



Executive Committee

Tue 12 Jan
2016
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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Executive

Committee

Tuesday, 12th January, 2016

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 - 10) Kevin Dicks, Chief Executive</p>	<p>To confirm as a correct record the minutes of the special meeting of the Executive Committee held on 7th December 2015.</p> <p>(Minutes attached)</p>
<p>5. CCTV Code of Practice (Pages 11 - 46) Rachel McAndrews, CCTV and Telecare Services Manager</p>	<p>To consider the adoption of a CCTV Code of Practice.</p> <p>(Report attached)</p> <p>All Wards</p>

<p>6. Voluntary and Community Sector Grants Programme - Funding Recommendations</p> <p>(Pages 47 - 52)</p> <p>Judith Willis, Head of Community Services</p>	<p>To consider funding recommendations for the Voluntary and Community Sector Grants Programme 2016/17.</p> <p>(Notes from the meeting of the Grants Panel attached)</p> <p>(No Specific Ward Relevance)</p>
<p>7. Early Help Commissioning - Consultation</p> <p>(Pages 53 - 68)</p> <p>Judith Willis, Head of Community Services</p>	<p>To consider the enclosed report setting out details of a draft response to consultation by Worcestershire County Council on changes to the Early Help service.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Matchborough Centre Redevelopment - consultation</p> <p>(Pages 69 - 74)</p> <p>Ruth Bamford, Head of Planning and Regeneration</p>	<p>To consider a report concerning consultation about redevelopment of Matchborough district centre.</p> <p>(Report attached)</p> <p>(Matchborough Ward)</p>
<p>9. Purchase of Crossgates House</p> <p>(Pages 75 - 80)</p> <p>Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider a report concerning the purchase of Crossgates House.</p> <p>(Report attached)</p> <p>(Greenlands Ward)</p>
<p>10. Housing Revenue Account, rent and capital 2016-17</p> <p>(Pages 81 - 90)</p> <p>Emma Cartwright, Housing Performance and Database Manager, Sam Morgan, Financial Services Manager</p>	<p>To consider a report setting out proposals for the Housing Revenue Account 2016/17.</p> <p>(Report attached)</p> <p>All Wards</p>

<p>11. Council tax base 2016/17 (Pages 91 - 94) Sam Morgan, Financial Services Manager</p>	<p>To consider the enclosed report setting out the proposed Council Tax base for 2016/17. (Report attached) All Wards</p>
<p>12. Medium Term Financial Plan 2016/17 - 2018/19 Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To consider a report concerning the Medium Term Financial Plan 2016/17 – 2018/19. (Verbal report) All Wards</p>
<p>13. Overview and Scrutiny Committee (Pages 95 - 102) Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 8th December 2015. There are no recommendations to consider. (Minutes attached)</p>
<p>14. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>15. Advisory Panels - update report (Pages 103 - 104) Kevin Dicks, Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee. (Report attached) (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).



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EXECUTIVE

Committee

15th December 2015

MINUTES

Present:

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

Officers:

Jayne Bough, John Godwin, Sue Hanley, Jayne Pickering and Guy Revans

Committee Officer:

Debbie Parker-Jones

54. APOLOGIES

There were no apologies for absence.

55. DECLARATIONS OF INTEREST

There were no declarations of interest.

56. LEADER'S ANNOUNCEMENTS

Withdrawn report – Leisure Services Options Short, Sharp Review

The Leader advised that this report had been withdrawn from the agenda as the Overview and Scrutiny Committee had decided at their meeting on 8th December 2015 that they wanted to defer making a decision on the Review group's recommendations until Officers had completed their work. Scrutiny Members felt that it would be useful to consider all of the information together before any recommendations were made to the Executive Committee about the future delivery of leisure services.

Additional Papers

One set of Additional Papers had been circulated which contained the minutes of the special meeting of the Executive Committee held on 7th December 2015, together with extracts of the minutes of the

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Chair

EXECUTIVE

Committee

15th December 2015

Overview and Scrutiny Committee held on 8th December 2015 in relation to:

- Leisure Intervention Update (agenda item 6);
- Bereavement Services – Review of Cremation Fees and Charges and Proposed Capital Works (agenda item 8); and
- Fees and Charges Review 2016/17 (agenda item 9).

