their districts
- 3.7 Statutory Instrument 2012/2885, "The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012" ensured that certain requirements prescribed by the Government were included in each Scheme (subsequently amended by S.I. 2012/3085)
- 3.8 As the billing authority the Council is required by the Local Government Finance Act 2012 to consider whether to revise its scheme or to replace it with another scheme, for each financial year.
- 3.9 The Authority must adopt its scheme, and make any revisions, no later than 31 January in the financial year preceding the one when it will take effect, so that it will be necessary for the Council's 2016/17 scheme to be in place by 31st January 2016.
- 3.10 Paragraph 3 to Schedule 1A into The Local Government Finance Act 1992 set out the preparation that must be undertaken prior to the adoption or revision of a scheme, including prescribed consultation requirements. As the recommendation is that no revisions to the current scheme should be made for the financial year 2016/2017 (to which this report applies), the requirement to consult does not

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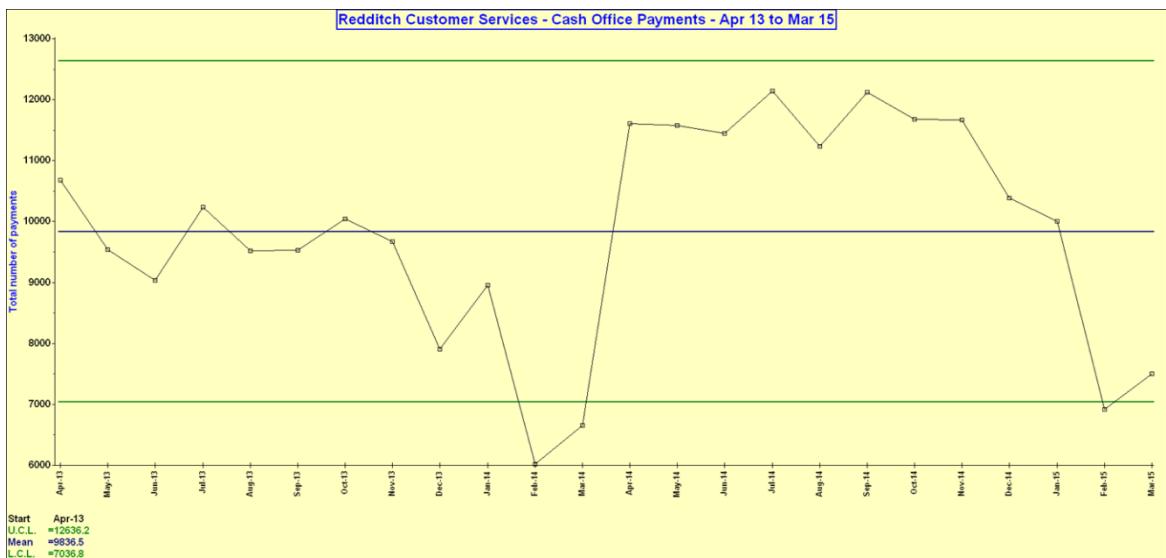
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have to be met. However, officers will publicise the fact that the current scheme is to continue, subject to up-lift in rates as set by the Department of Work and Pensions, as referred to at 3.11 below.

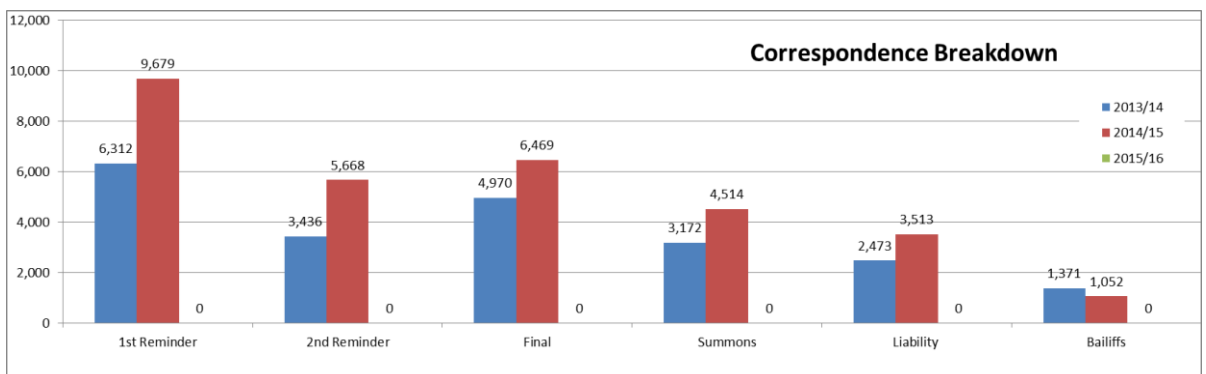
- 3.11 Instruction is received from the Department of Work and Pensions on an annual basis, of changes to benefits rates and personal allowances. These must be taken into account for housing benefit calculations and it is good practice to apply them to the Local Council Tax Support Scheme

