



Council

Mon 21 Sep
2015
7.00 pm

Council Chamber
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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Council

Monday, 21st September, 2015

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Pattie Hill (Mayor)	Gay Hopkins
	Joe Baker (Deputy Mayor)	Wanda King
	Tom Baker-Price	Jane Potter
	Roger Bennett	Gareth Prosser
	Natalie Brookes	Antonia Pulsford
	Juliet Brunner	Mark Shurmer
	David Bush	Rachael Smith
	Michael Chalk	Yvonne Smith
	Greg Chance	Paul Swansborough
	Anita Clayton	Debbie Taylor
	Brandon Clayton	David Thain
	Matthew Dormer	Jennifer Wheeler
	John Fisher	Pat Witherspoon
	Andrew Fry	Nina Wood-Ford
	Bill Hartnett	

1. Welcome	The Mayor will open the meeting and welcome all present.
2. Apologies	To receive any apologies for absence on behalf of Council members.
3. Declarations of Interest	To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
4. Minutes (Pages 1 - 12)	To confirm as a correct record the minutes of the meeting of the Council held on 27th July 2015. (Minutes attached)
5. Announcements	To consider Announcements under Procedure Rule 10: a) Mayor's Announcements b) Leader's Announcements c) Chief Executive's Announcements. (Oral report)

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6. Questions on Notice	To consider questions submitted under Procedure Rule 9.2.
7. Motions on Notice	No Motions have been submitted under Procedure Rule 11.
8. Executive Committee (Pages 13 - 108)	<p>To receive the minutes and consider the recommendations and/or referrals from the meeting of the Executive Committee meeting held on 8th September 2015.</p> <p>The minutes are included in Minute Book 3 and the Council is asked to consider recommendations on the following items:</p> <ul style="list-style-type: none">• Equal Opportunity Policy• Street Naming and Numbering – charges• Voluntary and Community Sector Grants Programme• Stratford on Avon Core Strategy proposed Modifications – response• Consolidated Revenue and Capital Outturn and Financial Reserves Statement <p>Copies of the reports to the Executive on these items are enclosed with this agenda.</p>
9. Regulatory Committees	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees. Copies of the minutes are included in Minute Book 3:</p> <ul style="list-style-type: none">• Licensing Committee – 20th July• Planning Committee – 12th August <p>There are no recommendations from either meeting for the Council's consideration.</p>
10. Place Partnership Limited - Appointment of Shareholder representatives (Pages 109 - 110)	To consider the attached report from the Head of Legal, Equalities and Democratic Services seeking confirmation of the Council's appointees to the Shareholder meetings of the Place Partnership.
11. Urgent Business - Record of Decisions	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>(None to date).</p>

12. Urgent Business - general (if any)	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)</p>
13. Exclusion of the Public	<p>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:</p> <p>“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 (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p> <p>[Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – <u>the identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – <u>the prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.]</p>



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Monday, 27 July 2015

MINUTES

Present:

Councillor Pattie Hill (Mayor), Councillor Joe Baker (Deputy Mayor) and Councillors Tom Baker-Price, Roger Bennett, Natalie Brookes, Juliet Brunner, Greg Chance, Anita Clayton, Brandon Clayton, John Fisher, Andrew Fry, Bill Hartnett, Gay Hopkins, Wanda King, Jane Potter, Antonia Pulsford, Mark Shurmer, Rachael Smith, Yvonne Smith, Debbie Taylor, David Thain, Jennifer Wheeler, Pat Witherspoon and Nina Wood-Ford

Also Present:

Mr I. McQuaid, Ms E. Morris and Mr D. Rose.

Officers:

Sheena Jones, Kevin Dicks, Clare Flanagan and Sue Hanley

Democratic Services Officer:

Jess Bayley

27. APOLOGIES

Apologies for absence were received on behalf of Councillors David Bush, Michael Chalk, Matthew Dormer, Gareth Prosser and Paul Swansborough.

28. DECLARATIONS OF INTEREST

There were no declarations of interest.

29. MINUTES

RESOLVED that

the minutes of the meeting of Council held on 15th June 2015 be agreed as a correct record and signed by the Chair.

.....
Chair

30. ANNOUNCEMENTSa) The Mayor

The Mayor explained that she had attended a number of events in the community over the previous month. However, there were two key issues that she wanted to highlight:

- A group of six young people from Redditch were representing the UK at the World Scout Jamboree in Japan.
- A young resident from Redditch, Isabelle Rooke, had participated in the BMX national Championships.

b) The Leader's Announcements

The Leader referred to a number of recent events that he had attended. These included:

- The Redditch Has Talent show at the Palace Theatre, which had been entered by a range of talented local young people.
- The Kerala Cultural Association Redditch's Family Sports' Day at the Abbey Stadium.
- The Green Fair at the Arrow Valley Park delivered in partnership with the Redditch Lions.
- The Care Quality Commission (CQC) Listening Event at Redditch Town Hall. Further information about the outcome of inspections of Worcestershire Acute Hospitals NHS Trust sites would potentially be available later in the year.
- Astwood Bank Carnival.
- Redditch Bandstand Event and music festival. There had been so much interest in participating in the music festival that the event had had to start an hour early and had eventually overrun in length.

31. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Leader responded to three questions that had been submitted in accordance with Procedure Rule 9.2 from Mr D. Rose, Ms E. Morris and Mr I. McQuaid as detailed below.

a) Borough of Redditch Local Plan No. 4 – Inspector's Hearing

Mr D. Rose asked the following question:

With regard to the BORLP4/BDP what are the Leader's views upon the HM Inspector's concerns as voiced at the hearing on the 23rd/24th June and outlined in his note posted 13/07/15?

The Leader replied as follows:

I am familiar with the Inspector's post hearing note and the initial response from officers to the Inspector.

The Inspector is tasked with providing independent scrutiny to the plan making process. This is a good thing. I am pleased that the Inspector has recognised the amount of work that has already gone in to preparing Local Plan No.4. Work on the emerging plan commenced in 2007.

As offered by the Inspector in paragraph 21 of his recent note, the Council's next steps will be to consider how to take the plan forward in light of the concerns raised. This piece of work is commencing (on both the SA and the evidence base as applicable). It is recognised that this extra work will delay plan making for several months but this relatively modest delay (in the context of how long it takes to prepare a plan) is necessary.

After the Local Plan examination for Local Plan No. 4 re-convenes the Inspector will let us all know of his final conclusions. As you are no doubt aware the continued progression of Local Plan No. 4 will be very much in the public arena and via the Inspector you will be able to let your views be known about the next steps.

A supplementary question was raised about how the concerns raised by the Planning Inspector would be addressed by the Council and the approach that would be adopted in future to considering whether to undertake housing development in Webheath.

The Leader responded by suggesting that this question had already been addressed in his previous answer.

b) Borough of Redditch Local Plan No. 4 (BORLP4) – Sustainability Appraisal

Ms E. Morris asked the following question:

Regarding BORLP4/BDP and particularly the HMI's concerns with the problematic Sustainability Appraisals, are you happy with the quality of this Local Plan and confident that the points he raised can be addressed by your officers?

The Leader explained that his answer to Mr D. Rose's question also applied in his response to Ms E. Morris's question.

A supplementary question was raised concerning the approach that would be adopted by the Council's Planning Department to ensure that a fair approach was adopted to scoring when identifying sites suitable for development in the Borough.

The Leader's response emphasised that he had no concerns regarding the approach that would be adopted by the Council's Planning Department. He also suggested that he had already addressed this question in his previous response.

c) Planning Policy Documents – Funding

Mr I. McQuaid asked the following question:

What Council grants, allowances or funds are available to assist your residents in paying for external advice on planning policy documents?

The Leader replied as follows:

Unfortunately there is no grant. Residents could turn to an organisation called Planning Aid, though there is no guarantee that assistance will be provided.

A supplementary question was raised concerning the use of residents' personal finances to fund responses to draft copies of the BORLP4 and the extent to which the Leader believed that this expenditure was justifiable.

The Leader responded to this question by referring back to the answers that he had already provided to these questions.

32. QUESTIONS ON NOTICE

The Leader responded to two questions submitted in accordance with Procedure Rule 9.2 from Councillors Tom Baker-Price and Juliet Brunner as detailed below.

a) Economic Productivity

Councillor Tom Baker-Price asked the following question.

Following the recent statistics showing unemployment in the Borough is at the lowest level in a decade, can the Leader explain to the Council how Redditch's economic policy written in 2007 is able to meet the current economic challenge of improving economic productivity?

The Leader replied as follows:

I would like to thank Councillor Baker-Price for his question.

Firstly it is worth acknowledging that in June 2015 unemployment in Redditch (as measured by the number of residents claiming Job Seekers Allowance - JSA) stood at 769 people, or 1.4% of the resident population. It is pleasing to note that this rate is well below the West Midlands rate of 2.2% and the national rate of 1.7%.

However I would also add that some of those in employment may be in part time jobs, zero hours contracts, low paid jobs or minimum wage jobs.

The Council does have a published Economic Development Strategy which covers the period 2009-2018 and was approved in July 2009. It is worth reflecting that the number of residents claiming JSA for Redditch in August 2008 (as published in the Strategy) stood at 1,230, so we have seen nearly a 40% reduction in the number of Redditch residents claiming JSA over the last seven years.

Clearly, we want to see a further reduction in the unemployment rate in Redditch, but we are on an upward curve and making positive progress. We also want to see well paid secure skilled jobs in Redditch.

The economic environment has changed significantly since 2008, as we have moved through a major economic recession into a period of recovery.

The economic development environment has also changed significantly. When the strategy was originally published we were required to work with Regional Development Agencies, Regional Assemblies and Regional Spatial Strategies - they are now all gone.

The agenda has changed and the Council is actively working with the two Local Enterprise Partnerships (LEPs) - it is a member of both the Worcestershire LEP and the Greater Birmingham and Solihull LEP (GBSLEP). The Council is also engaged in the discussions around the emerging Combined Authorities.

The economic conditions are changing and we are seeing a renewed appetite for investment in the manufacturing sector, a sector which is vital for Redditch and supports 8,500 jobs, that's nearly 24% of the total employment for Redditch. The manufacturing sector is becoming more efficient and productive and Redditch is well placed to capitalise on further growth in high value sectors such as automotive, aerospace and engineering.

The future development of sites, such as “The Redditch Eastern Gateway”, have the potential to support new inward investment into the area and provide high value employment opportunities for our residents. A recent report estimated that the development of the Redditch Eastern Gateway will create up to 1,200 new net jobs for Redditch as well as adding a net figure of at least £100m per annum of Gross Value Added (GVA) to the local economy, which will help to address the challenge outlined by Councillor Baker-Price around economic productivity.

The Council will continue to work with its partners to ensure that local businesses continue to invest in and support our local workforce and to invest in apprenticeships. On this front, it is particularly pleasing that a Redditch apprenticeships employer event, supported by the Council, recently attracted over 30 small/medium businesses and the outcome was that 40 new apprenticeship opportunities were generated. The Council is committed to supporting young people into apprenticeship opportunities and wants to retain as much local talent and skills within Redditch as possible.

Taking into account the passage of time since the current Economic Development Strategy was published and the changing economic circumstances we find ourselves in, the Council is currently refreshing its set of economic priorities and plans to ensure that it reflects current opportunities and challenges. I have sought the input of local partners and businesses into this process through the Economic Development Theme Group, a partnership of members and people from the business, voluntary and education sectors, and we have agreed themes of Skills, Enterprise, Vibrant and Confident.