Work Programme

The following reports which were due to be considered at the meeting, or possibly considered at the meeting, had been moved to a later date:

- Purchase of Crossgates House;
- Housing Revenue Account, Rent and Capital 2016/17;
- Housing Business Case;
- Review of Pay Enhancements for Leisure Assistants;
- Matchborough Centre – Consultation; and
- Reorganisation and Change Policy.

57. MINUTES**RESOLVED that**

the minutes of the meeting of the special Executive Committee held on 7th December 2015 be agreed as a correct record and signed by the Chair.

58. THE LEISURE SERVICES OPTIONS SHORT SHARP REVIEW FINAL REPORT

As stated under Leader's Announcements, it was noted that this report had, at the Overview and Scrutiny Committee's request, been withdrawn from the agenda.

RESOLVED that

the position be noted.

59. LEISURE INTERVENTION UPDATE

Members received a report which presented feedback on work undertaken by Officers to further explore how the Leisure offer within the Borough met the Strategic Purpose of 'Providing good things to see, do and visit'. This included feedback from the intervention at the Abbey Stadium and Arrow Vale and Kingsley dual use sites. Members also considered with the report the minute

EXECUTIVE

Committee

15th December 2015

extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of the Leisure Intervention Update report and which had endorsed all of the report recommendations.

Officers had undertaken a great deal of work in assessing customer demand and had evidenced a significant number of benefits across the Borough as detailed in the report. A significant proportion of service users had stated that their social inclusion and general health and wellbeing benefitted from use of the services. It was noted that whilst cost analysis formed part of the information provided, this was only one element of the overall picture to be considered.

The detailed service schedules appended to the report highlighted a number of opportunities to meet customer demands and for further income generation. Officers advised that additional work was required to fully explore these areas. It was evident that the Council supported a variety of other stakeholders in the delivery of their objectives within the community, with the financial benefits to those stakeholders also requiring further investigation. Notably, the Postural Support Instruction sessions currently provided in the Community Centres represented a potential saving of £550k to the NHS by 2020. Officers stated that they wished to hold discussions with the NHS on potential up-front funding for the Authority in this regard. The additional financial implications detailed in the report were also noted.

In response to a Member question as to when Officers would have sufficient information to begin discussions on the possible options for a leisure trust to manage some or all of the Council's facilities, including the Abbey Stadium, Officers stated that whilst they would be looking to bring back a further update report to Executive in approximately March/April 2016, this would not be looking at leisure trust options. The report would instead provide further details in relation to issues such as customer demand, health and well-being and any discussions which had taken place with the Council's partners/stakeholders. Any discussion of the Leisure Services Options Short, Sharp Review group's recommendations would take place as and when the group wished to present their report to the Executive for consideration.

Members welcomed the report and thanked Officers for the detailed work which had gone into producing this. It was agreed that Officers should continue to build on this work and present a further update report to the Executive Committee in approximately March/April 2016. Only when all of the required data, measures and evidence had been obtained could Members make an informed

EXECUTIVE

Committee

15th December 2015

decision on how current provision met the Council's strategic purposes and how leisure services in the Borough should be delivered in the future.

RESOLVED that**Officers:**

- 1) undertake further work on identifying the health and well-being impact on the community of the provision of the Leisure offer;**
- 2) report back on the opportunities for improvements as identified in the detailed schedules;**
- 3) undertake a review of revenue received and any opportunities to increase revenue by assessing alternative pricing models; and**
- 4) discuss with the Academies how the provision in the dual use sites can be better provided to support the wider community.**

60. PROVISION OF DISABLED CAR PARKING SPACES - COUNCIL-OWNED PARKING AREAS

Members received a report which sought approval of a new Disabled Car Parking Space (DCPS) Policy, together with a review to be undertaken by Officers of the current disabled parking scheme and associated temporary resource for completion of the review.

Officers explained that the disabled parking scheme was discretionary and that the new policy would help them address what could sometimes be difficult issues given the increased demand for parking spaces in recent years. It was noted that the policy, which applied to all residents of the Borough and not just Council tenants, provided clear guidelines for Officers to work to, whilst still allowing for some flexibility and consideration of all available options under the scheme.

Members felt that there should be an ongoing review of allocated spaces, with a strict requirement for spaces to be handed back to the Council when residents' circumstances were such that they were no longer eligible for these.

It was noted that the Council could only provide spaces within car parking areas that were owned by the Council, and that future discussions would take place with Worcestershire County Council

EXECUTIVE

Committee

15th December 2015

regarding the provision of spaces where an applicant's property was only served by an adopted highway.