Service / Operational Implications

- 3.12 Our measures data shows us that we have seen a significant increase in people paying, suggesting that the majority of residents are paying the minimum 20% Council Tax liability. The following chart shows the pattern of payments handled by our cash offices each month over the last two financial years and clearly indicates the increase from April 2014.



- 3.13 It is to be expected that we would see an increase in recovery action during the year, and this has been borne out by our data. Here we can evidence that increase compared with 2013/14.



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Whilst there has been a significant increase in reminders and other recovery actions this started to even out in the 3rd and 4th quarter.

You will see that there has been a reduction in bailiffs action – this is because we tried to establish other means of collecting Council Tax from those affected by the change to support. This was mainly in the form of deductions to benefits, in agreement with the people involved.

- 3.14 Despite the amount of recovery work and support provided there was a 15% increase in the number of accounts with outstanding arrears at the end of 2014/15, compared with 2013/14. This was partly due to the changes in the Legislation regarding Bailiff fees. These changes could result in large fees being added to debts of a small value. Procedures were amended to ensure that these cases did not progress to the enforcement stage without personal contact being made with customers. This has proven difficult to resource but other changes to working practices are aimed at creating the capacity to follow this through more effectively in future.

3.15 **HARDSHIP SCHEME**

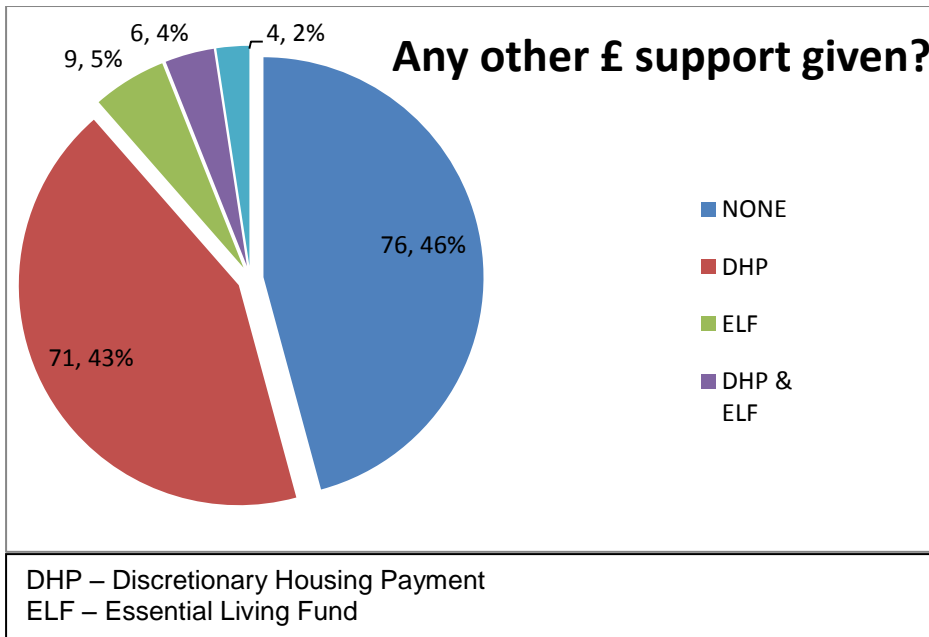
Officers have worked with a total of 211 customers through the Hardship Scheme. Of these 66 direct applications were made. The other 145 customers were approached because officers identified that some support may be appropriate. Of these 30% were dealt with by Officers in the Locality teams.

51% of customers who have access the Hardship scheme are single persons, and 59% were on Employment Support Allowance.