A report will come to the Executive Committee in September and this will set out the new economic themes and priorities and our future plan of activity.

A supplementary question was subsequently raised by Councillor Baker-Price asking the Leader to inform the Council of any barriers to economic productivity that he was aware of which could have a negative impact on the living standards of Redditch residents.

The Leader replied by explaining that the Council was not complacent and recognised that there would always be the need to explore additional opportunities to enhance economic productivity. The Council would continue to work with partners to attract new companies and employers to the Borough and

to work with partner organisations to achieve the best for Redditch.

b) Combined Authorities

Councillor Juliet Brunner asked the following question:

Does the Leader agree with me that a combined authority should provide a better service for its residents than the sum of its parts - and that the services provided to each entity within any new combined local authority should be better than prior to amalgamation, or combining and in answering can the leader confirm that, in accordance with local authority statutes, all meetings concerning external matters - specifically, combined authority discussions - are minuted how many such meetings has the leader had where issues to do with any combined authority, or local authority amalgamation, have been an agenda item, can he summarise the discussions and will he confirm that he will be attending all future meetings?

The Leader replied as follows:

I'd like to thank Councillor Brunner for her question.

In answering however I have to say I am disappointed that Councillor Brunner felt the need to ask the question, given that I asked for a report to be brought to the last meeting of the Executive Committee which outlined the current position with regard to Combined Authority discussions. I would also like to point out that I didn't really need to bring the report to the Executive Committee but I wanted to ensure the Executive Committee, and ultimately the Council, were fully aware of discussions. Furthermore Councillor Brunner took part in those discussions and voted in favour of the proposed delegated authority.

I'd also like to quote from the draft minutes of the Executive:

"Members agreed that it was in the best interests of the town for the Council to have a presence at the discussions, in order to be able to ask questions and ascertain what was on offer for Redditch. It was agreed that the Chief Executive would email Members every couple of weeks to provide them with an update as to the position and any key discussions which had taken place."

I am sure that the Chief Executive as promised will e-mail Members with an update as to on-going discussions.

Turning to the first part of Councillor Brunner's question, I think that Councillor Brunner may be confused as to what a

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Combined Authority is or could be. In answering I will simply repeat what I stated at the Executive Committee; that I want what is best for Redditch and we won't know what is on offer unless we join in the discussions, so the simple answer is yes.

In terms of the second part of the question again I think Councillor Brunner may be confused about statutes – she may want to clarify what local authority statutes she is referring to – I am assuming that she is referring to outside bodies. If this is the case they are not bound by local authority statutes but by their own rules and regulations. The only ones I believe that are considered to be outside bodies are the GBSLEP, the GBSLEP Supervisory Board and the Worcestershire LEP. As Councillor Brunner knows the Council is represented by Councillor Campion on the GBSLEP and Councillor Sherrey on Worcestershire LEP but I would reiterate that no decisions are taken there with regard to a combined authority. I sit on the GBSLEP Supervisory Board and have attended the meetings where Combined Authorities have been discussed. A summary of those discussions were contained in the report to the Executive Committee less than a couple of weeks ago. Agenda for the GBSLEP are on the GBSLEP website and minutes of Worcestershire LEP Board meetings are on the Worcestershire LEP website.

As previously stated earlier the Chief Executive has been asked to provide an update with regard to Combined Authority discussions.

Other meetings that will cover the Combined Authority discussions will be Worcestershire Leaders' Board, GBSLEP Leaders' Board, a leaders and officers group from the proposed West Midlands Combined Authority area and the northern alliance meeting (Redditch, Bromsgrove and Wyre Forest Leaders and Chief Executives). I can confirm that, barring unforeseen circumstances, I should be attending those meetings; if I cannot then I can send a substitute).

Following the Leader's response clarification was requested concerning the requirements the combined authority to be reported to the Executive Committee. The Chief Executive explained that delegated powers had already existed to enable him and the Leader to meet with partner organisations to discuss the Combined Authority concept further. However, to ensure that the process was transparent a decision had been taken for a report to be presented on this subject at the 14th July 2015 meeting of the Executive Committee.

A supplementary question was subsequently proposed by Councillor Brunner in respect of the date when the Chief

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Executive's first update report would be made available for Members' consideration.

The Chief Executive explained that he had been on leave when the latest meeting to discuss the Combined Authority had taken place. The Deputy Chief Executive had attended in his absence and would be providing him with a summary of the outcomes of this meeting. It was anticipated that an update on the outcomes of this meeting would be provided for Members' consideration by the end of July. Members were also asked to note that this was a fast moving agenda and this would be reflected in the updates that would be provided.

33. MOTIONS ON NOTICE

No motions had been submitted.

34. EXECUTIVE COMMITTEE

Members considered the minutes of the meeting of the Executive Committee held on 14th July 2015.

Review of the Operation of Leisure Services

Council discussed the Review of the Operation of Leisure Services. A number of points were raised during consideration of this item including:

- The use of balances to offset the savings identified in the budget for 2015-16 and the impact of this on the Council's overall budget.
- The content of the Options Appraisal and the information that had been provided in this document about the length of time it would take to implement any changes.
- The length of time that had been taken to review leisure services to date.
- The role of the Abbey Stadium Task Group in proposing that the Council investigate the potential for a trust to manage the Council's leisure services.
- The benefits for residents of making an informed decision about the future operation of leisure services.
- The need to undertake a balanced assessment of both the financial savings that could be secured as well as the best way to ensure quality services for the customer.
- The potential for further financial savings to be secured through service transformation.
- The option for Overview and Scrutiny to undertake a more detailed investigation of this subject and to make suggestions regarding the future operation of leisure services.

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RESOLVED that

the minutes of the meeting of the Executive Committee held on 14th July 2015 be received and adopted.

35. REGULATORY COMMITTEES

The Council received the minutes from meetings of the Audit, Governance and Standards and the Planning Committees.

RESOLVED that

- 1) the minutes of the meetings of the Planning Committee held on 10th June 2015 and 8th July 2015 be received and adopted; and**
- 2) the minutes of the meeting of the Audit, Governance and Standards Committee held on 2nd July 2015 be received and adopted.**

36. REVIEW OF THE CONSTITUTION

Council considered a report outlining updates that had been proposed to the Council's constitution.

RESOLVED that

- 1) that the Council's constitution as presented be approved with the following changes;**
- 2) that the Petitions scheme be removed from the constitution, the ability to present petitions at Council and Executive Committee meetings being retained and the petitions protocol be agreed; and**
- 3) that the Council procedure rules be amended to remove references to two-thirds majority votes.**

37. MEMBERSHIP OF LICENSING SUB-COMMITTEES

RESOLVED that the following changes be made to the membership from the Conservative Group on the Licensing Sub-Committees:

- 1) Premises (Sub-Committee A) – Councillors Tom Baker-Price and Antonia Pulsford with Councillor Gay Hopkins as substitute.**
- 2) Taxis (Sub-Committee B) – Councillors Anita Clayton and Roger Bennett with Councillor Gay Hopkins as substitute.**

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38. URGENT BUSINESS - RECORD OF DECISIONS

There were no urgent decisions to note.

39. URGENT BUSINESS - GENERAL (IF ANY)

There were no separate items of urgent business to consider at this meeting.

The Meeting commenced at 7.00 pm
and closed at 7.54 pm

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30. EQUAL OPPORTUNITY POLICY

RECOMMENDED that

the Equal Opportunity Policy, as appended to the report, be approved and adopted.

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EQUAL OPPORTUNITY POLICY

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

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

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

- 3.2 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

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- foster good relations between people who share a protected characteristic and those who do not
- 3.3 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.
- 3.4 Union representatives have been consulted on the Policy and amendments have been made as a result.
- 3.5 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

- 3.6 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 employees working for the Council 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

- 3.7 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.
- 3.8 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 incorporates a specific Disability Policy, providing

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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. The Policy also refers to the relevant exceptions and requirements relating to age. To ensure clarity, the Policy features an appendix regarding the Equality Act 2010 and provisions relating to Local Authority Members.

4. RISK MANAGEMENT

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 staff working for the Council 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>

Elected Members (Councillors) are explicitly covered in the Equality Act 2010- see APPENDIX TWO.

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 in relation to the provision of goods, facilities & services. There are permitted exceptions relating to age and employment, including different scales of the National Minimum Wage and differential pay for apprentices. There are also additional health and safety requirements for young workers; those under 18 may not work more than 8 hours a day or 40 hours a week.
- (2) see APPENDIX 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.

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 working for 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.

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APPENDIX TWO**Extract from the Equality 2010; Part 5 Work; 58. Local authority members****Official business of members**

- (1) A local authority must not discriminate against a member of the authority in relation to the member's carrying out of official business—
- (a) in the way the authority affords the member access, or by not affording the member access, to opportunities for training or for receiving any other facility;
 - (b) by subjecting the member to any other detriment.
- (2) A local authority must not, in relation to a member's carrying out of official business, harass the member.
- (3) A local authority must not victimise a member of the authority in relation to the member's carrying out of official business—
- (a) in the way the authority affords the member access, or by not affording the member access, to opportunities for training or for receiving any other facility;
 - (b) by subjecting the member to any other detriment.
- (4) A member of a local authority is not subjected to a detriment for the purposes of subsection (1)(b) or (3)(b) only because the member is—
- (a) not appointed or elected to an office of the authority,
 - (b) not appointed or elected to, or to an office of, a committee or subcommittee of the authority, or
 - (c) not appointed or nominated in exercise of an appointment power of the authority.
- (5) In subsection (4)(c), an appointment power of a local authority is a power of the authority, or of a group of bodies including the authority, to make—
- (a) appointments to a body;
 - (b) nominations for appointment to a body.
- (6) A duty to make reasonable adjustments applies to a local authority.

APPENDIX THREE

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 FOUR**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
8. Agency Worker Regulations 2010
9. The Working Time Regulations 1998

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31. STREET NAMING AND NUMBERING - CHARGES**RECOMMENDED that**

- 1) Sections 64 and 65 of the Town Improvement Clauses Act 1847 and Sections 17, 18 and 19 of the Public Health Act 1925 be adopted by the Council;**
- 2) charging for the discretionary element of Street Naming and Numbering be introduced from April 2016 and the fees set out at Appendix 1 to the report be adopted; and**
- 3) authority be delegated to the Head of Transformation and Organisational Development to make the necessary amendments to the Street Naming and Numbering Policy resulting from the decisions at 1) and 2) above.**

EXECUTIVE8th September 2015**CHARGING FOR STREET NAMING AND NUMBERING DISCRETIONARY SERVICES**

Relevant Portfolio Holder	Cllr J Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole, Head of Transformation & OD
Wards Affected	All
Ward Councillor Consulted	No
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Council discharges statutory functions relating to street naming and numbering and has the power to charge for those parts of the service that are not statutory duties. This report proposes the introduction of charges for providing these discretionary aspects of the service.
- 1.2 If agreed, the Council's Policy in relation to Street Naming and Numbering will need to be amended to include reference to these charges. The report recommends delegation to officers to implement the necessary changes to the policy.