RESOLVED that

- 1) a review of the existing disabled parking scheme be carried out, to include the administration of this and existing spaces already marked;
- 2) a 12-month temporary resource to complete the review be agreed; and
- 3) the Disabled Car Parking Space (DCPS) Policy appended to the report be approved.

61. BEREAVEMENT SERVICES - REVIEW OF CREMATION FEES AND CHARGES AND PROPOSED CAPITAL WORKS

The Committee considered a report, for recommendation to full Council, on Cremation and burial fees and proposed capital works. Members also considered with the report the minute extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report and which had endorsed all of the report recommendations.

Officers explained the background to the report and the need for building improvements in order for the crematorium to continue to operate effectively, accommodate increased demand and to be fit for modern day needs and purpose. The most notable impact on customers would be the requirement to close the facility to allow works to take place and Officers would be looking at alternative chapel provision during this time. Members highlighted the need for Officers to fully consult with undertakers, whom they hoped would in turn give feedback on their clients' views, and for any building works to be implemented as smoothly as possible.

Members discussed the proposals for the fees previously applied to 17 year olds to be amended to start at 18 years old, for both residents and non-residents, for cremations and burials. Officers advised that during the period April to September 2015 only 12 non-resident cremations and burials had taken place. An amendment was moved and seconded to recommendation 2.2 of the report, for no charge to apply to under 18 year old residents of the Borough only, and not to non-residents. Following a vote on this the amendment fell and the substantive recommendation was carried.

RECOMMENDED that

EXECUTIVE

Committee

15th December 2015

- 1) the cremation fees for 18 years+ are increased as follows:

	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020
Time slots	As per current fees and charges for 17+	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)	18 years+ (FOC for under 18 as per 1.2 of report)
8.30am 9.00am	£410	£440	£480	£520	£560
9.30am 10.15am	£530	£500	£540	£580	£630
11.00am onwards	£540	£580	£630	£680	£730

- 2) the fees previously applied to 17 year olds are amended to start at 18 years old for both residents and non-residents for both cremations and burials;
- 3) facility and heating improvements are approved as per the list at paragraph 4.10 of the report and the report appendices;
- 4) a sum of £200k in capital funding be added to the existing £144k making a total of £344k to enable a programme of capital works to take place in 2016; and
- 5) a proportion of the increased income from amended fees be used towards repayment of the capital borrowing costs.

62. FEES AND CHARGES REVIEW 2016/17

The Committee considered the proposed fees and charges for 2016/17 for the Council's chargeable services. Members also considered with the report the minute extract of the Overview and Scrutiny Committee's meeting on 8th December 2015, which had been circulated as Additional Papers, in relation to the pre-scrutiny of this report and which had endorsed the report recommendations. This was the first time the Overview and Scrutiny Committee had been able to review the report within the statutory timescale and in an updated format, which the Committee had welcomed.

It was noted that there were two distinct elements to the fees and charges; those involving increases of up to 3%, which following the

EXECUTIVE

Committee

15th December 2015

meeting of full Council on 7th December the Executive Committee could now resolve on, and those where increases of in excess of 3% were being proposed (as detailed in paragraph 3.5 of the report), which still required full Council approval. Officers provided explanations in relation to those fees and charges that it was proposed be increased at a different rate to that approved by Council, and the justifications behind the additional increases, and responded to Member questions in this regard.

Members noted an error in the text at paragraph 3.2 of the report. This proposed that the fees and charges be increased with effect from 1st January 2016 in the circumstances quoted. However it was noted that for the higher proposed increases full Council would not be meeting until the end of January, meaning the proposed date for implementation of any agreed higher fee increases would be 1st February 2016. Officers apologised for this oversight and agreed to make clear the position when this was reported to Council.

RECOMMENDED that

- 1) **the fees and charges detailed at paragraph 3.5 of the report and included at Appendix 1 to the report, which have a proposed increase for 2016/17 of over 3%, be approved; and**

RESOLVED that

- 2) **the fees and charges presented in Appendix 1 to the report that are increased up to 3% for 2016/17 be approved.**

63. UPDATE ON THE MEDIUM TERM FINANCIAL PLAN 2015/16-2017/18

The Committee received an Officer presentation on financial planning for 2016/17 – 2018/19. This included an update on the known implications for the Council of central government's Comprehensive Spending Review and Autumn Statement which had been issued in November.

