



Executive Committee

Tue 8 Sep
2015
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
a
difference*

www.redditchbc.gov.uk

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 Ext: 3257
e.mail:d.parkerjones@bromsgroveandredditch.gov.uk**



Executive Committee

Tuesday, 8th September, 2015

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2. any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 14)</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 14th July, 2015.</p> <p>(Minutes attached)</p>
<p>5. Overview and Scrutiny Committee (Pages 15 - 24)</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 7th July 2015.</p> <p>There are no outstanding recommendations to consider.</p> <p>(Minutes attached)</p>

<p>6. Equal Opportunity Policy (Pages 25 - 40)</p> <p>Deb Poole, Head of Business Transformation and Organisational Development</p>	<p>To consider the additional information added to the Equal Opportunity Policy as requested at Council on 15th June 2015.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>7. Street Naming and Numbering - charges (Pages 41 - 46)</p> <p>Deb Poole, Head of Business Transformation and Organisational Development</p>	<p>The Committee is asked to consider whether to introduce charging for Street Naming and Numbering Discretionary Services.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>8. Economic Priorities for Redditch (Pages 47 - 60)</p> <p>Dean Piper, Head of Economic Development and Regeneration</p>	<p>To consider and approved proposed economic themes and priorities.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>9. Voluntary and Community Sector Grants Programme (Pages 61 - 90)</p> <p>Judith Willis, Head of Community Services</p>	<p>To consider recommendations as to the funding split and themes for the Voluntary and Community Sector (VCS) grants process for 2015/16.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>10. Stratford on Avon Core Strategy Proposed Modifications - response (To Follow)</p>	<p>To endorse the Council's response to consultation on proposed modifications to Stratford-on-Avon's Core Strategy.</p>
<p>11. Consolidated Revenue and Capital Outturn and Financial Reserves Statement (Pages 91 - 116)</p> <p>Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To consider the consolidated Revenue and Capital Outturn and Financial Reserves Statement report for the 2014/15 financial year.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

<p>12. Finance Monitoring - Quarter 1, April - June 2015</p> <p>(Pages 117 - 124)</p> <p>Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To consider a report detailing the Council's financial position for the first quarter of 2015/16.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>13. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>14. Advisory Panels - update report</p> <p>(Pages 125 - 126)</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>15. Action Monitoring</p> <p>(Pages 127 - 128)</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

16. Exclusion of the Public

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

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

These paragraphs are as follows:

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

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

may need to be considered as ‘exempt’.

17. Confidential Minutes / Referrals (if any)

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



Executive Committee

Tuesday, 14 July 2015

MINUTES

Present:

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

Also Present:

Councillors Joe Baker, Natalie Brookes and Wanda King (for Minute No. 16).

Officers:

Jess Bayley, Kevin Dicks, Clare Flanagan, Sue Hanley, Sam Morgan, Dean Piper, Steve Singleton and Amanda de Warr

Committee Services Officer:

Debbie Parker-Jones

11. APOLOGIES

An apology for absence was received from Councillor Pat Witherspoon.

12. DECLARATIONS OF INTEREST

There were no declarations of interest.

13. LEADER'S ANNOUNCEMENTS

Agenda running order

As there were market traders present for the Redditch Outdoor Market item it was agreed that the Market report be considered first on the agenda, followed by the additional urgent Combined Authority report, the LGBT Task Group report and then the remainder of the reports as printed in the agenda.

.....
Chair

Deferred report – Finance Monitoring Outturn 2014/15

As Members had already been advised by the S151 Officer, a decision had been taken to defer the Finance Monitoring Outturn 2014/15 report at agenda item 10. This was due to the fact that the outturn position would change as a result of the accounts being finalised.

Additional Papers

Two sets of Additional Papers had been circulated. These contained a report on Devolution and Economic growth – Options for a Combined Authority, and Minute extracts from the 7th July 2015 meeting of the Overview and Scrutiny Committee relating to the LGBT Task Group report, Future Management of Redditch Outdoor Market and Review of the Operation of Leisure Services.

The Combined Authority report, which was not a Key Decision, was an urgent additional item to the published agenda. This had been accepted for consideration as immediate approval was required for the Leader and Chief Executive to enter into discussions on behalf of the Council on a possible combined authority and devolution options, in order for proposals to be considered by the Council at the earliest opportunity. It was noted that Members could resolve on the delegation which was being sought in the report.

LGBT Task Group – additional comments sheet

An additional comments sheet, which was to form part of the LGBT Task Group's presentation, was also being circulated for Members' attention.

9th June 2015 Overview and Scrutiny Committee Recommendation

Members were asked to note that there was one recommendation for consideration at Minute No. 6 (Overview and Scrutiny Recommendation Tracker) of the 9th June 2015 minutes, relating to landscaping data.

Work Programme

It was noted that the following reports which were due to be considered at the meeting had been deferred to a later date:

- Equal Opportunity Policy;
- Reorganisation and Change Policy;
- Economic Priorities for Redditch; and
- Tower at site of former Methodist Church, Headless Cross.

The Disposal of Matchborough West Community Centre report had been withdrawn as the position with this had changed and the Centre was no longer being considered for disposal.

14. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 9th June 2015 be agreed as a correct record and signed by the Chair.

15. DEVOLUTION AND ECONOMIC GROWTH - OPTIONS FOR A COMBINED AUTHORITY

As detailed under Leader's Announcements, Members received an urgent report for consideration on Devolution and Economic Growth – Options for a Combined Authority. The report, which was not a key Decision, was urgent as the Committee's approval was being sought to delegate authority to the Leader and Chief Executive to enter into discussions on behalf of the Council on a possible combined authority and devolution options, in order for proposals to be considered by the Council at the earliest opportunity.

The report was not seeking a decision as to membership of a Combined Authority at this stage, but simply delegation to allow the relevant parties to enter into discussions on behalf of the Council. A decision on membership would be a matter for full Council to determine at a later stage.

Officers apologised for the lateness of the report and explained that the combined authority agenda was rapidly evolving. Members were advised of the background to the report together with the initial "Asks" (objectives) which the Council might wish to achieve by working with other local authorities through a combined authority. Transport was highlighted a key issue for the town, including devolved control over the Highways Agency and Network Rail capital investment programmes and their surplus local assets.

Discussions needed to be entered into with other local authorities and the Government to establish how the Council's Strategic Purposes might be achieved through membership of one or more combined authorities. A West Midlands Combined Authority and/or a Worcestershire Combined Authority were the potential options being considered which the Council could be part of, with the West Midlands Combined Authority proposal currently being at a more advanced stage.

The West Midlands Combined Authority was working to a very tight timescale, with the aim being for this to be up and running by April 2016. Depending on voting rights, membership of more than one combined authority was permitted and clarification was currently being sought as to exactly when districts would have to make a decision on any membership(s).

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.

RESOLVED that

authority be delegated to the Leader and Chief Executive to enter into discussions on behalf of the Council on a possible Combined Authority and devolution options so that proposals can be considered by the Council at the earliest opportunity.

16. PROVISION OF SUPPORT NETWORKS FOR THE LGBT COMMUNITY TASK GROUP - FINAL REPORT

Councillor Joe Baker, Chair of the Provision of Support Networks for the LGBT Community Task Group, provided a presentation on the Task Group's final report. He was accompanied by Councillor Natalie Brookes who also took part in the review.

In addition to the Task Group's report which appeared in the agenda papers, Members also had before them the minute and recommendations of the Overview and Scrutiny Committee's meeting on 7th July 2015, which had been circulated as Additional Papers, together with an additional comments sheet which was tabled by Councillor Baker at the meeting. A display had also been provided by the Task Group as an example of the positive aspects that could be incorporated into any future LGBT History Month.

Councillor Baker gave a detailed presentation to Members on issues faced by the LGBT community, and provided the Task Group's reasoning behind each of the six recommendations contained in the report and the positive results which could be achieved from their implementation. In doing so he expressed thanks to his fellow members of the Task Group for their hard work and support in producing the report, and to members of staff and external parties for their help and assistance during the course of the review.

Executive Committee

Tuesday, 14 July 2015

Councillor Baker went on to highlight the 'Items to Note' as detailed in the report, which related to homophobic Hate Crimes and Incidents and the Morton Stanley Festival.

Having looked into the implications of the recommendations which directly impacted on the Borough Council, Members noted that a minor budget of approximately £200 only would be required for the hire of the 'Room Upstairs' at the Palace Theatre and arranging to have a stand at the Morton Stanley Festival, which Members did not envisage any difficulties with. The fine detail contained within the report in relation to the Borough Council's proposed support, at Recommendation 4, of any groups that were to produce a leaflet advertising the support networks available for the LGBT community in Redditch was noted.