2. RECOMMENDATIONS

The Executive is requested to **RECOMMEND**:

- 2.1 That Sections 64 and 65 of the Town Improvement Clauses Act 1847 and Sections 17, 18 and 19 of the Public Health Act 1925 be adopted by the Council;
- 2.2 That charging for the discretionary element of Street Naming and Numbering be introduced from April 2016, and that the fees set out at Appendix 1 be adopted;
- 2.3 That authority is delegated to the Head of Transformation and Organisational Development to make the necessary amendments to the Street Naming and Numbering Policy resulting from the decision at 2.1 and 2.2.

EXECUTIVE8th September 2015**3. KEY ISSUES****Financial Implications**

- 3.1 The income generated by charging for these services will be used to cover the cost of providing the street naming and numbering post within I.T. Services. The total cost is £27,000 which will be shared equally between Bromsgrove and Redditch Councils .
- 3.2 The charges proposed within this document are in line with neighbouring authorities such as Wyre Forest, Birmingham, Cheltenham and Cotswold.
- 3.3 An estimated income of £15,000 per year for Redditch is expected, based on the projected development of approximately 484 residential premises per year, over the next 5 years.
- 3.4 Adjustment to the charges may be required on an on-going basis to ensure that they comply with the costs recovery requirement and charges will be reviewed annually as part of the setting of corporate fees and charges during the Council's budget setting process.
- 3.5 The proposed charges are set out at Appendix 1. The charges will be paid by developers and house builders rather than being met by individual residents.

Legal Implications

- 3.6 The legislation under which naming and numbering can be carried out is:
 - Section 21 Public Health Acts Amenity Act 1907 (alteration of street name)
 - Sections 17 – 19 Public Health Act 1925 (the 1925 Act)(naming of streets and alteration and indication of street names)
 - Town Improvement Clauses Act 1847 (TICA) (street naming provisions)
 - Sections 64 and 65 Town Improvement Clauses Act 1847(street numbering provisions)
- 3.7 The Council must formally adopt the legislation it intends to use for street naming and street numbering. However, it has not been possible to pinpoint the adoption by the Council (or any of its predecessor bodies) of the relevant Acts. Accordingly, it is proposed as part of the process for introducing charges for the discretionary services the adoption of the relevant legislation be confirmed by the Council.

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- 3.8 The table below sets out the different provisions that it is proposed to adopt and which part of the process they enable the Council to undertake:

Section 17 Public Health Act 1925	Power to name streets
Section 18 Public Health Act 1925	Power to alter street names
Section 19 Public Health Act 1925	Power to identify street/attach nameplates including attaching to buildings plus introduces penalties for damage to street signs
Sections 64 and 65 Towns Improvement Clauses Act 1847	Power to name streets and identify buildings (property numbers); power to identify street and erect street nameplates; penalties for unapproved numbering/naming and damage to street signs.

- 3.9 The Power to charge for the provision of discretionary services is contained in s93 of the Local Government Act 2003. An authority may charge where the party receiving the service has agreed to its provision and the charge must not exceed the cost of providing the service.
- 3.10 The Council has a duty to see that street names are conspicuously indicated in or near a street. The Act states that the initiative may come from a developer, who will provide the initial nameplates for new developments. Once new road names have been established, it is the Council's responsibility to produce the numbering scheme for a new development.

Service / Operational Implications

- 3.11 Agreement to the proposal to charge for the discretionary parts of the street naming and numbering service will assist in securing staff positions going forward.
- 3.12 There will be a requirement to manage the invoicing process, which will be managed by ICT and Finance.

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- 3.13 The Planning department will notify Developers of the proposed charges.

Customer / Equalities and Diversity Implications

- 3.14 The service will continue to be provided as currently. Local residents should not be affected; the charges that are being introduced will be paid by developers and house builders.

4. RISK MANAGEMENT

- 4.1 Failure to adopt and introduce will increase the risk of redundancy to ICT staff if the service is unable to recover its costs from customers where it is permitted to do so.

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5. APPENDICES

Appendix 1

Street Naming and Numbering

Proposed Schedule of Fees

New Properties	Charge
Naming a new street	£244
Naming and numbering new premises.	£121 + £24 for each additional adjoining premise.
Confirmation of address to solicitors/conveyancers/occupiers or owners	£24
Additional charge where this includes naming of a building (e.g. block of flats)	£61

Calculation of expected income

Properties	484
Approx Properties per street	50
Number of streets	10
Cost per road	£244
1st property/street	£121
Cost for other properties	£24
New properties:	£11,616
New streets	£2,440
1st property/street	£939
Total	£14,995

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6. **BACKGROUND PAPERS**

None

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33. VOLUNTARY AND COMMUNITY SECTOR GRANTS PROGRAMME**RECOMMENDED that**

- 1) the themes and percentages of funding be allocated for the 2016/17 voluntary and community sector grants process as set out in Appendix 1 to the report;**
- 2) the scoring matrix and Grants Policy be updated as set out in Appendices 2 (subject to a satisfactory trial of the scoring matrix at the next Grants Panel meeting) and 3 to the report; and**
- 3) any underspend in the grants at the end of the year be put back into balances.**

**EXECUTIVE
COMMITTEE**

8th September 2015

VOLUNTARY & COMMUNITY SECTOR GRANTS PROGRAMME 2016/17

Relevant Portfolio Holder	Councillor Bill Hartnett, Community Leadership & Partnership inc. Voluntary Sector
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Head of Community Services
Wards Affected	All
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 2016/17. See Appendix 1. The theme titles are aligned with the Council's strategic purposes.
- 1.2 In addition the report recommends changes to update & improve the scoring matrix and Grants Policy - See Appendices 2 and 3. The Executive Committee is also asked to consider in advance how it will deal with any underspend in the grant at the end of the financial year.

2. RECOMMENDATIONS

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

- 1) **the themes and percentages of funding be allocated for the 2016/17 voluntary and community sector grants process as set out in Appendix 1;**
- 2) **the scoring matrix and Grants Policy be updated as set out in Appendices 2 and 3; and**
- 3) **any underspend in the grants at the end of the year be put back into balances.**

3. KEY ISSUES**Financial Implications**

- 3.1 The current budget for Grants for 2015/16 is agreed at £241K, it is anticipated in this report that this will be agreed for 2016/17.

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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 2015/16 grants programme aligned to the strategic purposes see Appendix 3.
- 3.3 The Grant Programme includes the Stronger Communities grants which enable over 20 small groups to deliver a wide variety of projects. Examples of projects funded to date for 2015/16 include:
- Work with 20 Redditch young mums;
 - Educational day trip;
 - Freedom Domestic Violence programme;
 - Weekend junior fishing;
 - Older Peoples' Choir;
 - Support and improve wellbeing of carers; and
 - Community Smoothie Bike.

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 Voluntary Sector Task Group report of 2014, the scoring matrix was updated for 2015/16. The Grants Panel at its meeting on 23rd June 2015 recommended a further update as follows as attached at Appendix 2.

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3.8 The Grants Panel further requested a review of the Council's Grants Policy to reflect recent learning from the existing process. A copy of the proposed policy showing the proposed amendments is attached as Appendix 3. The key changes are as follows:

- Encouragement of joint/partnership bids (5.4 of the Policy);
- Restrictions on number of applications (5.5 and 5.6 of the Policy);
- Not funding structural purchases (6.6 of the Policy);
- A process to deal with organisations which scored the same (9.8 of the Policy).

3.9 The themes and proposed split of funding for the 2016/17 Grants programme have been updated to reflect the Council's Strategic Purposes and customer demand as follows:

Strategic Purpose	Funding allocation 2014/15	Funding allocation 2015/16
Help me to be financially independent	£95,000	£85,000
Help me to live my life independently	£53,000	£65,000
Provide good things for me to do, see and visit	£9,000	£6,000
Keep my place safe and looking good	£15,000	£15,000
Help me run a successful business	£50,000	£50,000
Stronger Communities Grant Programme - 3 rounds per year	£15,000	£16,000

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

3.10 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 Overview and Scrutiny recommendation that sufficient time is given to enable Voluntary & Community Sector organisations to plan constructively for the year ahead. See Appendix 5 for timescales.

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- 3.11 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.
- 3.12 By working closely with BARN & local VCS organisations on delivering our long term training & 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**
 - **Encourage partnership working within the Boroughs VCS**
 - **Social Media workshops**
 - **Event to raise awareness of local VCS organisations**

Customer / Equalities and Diversity Implications

- 3.13 The 2015/16 grants programme has supported 12 projects under the main grant fund with 21 projects/events being funded in the first two rounds via the Stronger Communities fund.
- 3.14 The 2015/16 Grants Programme received 20 applications from organisations, with the programme seeing 3 new organisations applying to the programme who had not applied to this fund previously.

4. RISK MANAGEMENT

- 4.1 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.
- 4.2 The proposed changes to the Grants Policy (referred to in 3.8) alleviate the risk to the Council from any organisations receiving funding and then subsequently closes. It also encourages organisations to be not solely reliable on this grant funding.

5. APPENDICES

Appendix 1 - Themes and funding split
Appendix 2 - Scoring Matrix Template

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Appendix 3 - Grants Policy
Appendix 4 - Overview of aligning to strategic purposes
Appendix 5 - Timetable - Main Grants Programme and Stronger
Communities Grants

6. BACKGROUND PAPERS

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

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Appendix 1

Help me to be financially independent

**Recommended funding = £85K for the Delivery of Projects under the
“Financially Independent” banner**

**75K - Investing Grant -
Key Project Support Area - Financial/debt support and problem solving
advice with outcomes that:**

- Promote and raise 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;
- Provide advice that is ‘consistent with a rights-based approach’, i.e. by providing full information of all the options available;
- Provide Face to Face appointments
- Pulling in support from other agencies where necessary;
- Work closely with departments within the local Council;
- Empower and up-skill residents to learn and access support via the Internet.

**10K - Investing Grant
Key Project Support Area - Maximum grant of £5K for delivery of a financial
independence prevention project aimed at children and young people with
outcomes that:**

- Deliver innovative workshops to deliver to children and young people around managing finances;
- Provide budgeting lifeskills for young people;
- Highlight the long term impact of career choices/poor budgeting/debt;
- Encourages a long term ethos of saving.

Help me to live my life independently

Recommended funding = £65K for the delivery of projects under the “independent living” banner

35K Investing Grants - Maximum grant of 35K. For delivery of projects that support:

- 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.

30K Investing Grants - Maximum grant of 6K for each project submitted. For delivery of projects that support:

- Residents with low/medium level mental health/wellbeing issues;
- Learning & Personal Development projects for those on low incomes;
- Intergenerational/Cross cultural projects;
- Local Community Clubs - e.g. Older People, Cultural, disabilities etc.;
- Supporting local residents back into work;
- Employment support;
- Digital inclusion;
- Projects that support Health & Fitness;
- Dementia/Alzheimer's support projects;
- Training opportunities for Volunteers;
- Prevention and/or tackling alcohol & drug issues;

Provide me with good things to do, see and visit

Recommended funding = £6K for the delivery of projects under things to do, see and visit in the Borough

6K Investing Grants - Maximum bids for each project submitted of 3K. For delivery of projects that support:

- Support for Community improvement projects;
- Support for Families with additional needs to participate in local activities;
- 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

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 5K.
For delivery of projects that support:**

- Domestic abuse projects;
- Projects that support offenders;
- Projects that support environmental issues;
- Projects that support Community engagement;
- Projects that support Anti-social behaviour reduction;
- Projects that support reduction in Crime.