There would be a 24% reduction in local government funding over the period, with the government's aim being to eliminate the deficit by 2019/20 with a £10b surplus. More details should be forthcoming in the final Local Government Settlement, which it was anticipated would be made known by 17th December 2015.

Subject to the final detail, Officers spoke on the possible impact to the Council on:

EXECUTIVE

Committee

15th December 2015

- Business Rates;
- Reserves and Assets;
- Capital receipts; and
- New Homes Bonus.

Heads of Service were currently working through the detail of savings, bids and pressures. Balances currently stood at £1.9m and reserves at £2m. Members queried whether any guarantees had been forthcoming at this stage as to whether the New Homes Bonus would continue not to be ringfenced. Officers commented that this appeared to be the case, so far as any guarantee could be obtained at this stage.

Officers stated that they would issue a copy of the presentation slides and a note on the financial position to all Members.

RESOLVED that**the position be noted****64. FINANCE MONITORING QUARTER 2 2015/16**

The Committee received a report which detailed the Council's final financial position for both General Fund and Revenue for the period April to September 2015 (Quarter 2 2015/16).

Officers explained that the picture was quite positive, with there currently being a fairly healthy underspend projected for the year end. There were a number of senior officer vacancies within the Housing Enabling Team, which would be looked into as part of the restructure of the service. There had been a loss of Supporting People funding and Officers across the board were currently comparing the 2016/17 budgets against the anticipated 2015/16 budgets.

In response to Member questions regarding staff vacancies that had not been recruited to and how long these posts had been vacant for, Officers explained that where Heads of Service considered vacancies to be business critical such posts were recruited to. Efficiencies were made wherever possible and services were currently in the process of being transformed, with some posts being retained for future redeployment opportunities. A Member requested a briefing note on current vacant posts within each service area and the reasons for any vacancies, which Officers agreed to provide outside of the meeting.

A query was also raised in relation to where in the Borough the Section 106 funded project in the report recommendation was

EXECUTIVE

Committee

15th December 2015

taking place. Officers agreed to check the position with this outside of the meeting and to report back to Members on this.

RECOMMENDED that

- 1) **the 2015/16 Capital Programme is increased by £25k to include a Section 106 funded project to improve CCTV within the local area/underpass; and**

RESOLVED that

- 2) **the current financial position for General Fund and Revenue as detailed in the report be noted.**

65. NOMINATION OF AN ASSET OF COMMUNITY VALUE - THE EAGLE PUBLIC HOUSE, EVESHAM ROAD, REDDITCH

The Committee considered a report which sought Member support to list The Eagle Public House, Evesham Road, Redditch as an Asset of Community Value.

Officers explained the listing process, financial implications for the Authority and rights of appeal of any listing decision. It was noted that under the new process introduced in November 2012 the final decision as to whether to list an asset rested with the Head of Planning and Regeneration Services, in consultation with the Portfolio Holder for Planning and Regeneration.

Members noted that Punch Partnerships and the local Ward Councillors had been consulted as part of the listing process for The Eagle Public House, and that no objections had been received in response.

RESOLVED that

the Executive Committee support the listing of The Eagle Public House, Evesham Road, Redditch as an Asset of Community Value.

66. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 6th October 2015.

It was noted that there were no recommendations to consider.

RESOLVED that

EXECUTIVE

Committee

15th December 2015

the minutes of the meeting of the Overview and Scrutiny Committee held on 6th October 2015 be received and noted.

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

The Committee received, under Additional Papers, the minute extracts and recommendations of the 8th December 2015 Overview and Scrutiny Committee in relation to the Committee's pre-scrutiny of the following reports:

- Leisure Intervention Update (agenda item 6);
- Bereavement Services – Review of Cremation Fees and Charges and Proposed Capital Works (agenda item 8); and
- Fees and Charges Review 2016/17 (agenda item 9).

These were considered along with the relevant agenda items (Minute No.'s 59, 61 and 62 respectively refer).

68. ADVISORY PANELS - UPDATE REPORT

Officers advised that the Housing Advisory Panel information detailed in the report was out of date and that a number of meetings of the Panel had taken place since March 2015, with the next Panel meeting planned for January 2016.

RESOLVED that

the report and Officer update be noted.