In a response to Member questions/comments, Councillor Baker stated that in his role as County Councillor he hoped to drive forward Recommendation 2. This proposed that Worcestershire County Council take part in the Stonewall Education Equality Index, and also that the County Council encourage schools to take part in the Stonewall School Champions Programme and/or use the Birmingham LGBT Schools Toolkit, the latter of which Councillor Baker advised was free to download. The Chief Executive stated that, from an Officer perspective, the Senior Management Team fully supported these recommendations and were happy to work alongside Members in recommending these to the County Council. It was agreed that the Leader would write to the County Council Leader supporting the recommendations which had gained cross-party support at both Overview and Scrutiny and the Executive.

In relation to Recommendation 3 and the proposal for there to be greater celebration of the positive history of the LGBT community during the annual LGBT History Month, Councillor Baker stated that there was a wide range of skills within the LGBT community and that if he were asked to give any assistance or advice in this regard then he would be more than happy to do so.

The Committee wholeheartedly supported and endorsed the recommendations before them and thanked the Task Group for an excellent report and presentation. Members stated that this was an informative and valuable piece of work, which had provided them with an insight into both the LGBT community and the problems encountered by its members on a daily basis.

RESOLVED that

- 1) Redditch Borough Council should participate in the Stonewall Workplace Equality Index every year (*Recommendation 1*);**

**Executive
Committee**Tuesday, 14 July 2015

- 2) in the long-term Redditch Borough Council should commit to introducing a budget to support LGBT History Month (*Recommendation 3a*);
- 3) Redditch Borough Council should support any groups that produce a leaflet advertising the support networks available to the LGBT Community by allowing such leaflets to be made available for residents to collect in public venues, such as Redditch Town Hall, and making this information available to view on relevant web pages of the Council's website (*Recommendation 4a*); and
- 4) the specific mental health needs of the LGBT community should be addressed in equalities training provided to frontline Council staff. This should be covered in one of the equalities briefing sessions that the policy team is due to deliver in forthcoming months (*Recommendation 5*); and

RESOLVED to note the following recommendations to partner organisations:

- 1) Worcestershire County Council should take part in the Stonewall Education Equality Index. Worcestershire County Council should also encourage schools to take part in the Stonewall School Champions Programme and/or to use the Birmingham LGBT Schools Toolkit (*Recommendation 2 – recommendation to Worcestershire County Council*);
- 2) there should be a greater celebration of the positive history of the LGBT community during the annual LGBT History Month celebrations with a focus on the specific theme in each given year. This should include holding events at the Palace Theatre (*Recommendation 3 – recommendation to Worcestershire LGBT Hate Crime Forum and LGBT Support Services Redditch*);
- 3) a leaflet advertising the support networks available for the LGBT community in Redditch should be produced (*Recommendation 4 to LGBT Support Services Redditch*); and
- 4) local partners should help to promote the following to members of the LGBT community, including on the Redditch and Bromsgrove Wellbeing website:

- a) **Gay and bisexual men are eligible for free Hepatitis B vaccinations available at the Arrowside Sexual Health clinic.**
- b) **Lesbian and bisexual women are entitled and should be encouraged to attend cervical screening tests. (*Recommendation 6 to the Redditch Community Wellbeing Trust*).**

17. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meetings of the Overview and Scrutiny Committee held on 9th and 24th June 2015, together with (under Additional Papers) extracts of the minutes of the Overview and Scrutiny Committee's consideration at its meeting on 7th July 2015 of the following reports:

- Provision of Support Networks for the LGBT Community Task Group;
- Future Management of Redditch Outdoor Market – Pre-Scrutiny; and
- Review of the Operation of Leisure Services – Pre-Scrutiny.

9th June 2015

As detailed under Leader's Announcements, it was noted that there was one recommendation arising from the 9th June 2015 minutes at Minute No. 6 (Overview and Scrutiny Recommendation Tracker) relating to landscaping data.

RESOLVED that

- 1) **the minutes of the meeting of the Overview and Scrutiny Committee held on 9th June 2015 be received and noted; and**
- 2) **Officers no longer be required to provide landscaping data for each ward on an annual basis to elected Members, as proposed in the fourth recommendation from the Landscaping Task Group in April 2014.**

24th June 2015

It was noted that there were no recommendations to consider.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 24th June 2015 be received and noted.

Minute extracts of 7th July 2015

The minute extracts and recommendations arising from the meeting of the Overview and Scrutiny Committee held on 7th July 2015 were considered along with the relevant agenda items, details of which are recorded as follows:

- Provision of Support Networks for the LGBT Community Task Group – Minute No.16 refers;
- Future Management of Redditch Outdoor Market – Pre-Scrutiny – Minute No.18 refers; and
- Review of the Operation of Leisure Services – Pre-Scrutiny – Minute No.22 refers.

18. FUTURE MANAGEMENT OF REDDITCH OUTDOOR MARKET

The Committee considered a report on the future management of Redditch Outdoor Market. Members also considered with the report the minute and recommendation of the Overview and Scrutiny Committee's meeting on 7th July 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report.

Officers presented the report, which was seeking authority to undertake a procurement process in order to select an external provider for future management of the market. Whilst the proposal was to seek to appoint an external contractor to manage the market, the management of that contract would still be undertaken by North Worcestershire Economic Development and Regeneration (NWedr) and the contract would be between Redditch Borough Council, Wyre Forest District Council (as host authority for the NWedr Shared Service) and the contractor.

The Portfolio Holder for Planning, Regeneration, Economy and Transport spoke on the process and advised that a briefing meeting had taken place the previous week with market traders. He explained that, following on from recommendations which had been brought forward on the market following a cross-party Overview and Scrutiny Task Group investigation carried out in 2013/14, the aim was to create a more vibrant market and to build/improve upon the current running of the market in order to increase its popularity.

No decisions had been made at this stage as to how the Market would operate in the future, including the number of trading days. This would be dependent on responses received from interested parties as part of the procurement process. Members noted the contents of two letters which had been sent to the Executive Committee from market traders' representatives. The possibility referred to in one of the letters of the market traders running the

market as a co-operative was welcomed by Members as part of the tendering process.

Members considered the three Delivery Options detailed in the report and agreed that Option 3, involving private management and operation of the market, was the preferred option. The operator paying the Council an annual fee during the contract period for the right to operate the market provided a guaranteed income for the Council, and this option should see improved diversity and vibrancy of the market and town centre.

Whilst all Members agreed that it would be in the best interests of the market for this to be managed and operated by an external provider, some Members felt that the public should be consulted in this regard. An amendment was moved to include such consultation. The amendment was not supported as it was noted that public consultation had been carried out as part of the original Overview and Scrutiny investigation, in addition to which the public could also make known their views whilst the process continued over the months ahead.

RESOLVED that

- 1) authority be given to undertake a procurement process in order to select an external provider in respect of the management of Redditch Outdoor Market for an initial term of 5 years with an option to renew for a further term of between 2 and 5 years;**
- 2) the delegation in relation to the direct management of the market contained in the Collaboration Agreement relating to the provision of Economic Development and Regeneration Services be amended to reflect the decision at 1);**
- 3) the conduct of a procurement and contracting process to select and appoint a contractor to manage Redditch Outdoor Market be delegated to Wyre Forest District Council, in consultation with the Chief Executive and the Portfolio Holder for Planning, Regeneration, Economy and Transport;**
- 4) delegated authority be granted to the Head of Legal, Equalities and Democratic Services to amend the Collaboration Agreement referred to at 2); and**
- 5) the representations/issues and the proposed response of two letters sent to the Executive Committee be noted.**

19. RISK BASED VERIFICATION

Members received a report advising on the new approach for verifying Housing Benefit and Council Tax Claims, and were asked to agree for recommendation to full Council the Risk Based Verification Policy.

Officers explained that whilst Risk Based Verification was a voluntary scheme, there was a mandatory requirement for the Council to have a Risk Based Verification Policy. Since the Department for Work and Pensions had adopted a risk based verification approach in 2011 a large proportion of councils were also using this approach, with great success.

Officers saw a number of opportunities with adopting a risk based verification approach, which included reducing waste, reducing demand and the freeing-up of resources to deal with high risk categories with more complex needs.

The IT software which was needed was already contained within the Council's existing IT system and any costs associated with enabling the software, which were expected to be minimal, would be funded through reserves allocated for Council Tax Support and Housing Benefits administration.

RECOMMENDED that

the Risk Based Verification Policy, as appended to the report, be approved.