Help me run a successful voluntary sector business

50K - Investing Grant - Maximum grant of 10K for each project submitted
Key Project Support Area - For delivery of on-going support (core funding) for local services to include outcomes that:

- Provide services that support the Council's Strategic Purposes;
- Provide services that support local disadvantaged residents;
- Offer local volunteering opportunities;
- Work closely with partner/counterpart organisations;
- Deliver services that reflect the needs of residents;
- Provide training/up skilling opportunities for Staff & Volunteers.

Stronger Communities**Community Grant Fund - Total £16K****For the delivery of local grassroots community projects/events**

£16K 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 and participation projects.
- Three Rounds at £5,000 per round for community grants in 2016/17.
- Community groups invited to bid for up to £500 for delivery of local projects/events.

Appendix 2

Scoring Matrix

Redditch Borough Council Grant programme 2016/17					
Theme					
Organisation name & address					
Project name and address					
Funding Requested					
Brief outline					
Why:					
What:					
Where:					
When:					
How:					
Finance plan^{1*}					
Outcomes					
Project plan					
Section 1: Background to the project		A(0)	B(1)	C(3)	D(5)
Organisation.....					
1	... has clearly set out its aims and aspirations <i>of the project and has evidenced the demand for the project</i> .				
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.				
		Section Score (/15)			
Section 2: Project Planning		A(0)	B(2)	C(4)	D(6)
The Project.....					
4	... has a clear and robust financial outline.				
5	... addresses the needs of people suffering social or economic disadvantage <i>within the borough²</i> .				
6	... gives clear details on how the project will be structured, co-ordinated and promoted. Is based within the Borough.				
		Section Score (/16)			

Section 3: Added Value of the Project The Project & Organisation		A(0)	B(3)	C(5)	D(7)
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 ³ .				
10	... 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)

Matrix Scoring	/59
Additional Comments	
Recommendations	

- Poor
- Average
- Good
- Excellent

FootNotes

- 1 * (if there is more than 6 months funding in reserves the application will not normally be considered - see 5.1 (e) of Grants Policy.

- 2 A - No community benefit.
 B - General community benefit.
 C - General community benefit and targets those with social or economic disadvantage.

- 3 A - Nofunding sources or strategies for continuation identified.
 B - A one off activity/project or clear plans in place.
 C - Future funding already applied for or secured or is to be come self funding.

VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

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1. Introduction

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 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.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4 This policy is written in conjunction with the “Let’s Do It Smarter – Worcestershire Compact: Funding and Procurement Code of Good Practice”. The Compact is a commitment to improve relationships between public and voluntary and community sector organisations, with a mutual objective of ‘delivering high quality, good value services and support to the local community’.

2. Scope

- 2.1 This policy applies only to the allocation of grants to voluntary and community sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 This policy applies to all grant funding from Redditch Borough Council to voluntary and community sector organisations. This includes grants made available from individual service budgets.

3. Funding Framework

- 3.1 The Council uses the *Investing and Giving* funding framework.
- 3.2 **Investing:** refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding contributions to voluntary and community sector infrastructure support services, or making funding available for training or business development activities within organisations. This element of the funding stream will be aligned to the overall strategy of Redditch Borough Council, thus ensuring a strategic investment in VCS in order to skill up and strengthen front line VCS organisations to deliver value for money services and give a platform for the delivery of projects that

strengthen and support the local communities. Themes and the percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects commencing after the 1st April of the following year. If this element is undersubscribed at the end of the Grant application process the remaining funding will be transferred into the giving element in order to support the Stronger Communities priority.

- 3.3 **Giving:** refers to the Council providing funding to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide. Awarding grants to the VCS is a key opportunity for the Council to reinforce its community leadership role. Small grants to local community groups (a maximum of £500.00 per application) can generate a significant amount of community activity and positive impact. Percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects/events commencing after the 1st April of the following year. The percentage for this element may increase if the funding allocations from the investing element are undersubscribed through the Grant application process. These groups will not need to be formally constituted but will need to have a recognised role within the community they serve.

The giving element will consist of 3 rounds of grant making: with the total percentage of funding allocated to the giving element evenly distributed to each round. Head of Community Services, in consultation with the Grants Panel, to agree the allocation of community grants under the Local Strategic Partnership 'Stronger Communities' theme.

- 3.4 This policy applies to grants made to support the **Investing** and **Giving** elements of the Council's funding framework. For the purposes of this policy, a **grant** is a financial contribution to an activity designed and delivered by a voluntary and community sector organisation which the Council has chosen to support because it is broadly aligned with the Council's own objectives. A grant can be given either to contribute towards organisational costs, or to wholly or partly fund a specific piece of work. A grant is a financial contribution with an expectation of mutually agreed, clearly defined outcomes. These outcomes are specified in a grant funding agreement, and monitoring arrangements are commensurate with the value of grant given.
- 3.5 The giving element is regarded as sums of up to and including £500.00 and the investing element is regarded as sums valued at over £500.00. These limits will affect risk considerations (Section 7), grant assessment criteria (section 9) and monitoring requirements (Section 11).

4. Purpose of Grant Funding

The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.

Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.

The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity. Demonstrating support of Council objectives may include:

- a) linking grant awards to an approved list of Council priorities, (please see Website for the current list of priorities). The Council also reserve the option of including LSP or other priorities as identified by Redditch Borough Council.
- b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim.

5. Which Organisations are eligible to apply for a Grant?

5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:

- a) it is voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
- b) it has a democratic structure and can demonstrate effective management of the organisation's business;
- c) it has a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
- d) it operates in the Borough of Redditch on behalf of Borough residents;
- e) it can demonstrate the need for financial assistance. An organisation will not normally be eligible for grant assistance if it holds reserves in excess of six months' average expenditure, unless the Council is satisfied that this position is justified by the organisation's reserves policy. Reserves are defined as those

assets in the unrestricted funds of an organisation that can be made available for all or any of the organisation's purposes, once known commitments and planned expenditure have been provided for;

- f) it can demonstrate the service it is providing by giving details of its activities and the number of people it is in contact with;
- g) it meets all applicable legal requirements;
- h) it actively promotes equality issues within its structure and operations;
- i) all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.
- j) must reach a minimum score of 29 on the scoring matrix to be recommended for grant funding via the Voluntary & Community Sector Grants Programme.

5.2 The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.

5.3 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.

5.4 The Council encourages joint/partnership applications from more than one voluntary sector organisation.

5.5 An organisation can only submit one application and one further partnership application with another VCS organisation under each strategic purpose. In respect of the Stronger Communities theme this applies to each of the three rounds.

5.6 An organisation cannot submit the same bid across more than one theme.

6. What will and will not be funded by a grant

6.1 Grant aid will only be considered for work that will be undertaken in the Borough of Redditch, and/or will be wholly or principally for the direct benefit of residents of the Borough of Redditch.

- 6.2 Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought, ***this will include consultancy and brokering fees.***
- 6.3 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts.
- 6.4 Full cost recovery will not be considered for any grant awarded for projects under £5,000.
- 6.5 Redditch Borough Council does not part fund Voluntary & Community Sector Grant applications.
- 6.6 Redditch Borough Council does not fund applications for structural purchases.

7. Risk considerations in grant giving

- 7.1 The Council has a duty to ensure that best use is made of its resources. This section considers risk in grant giving related to failure to achieve best use of Council resources. It does not consider risk assessment of, for example, items related to health and safety, which should form part of the grant assessment criteria as outlined in paragraph 9.6.
- 7.2 The Council acknowledges that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended.
- 7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 7.4 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £5,000 will apply to:
- a) organisations that have been in existence for less than one year;
 - b) organisations that do not have audited accounts;
 - c) organisations that are not registered with either the Charity Commission or Companies House, or other appropriate government regulator;
 - d) innovative pieces of work testing a new approach to service delivery.

- 7.5 Assessment of all voluntary and community sector grants made by the Council will look more favourably on applications that:
- a) have a strong evidence base of need;
 - b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
 - c) do not contain high revenue costs that cannot be sustained;
 - d) demonstrate how a lasting benefit will be achieved.
- 7.6 The higher the sum of money applied for, the greater the need for applications to:
- a) be from organisations with a good track record of delivery;
 - b) be from organisations with a range of funding streams;
 - c) meet wider aims and objectives of the Council;
 - d) support delivery of Redditch Sustainable Community Strategy or other appropriate document;
 - e) demonstrate co-operative working relationships with other organisations.
- 7.7 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:
- a) Grants of a total of £500 or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the submission deadline date, with monitoring information required following the project;
 - b) Grants of between £1,000 and £10,000 will normally be paid in two instalments of 50% each. The first instalment will be paid at 6 months and after satisfactory monitoring information has been supplied on the progress of the project. The second instalment at the conclusion of the project and the submission of a satisfactory monitoring report.

- c) Grants in excess of £10,000 will be paid by quarterly instalments in arrears of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.
- d) Grant applications to the Voluntary & Community Grant Programme will not be part funded.

8. Grant Conditions

- 8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.
- 8.2 Monitoring information will be required on all grants, as outlined in Section 11.
- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.
- 8.4 Monitoring will be signed off by Grants Officer before each quarter payment is due, with any concerns being discussed with Chair of Grants Panel or Head of Service.

9. Assessment Process

- 9.1 Themes and the percentage of funding allocated for the 'Investing' and 'Giving' elements will be set prior to November by the executive Committee for projects commencing after the 1st April of the following year.
- 9.2 All opportunities for Voluntary and Community Sector grant funding from Redditch Borough Council will be openly advertised using a minimum of:
 - Notice of the opportunity on the 'Voluntary Sector Support' section of the Redditch Borough Council website;
 - Notice of the opportunity circulated among an appropriate network or infrastructure organisation.
- 9.3 In addition to the minimum requirements outlined in paragraph 9.1, other advertising may be undertaken to promote grant opportunities as openly as possible.
- 9.4 Information provided to grant applicants will include as a minimum:
 - The amount of money that is available in total;

- The minimum and maximum amount of money that is available to each applicant;
- Clear information on the purposes for which funding is offered;
- Clear information on eligibility criteria;
- Details of the full assessment criteria against which applications will be judged;
- A full list of conditions that will apply to the grant, including payment schedules and required monitoring information;
- The deadline by which applications must be submitted;
- The date by which applicants will be informed of the outcome of their application.

Grant application forms will be made available in paper and electronic formats.

9.5 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally assessed.