The Meeting commenced at 7.00 pm
and closed at 9.25 pm

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Chair

EXECUTIVE COMMITTEE

12th January 2016

CCTV Code of Practice

Relevant Portfolio Holder	Cllr Yvonne Smith
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis Head of Community Service
Ward(s) Affected	All
Ward Councillor(s) Consulted	
Key Decision / Non-Key Decision	Non-Key Decision

1. SUMMARY OF PROPOSALS

To consider the adoption of the CCTV Code of Practice (attached at Appendix 1) which takes account of changes in best practice and new legislation, specifically The Protection of Freedom Act 2012.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that

- 1) the CCTV Code of Practice attached at Appendix 1 be approved; and**
- 2) authority be delegated to The CCTV and Lifeline Manager to make minor changes to this Code of Practice to comply with legal requirements and advice from the Surveillance Commissioner.**

3. KEY ISSUES

- 3.1 The new Code of Practice has been produced following changes to legislation. It will ensure the CCTV scheme remains fit for purposes and that it is regularly reviewed; the original objectives of the scheme have not been altered.
- 3.2 The changes made are primarily to meet the requirements of new legislation, the Protection of Freedom Act 2012, and to adopt the Surveillance Camera Commissioner's Code of Practice. This code of practice has been issued by the Secretary of State under Section 30 of the 2012 Act. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities (i.e. Local Authorities, Police) in England and Wales who must have regard to the code when exercising any functions to which the code relates.
- 3.3 The Code of Practice has been written to ensure the scheme is operated legally and is fit for purpose, following these 12 guiding principles.
 1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

EXECUTIVE COMMITTEE

12th January 2016

2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.
- 3.3 The significant changes to the CCTV Code of Practice demonstrate how the Council will ensure the above principles are maintained.

EXECUTIVE COMMITTEE12th January 2016

Financial Implications

- 3.4 There are no financial implications

Legal Implications

- 3.5 Adopting the CCTV Code of Practice will ensure the CCTV scheme adheres to the legal requirements.

Service / Operational Implications

- 3.6 The Code is supported by a detailed procedure manual for reference and training of staff.

Customer / Equalities and Diversity Implications

- 3.7 The CCTV Code of Practice makes provision for all subjects of CCTV to be treated fairly and equally.

4. RISK MANAGEMENT

- 4.1 Failure to adopt the CCTV Code of Practice could result in the Council's CCTV Scheme being unfit for purpose. Its adoption by the Council indicates that it supports best practice.

5. APPENDICES

Appendix 1 - CCTV Code of Practice December 2015

6. BACKGROUND PAPERS

Surveillance Camera Code of Practice

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

AUTHOR OF REPORT

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CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 1 of 32	
Date: 01.12.2015	

**Redditch Borough Council
And
Bromsgrove District Council
Shared Service**

**CCTV
Code of Practice**

December 2015



Bromsgrove
District Council
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**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 2 of 32	
Date: 01.12.2015	

1.0	INTRODUCTION AND DEFINITIONS	4
1.2	OWNERSHIP	4
1.3	CCTV MISSION STATEMENT	4
1.4	CODES OF PRACTICE MISSION STATEMENT	4
1.5	DEFINITIONS	4
1.6	SYSTEM DESCRIPTION	6

2.0	CHANGES TO THE CODE OF PRACTICE	8
2.1	CONSULTATION	8
2.2	SUPPLEMENTARY DOCUMENTATION	8

3.0	OBJECTIVES OF THE CCTV SCHEME AND CODE OF PRACTICE	9
3.1	PURPOSE OF AND COMPLIANCE WITH CODE OF PRACTICE	9
3.2	OBJECTIVES OF THE SCHEME	9

4.0	FUNDAMENTAL PRINCIPLES AND POLICIES	10
4.1	RIGHTS OF PRIVACY	10
4.2	PRINCIPLES OF MANAGEMENT OF THE SCHEME	10
4.3	POLICY OF THE SCHEME AND SIGNAGE	11
4.4	POINT OF CONTACT	11
4.5	RELEASE OF INFORMATION TO PUBLIC	11
4.6	RELEASE OF INFORMATION TO STATUTORY BODIES	11
4.7	ANNUAL POLICY REVIEW	12

5.0	DATA PROTECTION AND LEGISLATION	13
5.1	DATA PROTECTION REGISTRATION	13
5.2	HUMAN RIGHTS ACT 1998	14
5.3	CRIMINAL PROCEDURES AND INVESTIGATIONS ACT 1996	15
5.4	FREEDOM OF INFORMATION ACT 2000	15
5.5	REGULATION OF INVESTIGATORY POWERS ACT 2000	15
5.6	SURVEILLANCE CAMERA CODE OF PRACTICE	16
5.7	CRIME & COURTS ACT 2013	17