20. FUTURE ARRANGEMENTS FOR WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE AND WORCESTERSHIRE REGULATORY SERVICES

The Committee received a report which set out proposals for changes to the Worcestershire Shared Services Partnership which were due to come into effect in April 2016, together with changes to the management structure which would be implemented straight away.

It was noted that the recommendations in the report had been amended from those contained in the Worcestershire Regulatory Services (WRS) Report attached at Appendix 1 to the covering report, to reflect the decision of the Joint Committee following consideration of the report in June, and to add a recommendation for the delegation of Council and Executive functions to the new Joint Committee when established.

Executive Committee

Tuesday, 14 July 2015

The Portfolio Holder for Corporate Management spoke on the background to the report, which had included a major Overview and Scrutiny investigation in 2014. Members supported the proposed new arrangements for governance, which involved the dissolution of the existing joint committee, establishment of a new partnership and for future services to Worcestershire County Council to be provided by WRS under a service level agreement.

Officers advised that Bromsgrove District Council was, and would continue to be, the host authority for WRS, with responsibility for employing the staff and providing financial and legal support to the service.

The Executive Committee noted the contents of the report and it was

RECOMMENDED that

- 1) the current Worcestershire Shared Services Partnership be dissolved by mutual agreement on 31st March 2016;**
- 2) a new Worcestershire Shared Services Partnership comprising of the six district councils be created on 1st April 2016 in accordance with the terms set out in Appendix 2 to the report (as amended); and that the composition of partner authority member representatives on the Joint Committee be reviewed after a period of one year;**
- 3) the new Worcestershire Shared Services Partnership enter into a service level agreement with Worcestershire County Council for the provision of Trading Standards services in accordance with terms to be agreed by the Acting Head of Worcestershire Regulatory Services; and**
- 4) the Council's functions in relation to Environmental Health and Licensing (other than those functions which cannot be delegated) be delegated to the new joint committee in place from 1st April 2016 in accordance with Section 101 of the Local Government Act 1972 and Section 20 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 (as amended); and**

RESOLVED that

- 5) those Executive functions in relation to the administration and operational activities of Worcestershire Regulatory Services be delegated to the**

new joint committee in place from 1st April 2016, in accordance with section 101 of the Local government Act 1972 and Section 20 of the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2000 (as amended).

21. FINANCE MONITORING OUTTURN 2014/15

As detailed under Leader's Announcements, Members had been advised by the S151 Officer the previous week that a decision had been taken to defer the Finance Monitoring Outturn 2014/15 report. This was due to the fact that the outturn position would change as a result of the accounts being finalised.

RESOLVED that

the position be noted.

22. REVIEW OF OPERATION OF LEISURE SERVICES

The Committee considered a report which provided Members with the findings of an externally commissioned options appraisal of potential management options for the delivery of leisure and cultural facilities and services. The report provided Members with an overview/assessment of the options appraisal and identified additional work which might be required. Members also had before them the minute and recommendation of the Overview and Scrutiny Committee's meeting of 7th July 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report.

Officers presented the report and in doing so tabled the following revised recommendation at 3 (a) to the report:

"Release of balances in 2015/16 of £150,000 to offset the income budget that has been allocated in the Medium Term Financial Plan. This will therefore remove the £150,000 projected savings in 2015/16 (reference 3.9)."

Accompanying this was a statement from the S151 Officer advising that as a result of the financial statements being delayed the outturn monitoring statement had been withdrawn. Whilst the accounts that had been submitted to Grant Thornton detailed a £819,000 underspend to budget, the S151 appreciated that the breakdown of this was not included in the agenda papers. In order therefore to ensure that sufficient funds were available to meet the £150,000 shortfall, the S151 Officer proposed that recommendation 3 (a) of the printed report be revised to state that the £150,000 be released from balances in 2015/16. The balances would then be more than replenished with the underspend for 2014/15 to offset this transfer.

Officers highlighted the key issues of the report, including the various financial implications detailed. The report had followed on from an Overview and Scrutiny Committee Task Group report in 2013 which had reviewed the Abbey Stadium, the findings of which were considered by the Executive Committee in June 2014. In acknowledgement of the Task Group's work and exploration of opportunities to make efficiencies/savings, the Strategic Management Team had directed the Head of Leisure & Cultural Services to commission an external options appraisal. There had been significant delays in the production of the final report, mainly due to collation and production of the financial and service information required to support the appraisal, with the final draft appraisal having been received in January 2015.

Officers emphasized that the options appraisal before Members was not a comprehensive business case, with further work on producing a business case likely to cost an estimated £25,000 to £30,000. There were limitations with the options appraisal and whilst it was the view of Officers that this provided Members with sufficient information on which to make a decision at this stage, there would be a significant amount of further work involved with any model which was chosen.

There had been a regrettable time lapse since the original proposal as Officers had raised a number of questions on the options appraisal. Management had also considered changes which had taken place in the market place since the initial brief and stated that other delivery models were available. There were a number of alternative options which could be considered, including outsourcing part the service and possible opportunities around the establishment of a Local Authority Trading Company. Officers had considered that in the best interest of the Council Members should have a wider understanding of the possible options in view of the fast-moving leisure services market. The health and well-being of the people of Redditch was a vital factor to be considered, and transformation work was currently being carried out at the Council's Sports Centres to gain a greater and more detailed understanding of what it was the Council should be prioritising and focusing delivery upon.

A huge amount of information had also been provided by Officers to the Overview and Scrutiny Committee. Officers confirmed that in response to a query raised by the Overview and Scrutiny Committee, should Members agree that further work was required it was anticipated that the information referred to at paragraph 3.27 of the report could be made available to the Executive Committee within 3 months.

Executive Committee

Tuesday, 14 July 2015

Members felt that it was important to ensure that the best solutions for delivering an improved service were identified, with a good range of options for the people of Redditch needing to be looked at. The revised recommendation put forward by Officers addressed the immediate financial issue.

Members agreed that further work was required prior to a decision on the future delivery of leisure and cultural services and it was

RECOMMENDED that

- 1) **there be a release of balances in 2015/16 of £150,000 to offset the income budget that has been allocated in the Medium Term Financial Plan. This will therefore remove the £150,000 projected savings in 2015/16 (reference paragraph 3.9 of the report); and**

RESOLVED that

- 2) **the transformation work which has commenced be completed to gain a greater user/customer perspective to influence preferred delivery model(s) (reference paragraph 3.26 of the report); and**
 - 3) **Officers report back to the Executive Committee at the earliest opportunity with a timescale for delivery of any additional work with any associated costs.**
23. **MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.**

There were no additional referrals for the Committee to consider.

24. **ADVISORY PANELS - UPDATE REPORT**

RESOLVED that

the report and update be noted.

The Meeting commenced at 7.00 pm
and closed at 9.15 pm

.....
Chair



Overview and Scrutiny Committee

Tuesday, 7th July, 2015

MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Gay Hopkins (Vice-Chair) and Councillors Joe Baker, David Bush, Andrew Fry, Pattie Hill (substituting for Councillor Nina Wood-Ford), Gareth Prosser and Jennifer Wheeler

Also Present:

Councillors Tom Baker-Price, Natalie Brookes and Wanda King

Officers:

S Hanley, J Pickering and S Singleton

Democratic Services Officers:

J Bayley and A Scarce

16. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillors Paul Swansborough and Nina Wood-Ford, with Councillor Pattie Hill attending as substitute for Councillor Wood-Ford.

17. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor David Bush declared a pecuniary interest as Director of Oakside Property Limited in respect of minute no 24, the Executive Minutes and Work Programme. In particular this interest related to an item listed on the Work Programme; Applying Article 4 directions to the Council's schedule of locally listed buildings. He left the room and took no part in the discussions in respect of this item.

18. MINUTES

In respect of the exempt minute from 24th June Officers highlighted that the management team had spoken with local authority representatives and not trust representatives as stated.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

RESOLVED that

Subject to the amendment detailed in the preamble above, the minutes of the meetings held on 9th June 2015 and 24th June 2015 be confirmed as correct records and signed by the Chair.

19. **PROVISION OF SUPPORT NETWORKS FOR THE LGBT COMMUNITY TASK GROUP - FINAL REPORT**

The Chair invited the Chair of the Task Group, Councillor Joe Baker, to present the Provision of Support Networks for the LGBT Community Task Group's final report to the Committee. Councillor Baker provided information which highlighted the relevance of the Task Group at a local level, as the data detailed within the report referred to issues nationally. He also gave the Members of the Task Group who were present, Councillors Natalie Brookes and Gay Hopkins, the opportunity to share with the Committee what the work of the Group had meant to them.