9.6 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:

- Clear outline of how the purposes for which the grant is made available will be met;
- The outcome(s) that the proposal will achieve;
- The structure and delivery plan that will support the achievement of the stated outcomes;
- The clarity of the proposal's financial outline;
- The organisation's ability to successfully manage finance, evidenced by submission of accounts, bank statements and cash flow forecasts as appropriate;
- The approach to health and safety, duty of care, and other appropriate best practice requirements including safeguarding of

children and vulnerable adults, and the organisation's ability to successfully manage these on the project;

- The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting need within the community. There will be no pre-determined demographic allocation of funds. Some funding opportunities may be restricted to a particular delivery area, e.g. to a specific ward, but only where this is to address a specific identified need.
- 9.8 If two applications have the same score and it is required to determine which is approved the following will be taken into account:
- Score on Section 3 (8);
 - Town wide bids will be favoured;
 - Longer term projects will be favoured to one-off events.
- 9.9 Full cost recovery is the process of sharing an organisation's core costs proportionately between its projects and areas of work. The Council supports the principle of full cost recovery for all grants over £5,000. However, applicants must provide clear explanations and justification for all calculations related to full cost recovery, which will be judged on a case by case basis.
- 9.10 All grant applications will be assessed by the Council's Grants Panel. The Grants Panel will consist of a minimum of five elected Members, with a minimum of three Members required to make decisions regarding grant awards. Conflicts of interest will be recorded, and members with a conflict of interest for a particular grant round will not participate in the assessment of any application in that grant round.
- 9.11 The Grants Panel will receive appropriate training in grant assessment, and will be supported by at least one officer with appropriate knowledge and expertise in the area for which the grant is being offered.
- 9.12 The Grants Panel will report its recommended decisions on grant applications to the Council's Executive Committee for approval.
- 9.13 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application.
- 9.14 Appeals against the process used to award a grant will be dealt with using Redditch Borough Council's complaints procedure. ***The Head of Community Services will handle the initial complaint.*** There is no right of appeal as to the decision itself.

- 9.15 All applications to the Stronger Communities Grants will be assessed by the Grants Panel with the Head of Community Services having final approval of applications to the Stronger Communities Grants.

10. Assessment Timescales

- 10.1 Other opportunities may be made available to apply for grants, for example from individual Council services seeking to deliver a specific objective. In all cases, there will be a minimum of three weeks from announcement of the grants opportunity to the closing date for applications, and a maximum of 12 weeks from the closing date for applications to applicants receiving notification of the outcome. The length of the bidding process will be proportionate to the type and value of the grant.
- 10.2 Approval timescales will be indicated year on year in conjunction with launch & deadline timescales for the current Grants programme. These will apply to projects commencing 1st April of the following year – allowing successful applicants to place the project into their delivery calendar and to apply for match funding grants and giving unsuccessful applicants feedback and enough time to secure funding from alternative channels.

11. Monitoring

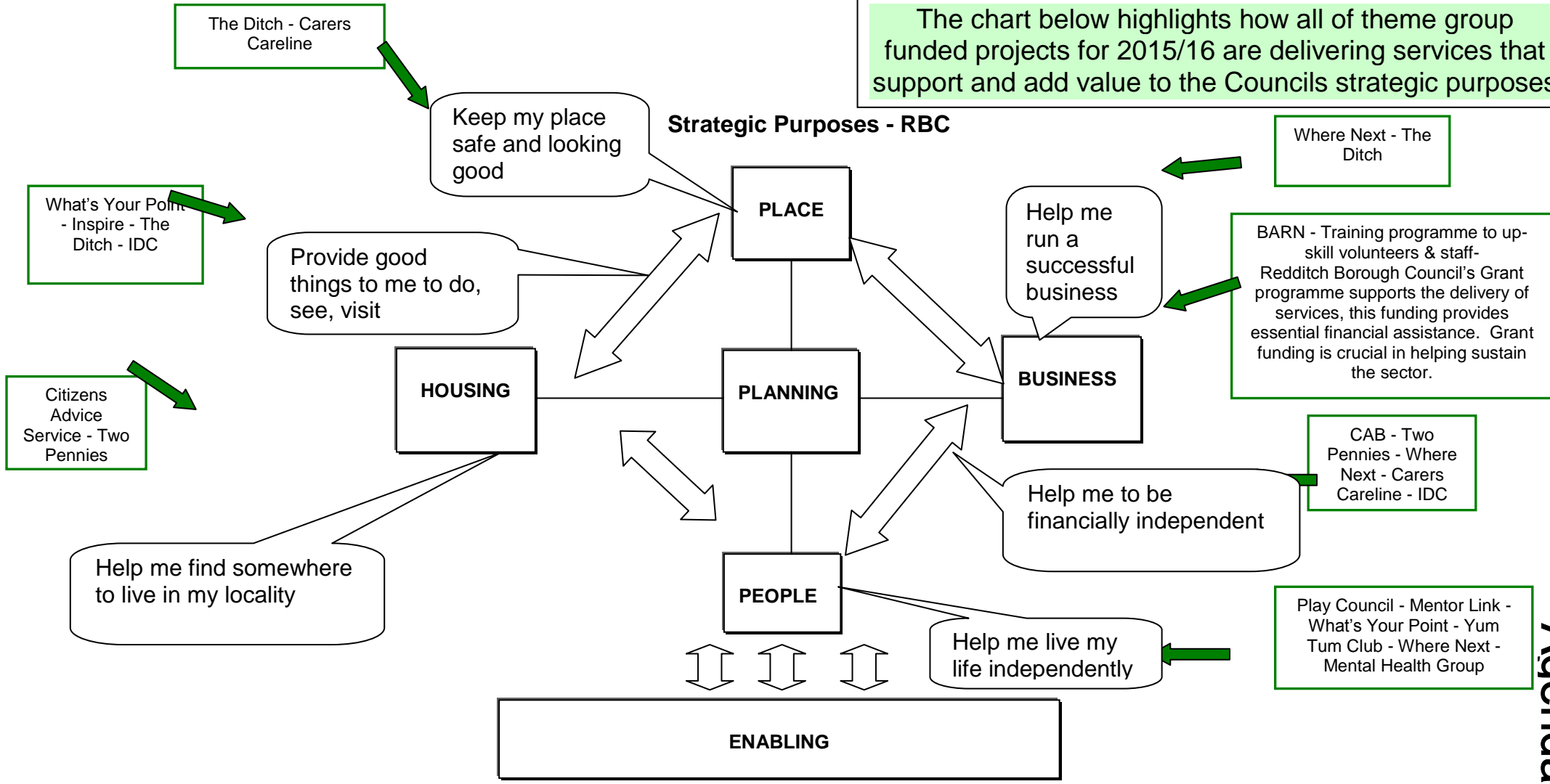
- 11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.
- 11.2 All Grant panel members will be offered a training support package to ensure they are up to date with current trends and policies within the grant giving arena that affect the VCS.
- 11.3 All grant recipients will be required to attend Quarterly monitoring meetings. These will be delivered to gauge the outcomes and effectiveness of the funding is consistent with the Funding application.
- 11.4 A quarterly breakdown of the funding expenditure is submitted to the Grants team for review.
- 11.5 Receipts and other monitoring information may be requested to be submitted to the Council as proof of spend within six months of the grant being received by the organisation (till slips, credit card vouchers, photocopied or altered receipts will not be accepted).
- 11.6 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

12. Collaborative Working

- 12.1 The Council recognises the potential benefits of working collaboratively with other funders. The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.
- 12.2 Working with Economic Development the Grants Officer will work with the Local VCS to highlight and advertise all tendering and procurement opportunities available to the Sector.
- 12.3 The Grants Officer will engage with the VCS to initiate partnership working with the Sector itself.
- 12.4 To enable the collaborative working to take place with both external funders and our local VCS organisations/groups, it will be agreed on a year on year basis for a fund of £2000.00 to be allocated from the grants fund for the Grants team to enable delivery of:
- Workshops, Networking and promotional events
 - Advertising and communication support
 - Newsletters: and
 - Support packages

Appendix 4 - Redditch Borough Councils Voluntary & Community Grants Programme – 2015/16

The chart below highlights how all of theme group funded projects for 2015/16 are delivering services that support and add value to the Councils strategic purposes



Appendix 5

Diary Dates for Redditch Borough Councils Grants Programme	Timescale
Launch	Monday 28th September 2015
1st Round Application deadline	4pm Friday 13th November 2015
Application Summaries	November 2015
Initial screening	As applications are submitted
Grants Panel Scoring	November 2015
Executive Final Approval	12th January 2016
Approved grants awarded	April 2016
Assessment of applications	Within 28 working days of deadline
Initial Successful and unsuccessful applicants informed	Within 28 working days of deadline

Diary Dates for Stronger Community Grant programme	Timescale
Launch - 1st Round	Monday 11th January 2016
1st Round Application deadline	4pm Friday 5th February 2016
Launch - 2nd Round	Monday 9th May 2016
2nd Round Application deadline	4pm Friday 3th June 2016
Launch - 3rd Round	Monday 8th August 2016
3rd Round Application deadline	4pm Friday 9th September 2016
Assessment of applications	Within 14 working days of deadline
Successful and unsuccessful applicants informed	Within 21 working days of deadline

COUNCIL

21st September 2015

**34. STRATFORD ON AVON CORE STRATEGY PROPOSED
MODIFICATIONS - RESPONSE**

RECOMMENDED that

**the Council's response to Stratford-on-Avon's Core Strategy
Proposed Modifications, as detailed at Appendix 1 to the report, be
endorsed.**

**EXECUTIVE
COMMITTEE**Date 8th September 2015**RESPONSE TO STRATFORD-ON-AVON DISTRICT COUNCIL CORE STRATEGY
PROPOSED MODIFICATIONS**

Relevant Portfolio Holder	Councillor Greg Chance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	All wards
Ward Councillor(s) Consulted	Yes
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

This report has been prepared to request that the Council approve the response prepared to Stratford-on-Avon's 'Core Strategy Proposed Modifications in response to the Inspector's Interim Conclusions' consultation opportunity.

2. RECOMMENDATIONS**2.1 The Executive Committee is asked to **RECOMMEND****

That the Council's response (Appendix 1) prepared to Stratford-on-Avon's Core Strategy Proposed Modifications consultation is endorsed.

3. KEY ISSUES**Financial Implications****3.1 No financial implications.****Legal Implications****3.2 No legal implications.****Service / Operational Implications****3.3 Stratford-on-Avon District Council has been preparing their Core Strategy since 2007. Their Core Strategy will guide development and change in the District up to 2031. It will determine where new homes are built, where new jobs are created and how people can travel to get to the things they need. The Strategy will present a vision of how the District will look and function in future years.****3.4 Since 2007 there has been significant progress and a number of consultations on the Core Strategy, with the strategy being submitted to the Secretary of State in September 2014 for consideration. The Examination Hearing sessions took place in January 2015.**

**EXECUTIVE
COMMITTEE**Date 8th September 2015

- 3.5 Stratford-on-Avon Council are currently consulting on the 'Core Strategy Proposed Modifications in response to the Inspectors Interim Conclusions'. The period for submitting Representations to this consultation ends on Friday 25 September 2015.
- 3.6 Following consideration at Planning Advisory Panel, Officers have prepared a response to this consultation which considers the document to be legally compliant and sound. This has been completed on the official representations form. However, paragraph 5.2.3 the Core Strategy states that the level of housing development being put forward is required to balance the number of homes with expected number of jobs. However, the migration of additional people to supply this labour force must surely be imported from elsewhere. The response questions the origin of these future residents and wider implications of this. It may or may not be the case that the skills levels of the Redditch workforce would match the type of jobs that Stratford are proposing in the Core Strategy (such as the expansion of JLR) but this information is not currently provided.

Customer / Equalities and Diversity Implications

- 3.7 The report has been prepared to represent the interests of residents, businesses and stakeholders of Redditch. If neighbouring districts draw in population from Redditch there may be the potential for negative implications on the Borough.

4. RISK MANAGEMENT

- 4.1 There are no risks associated with this report.