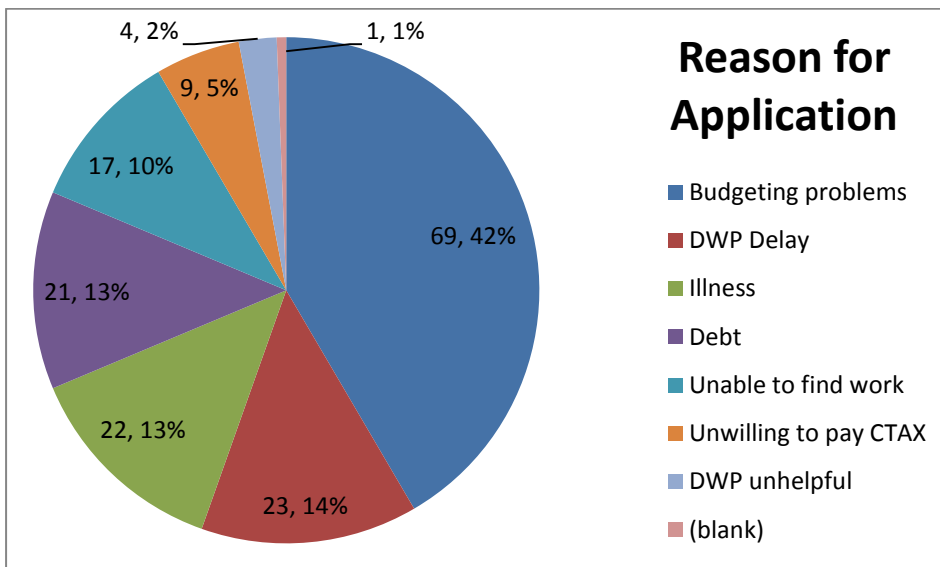
- 3.16 27% of applications were not awarded Council Tax Support hardship funding but officers identified other financial support that could be provided. The following chart shows the nature of monetary support provided. In those cases where monetary support was not appropriate, customers were given budgeting advice and support.

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3.17 As this chart shows budgeting problems were the major reason for applications. In these case financial management advise was provided. Where complex debt management problem existed customers were referred to specialist debt advisory services.



Customer / Equalities and Diversity Implications

3.18 The ‘uprating’ of the benefits rates and personal allowances to be taken into account, in line with the Secretary of States announcement on those that must be taken into account for other benefits, will potentially result in small changes to the amounts of support provided. These will vary according to circumstances.

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4. RISK MANAGEMENT

- 4.1 Any changes to council tax support whilst increasing council tax income to the Council and our major preceptors has financial implications for our residents and therefore officers ensure that support on managing finances and advice on other potential benefits is made available.

5. APPENDICES**6. BACKGROUND PAPERS**

Held in Revenues Service

AUTHOR OF REPORT

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Tel.: 01527 881241

**EXECUTIVE
COMMITTEE****9th June 2015****MONITORING OF WRITE OFFS APRIL 2014 – MARCH 2015**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr, Head of Customer Access & Financial Support
Wards Affected	All

1. SUMMARY OF PROPOSALS

In 2010/11 members approved a revised Write-Off Policy which changed the process for the reporting and approval process for the writing off of debts due to the Council. The revised Policy requires officers to report to members of the actual level of write offs and the profile of outstanding debt.

This report sets out that information for the 2014/15 financial year.

2. RECOMMENDATIONS

The Executive is requested to RESOLVE that:

Subject to any comments, the contents of the report be noted.

3. KEY ISSUES**Financial Implications**

3.1 The current bad debts provisions are as follows:

	£000's
Council Tax	252
Housing Revenue Account	576
Sundry Debtors	100
Benefits	<u>206</u>
Total	<u>1,134</u>

3.2 The current bad debt provisions are adequate in relation to level of write offs and the level of outstanding debt.

3.3 Details of written off debts during the period for Council Tax, Non Domestic Rates, Sundry Debts, Former Tenant Arrears and Overpaid Housing Benefit are attached at Appendix 1. A total of £284,399 of unrecoverable debt was written off during this financial year. This compares with £425k in 2013/14. The reason for this is down to the timing of write off action being taken and does not indicate that there is a drop in write offs.