During the presentation Councillor Baker highlighted each recommendation and provided background information as to why each was appropriate and the positive results which could be achieved from their implementation. A display had also been provided by the group as an example of the positive aspects that could be incorporated into any future LGBT History month, as detailed in recommendation 3. Councillor Baker acknowledged the valuable contribution of the partners who had helped to organise the event in 2015 and praised them for making arrangements under difficult circumstances. However, in future years it was suggested that the event should be used as an opportunity to celebrate the LGBT community as well as to provide guidance and support to Members of the community where needed.

Following the presentation Councillor Baker responded to questions from Members in respect of the following:

- Training for frontline staff to ensure they had a better understanding of the problems faced by members of the LGBT community.
- The Stonewall Education Equality Index and work which was already being carried out within some schools in the Borough, including the work carried out by the Community Safety team.
- The production of a leaflet to advertise support networks for the LGBT community living locally and the option for this to be sponsored to assist with the cost.

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

- The use of County Councillors' divisional funds and the option for the LGBT Support Services Redditch to apply for grant funding from both the Council and the national lottery.
- Whether ethnic groups had also been consulted as part of the group's investigation.
- The promotion of the health and wellbeing implications and the importance of raising awareness of the support and assistance that was already available.

Councillor Baker thanked his fellow Members of the group for their hard work and support in producing this report, with thanks also to the Democratic Services Officer.

The Chair in turn thanked the group for an excellent report and presentation which had provided Members with some useful information and insight into the LGBT community and the problems its members faced on a daily basis.

RECOMMENDED that

- 1) Redditch Borough Council should participate in the Stonewall Workplace Equality Index every year;**
- 2) Worcestershire County Council should take part in the Stonewall Education Equality Index.**

Worcestershire County Council should also encourage schools to take part in the Stonewall School Champions Programme and / or to use the Birmingham LGBT Schools Toolkit;

- 3) there should be a greater celebration of the positive history of the LGBT community during the annual LGBT History Month celebrations with a focus on the specific theme in each given year. This should include holding events at the Palace Theatre;**
 - a) in the long-term Redditch Borough Council should commit to introducing a budget to support LGBT History Month;**
- 4) a leaflet advertising the support networks available for the LGBT community in Redditch, should be produced.**
 - a) Redditch Borough Council should support any groups that produce this literature by allowing such leaflets to be made available for residents to collect in public**

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

venues, such as Redditch Town Hall, and making this information available to view on relevant web pages of the Council's website;

- 5) the specific mental health needs of the LGBT community should be addressed in equalities training provided to frontline Council staff. This should be covered in one of the equalities briefing sessions that the policy team is due to deliver in forthcoming months; and
- 6) local partners should help to promote the following to members of the LGBT community, including on the Redditch and Bromsgrove Wellbeing website:
 - a) gay and bisexual men are eligible for free Hepatitis B vaccinations available at the Arrowside Sexual Health Clinic;
 - b) lesbian and bisexual women are entitled and should be encouraged to attend cervical screening tests.

20. FUTURE MANAGEMENT OF REDDITCH OUTDOOR MARKET - PRE-SCRUTINY

The Chair invited Officers to present the report and in so doing he advised members that the Redditch Outdoor Market was one of three markets managed and operated through North Worcestershire Economic Development Regeneration (NWedr), a shared service hosted by Wyre Forest District Council, which had been established under a Collaboration Agreement in May 2011. The other markets were in Bromsgrove and Kidderminster and the NWedr Client Management Group had instructed officers to explore options for the future operation and management of all three markets. As part of this process, the consultancy arm of the National Association of British Market Authorities (NABMA) had been commissioned to provide a review and advice on the respective markets.

The report presented to Members included that report together with a summary of the options and highlighted the recommendations which had been brought forward following an Overview and Scrutiny Task Group investigation carried out in 2012/13. A number of the scrutiny group's recommendations, which had been approved by the Executive Committee, remained to be implemented. It was considered that those recommendations would be best taken forward through the market being operated by an external provider.

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

Officers summed up by explaining to Members that the Executive Committee would be asked to consider three options as set out within the body of the report. Officers also responded to questions from Members in respect of the following areas:

- How the project would be managed and details of the other markets involved, including whether they would also be managed by the same external operator.
- The shared service arrangement and options available when the agreement comes to an end.
- The procurement process and the detail which would be included within the specification.
- The conclusions reached by the Task Group and the need for improvements to be made as soon as possible.
- The merits of option three as detailed within the report, which Members urged the Executive Committee to endorse.

Following further debate it was

RECOMMENDED that

the conduct of a procurement and contracting process to select and appoint a contractor to manage Redditch Outdoor Market be delegated to Wyre Forest District Council in consultation with the Chief Executive and the Portfolio Holder for Planning, Regeneration, Economy and Transport.

21. REVIEW OF THE OPERATION OF LEISURE SERVICES - PRE-SCRUTINY

Officers introduced the report and in so doing reminded Members that this was the final element of the Committee's three stage approach to pre-scrutiny of this item. For the meeting a covering report was presented, which followed detailed scrutiny of the options appraisal at the previous meeting.

It was highlighted that potential savings had been built into the Medium Term Financial Plan which were reliant upon alternative models for the provision of the leisure service, details of which were included within the report. Members were informed that there had been limited dialogue with staff and the trades' unions, in respect of the options available, pending a decision being made as to the next stage of the process.

Officers also drew Members' attention to a number of limitations which needed to be fully considered by the Executive Committee

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

should it wish to consider pursuing an alternative delivery model based on the options appraisal. Particular attention was drawn in this respect to the scope of the services that would be included and the need for sufficient detail to be available in respect of costs and capacity required to deliver on the options. The recommendations which were being presented for the Executive Committee's consideration were therefore open and gave no specific steer as to a preferred option. It was highlighted that in respect of an alternative delivery model officers would need to commission external support and advice in order to undertake a further, more comprehensive business case with an estimated cost of between £25,000 and £30,000.

In respect of the savings which had been built into the Medium Term Financial Plan, these would be met through balances for 2014-15. However, the projected savings for future years would need to be addressed through the budget setting process which would take place later in the year.

Following presentation of the report Members discussed the following areas in more detail:

- The potential for more detailed information to be made available in order for an informed decision to be made.
- The mix of service to be included in any trust model and other types of model that could be considered.
- The inclusion of £150k savings within the budget for 2014/15.
- The external support required (and its cost) should an alternative model be given further consideration.
- The nature of the transformation work which was referred to within the report and the impact that this could have in the longer term. It was anticipated that the results of some of this work would be available within 3-4 months.
- Any control which would be retained by the Council should the trust option be considered and the impact this would have on potential savings.
- The impact on staff should the trust model be considered including the cost of such things as TUPE, pension and any redundancies. Whilst it was understood that all staff would be transferred to a trust, there was the potential for that trust to carry out a review of staffing and any costs from that would be met by the trust.
- Further work being carried out in respect of the "on costs" to support services, such as legal and finance, should the trust model be considered. It was acknowledged that these had not been included within the work that had been carried out for the

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

options appraisal and could make a significant difference to the decision which was being made.

The Committee debated in detail the different courses of action that it was able to recommend in order to assist the Executive Committee in making what Members acknowledged was a difficult decision. After further discussion it was

RECOMMENDED that

further information should be provided on each of the following models for the management and delivery of leisure services, covering the consequences for the organisation, including staffing, before a decision is made by the Executive Committee and Council on this subject:

- a) **management and service delivery by a newly established trust;**
- b) **management and service delivery by an existing leisure trust; and**
- c) **retaining a streamlined, in house leisure service.**

22. SCRUTINY PROPOSALS - SUGGESTED REVIEWS

Officers confirmed that following completion of the Provision of Support Networks for the LGBT Community Task Group there was the capacity for the Committee to undertake further Task Group or Short, Sharp Reviews if it so wished. Members noted that in order to propose a Task Group or Short, Sharp Review exercise a completed scoping document would need to be completed setting out potential objectives for a review. It was suggested that all Members give this some thought prior to the following meeting, which was due to be held on 1st September 2015.

23. PROPOSED JOINT SCRUTINY TASK GROUP - INCREASING PHYSICAL ACTIVITY IN WORCESTERSHIRE

Officers informed Members that this report provided an overview of a proposal which had been received from Worcestershire County Council to undertake a joint scrutiny review in respect of increased physical activity rates in Worcestershire. The draft terms of reference had been included for Members' consideration.