6.0	ACCOUNTABILITY	18
6.1	SUPPORT OF PRINCIPLES	18
6.2	RESPONSIBILITIES	18
6.3	ACCOUNTABILITY	20
6.4	ANNUAL ASSESSMENTS	20
6.5	AUDITS	21
6.6	COMPLAINTS	21
6.7	PERSONNEL	22

7.0	CONTROL ROOM MANAGEMENT AND OPERATION	23
7.1	GENERAL	23
7.2	RESPONSE TO INCIDENTS	23
7.3	MAKING RESPONSE AND TIME SCALES	23
7.4	OBSERVATION AND RECORDING INCIDENTS	24
7.5	SUCCESSFUL RESPONSE	24
7.6	OPERATION OF THE SYSTEM BY POLICE	24

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 3 of 32	
Date: 01.12.2015	

8.0	PRIVACY AND DISCLOSURE ISSUES	25
8.1	PRIVACY	25
8.2	DISCLOSURE POLICY	25
8.3	ACCESS TO RECORDED IMAGES	26
8.4	VIEWING OF RECORDED IMAGES	26
8.5	OPERATORS AWARENESS	26
8.6	REMOVAL OF MEDIUM FOR VIEWING	26
8.7	ACCESS TO DATA BY THIRD PARTIES	26
8.8	DISCLOSURE IN THE PUBLIC INTEREST	27
8.9	DATA SUBJECT ACCESS	27
8.10	PROVISION OF DATA TO INDIVIDUALS	28
8.11	OTHER RIGHTS	29
8.12	MEDIA DISCLOSURE	29

9.0	RECORDED MATERIAL MANAGEMENT	30
9.1	GENERAL	30
9.2	QUALITY AND MAINTENANCE	30
9.3	DIGITAL RECORDING	30
9.4	MAKING RECORDINGS	31
9.5	PRINTS	31

10.0	DOCUMENTATION	32
10.1	GENERAL	32
10.2	LOGS	32
10.3	ADMINISTRATIVE DOCUMENTS	32

1.0 INTRODUCTIONS & DEFINITIONS

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 4 of 32	
Date: 01.12.2015	

Introduction

1.1 This Code of Practice shall apply to the closed circuit television surveillance scheme known as the Redditch and Bromsgrove Shared Service CCTV System. The scheme initially comprises of cameras located in specific external and internal locations within the Redditch and Bromsgrove Council areas, with control, monitoring and recording facilities at a dedicated location. A problem orientated process was utilised to assess the appropriateness of CCTV in the areas mentioned. The cameras have therefore been sited to capture images of identifiable individuals or information relating to individuals which are relevant to the purposes for which the scheme has been established.

1.2 Ownership

The system in the Redditch area is owned by Redditch Borough Council (RBC) and the owner of the system in Bromsgrove is Bromsgrove District Council (BDC), the service is a shared service hosted by Redditch Borough Council. Both Councils will ensure the protection of individuals and the public by complying with this joint Code of Practice.

1.3 Closed Circuit Television Mission Statement

To promote public confidence by developing a safe and secure environment for the benefit of those employed, visiting or using the facilities of the area covered by the respective CCTV systems. The Councils are committed to the recommendations contained in the Information Commissioners CCTV Code of Practice and the Surveillance Camera Codes of Practice which can be found on the relevant websites.

1.4 Codes of Practice Mission Statement

To inspire public confidence by ensuring that all public area Closed Circuit Television (CCTV) systems which are linked to the CCTV Control and Monitoring Centre are operated in a manner that will secure their consistent effectiveness and preserve the civil liberty of law abiding citizens at all times.

1.5 Terms and Definitions

1.5.1 The CCTV Monitoring Centre secure location for a CCTV scheme where images are collected, used, disclosed retained and disposed of. It is also the location where calls may be received from 'Help Points' and from where warning can be made via public address systems, associated with the cameras.

1.5.2 CCTV scheme shall mean the totality of the arrangements for closed circuit television in the locality but is not limited to the technological system, staff and operational procedures.