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- 3.4 An age profile of the outstanding sundry debts and former tenant arrears is attached at Appendix 2.
- 3.5 An analysis of Council Tax and Non Domestic Rates arrears is attached at Appendix 3. The collection rate for Council Tax has dropped in 2014/15 but the drop has not been as significant as might have been anticipated given the changes to Council Tax Support. In addition we have consciously not put so many accounts to bailiff action as we know that to do so would cause greater hardship. The NDR collection rate has also dropped and again this is because we have not pursued recovery so vigorously it might cause the business even more difficulty. The charts at Appendix 4 show the collection rates over recent years.

Legal Implications

- 3.6 There are no legal implications.

Service / Operational Implications

- 3.7 No direct implications.

Customer / Equalities and Diversity Implications

- 3.8 No direct implications.

4. RISK MANAGEMENT

Failure to action write offs are identified by Internal Audit as a weakness. It is important to ensure that the accounts are properly managed.

5. APPENDICES

Appendix 1 – Write offs April – March 2015

Appendix 2 - Aged Debt Profile for Sundry Debts and Former Tenant Arrears

Appendix 3 – Council Tax Arrears and Business Rates Arrears as at 31st March 2015

Appendix 4 - Collection Rates

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

**EXECUTIVE
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9th June 2015

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****9th June 2015****Appendix 1****Write Offs of Council Tax - April 2014 – March 2015**

Reason	£'s
Gone away	1,033.07
Deceased no funds in estate	5,710.80
Bankruptcy	15,876.31
Uneconomical to pursue	1,842.46
Admin Order/IVA	-2,033.17
Balance under £5.00	9.47
Other	7,052.28
Credits - unable to refund	-15,188.18
Total	14,303.04

Write Offs of Non-Domestic Rates - April 2014 – March 2015

Reason	£'s
Gone away	-63.64
Liquidation/Winding up	91,456.47
Uneconomical to pursue	9.83
Automatic W/O +1p/-1p	-0.02
Credits - unable to refund	-439.05
Total	90,963.59

Write Offs of Sundry Debts - April – March 2015

Reason	£'s
Gone away	13,279.44
Imprisonment	58.20
Liquidation/Bankrupt	167.20
Statute Barred	8,455.89
Uneconomical to pursue	23,557.66
Debtor deceased	1839.72
Total	60,696.25

**EXECUTIVE
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Reason	£'s
Gone away	26784.71
Bankrupt	1669.75
Statute Barred	7906.45
Uneconomical to pursue	38022.05
Tenant deceased	15570.33
Total	89953.26

Write off of Overpaid Housing Benefit – April to March 2015

Reason	Amount £	No. of cases
Possible Write back	98.68	2
Deceased	1,598.05	2
Debt Relief Order	3,787.53	4
Not reasonable to recover	22,407.37	110
Uneconomic to recover	36.61	5
No prospect of recovery	36.85	2
Compassionate	517.79	1
Totals	28,482.88	126

**EXECUTIVE
COMMITTEE****9th June 2015****Appendix 2****Aged Debt Profiles as at 31st March 2015****Sundry Debts**

Age	Arrears as at 31/12/2013	Arrears as at 31/03/2014	Arrears as at 31/03/2015
	£	£	£
0 - 3 months	618,070	1,007,476.07	431,937.54
3 - 6 months	116,544	108,826.57	87,686.68
6 - 12 months	218,004	215,211.12	94,223.11
12 - 24 months	219,702	188,204.13	101,495.47
24 months and over	619,273	651,185.37	291,343.60

Former Tenants

Age	Arrears as at 31/12/2013	Arrears as at 31/03/2014	Arrears as at 31/03/2015
	£	£	£
0 - 3 months	31,845	23,475.72	47,137.93
3 - 6 months	40,506	29,005.59	36,428.91
6 - 12 months	67,241	56,990.29	70,372.90
12 - 24 months	47,186	65,045.34	66,342.18
24 months and over	149,016	133,081.79	137,485.17

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****9th June 2015****Appendix 3****Council Tax Arrears**