All the district Councils in Worcestershire had been invited to participate. It was confirmed that Bromsgrove District Council had already agreed to participate and the proposal would be considered by Worcester City Council at its meeting on 12th July 2015. If the

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

Committee chose to participate any representative appointed needed to be a member of the Committee and would be expected to provide regular verbal updates on the progress of the investigation.

The Chair commented that the review could have implications for services delivered by the Borough Council. The review also linked to recent work undertaken by scrutiny Members to assess obesity levels in the Borough and could have a positive impact on the health of residents. For these reasons there was general agreement that it would be useful for Redditch to participate in the joint scrutiny exercise.

RESOLVED that

- 1) the Council participate in the Joint Scrutiny of Increasing Physical Activity in Worcestershire; and**
- 2) Councillor Gareth Prosser be nominated to represent the Council on the Joint Scrutiny investigation.**

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

Officers had no updates in respect of the Minutes and informed Members that they were able to scrutinise any item on the Work Programme if they so wished. The Chair highlighted that there were very few items on the Work Programme and questioned whether further items would be added. However, Officers confirmed that they were unaware of any further items which would be coming forward.

Further information was requested in respect of the item "Applying Article 4 directions to the Council's schedule of locally listed buildings". In particular, Members were keen to obtain clarification about the purpose of this item.

(Prior to discussion of the item Councillor David Bush declared a pecuniary interest as Director of Oakside Property Limited in Applying Article 4 directions to the Council's schedule of locally listed buildings. He left the room during its consideration and did not take part in the discussions.)

RESOLVED that

the Executive Committee Minutes of 9th June 2015 and the latest Executive Work Programme be noted.

Overview and Scrutiny Committee

Tuesday, 7th July, 2015

25. OVERVIEW AND SCRUTINY WORK PROGRAMME

Members were reminded that there were a number of items where presentations had been requested, following the scrutiny training exercise and the relevant officers had been contacted. Once they had confirmed their availability the Work Programme would be amended to record the dates for these presentations. Dates had also been confirmed in respect of the various elements of budget scrutiny, which would be included within the Committee's work programme for the following meeting.

The Chair informed Members that the Worcestershire Health and Wellbeing Board had referred the Tackling Obesity Task Group's findings to the Health Improvement Group (HIG). The Board had felt that the Health Improvement Group was most appropriate to receive such a report. Consideration of the group's findings was scheduled to take place at a meeting of the HIG in December 2015.

26. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

In Councillor Wood-Ford's absence, it was confirmed that the next meeting of the Worcestershire Health Overview and Scrutiny Committee was not due to take place until 15th July 2015.

The Meeting commenced at 7.00 pm
and closed at 9.05 pm

**EXECUTIVE
COMMITTEE**8th September 2015**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

**EXECUTIVE
COMMITTEE**8th September 2015

- 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

**EXECUTIVE
COMMITTEE**

8th September 2015

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.

DRAFT

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

DRAFT

EXECUTIVE

8th 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.

EXECUTIVE8th September 2015

- 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.

EXECUTIVE

8th September 2015

- 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.

EXECUTIVE

8th September 2015

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

EXECUTIVE

8th September 2015

6. **BACKGROUND PAPERS**

None

AUTHOR OF REPORT

Name: Deb Poole

E Mail: d.poole@bromsgroveandredditch.gov.uk

Tel: 01527 881256

Name: Mark Hanwell

E Mail: m.hanwell@bromsgroveandredditch.gov.uk

Tel: 01527 881248

EXECUTIVE COMMITTEE8th September 2015**REDDITCH ECONOMIC THEMES, PRIORITIES AND ACTION PLAN**

Relevant Portfolio Holder	Cllr Greg Chance - Portfolio Holder for Planning, Regeneration, Economy and Transport
Portfolio Holder Consulted	√
Relevant Head of Service	Dean Piper, Head of Economic Development & Regeneration – North Worcestershire
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Key Decision / Non-Key Decision	Key decision

1. SUMMARY OF PROPOSALS

- 1.1 A new set of economic priorities and aspirations have been developed for Redditch which articulate the ambitions of the Council and its key partners. The economic priorities have been developed in close consultation with members of the Redditch Economic Development Theme Group, which includes a number of business representatives and partner organisations.
- 1.2 It is intended that these new economic themes and priorities will help to provide a roadmap for the Council's economic development and regeneration activities and to the operational activities of the North Worcestershire Economic Development and Regeneration (NWEDR) shared service, to which the Council contributes financial resources.
- 1.3 The setting of the new economic priorities and associated action plan will drive the delivery of the Council's strategic purpose to 'Help me run a successful business'.

2. RECOMMENDATION

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

- 1) The economic themes, priorities and Action Plan for Redditch and the associated deliverables set out at Appendix 1 are endorsed.
- 2) The management and monitoring of the Action Plan is delegated to the Head of Economic Development & Regeneration.
- 3) To agree that a report setting out progress against delivery of the priorities and Action Plan is brought to the Executive Committee on an annual basis.

EXECUTIVE COMMITTEE8th September 2015

3. KEY ISSUES**Financial Implications**

- 3.3 There are no direct financial implications arising from this report. Should additional resources be required in the future, any requests will be subject to the Council's normal budget approval process.

Legal Implications

- 3.4 There are no direct legal implications arising from this report.

Service / Operational Implications**Background**

- 3.5 The Redditch Economic Development Theme Group (EDTG) was formally established in October 2014 and is comprised of officer and member representatives from the Council, a minimum of three business representatives and a representative from the Redditch Town Centre Partnership. Other partners are co-opted onto the Group from time to time. The EDTG has the remit to 'deliver economic success for all by working in partnership to identify, create and secure opportunities for inward investment and economic growth into Redditch Borough'.
- 3.6 The Council itself has a very clear remit to promote economic growth and has a key role to play in spearheading the economic regeneration of the district in order to enhance the economic, social and environmental wellbeing of its residents. The importance the Council places on its economic regeneration activities is recognised by the fact that it has set 'help me to run a successful business' as one of its corporate priorities.
- 3.7 The Council's current Economic Development Strategy was produced in 2009 and although it covered the period up to 2018, the global and national economy has changed significantly in that time. The emphasis is now on creating the conditions to drive economic growth and recovery, with the private sector gearing up investment and the economy buoyed by strong performance in the UK's advanced manufacturing sector. More locally, Redditch is enjoying its lowest unemployment rate since May 2008; however employment growth in the private sector has remained fairly static in recent years.
- 3.8 The development of new economic priorities for Redditch has very much been informed by an assessment of the current economic climate and by gaining an understanding of some of the underlying economic trends that are affecting economic performance. The following challenges and opportunities have been identified as being important for Redditch:

EXECUTIVE COMMITTEE8th September 2015

- Redditch benefits from excellent connectivity, a free flowing road network and a direct rail connection to Birmingham and is in close proximity to growing adjacent economies and markets i.e. Solihull, the M42 and M40 growth corridor;
- There is a good leisure offering in Redditch and the retail offering is strong with further investment planned at the Kingfisher Shopping Centre;
- Unemployment is currently low but Redditch has a higher than average proportion of its workforce employed in low paid elementary occupations;
- Average resident earnings for full time employees in Redditch are lower than the regional and national average, however average workplace earnings (which include people travelling into Redditch as their place of work), on average earn around £40 extra per week.
- The Redditch economy is powered by the growth of small and medium sized businesses, with 84% of its business base classed as micro-enterprises (those businesses employing less than 10 employees);
- The Manufacturing sector in Redditch is particularly important, employing around 24% of the workforce and has strengths in the automotive, aerospace and advanced engineering sub-sectors.
- Entrepreneurial culture - self employment continues to increase, with 9.1% of the workforce now classed as self employed.
- 14.6% of the resident working age population are qualified to at least NVQ Level 4 or degree level; however this is lower than the regional and national rate.