1.5.3 CCTV system means the surveillance items comprising cameras and associated equipment for monitoring, transmission and controlling purposes.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 5 of 32	
Date: 01.12.2015	

- 1.5.4 **Contractor** party contracted by the owner to undertake agreed services
- 1.5.5 **Controlled environment** anywhere that data which might be offered as evidence is received, stored, reviewed or analyzed including at the CCTV Monitoring Centre
- 1.5.8 **Data** shall mean all information, including that about a person
- 1.5.9 **Personal Data** means data which relates to a living individual who can be identified:
- a) from that data or
 - b) from that data and other information which is in the possession of or is likely to come into the possession of, the data controller.
- 1.5.10 **Sensitive personal data** is personal data which is deemed to be sensitive. The most significant of these, for the purposes of this code are information about:-
- The commission or alleged commission of any offences
 - Any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.
- 1.5.11 **An incident** is an activity that warrants a response.
- 1.5.12 **The owner** is legal person or entity, agency or individual designated as having overall responsibility for the formulation and implementation of the policies, objectives and control of a CCTV scheme. The 'owner' of the system in Redditch is Redditch Borough Council (RBC) and the owner of the system in Bromsgrove is Bromsgrove District Council (BDC), the service is a shared service hosted by RBC.
- 1.5.13 **Privacy impact assessment** of the impact a CCTV system has on an individual's right to privacy
- 1.5.14 **The systems manager** has the responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme. The systems manager means the CCTV and Lifeline Service Manager.
- 1.5.15 **Data controller** means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are about to be processed. The Data Controller for the respective CCTV schemes are Redditch Borough Council (RBC) and Bromsgrove District Council (BDC),
- 1.5.16 **Operator** person specifically designated and authorized by the owner of a CCTV scheme to carry out the physical operation of controlling that scheme. All operators are screened, trained and licensed to the standards required in the Private security Industry Act 2001
- 1.5.17 **Recorded material** any data recorded on any medium that has the capacity to store data and from which data can later be recalled irrespective of time.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 6 of 32	
Date: 01.12.2015	

1.5.18 **Recording material** any medium that has the capacity to store data and from which data can later be recalled

1.5.19 **A hard copy print** is a paper copy of an image or images, which already exist on recorded material.

1.6 System description

1.6.1 Background

Bromsgrove District Council installed CCTV within the Borough in 1998 following a robust consultation and analysis of need. The initial system was funded through a Government grant to Local Authorities. Redditch Borough Council, also successful in a funding bid, set up a CCTV scheme in 2000.

To ensure sustainability and economies of scale for both authorities a shared service arrangement has been agreed between BDC and RBC. RBC are the host authority and BDC contribute to the costs associated to staffing and other shared resources.

1.6.2 Whilst the schemes are owned by the above mentioned Councils and operated by Redditch Borough Council staff its implementation and/or expansion is supported by the following bodies (the partners)

- 1 West Mercia Police
- 3 The Community Safety Partnerships
- 4 Local Management forums
- 5 Local Businesses

The owners, operators and all partners will work in accordance with the Codes. The partners named above will have no involvement in the operating of the system with the exception of the Police and authorised and trained personnel of Redditch Borough Council.

1.6.3 This Code of Practice shall apply to the closed circuit television surveillance systems known as the Redditch Borough Council and Bromsgrove District Council CCTV schemes.

1.6.4 The system consists of static and fully functional (pan, tilt and zoom) cameras and either a fibre optic or other transmission system which sends images to the Redditch Borough Council control, monitoring and recording facility.

1.6.5 Images from all cameras are recorded simultaneously throughout 24 hour period 365 days each year.

1.6.6 There is also a dedicated CCTV transmission link to Police control rooms operating within the areas of CCTV coverage where live pictures and events can be monitored.

1.6.7 High quality cameras both fully functional with pan, tilt and zoom and static are in use.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 7 of 32	
Date: 01.12.2015	

- 1.6.8 The physical and intellectual rights in relation to any and all material recorded within the CCTV Control and Monitoring facility shall at all times remain in the ownership of the respective Councils.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 8 of 32	
Date: 01.12.2015	

2.0 CHANGES TO THE CODE OF PRACTICE

2.1 Any major changes to this Code of Practice will take place only after consultation with the relevant management group and upon agreement of all organisations with a participatory role in the operation of the system.

2.1.1 Major changes to this code are defined as changes which affect its fundamental principles and shall be deemed to include:

- additions and omissions of cameras to the system
- matters which have privacy implications
- additions to permitted uses criteria e.g. purposes of the scheme
- changes in the right of access to personal data, except statutory requirements
- significant legal implications.