Year	Arrears Total as at 31/03/2013	Arrears Total as at 31/03/2014	Arrears Total as at 31/03/2015
1993/94	0	-98	-159
1994/95	0	-422	-308
1995/96	0	-359	-289
1996/97	583	103	167
1997/98	1,052	760	810
1998/99	2,243	1,632	1,646
1999/00	4,972	3,997	3,873
2000/01	9,523	7,910	7,131
2001/02	16,311	12,515	11,177
2002/03	20,924	17,281	15,732
2003/04	33,471	28,718	26,037
2004/05	51,373	43,045	38,220
2005/06	71,654	59,785	52,842
2006/07	115,180	93,677	83,396
2007/08	146,041	122,513	109,698
2008/09	176,534	149,272	132,743
2009/10	206,990	169,558	147,301
2010/11	278,183	221,028	192,265
2011/12	380,751	263,920	225,136
2012/13	832,499	433,424	329,749
2013/14		1,014,376	587,688
2014/15			1,415,797
Total	2,348,285	2,642,635	3,380,652

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****9th June 2015****Business Rates Arrears**

Year	Arrears Total as at 31/03/2013	Arrears Total as at 31/03/2014	Arrears Total as at 31/03/2015
2000/01	0	0	0
2001/02	125	0	0
2002/03	8,990	8,990	8,990
2003/04	12,449	12,449	12,449
2004/05	18,273	14,289	14,319
2005/06	19,934	18,081	18,081
2006/07	29,643	20,835	20,835
2007/08	75,459	57,019	54,191
2008/09	72,892	44,765	43,815
2009/10	38,599	23,894	4,481
2010/11	108,928	107,432	122,975
2011/12	174,919	146,073	153,456
2012/13	484,696	322,941	247,339
2013/14		589,859	412,388
2014/15			1,944,016
Total	1,044,907	1,366,628	3,057,334

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****9th June 2015****Appendix 4****Collection rates**

2012	% collected	2013	% collected	2014	% collected
Apr-12	10.81	Apr 13	10.76	Apr-14	10.67
May-12	20.48	May 13	20.26	May-14	19.96
Jun-12	29.94	Jun 13	29.49	Jun-14	29.31
Jul-12	39.33	Jul 13	38.97	Jul-14	38.59
Aug-12	48.94	Aug 13	48.29	Aug-14	47.72
Sep-12	58.44	Sep 13	57.84	Sep-14	57.31
Oct-12	68.17	Oct 13	67.59	Oct-14	66.49
Nov-12	77.71	Nov 13	77.04	Nov-14	75.86
Dec-12	87.13	Dec 13	86.47	Dec-14	85.38
Jan-13	96.18	Jan 14	95.59	Jan-15	94.19
Feb-13	97.11	Feb 14	96.62	Feb-16	95.46
Mar-13	97.65	Mar 14	97.65	Mar-15	96.32

NDR

2012	% collected	2013	% collected	2014	% collected
Apr-12	11.49	Apr 13	10.67	Apr-14	9.3
May-12	21.00	May 13	21.93	May-14	19.47
Jun-12	31.05	Jun 13	30.87	Jun-14	28.39
Jul-12	39.51	Jul 13	40.31	Jul-14	38.16
Aug-12	50.40	Aug 13	49.93	Aug-14	47.10
Sep-12	60.48	Sep 13	60.11	Sep-14	56.31
Oct-12	70.01	Oct 13	69.89	Oct-14	64.87
Nov-12	78.90	Nov 13	79.04	Nov-14	74.19
Dec-12	88.48	Dec 13	88.18	Dec-14	83.52
Jan-13	96.86	Jan 14	97.02	Jan-15	91.97
Feb-13	97.69	Feb 14	97.58	Feb-16	94.74
Mar-13	98.64	Mar 14	98.50	Mar-15	97.73

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**14th April 2015**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

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

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr Bill Hartnett Ruth Bamford	Meeting planned for 9 th June cancelled. Future meeting dates: Tuesday 14th July Tuesday 8th September Tuesday 13th October Tuesday 15th December Tuesday 12th January 2016 Tuesday 2nd February

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**14th April 2015

			Tuesday 8th March Tuesday 19th April
2.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Liz Tompkin	Last meeting – 18th March 2015.

B. OTHER MEETINGS

3.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr John Fisher</u> Sheena Jones	Last meeting – 27 th January 2015
4.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Sheena Jones	Next meeting – 14 th July 2015
5.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Last meeting – 25 th March 2015 Panel meetings for major grants planned in December

AUTHOR OF REPORT

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