Economic Themes

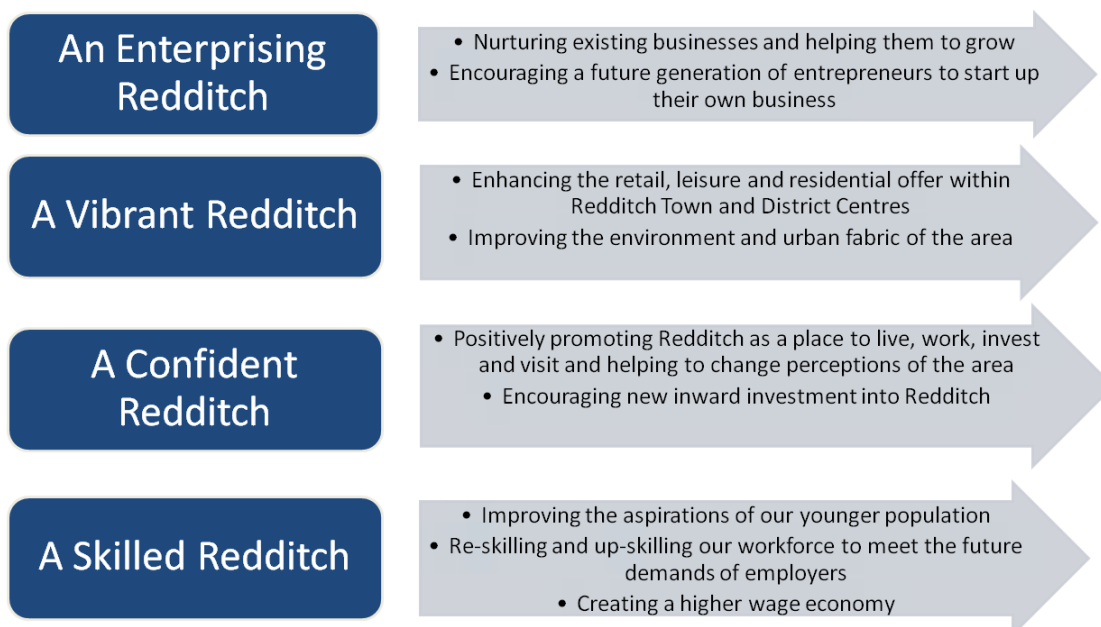
3.9 Figure 1 shows the proposed new four economic themes and priorities that will guide the future economic development and regeneration policies and activities of the Council and its partners. The rationale for selecting these themes and priorities is as follows:

- **An Enterprising Redditch;** the Council wishes to support and nurture existing businesses within Redditch and help them to grow and invest further locally. The Council also has an aspiration to support budding entrepreneurs and to help them realise their ambitions to run a successful business
- **A Vibrant Redditch;** the council has an ambition to see the continued development of its Town and District Centres and wants to see

continued investment to improve the quality of the environment and the retail, leisure and residential offer. The aspiration is to create vibrant places that meet the needs of residents but also draw in visitors from further afield.

- **A Confident Redditch;** the Council wants to work with its partners to effectively promote and champion Redditch as a place to live, work, visit and enjoy and to maximise the opportunity to capture more investment and economic benefits to the area. The Council wants to effectively re-position Redditch and to address some of the negative perceptions of the area which can often act as a barrier to growth and investment.
- **A Skilled Redditch;** the Council believes that it is critical that our local residents have the skills demanded by growing local businesses and prospective inward investors and it is particularly important that we support our young people into sustainable employment by increasing their aspirations and equipping them with the skill sand expertise required by employers.

Figure 1: Redditch Economic Themes and Priorities



EXECUTIVE COMMITTEE8th September 2015

Action Plan and Delivery

- 3.10 To support delivery against the new economic themes and priorities, NWEDR has worked closely with members of the EDTG who have helped to develop an Action Plan. The Action Plan includes a range of activities and projects that could deliver economic benefits for the district.
- 3.11 Some projects and activities will be led by the NWEDR shared service, but it is anticipated that there will be a need to engage with a breadth and depth of partners to ensure that certain activities can be delivered.

Management and monitoring

- 3.12 It is proposed that the EDTG is well placed to act in an advisory capacity to the Council to provide some external support and insight.
- 3.13 A suite of strategic measures and indicators will be developed in line with the agreed themes and priorities, with the data used to measure the success of the various interventions in the Action Plan and will also be used to also identify future areas of activity.
- 3.14 It is proposed that overall management and monitoring of the plan is delegated to the Head of Economic Development and Regeneration. Monthly briefings and updates will be provided to the Portfolio Holder for Economic Development to ensure effective progress is being made in delivering the plan.
- 3.15 It is also proposed that quarterly progress reports will be presented by the Head of Economic Development & Regeneration to the Theme Group and that the Executive Committee will receive an annual report setting out progress in delivering against the priorities and the Action Plan.

Customer / Equalities and Diversity Implications

- 3.16 It is anticipated that delivery of the Economic plan will have positive benefits to disadvantaged local residents by assisting them to access employment and training opportunities.

4. RISK MANAGEMENT

- 4.1 Risks associated with the delivery of the individual activities within the Action Plan will be managed on a project by project basis. It is proposed that the EDTG Group will monitor progress against delivery of the plan with quarterly reports presented and remedial action taken where project progress is not as anticipated or where project risks are a cause for concern.

EXECUTIVE COMMITTEE

8th September 2015

5. APPENDICES

Appendix 1: Redditch Economic Themes, Priorities and Action Plan

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Dean Piper
email: dean.piper@nwedr.org.uk
Tel.: (01562) 732192

Appendix 1 – Redditch Economic Development Action Plan

THEME	An Enterprising Redditch		
Priorities	What we will do	Specific deliverables	Measures
<p>Nurturing existing businesses and helping them to grow</p> <p>Encouraging a future generation of entrepreneurs to start up their own business</p>	<ol style="list-style-type: none"> 1. Ensure that sufficient land for employment is allocated 2. Provide support for growing businesses 3. Help people to find premises for their business 4. Stimulate entrepreneurial activity 5. Provide information and support to help people to start up a business in Redditch 6. Ensure that businesses have access to superfast broadband 	<ol style="list-style-type: none"> 1. Keep employment land provision under review to ensure that we have an adequate supply to meet business growth requirements 2. Work with partners, including the Local Enterprise Partnerships, to provide a comprehensive business support package for growing businesses and aspiring entrepreneurs 3. Provide a free and searchable property search service with access to available commercial sites and premises 4. Maintain regular dialogue with the 'top 20' employers in Redditch 5. Explore potential ways that the Council can further stimulate 	<ul style="list-style-type: none"> • Number of existing businesses applying for grants/loans from financial assistance programmes/initiatives • Number of businesses supported through publicly funded business support programmes / initiatives • Amount of commercial floorspace created (square metres) • Number of planning applications received for commercial sites and premises. • Number of Redditch SMEs accessing 'Broadband vouchers' to enable connection to superfast broadband

		<p>economic growth i.e. Further discretionary rate relief schemes</p> <p>6. Review the availability of flexible business workspace within Redditch including Council owned property</p> <p>7. Promote extensively the 'Broadband Voucher' scheme to ensure that local SMEs can access superfast broadband</p>	<ul style="list-style-type: none"> • Number of new business start ups. • Business survival rates. • Number of new business start ups accessing support: <ul style="list-style-type: none"> (i) Start-up support i.e. coaching/mentoring (ii) Grant support (iii) Business rate relief • Number of enquiries received for commercial land and premises: <ul style="list-style-type: none"> (i) By size (ii) By type • Occupancy levels for Council owned Business Centres
--	--	---	--

THEME	A Vibrant Redditch		
Priorities	What we will do	Specific deliverables	Measures
<p data-bbox="188 323 510 539">Enhancing the retail, leisure and residential offer within Redditch Town and District Centres</p> <p data-bbox="188 579 474 722">Improving the environment and urban fabric of the area</p>	<ol data-bbox="591 323 931 794" style="list-style-type: none"> 1. Deliver the Redditch Town Centre strategy 2. Improve the public realm in Redditch Town centre 3. Encourage development of the District Centres 4. Improve directional and gateway signage into Redditch 	<ol data-bbox="1005 323 1503 1386" style="list-style-type: none"> 1. Produce a regeneration prospectus setting out key investment opportunities in the Town Centre 2. Aim to bring forward development in the Town Centre on opportunity sites at Edward Street and Church Road 3. Identify opportunities to bring more residential development into the Town Centre 4. Develop the retail core of the Town Centre, including proactive engagement with the owners of the Kingfisher Shopping centre 5. Identify viable options to help break down the 'concrete collar' of the Ringway 6. Identify funding to progress a comprehensive public realm improvement scheme for the Town Centre 	<ul data-bbox="1581 323 2047 834" style="list-style-type: none"> • Footfall within Redditch Town Centre • Number of empty properties in Redditch Town centre • Total amount of new development brought forward in Redditch town centre and district centres <ul data-bbox="1626 730 1883 834" style="list-style-type: none"> (i) Retail (ii) Leisure (iii) Residential

		<ol style="list-style-type: none">7. Improve the vibrancy of the outdoor market8. Develop a scheme to secure improvements to the signage into and around Redditch9. Work with land owners to identify / progress development opportunities in the district centres	
--	--	--	--