5. APPENDICES

Appendix 1 - Core Strategy Proposed Modifications in response to the Inspectors Interim Conclusions – Representation Form

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name: Louise Jones
email: louise.jones@bromsgroveandredditch.gov.uk
Tel.: (01527) 64252 extn: 3221

Core Strategy Proposed Modifications in response to Inspector's Interim Conclusions - Representation Form



**Deadline for submitting representations:
5.00pm on Friday 25 September 2015**

You should use this form for submitting representations as this will assist all parties involved in the Examination process, in particular the Inspector, to understand what case you are making and, where applicable, how you wish the Proposed Modifications to be amended.

Please submit your representation(s) in **ONE** of the following ways:

1. Using the online form that can be downloaded from the Council's website at: www.stratford.gov.uk/corestrategy
2. Returning the Representation Form by email to: planning.policy@stratford-dc.gov.uk
3. Returning the Representation Form by post to: FREEPOST RSLH – ZYKJ – TYAZ, Stratford on Avon DC, PO BOX 5341, Stratford upon Avon, CV37 1LE

Guidance on completing this Form is available at: www.stratford.gov.uk/corestrategy

The Representation Form has two parts:

Part A: Contact Information

- You must provide a contact name and address.
- You do not need to complete Part A more than once but please ensure you state your name and organisation as applicable at the top of each Part B form you submit.
- Please tick whether you wish to be notified of subsequent stages of the Core Strategy.

Part B: Your Representation

- Complete a separate Part B of the Representation Form for each representation you wish to make.
- Please include your name and organisation and the relevant question number on any additional sheets you submit.
- Please refer to the guidance notes on making representations so that they address issues of legal compliance and/or soundness.
- You should cover succinctly all the information, evidence and supporting information necessary to justify your representation and the suggested modifications, as there will not normally be a subsequent opportunity to submit additional material. Further submissions will only be accepted at the request of the Inspector, based on the matters and issues he/she identifies for examination.
- You must sign the declaration at the end of each Part B form you submit.

Please note that when representations are submitted the Inspector only Part B of the form will be published.

PART A: Contact Information**For official use only**

Ref: /

You must provide a contact name and address.
Please complete Part A in BLOCK CAPITALS as appropriate.

	Person/Organisation	Agent (if applicable)
Title	Mrs	
First Name	Emma	
Last Name	Baker	
Job Title	Acting Development Plans Manager	
Organisation	Redditch Borough Council	
Address	Town Hall	
	Walter Stranz Square	
	Redditch	
	Worcestershire	
Postcode	B89 8AH	
Telephone	0152764252 (Extn: 3376)	
Email	Emma.baker@bromsgroveandredditch.gov.uk	

Notification of subsequent stages of the Core Strategy

Please specify if you wish to be notified of the following:

Submission of the Proposed Modifications to the Examination Inspector	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Publication of the recommendations of the Examination Inspector	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Adoption of the Core Strategy	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

How we will use your details

The personal information you provide on this form will be processed in accordance with the requirements of the Data Protection Act 1998. It will be used only for the preparation of local development documents as required by the Planning and Compulsory Purchase Act 2004. Your name, organisation and representations will be made publicly available when displaying and reporting the outcome of this statutory consultation stage, and cannot be treated as confidential. Other details, including your address and signature, will be treated as confidential.

Your details will remain on our database and will be used to inform you of future planning policy matters and procedures. If at any point in time you wish to be removed from the database, or to have your details changed, please contact the Planning Policy team on 01789 260334 or planning.policy@stratford-dc.gov.uk

PART B: Your Representation

Please use a separate form for each representation

For official use only

Ref: /

Duly Made: Yes
No**Name of Person / Organisation (if appropriate) making representation:**

Name:	Mrs Emma Baker
Organisation	Redditch Borough Council

1. To which Proposed Modification to the Submission Core Strategy does this representation relate?

Policy Reference	Policy CS.16 Housing Development
Proposal Reference	
Map Reference	

2. In respect of this Proposed Modification, do you consider it is:

(a) Legally compliant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(b) Compliant with the Duty to Co-operate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(c) Sound?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The considerations in relation to the Core Strategy being compliant or sound are explained in the Guidance Note available at www.stratford.gov.uk/corestrategy.

If you have answered **No** to Question 2(a), please go to Questions 3 and 4.

If you have answered **No** to Question 2(b), please go to Question 5.

If you have answered **No** to Question 2(c), please go to Questions 6, 7 and 8.

Otherwise, please go to Questions 9, 10 and 11.

3. In what way do you consider this Proposed Modification is not legally compliant? Please be as precise as possible.

N/A

Continue on a separate sheet/expand box if necessary

4. What amendment do you consider is necessary to make the Proposed Modification legally compliant? You should explain why this amendment would make the Proposed Modification legally compliant.

It will be helpful if you are able to put forward your suggested amendment to the Proposed Modification. Please be as precise as possible.

N/A

Continue on a separate sheet/expand box if necessary

5. In what way do you consider this Proposed Modification is not compliant with the Duty to Co-operate? Please be as precise as possible.

It should be noted that any non-compliance with the Duty to Co-operate is incapable of being resolved through modification at the Examination.

N/A

Continue on a separate sheet/expand box if necessary

6. In what way do you consider this Proposed Modification is unsound?

- | | | |
|-------|-------------------------------------|--------------------------|
| (i) | Not positively prepared | <input type="checkbox"/> |
| (ii) | Not justified | <input type="checkbox"/> |
| (iii) | Not effective | <input type="checkbox"/> |
| (iv) | Not consistent with national policy | <input type="checkbox"/> |

7. In what way do you consider this Proposed Modification is unsound? Please be as precise as possible.

If you wish to comment on more than one of the four matters of soundness in relation to a Proposed Modification, please complete a separate Part B sheet for each one.

N/A

Continue on a separate sheet/expand box if necessary

8. What amendment do you consider is necessary to make the Proposed Modification sound, having regard to the test you have identified at Question 6?

It will be helpful if you are able to put forward your suggested amendment to the Proposed Modification. Please be as precise as possible.

N/A

Continue on a separate sheet/expand box if necessary

9. In what way do you support the legal compliance or soundness of the Proposed Modifications?

Redditch Borough Council considers the document to be legally compliant and sound. At paragraph 5.2.3 the document states that the level of housing development being put forward is required to balance the number of homes with expected number of jobs. However, the migration of additional people to supply this labour force must surely be imported from elsewhere. Redditch Borough Council would question the origin of these future residents and wider implications of this. It may or may not be the case that the skills levels of the Redditch workforce would match the type of jobs that Stratford are proposing in the Core Strategy (such as the expansion of JLR) but this information is not currently provided.

Continue on a separate sheet/expand box if necessary

10. Does your representation relate to another document associated with the Proposed Modifications, e.g. Sustainability Appraisal? If so, please specify below.

N/A

Continue on a separate sheet/expand box if necessary

11. Do you wish to express an interest to participate in the resumption of the Examination hearings?

Yes, I wish to participate at the oral Examination

No, I do not wish to participate at the oral Examination

If you wish to participate at the oral part of the Examination, please outline why you consider this to be necessary. Please note that the Inspector, not the District Council, will decide who should be invited to speak at the Hearing sessions and also which topics are to be covered at them.

N/A

Continue on a separate sheet/expand box if necessary

Declaration

I understand that all representations submitted will be made available for public inspection and will be identifiable to my name and organisation (if applicable).

Signature:

E Baker

Date: 26.08.15

COUNCIL

21st September 2015

35. FINANCE OUTTURN 2014-15

RECOMMENDED that

The movement in reserves as detailed in Appendix 1 to the report be approved.

EXECUTIVE COMMITTEE

8th September 2015

Financial Outturn Revenue and Capital 2014/2015

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management.
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 final financial position for 2014/15 for both General Fund and Housing Revenue Account.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

- 2.1 That Executive Committee note the financial position on Revenue and Capital for the financial year 2014/15 as detailed in the report and the transfer to balances of £819k to increase the balances level to £1.985m at 31st March 2015.

The Executive Committee is asked to RECOMMEND

- 2.2 The approval in the movement in reserves as detailed in Appendix 1

3. KEY ISSUES

- 3.1 This report provides details of the outturn financial position for 2014/15 across the Council. The aim is to ensure Officers and Members have an accurate statement of the overall financial position of the Council.

Financial Implications

- 3.2 The Council set a balanced budget in February 2014 for the financial year 2014/15. Within the budget savings of £635k were included which were not fully identified. The final position shows that in addition to the unidentified savings of £635k being delivered, a further £103k has been achieved on general services, together with an additional £716k on other funding and financing budgets generating the overall underspend of £819k. The £738k (to include the delivery of the unidentified savings of £635k and the additional £103k) has been delivered across the service areas to include:

EXECUTIVE COMMITTEE8th September 2015

- Managed vacancies within Human Resources using internal cover for posts £75k
- Delivery of training to ensure staff are supported to delivery appropriate standards of services resulted in a reduction in the overall training budget £47k
- Staffing review to redesign service delivery within Revenues and Benefits £130k
- Additional Benefit grant and recovered income on Revenues £190k
- Managed vacancies within Environmental Services £55k
- Increased service income from other Councils together with election accounts being finalised and managed vacancies within Legal and Democratic Services £207k

- 3.3 The £716k has been achieved by a number of issues. These include the prudent level of budget being set in relation to borrowing financing costs and Business Rates together with changes to the payment profile for pension strain payments. The majority of these costs are not finalised until the end of the financial year and therefore are difficult to predict on a quarterly basis. An estimated level of Business Rates levy was set due to the uncertainties around the guidance to Councils on the calculations to be set aside. This was not required and resulted in a £235k saving. There have been changes made to the calculation of the borrowing costs which have generated £83k of savings and the final pension payment to the County Council has been less than originally anticipated due to a restructuring of the payment period for pensions.
- 3.4 The overall saving of £819k has been transferred to balances to increase the level to £1.985m as can be seen in 3.9. This is above the recommended level of £750k as agreed by Council as part of the Medium Term Financial Plan. The summary tables below for Revenue and Capital are followed by individual service area statements that detail the resulting overspend and underspend for each department and service area.

EXECUTIVE COMMITTEE

8th September 2015

**Revenue Budget Summary – Overall Council
Financial Year 2014 /15**

3.5 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

3.5.1

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Business Transformation	1,780	1,628	-152
Community Services	1,581	1,509	-72
Corporate Services	855	816	-38
Customer Access & Financial Support	1,781	1,395	-386
Environmental Services	2,507	2,297	-210
Finance & Resources	864	909	45
Housing Services (GF)	1,064	928	-136
Legal & Democratic Services	821	614	-207
Leisure & Cultural Services	2,483	2,591	108
Planning and Regeneration	662	540	-123
Regulatory Services	398	361	-38
Service Total	14,796	13,588	-1,208
Unidentified Savings	-635	0	635
Grand Total	14,161	13,588	-573
Adjusted for Recharges	-3,962	-3,492	470
	10,199	10,096	-103

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8th September 2015

Funded by:			
Financing	1,647	1,538	-109
CT/NDR/Grant income	-10,211	-10,362	-151
Other	-599	-1,047	-448
Use of Earmarked Reserves	-1,036	-1,044	-8
Transfer to Reserves	0	-819	-819

Financial Commentary:

The successful achievement of the £635k of unidentified savings has been challenging to budget holders this financial year. Officers have ensured that services have been maintained and improved where possible whilst reducing expenditure on non essential items, holding vacancies open and increasing income where possible.