THEME	A Confident Redditch		
Priorities	What we will do	Specific deliverables	Measures
<p>Positively promoting Redditch as a place to live, work, invest and visit</p> <p>Encouraging new inward investment into Redditch</p>	<ol style="list-style-type: none"> 1. Identify marketing and promotional efforts that help to promote Redditch more effectively 2. Promote key employment / inward investment sites 3. Support the development of the Redditch Eastern Gateway 	<ol style="list-style-type: none"> 1. Collaborate with Worcestershire and the Greater Birmingham and Solihull LEAs to identify opportunities to promote Redditch on a regional and national stage 2. Identify ‘ambassadors’ from within the local business community that can help to champion and promote Redditch 3. Using customer feedback, develop and plan an appropriate marketing campaign to re-position Redditch to external investors and address negative perceptions 4. Ensure that the NWEDR team works pro-actively with existing land owners and developers to promote available employment sites and premises 	<ul style="list-style-type: none"> • Number of planning applications received for commercial sites and premises • Number of enquiries received for commercial land and properties <ul style="list-style-type: none"> (i) By size (ii) By type • Redditch Eastern Gateway <ul style="list-style-type: none"> (i) Proportion of site occupied and developed (ii) Jobs created

		<p>5. Redditch Eastern Gateway:</p> <ul style="list-style-type: none">▪ Work pro-actively with the land owners & developer to promote this flagship new site▪ Position the site as a premium business park that is attractive to high value manufacturing and technology companies▪ Offer a responsive and flexible 'relationship management' approach to prospective occupiers involving LEPs, business ambassadors and senior members/officers	
--	--	--	--

THEME	A Skilled Redditch		
Priorities	What we will do	Specific deliverables	Measures
<ul style="list-style-type: none"> • Improving the aspirations of our younger population • Re-skilling and up-skilling our workforce to meet the future demands of employers • Creating a higher wage economy 	<ol style="list-style-type: none"> 1. Encourage investment in skills, workforce development and Apprenticeships 2. Ensure that Redditch's skills needs are reflected in the plans of the Local Enterprise Partnerships / Employment & Skills Boards 3. Encourage high value employment into Redditch through the availability of land and the supply of skilled labour 	<ol style="list-style-type: none"> 1. Work pro-actively with businesses in Redditch to: <ul style="list-style-type: none"> ▪ Invest in skills and training ▪ Build links with education ▪ Offer Apprenticeships ▪ Offer Work Placements to unemployed or young people ▪ Mentor a potential entrepreneur 2. Commission skills research to identify the future skills needs of our businesses, specifically in our key sectors and ensure that this evidence is reflected in the LEPs employment and skills plans 3. Redditch Eastern Gateway; work in partnership to develop a 'strategic skills plan' to maximise the opportunity for local people to access high value jobs on the site when 	<ul style="list-style-type: none"> • Number of Redditch SMEs accessing local Apprenticeship grants or national AGE grant • Number of completed Apprenticeships • Number of work experience placements offered/secured • Average earnings for full time employees by workplace and residents • Proportion of the workforce employed in following occupation levels: <ol style="list-style-type: none"> (i) Managers, Directors and Senior Officials (ii) Professional occupations (iii) Associate Professional and Technical

		<p>developed</p> <ol style="list-style-type: none">4. Develop viable proposals for an Engineering Academy to ensure that we have a pipeline of skilled engineers locally that can support the needs of the advanced engineering sector5. Identify the potential to work with University of Birmingham to seek ways of attracting/retaining skilled science and technology workers within Redditch	
--	--	--	--

**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.

**EXECUTIVE
COMMITTEE**8th September 2015

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.

**EXECUTIVE
COMMITTEE****8th September 2015**

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.

**EXECUTIVE
COMMITTEE**

8th September 2015

- 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

**EXECUTIVE
COMMITTEE**8th September 2015

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

AUTHOR OF REPORT

Name: Judith Willis
E Mail: judith.willis@redditchbc.gov.uk
Tel: 01527 64252 Ext. 3348

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 borough</i> ² .				
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

Table of Contents

1.	Introduction	2
2.	Scope	2
3.	Funding Framework	2
3.2	Investing:	2
3.3	Giving	3
4.	Purpose of Grant Funding	4
5.	Which Organisations are eligible to apply for a Grant?	4
6.	What will and will not be funded by a grant.....	5
7.	Risk considerations in grant giving	6
8.	Grant Conditions	8
9.	Assessment Process	8
10.	Assessment Timescales	11
11.	Monitoring	11
12.	Collaborative Working.....	12

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

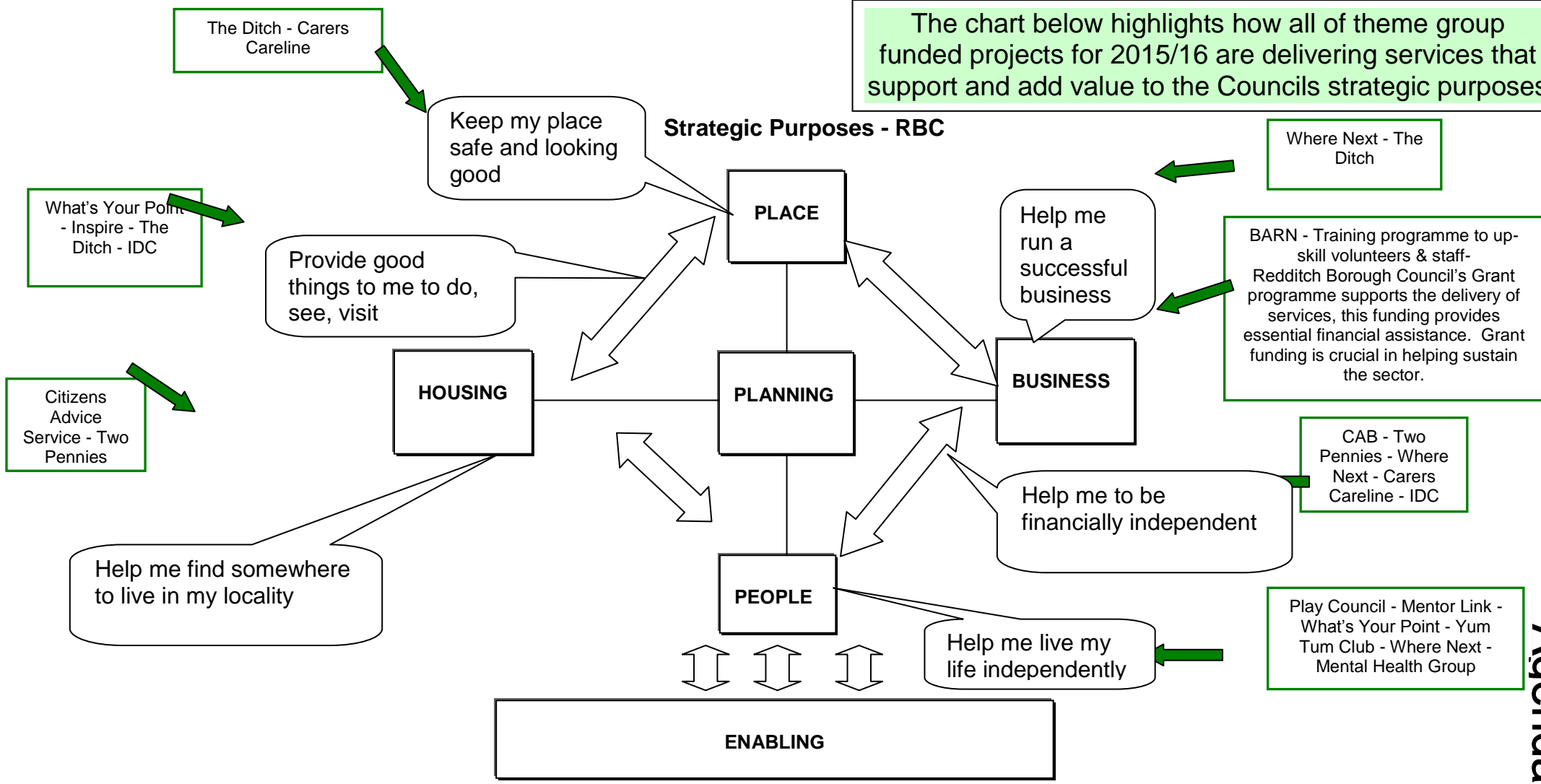
- 11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final 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

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

<p>Revenue Budget Summary – Overall Council Financial Year 2014 /15</p>
--

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

EXECUTIVE COMMITTEE

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>
--

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

Business Transformation Financial Year 2014 /15
--

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

8th September 2015

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

8th September 2015

.

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

EXECUTIVE COMMITTEE

8th September 2015

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>
--

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

8th September 2015

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.

EXECUTIVE COMMITTEE

8th September 2015

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

EXECUTIVE COMMITTEE

8th September 2015

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

EXECUTIVE COMMITTEE

8th September 2015

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

Planning and Regeneration Financial Year 2014 /15
--

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

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.

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

Financial Commentary:

No significant variances to report.

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.			

EXECUTIVE COMMITTEE

8th September 2015

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

8th September 2015

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

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790
Name: Kate Goldey
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

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.

EXECUTIVE COMMITTEE

8th September 2015**Finance Monitoring Quarter 1 15/16**

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 both General Fund Revenue for the period April – June 2015 (Quarter 1 2015/16)

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

- 2.1 That Executive Committee note the current financial position on Revenue as detailed in the report.

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas. This following summary shows the financial position for revenue funding for the period April – June 2015. A projected position to the end of the financial year 2015/16 will be reported as part of the quarter 2, April – September report.
- 3.2 The Appendix (1) shows the breakdown of the Strategic Purposes to detail the services that have been included in each Purpose. The aim is to demonstrate the individual services that link to the overall Strategic position.

EXECUTIVE COMMITTEE

8th September 2015

**Revenue Budget Summary – Overall Council
Financial Year 2015/16**

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

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	4,111	1,130	1,128	-2
Help me run a successful business	-26	-17	-32	-15
Help me be financially independent	405	193	191	-2
Help me to live my life independently	377	-107	-75	32
Help me find somewhere to live in my locality	1,021	262	247	-15
Provide Good things for me to see, do and visit	2,043	744	745	1
Enable others to work/do what they need to do (to meet their purpose)	6,588	1,719	1,745	26
Totals	14,521	3,924	3,949	25

Financial Commentary:

There are few variances within the first quarter on the financial year 2015/16. There some small underspends which are mainly from salary vacancies. There is, however, a shortfall in income within the strategic purpose 'help me to live my life independently' which is a result from a reduced number of lifeline users. Under the enabling strategic purpose there are efficiency savings to be met.

EXECUTIVE COMMITTEE8th September 2015**Treasury Management**

- 3.4 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

- 3.5 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.
- 3.6 At 30th June 2015, there were no short-term investments held by the Council.

Income from investments

- 3.7 An investment income target of £25k has been set for 2015/16 using a projected rate of return of 0.25 %.

General Fund Balances

- 3.8 The General Fund Balance as at the 31th March 2015 is £1.985m subject to audit; a balanced budget was set in February 2015 to include identified savings which have been built into individual budget allocations.

Legal Implications

- 3.9 No Legal implications have been identified.

Service/Operational Implications

- 3.10 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

- 3.11 Performance Improvement is a Council objective.

EXECUTIVE COMMITTEE

8th September 2015

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

Appendix 1 – Strategic purposes financial position April – June 2015

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790
Name: Kate Goldey
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

Keep my place safe and looking good.

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Bereavement Services	-338	-84	-104	-19
Building Control	-33	-8	-3	6
Community Services - Community Safety	304	76	74	-1
CCTV	332	171	172	1
Development Management	211	53	48	-5
Environmental Health	571	142	142	1
Highways & Drainage	471	115	146	31
Landscape and Ground Maintenance	92	58	58	-0
Manager Lands. & Cleansing	1,262	316	311	-5
Planning Policy	246	62	54	-8
Waste Management - Refuse & Recycling	995	230	226	-4
Totals:	4,111	1,130	1,128	-2

Financial commentary:

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

The variance within Highways & Drainage is due to Civil Parking Enforcement which continues to see a reduction in income due to increased compliance. This area has also been affected by staffing issues and we are currently trying to recruit to the vacant post.

Help me run a successful business
--

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Asset & Property Management	-329	-84	-88	-4
Economic Development	177	44	38	-6
Manager Taxi Licensing	-172	-52	-57	-5
Community Services - Grants to Vol bodies	299	75	75	0
Totals:	-25	-17	-32	-15

Financial commentary:

There are no significant variances to report.

Help me to be financially independent (including health & activity)
--

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Benefits	188	63	63	0
Council Tax	202	127	124	-3
Property Management - Rents grants	15	4	4	0
Totals:	405	194	191	-2

Financial commentary:

There are no significant variances to report.

Help me to live my life independently (including education & skills)
--

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Community Services (incl dial a ride & Shopmobility)	390	127	136	9
Lifeline	-63	-247	-224	23
Manager Care & Repair	50	13	13	1
Totals:	377	-107	-75	32

Financial commentary:

The control centre manager services income is down and is projected to be by the end of the financial year. This is due to Worcestershire county council withdrawing their funding for lifeline users.

Help me to find somewhere to live in my locality
--

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Housing General Fund	872	218	205	-13
Community Services - Housing Policy	172	43	43	0
Democratic Services - Land charges	-23	1	-1	-2
Totals:	1,021	262	247	-15

Financial commentary:

There are no significant variances to report.

Provide things for me to do, see and visit
--

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Cultural Services	653	219	221	1
Leisure & Cultural Man	38	0	-4	-4
Parks & Green Spaces	769	193	192	-1
Sports Services	584	348	353	5
Business Development - Cultural	0	-16	-17	-1
Totals:	2,043	744	745	1

Financial Services:

Additional costs have been incurred at the Abbey Stadium relating to Business Rates, a backdated invoice for contract cleaning and additional licence fees which are in relation to the large number of health and fitness classes provided on site. Across the three sports centres income generation remains an area of concern mainly in relation to health and fitness memberships due to increased competition in the market. Officers are increasing marketing and promotion activities to increase participation to address the situation.

Enable others to work/do what they need to do (to meet purpose)

Department	Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Asset Maint	344	86	86	0
Business Development	78	19	43	24
Business Transformation	1,124	281	279	-2
Climate Change	14	3	2	-2
Corporate Strategy	86	22	11	-11
Corporate Admin, Central post and printing	449	115	107	-8
Corporate Management & Audit	166	59	53	-6
Corporate Services	352	88	95	7
Customer Support Services	527	156	157	1
Democratic Services	341	85	82	-3
Elections	230	57	58	0
Financial Services & Procurement	605	258	264	6
Human Resources	451	113	138	26
It Licences Direct Services	154	139	135	-3
Legal Services	253	63	65	2
Manager Supplies And Transport	-0	-0	-1	-1
Other Net Op Exp	356	89	89	0
Property Management	21	2	3	0
Asset & Property Management - Town Hall	981	69	66	-2
Sports Services - Management	73	18	17	-1
Cultural Services - Management	98	24	24	-0
CMT	-113	-28	-29	-0
Totals:	6,588	1,719	1,745	26

Financial commentary:

The enabling costs include all management and support of the organisation for both front line services and the democratic functions of the Council.

A review of the associated costs and descriptions of enabling services is being undertaken to ensure that they are informative when considered by members.

There is an underspend within Corporate Strategy due to vacancies within the department.

The variance on human resources and business development is a result of an efficiency savings target to be met.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**8th September 2015**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

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

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: Cllr Bill Hartnett Ruth Bamford	Meeting dates: Tuesday 8th September Tuesday 13th October Tuesday 15th December Tuesday 12th January 2016 Tuesday 2nd February Tuesday 8th March Tuesday 19th April

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**8th September 2015

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

B. OTHER MEETINGS

3.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr John Fisher</u> Sheena Jones	Last meeting – 27 th January 2015
4.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Sheena Jones	Next meeting – 13 th October 2015
5.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u>	Last meeting – 23 rd June 2015 Next meeting 28 th September Panel meetings for major grants planned in December

AUTHOR OF REPORT

Name: Sheena Jones
E Mail: sheena.jones@bromsgroveandredditch.gov.uk
Tel: (01527) 548240

EXECUTIVE COMMITTEE

8th September 2015

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
14th July 2015		
Councillor B Hartnett	<p>Provision of Support Networks for the LGBT Community Task Group</p> <p>The Committee agreed that Councillor Hartnett, as Leader of the Council, should write to the Leader of Worcestershire County Council regarding the findings of the Task Group and to encourage the County Council to endorse the group's second recommendation.</p>	<p>Completed – a letter was dispatched in July and a response was received in August. The O&S Committee is monitoring the implementation of the recommendations (further details can be found in the O&S agenda for 1st September 2015 meeting.</p>
<u>Note:</u>	<p><i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i></p>	<p>Report period: 14/07/15 to present</p>