The delivered savings have included:

- Provision of priority training to ensure staff are aware of legislative and statutory responsibilities and therefore saving on the non essential generic training
- Holding manager posts vacant to deliver savings and to mitigate the impact of redundancies
- Previously unforeseen income (eg Pension refunds from Early Help) that reduced the cost of services
- Additional grant income being received (New Burdens)
- Additional Income for bereavement services and Land Searches
- Savings on Election costs

The savings are partially offset by the effect of the shortfalls in income within Leisure Services as detailed at 3.5.16. This is due to a reduction in membership at the gym together with additional business rate and additional staffing costs to provide appropriate levels of cover.

Following the savings being delivered a full review is underway to ensure the reduced cost base is captured for future years reductions in budgets.

Further savings were also achieved in Pension Fund costs (other) and also a budget for a Business Rate Levy that was not required. There are also additional savings on Financing costs due to the current interest rates and a review of the current way of calculating interest.

EXECUTIVE COMMITTEE

8th September 2015

3.5.2

<p>Capital Budget Summary – Overall Council Financial Year 2014 /15</p>
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Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Business Transformation	207	142	-65
Community Services	1,268	492	-776
Customer Access & Financial Support	375	180	-195
Environmental Services	2,900	210	-2,690
Financial Services	46	50	4
Leisure & Cultural Services	387	343	-44
Planning and Regeneration	14	14	0
Regulatory Services	98	2	-96
TOTAL	5,295	1,433	-3,862

Financial Commentary:

The procurement of new vehicles within Environmental services was deferred whilst the new way of working across a locality was being developed and implemented. This ensured that the purchase of vehicles and plant met the needs of the new provision. There has been a reduction in the applications for Disabled Facilities Grants however the Council continues to meet all demand for this service.

EXECUTIVE COMMITTEE

8th September 2015

3.5.3

<p>Business Transformation Financial Year 2014 /15</p>

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Business Transformation	910	862	-48
Corporate Strategy	86	69	-18
Head Of Business Transformation	48	47	-1
Human Resources	582	486	-96
IT Licences Direct Services	154	164	10
TOTAL	1,780	1,628	-152

Financial Commentary:

There were a number of vacancies within the HR department and savings from maternity leave cover which was provided internally.

Additional underspends in HR are attributed to an under spend against the corporate training budget. Essential training has been delivered to staff to ensure services are maintained to an appropriate standard.

The savings within Corporate Strategy are due to the variable nature of the service e.g. translation and interpretation services. It is not possible to know how much demand will be placed on these types of services in advance.

The IT Licence budget includes a number of corporate software licences. The increased number of Finance user licences for the new finance system has increased spend against this budget. The additional licenses will provide enhanced access for budget holders to review their financial position on line in the future to support more effective decision making.

EXECUTIVE COMMITTEE

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3.5.4

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
PSN Refresh / IT and Infrastructure replacement	207	142	-65
Total	207	142	-65
Financial Commentary: ICT replacement programme has been reviewed as part of the PSN project. The PSN project is underway, specific requirements to meet the Public Service Network regulations have been identified. These projects are ongoing and the £65k will be spent in 15/16.			

3.5.5

Community Services Financial Year 2014 /15

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Community Services	1,249	1,111	-138
Control Centre Manager / Lifeline	282	348	66
Manager Care & Repair Total	50	50	0
Total	1,581	1,509	-72
Financial Commentary: Within Community services income was received in relation to Pension costs from Early Help for £93k which was not anticipated at the beginning of the year. Housing licences generated £5k extra income, vehicle costs were lower than anticipated and there were saving on salary costs due to vacancies. There was a shortfall in income for Lifeline following the supporting people funding from County Council being withdrawn.			

EXECUTIVE COMMITTEE

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3.5.6

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Disabled Facilities Grant	818	432	-395
Energy & Efficiency Installs	94	0	-94
HMO Grants	60	3	-57
Home Repairs Assistance	226	47	-178
Housing Needs Assessment	4	0	-4
Housing Computer System	10	0	-10
Small Area Improvements	47	0	-47
Early Help Equipment	10	10	0
Total	1,268	492	-776
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.			

3.5.7

Corporate Services Financial Year 2014 /15

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Corporate Admin / Central Post / Printing	855	816	-38
Total	855	816	-38
Financial Commentary: There has been a saving within the post room due to the changes in the structure and an			

EXECUTIVE COMMITTEE

8th September 2015

additional grant (new burdens) has been received in year which has contributed to the underspend.

3.5.8

**Customer Access & Financial Support
Financial Year 2014 /15**

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Asset & Property Management	1,018	994	-24
Customer Services	539	535	-4
Revenues & Benefits	224	-134	-357
Total	1,781	1,395	-386

Financial Commentary:
 Asset & Property Management underspend is due to additional income received and a saving on SLA's for arrangements with the County Council.
 Revenues & Benefits underspend is made up of a number of elements, including savings achieved through service reviews, staff vacancies and reduced agency costs. Further savings have come about due to reducing the number of managers in the service, shared management with Bromsgrove District Council and the deletion of vacant posts which our transformation activity has evidenced we will no longer need. (all reported at Qtr 3)

3.5.9

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
GF Asbestos	70	26	-44
Public Building	280	154	-126
Energy Management	25	0	-25

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Total	375	180	-195
<p>Financial Commentary: Due to a number of other unforeseen projects it has not been possible to commence work on some of the capital projects planned for properties so far this year. There has also been an unavoidable delay on the catafalque (supporting platform) in the Crematorium. The works are still scheduled and therefore the budget will carry forward into next financial year.</p>			

3.5.10

<p>Environmental Services Financial Year 2014 /15</p>
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Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Bereavement Services	-315	-455	-140
Cleansing	601	556	-45
Climate Change	13	11	-1
Environmental services Management	614	560	-55
Highways & Drainage (inc civil parking)	467	492	26
Landscape & Grounds Maintenance	100	124	24
Manager supplies & Transport	-26	-10	16
Waste Management - Refuse & Recycling	1,005	984	-22
Waste Management Policy	48	35	-13
Total	2,507	2,297	-210

Financial Commentary:

Bereavement Services income is higher than anticipated due to an increase in the number of cremations.

Salary savings from vacant posts account for the majority of the savings in Cleansing, Environmental Services Management and Waste Management.

Civil Parking Enforcement has seen a reduction in anticipated income due to increased compliance. Officers are currently working with Wychavon District Council with regard to the future provision of the service.

EXECUTIVE COMMITTEE

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3.5.11

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Crematorium Enhancement	138	5	-133
Crematorium Extension	11	0	-11
Crossgate Depot Imps 2010	20	0	-20
Estate Enhancements	228	0	-228
Footpath Improvements	13	0	-13
Foxlydiate Crescent Lighting	25	25	0
Improved Parking Scheme	263	102	-161
Land Drainage schemes	55	12	-43
Landscape Improvement Programme	46	33	-13
Recycling Project	25	5	-20
Town Centre Landscape Scheme	429	2	-427
Vehicle replacement programme	1,590	22	-1,568
Woodland Schemes	57	4	-53
Total	2,900	210	-2,690

Financial Commentary:

Officers are currently in the process of organising works for the crematorium extension, improved parking scheme, estate enhancements and woodland schemes and therefore the budget has been re-profiled into 2015/16 to reflect that expenditure will be in the next financial year.

Procurement is taking place for the vehicle replacement programme but vehicles will not be received until the beginning of the new financial year 2015/16.

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3.5.12

Financial Services Financial Year 2014 /15

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Financial Services & Procurement	626	649	23
Corporate Management & Audit	275	260	-15
Total	901	909	8

Financial Commentary:

The overspend within Financial Services & Procurement is due to the service review part way through the year resulting in redundancy & pension strain.
The underspend within Corporate Management & Audit is due to lower than expected recharge for Audit Service and one off savings on subscriptions.

3.5.13

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Finance replacement System	46	50	4
Total	46	50	4

Financial Commentary:

There are no major financial variances to report. The system has been implemented and the team continue to work through a number of issues to ensure that it is being used to its full functionality.

EXECUTIVE COMMITTEE

8th September 2015

3.5.14

**Housing Services (General Fund)
Financial Year 2014 /15**

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Housing General Fund	1,064	928	-136
Total	1,064	928	-136

Financial Commentary:

There have been a number of vacant posts within the service whilst the new approach to working within localities has been developed and implemented. A review of the staffing structures is currently underway to enable a flexible workforce to be in place to support the new arrangements.

3.5.15

**Legal, Equalities and Democratic Services
Financial Year 2014 /15**

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Democratic Services & Member Support	320	273	-47
Elections & Electoral Services	181	101	-81
Legal Advice & Services	320	241	-80
Total	821	614	-207

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Financial Commentary:
 There has been an underspend in Member budgets generally 2014/15 and Democratic Services are carrying a vacant post pending service review.
 Election accounts are now finalised and have resulted in a significant underspend, this was previously reported in Qtr 3.
 Legal Advice & Services saving is due to partial salary underspend due to local hours reduction (as reported in last quarter), a change in the Shared Services agreement with Bromsgrove District Council and increased SLA income. Also Land Charges has seen an upturn in search requests.

3.5.16

**Leisure and Cultural Services
 Financial Year 2014 /15**

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Business Development	123	131	8
Cultural Services	765	737	-28
Leisure & Cultural Management	82	76	-7
Parks & Open Spaces	838	812	-26
Sports Services	675	835	160
Total	2,483	2,591	108

Financial Commentary:
 The overspend on Sports services is a result of:
 Abbey

- Vacant posts and long term sickness- cover for shifts some of these at overtime rates of pay
- Rates revaluation higher than budget allocated
- reduction in income related to reduction in membership due to health and fitness competition
- Additional staffing costs due to increase in group exercise classes, provided to satisfy demand of membership

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Golf Course

- Decline in golf income nationally / regionally. This will be offset in 15/16 with additional income from driving range (subject to grant funding), indoor practice area and review membership fees.

Kingsley

- Lost income due to pool being closed for 12 weeks due to essential maintenance and squash court closure due to flood

There has been reduced income in Business Development in both roundabout sponsorship and hire of the Civic suite.

Cultural services savings relate to increased usage of the community centres, reduced expenditure on Bonfire Event and the income generation at the Palace Theatre.

Parks and open spaces saved £20k due to the reduction of capital charges.

3.5.17

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Abbey Stadium	315	294	-21
Greenlands Public Open Space	8	2	-6
Pitcheroak Golf	16	6	-10
Old Forge Car Park	48	41	-7
Total	387	343	-44

Financial Commentary:

The Abbey Stadium main contract is now completed with remedial works expected to be completed shortly.

Old Forge car parks to be completed in early 2015

All remaining projects are expected to be completed in early 2015

EXECUTIVE COMMITTEE

8th September 2015

3.5.18

<p>Planning and Regeneration Financial Year 2014 /15</p>

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Building Control	27	48	21
Development Management	152	106	-46
Economic Development	158	107	-51
Planning Policy	326	279	-47
Total	662	540	-123
<p>Financial Commentary: Building control income has been lower than expected resulting in a shortfall to budget. There has been a saving on salaries in development management along with additional income being received on planning applications. Planning Policy has also a saving on salaries due to maternity leave and the legal budget has not been utilised as anticipated. The Business Centres have seen savings on their utilities and additional income.</p>			

3.5.19

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Town Centre Development	14	14	0
Total	14	14	0
<p>Financial Commentary: No significant variances to report.</p>			

EXECUTIVE COMMITTEE

8th September 2015

3.5.20

**Regulatory Services
Financial Year 2014 /15**

Revenue Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Environmental Health	571	557	-14
Licensing	-172	-196	-23
Total	398	361	-38
Financial Commentary: No Significant Variances.			

3.5.21

Capital Budget summary

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Worcestershire Regulatory Services – ICT system	98	2	-96
Total	98	2	-96
Financial Commentary: The expenditure for a new IT system is jointly funded by all partners in accordance with the business case. There was little spend in 14/15 due to a freeze on capital spend during the review into the potential strategic partnering arrangement. The budget for will be reduced to £12k in 15/16 to be spent on mobile/flexible working.			

Treasury Management

3.6 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

3.7 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council’s customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

3.8 At 31st March 2015, there were no short-term investments held by the Council.

General Fund Balances

3.9 The General Fund Balance as at the 31st March 2014 was £1.1m..

General Fund Balance		
	£’000	£’000
Balance as at 1 st April 2014	1,166	
Contribution from balances	819	
Estimated Balances 31 st March 2015		1,985

Housing Revenue Account

3.10 The 2014/15 financial position resulted in a net cost of the service of £60k to the anticipated £75k surplus to budget. The amount in HRA balances now stands at £970k.

3.11 The main variations are due to a significant shortfall in income to fund expenditure of £275k offset by reductions in the bad debt provision following a review of requirements to support the outstanding debt.

3.12 Appendix 2 details the income and costs for the year for the HRA. Appendix 3 shows the Capital Spend for the HRA.

EXECUTIVE COMMITTEE

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Legal Implications

3.13 No Legal implications have been identified.

Service/Operational Implications

3.14 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

3.15 Performance Improvement is a Council objective.

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

Appendix 1 – Reserves Statement
Appendix 2 – HRA 2014/15 Statement
Appendix 3 – HRA Capital 2014/15

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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Movement in Reserves Statement
FOR THE YEAR ENDED 31 MARCH 2015

Appendix 1

	Balance	Transfers In	Transfers Out	Balance	Transfers In	Transfers Out	Balance
	Balance as at 1 April 2013	2013/14	2013/14	Balance as at 31 March 2014	2014/15	2014/15	Balance as at 31 March 2015
	£000	£000	£000	£000	£000	£000	£000
General Fund:							
Job Evaluation	(755)	0	0	(755)	0	0	(755)
Business Rates grants	0	(455)	0	(455)	(35)	0	(490)
Housing Support	(167)	0	0	(167)	(139)	0	(306)
Community Safety	(177)	(97)	47	(227)	(269)	267	(229)
Planning Services	(76)	(16)	11	(81)	(36)	0	(117)
Community Development	(316)	0	149	(167)	(26)	83	(110)
Sport Development	(159)	(51)	34	(176)	(43)	116	(103)
Land Charges	(100)	0	0	(100)	0	0	(100)
Electoral Services	(8)	(16)	0	(24)	(50)	0	(74)
Housing Benefits implementation	(64)	0	0	(64)	(10)	0	(74)
Town Centre	(97)	0	41	(56)	0	5	(51)
Regulatory Services balance	(59)	0	26	(33)	0	2	(31)
Public Donations	(40)	0	2	(38)	0	9	(29)
Economic Development	0	(24)	0	(24)	0	0	(24)
Hemming Road Enterprise Centre	(23)		3	(20)			(20)
Land Drainage	(20)		0	(20)			(20)
Risk	(36)	(15)	4	(47)	(19)	47	(19)
IT Licences	(29)	0	0	(29)	0	14	(15)
Mercury emissions	(435)	(20)	0	(455)	(26)	466	(15)
Shared Services/Transformation	0	0	0	0	(10)	0	(10)
2 Pennies	(8)			(8)			(8)
Arts	(12)	(1)	5	(8)			(8)
Car Loan guarantee scheme	(7)			(7)			(7)
Environmental Health	(1)	0	0	(1)	0	0	(1)
Administrative Support	(9)			(9)		9	0
Allotments	0	(1)	0	(1)	0	1	0
Capital Expenditure (General Fund)	(206)	0	29	(177)	0	177	0
Countryside Centre	0	0	0	0	0	0	0
Grants to Voluntary bodies	(33)	(10)	26	(17)		17	0
Play Areas	(24)	0	24	0	0	0	0
Threadneedle House	(558)	0	58	(500)	0	500	0
Travellers Assessment	0	(9)		(9)		9	0
Total General Fund	(3,419)	(715)	459	(3,675)	(663)	1,722	(2,616)
HRA							
Housing Capital	(9,450)	(3,500)	0	(12,950)	(3,048)	0	(15,998)
Supporting People	(41)	0	0	(41)	0	0	(41)
Total HRA	(9,491)	(3,500)	0	(12,991)	(3,048)	0	(16,039)
Total Earmarked Reserves	(12,910)	(4,215)	459	(16,666)	(3,711)	1,722	(18,655)

APPENDIX 2

HOUSING REVENUE ACCOUNT (HRA)
REVENUE OUTTURN 2014/15

	2014/15 Approved Budget	2014/15 Actual	Variance
<u>INCOME</u>			
Dwelling Rents	23,941,960	23,871,081	70,879
Non-Dwelling Rents	460,000	473,372	-13,372
Charges for Services & Facilities	298,750	262,636	36,114
Contributions to Expenditure	808,440	532,964	275,476
Government Subsidies			0
Total Income	25,509,150	25,140,052	369,098
<u>EXPENDITURE</u>			
Supervision & Management	6,570,950	6,331,494	-239,456
Repairs & Maintenance	4,665,630	4,911,214	245,584
Rents, rates, taxes and other cha	171,390	126,555	-44,835
Depreciation	5,986,920	5,986,920	0
Item 8 Debit	4,164,750	4,173,930	9,180
Debt Management Costs		20,499	20,499
Subsidy Limitation paid to GF	54,450	0	-54,450
Negative HRA subsidy payable			0
Provision for Bad Debts	400,000	205,356	-194,644
Total Expenditure	22,014,090	21,755,968	-258,122
Net Cost of Services	-3,495,060	-3,384,084	110,976
Provision for Job Evaluation			0
Net Operating Expenditure	-3,495,060	-3,384,084	110,976
Interest Receivable	-79,750	-55,217	24,533
RCCO	387,298	387,298	0
Transfer to Earmarked Reserves	3,112,702	3,112,702	0
(Surplus) / Deficit on services	-74,810	60,698	135,508
<u>HOUSING REVENUE ACCOUNT BALANCE</u>			
Surplus as at 1st April 2014	1,031,192	1,031,192	0
Surplus/(Deficit) for year 2014/15	74,810	-60,698	135,508
Surplus as at 31st March 2015	1,106,002	970,494	135,508

APPENDIX 3

Capital Budget summary - HRA

Service	Revised Budget 2014 /15 £'000	Actual spend 2014-15 £'000	Variance £'000
Catch up repairs- bath replacements	863	1,090	227
Catch up repairs- Kitchen Upgrades	125	256	131
Catch up repairs	383	502	119
Asbestos General	543	227	-315
Structural repairs	301	298	-3
General roofing	701	625	-76
Rewiring	1,051	1,151	100
Upgrade of Ch systems	1,492	1,645	153
Window replacements	104	175	71
Disabled adaptations	786	722	-64
Security Door Entry Scheme	51	53	2
Sheltered Scheme – Facility Upgrade	-	3	3
External Cladding & Wall hanging	323	327	4
Insulation	1,692	740	-952
Repairs to Sheltered Hsg Stock	38	8	-30
Winslow Close Heating	34	17	-17
Drainage	51	24	-28
Water supply	103	74	-29
Environmental Enhancements	658	790	132
Masonry works	408	181	-228

Housing Management IT System	100	-	-100
Total	9,807	8,906	-901

Financial Commentary:

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

Although the bathroom replacement is a planned contract of works. During 2014/15 a number of bathrooms have been replaced in void properties and charged to the replacement budget. These were not anticipated but have not impacted on the overall position of the capital funding available.

Asbestos

The asbestos budget was originally set following a large amount of work to remove asbestos from council properties. The budget was set for future years based on this demand, in the current year it has not been necessary to use the budget. The virements requested in Qtr 2 have been actioned, the remaining budget will be kept in case unforeseen asbestos works are required in the future.

Insulation – (External insulation)

The project was originally slow to get off the ground due to a number of issues . We have also had a spell of inclement weather which has held up the finishing process. Under new guidelines by OFGEM, the utility companies are having to go through additional processes to get payments agreed therefore delaying the profile of the expenditure.

However, the EWI project is ongoing with EON and officers anticipate a large proportion of the monies to be spent in the short term. The external insulation work is on a rolling programme and officers are currently looking at the next phase which will be around the town centre, any budget unspent will roll over to complete the works.

Appointments to Joint Property Vehicle Shareholder Meetings

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Non key

1. SUMMARY OF PROPOSALS

- 1.1 Further to the Council decision in December 2014 to participate in the Joint Property Vehicle, this report seeks confirmation of the appointments to the Shareholder meetings.

2. RECOMMENDATIONS

The Council is requested to **RESOLVE**

1. That Councillor John Fisher, Portfolio Holder for Corporate Management, and Kevin Dicks, Chief Executive, be appointed as shareholders to the Shareholder meetings of the Place Partnership;
2. That in future appointment to the Shareholder meetings be by office; the Chief Executive and the Portfolio Holder for the function which includes corporate property management, both being able to nominate substitutes for when they are unable to attend a meeting.

3. KEY ISSUES**Financial Implications**

- 3.1 There are no financial implications arising from this report.

Legal Implications

- 3.2 The legal framework for the Joint Property Vehicle is a trading company, limited by shares and wholly owned by the participating partners. The appointments are required by the shareholder Member agreement.

Service / Operational Implications

- 3.3 When the Council agreed to join the Joint Property Vehicle, it resolved to appoint two member representatives and their substitutes to the Shareholder meetings. The Director of Finance and Resources represents the authority on the Board of the company.

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- 3.4 Since the Council decision, work has been completed to set up the company, which is called Place Partnership. The partners involved in addition to the Borough Council are Worcestershire County Council, Hereford and Worcester Fire and Rescue Service, Warwickshire Police, West Mercia Police and Worcester City Council. The new Company is responsible for the management of 1,323 assets across Herefordshire, Shropshire (including Telford and Wrekin), Warwickshire and Worcestershire.
- 3.5 The position has changed in terms of representation from each of the partners for the Shareholder meetings. Instead of two Councillors and substitutes the Council is now requested to appoint one Councillor and a lead officer, with both able to appoint a nominee if they are unable to attend a meeting.
- 3.6 As the company is set up to manage property it is suggested that the Councillor appointment should be the holder of the Portfolio which includes the corporate management of property – currently Councillor John Fisher. For the officer representation it is proposed that this is the Chief Executive. These proposals mirror the appointments made by other partners to the Shareholder meetings.
- 3.7 In order to ensure smooth running of the company, it is also proposed that in future appointments are made by office, ie; the portfolio holder whose remit includes corporate property management and the Chief Executive.

Customer / Equalities and Diversity Implications

- 3.6 There are no specific implications arising from this report.

4. RISK MANAGEMENT

There are no specific high level risks arising from this report. Making appointments by office should ensure regular attendance at Shareholder meetings of the company.

5. APPENDICES

None.

6. BACKGROUND PAPERS

None.

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