2.1.2 Minor changes to this Code of Practice are defined as operational and procedural matters which do not affect the fundamental principles and purposes; these include:

- additions and omissions of contractors
- additional clarifications, explanations and corrections to the existing code
- additions to the code of practice in order to conform to the requirements of any statutory Acts and changes in criminal legislation

A minor change may be agreed between the manager and the owner of the system.

The Code of Practice will be subject to annual review which will include compliance with the relevant legislation and Standards.

2.2 Supplementary Documentation

The Code of Practice will be supplemented by the following documents:

CCTV Operations Procedural Manual

Operators Equipment manual

Each document contains instructions and guidance to ensure that the objectives and principles set out in this Code of Practice are achieved. These documents will be restricted to the partners and staff members only.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 9 of 32	
Date: 01.12.2015	

3.0 OBJECTIVES OF THE CCTV SCHEME & CODE OF PRACTICE

3.1 Purpose of and Compliance with the Code of Practice

- 3.1.1 This Code of Practice is to detail the management, administration and operation of the closed circuit television (CCTV) systems in the Redditch Borough Council and Bromsgrove District Council areas and the associated Control and Monitoring Facility.
- 3.1.2 The Code of Practice has a dual purpose, in that it will assist owners, management and operators to understand their legal and moral obligations whilst reassuring the public about the safeguards contained within it.
- 3.1.3 The owners, CCTV Operators and users of the CCTV systems and associated safety and security equipment connected to the Control, Monitoring and Recording facility shall be required to give a formal undertaking that they will comply with this Code of Practice and act in good faith with regard to the basic principles contained within it.
- 3.1.4 The owners, CCTV Operators, users and any visitors to the Control, monitoring and recording facility will be required to sign a formal confidentiality declaration that they will treat any viewed and/or written material as being strictly confidential and that they undertake not to divulge it to any other person.

3.2 Objectives of the scheme

- 3.2.1 The following objectives have been established for the Redditch Borough Council and Bromsgrove District Council CCTV and associated systems:
- to help reduce the fear of crime;
 - to help deter crime, detect crime and prevent crime;
 - to deter and detect ant-social behaviour
 - to assist in the apprehension and identification of offenders;
 - to enhance community safety, boost the economy and encourage greater use of the town centre / shopping centre .
 - to assist the Local Authority in its enforcement and regulatory functions.
 - for the maintenance of Public Order
 - to provide information for traffic management
 - Provide the police, other agencies and the Council with evidence to take criminal and civil action in the courts
 - providing high quality evidence which may assist in the detection of crime and the apprehension and prosecution of offenders
 - protecting property
 - providing assistance with issues relating to public safety and health
 - providing assistance and reassurance to the public in emergency situations

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 10 of 32	
Date: 01.12.2015	

4.0 FUNDAMENTAL PRINCIPLES & POLICIES

4.1 Rights of Privacy

4.1.2 Redditch Borough Council, Bromsgrove District Council and partners support the individual's right to privacy and will insist that all agencies involved in the provision and use of Public surveillance CCTV systems connected to the control, monitoring and recording facility accept this fundamental principle as being paramount.

4.2 Principles of management of the scheme

4.2.1 Prior to the installation of cameras an 'Impact Assessment' to determine whether CCTV is justified and how it will be operated will be undertaken in compliance with both the Information Commissioners CCTV Code of Practice and the Surveillance Camera Codes of Practice

4.2.2 The cameras have been sited to capture images which are relevant to the specified purposes for which the scheme has been established.

4.2.3 Cameras will be sited to ensure that they can produce images of the right quality, taking into account technical and environmental issues.

4.2.4 To accomplish the above an 'Operational Requirement' will be completed at the time of the 'Impact Assessment' for each proposed camera to dictate the quality of images required. This is a recommendation of the Information Commissioner and the Surveillance Camera Commissioner.

4.2.5 If wireless transmission systems are used to control CCTV equipment, sufficient safeguards will be in place to protect them from being intercepted.

4.2.6 The scheme will be operated fairly, within the applicable law and only for the purposes for which it is established or which are subsequently agreed in accordance with the Code of Practice.

4.2.7 Operators are aware of the purpose(s) for which the scheme has been established and that the CCTV equipment is only used to achieve the identified purposes.

4.2.8 The scheme will be operated with due regard for the privacy of the individual.

4.2.9 Before cameras are placed in residential areas the residents in that area will be consulted concerning the proposed system. The results of the consultation will be taken into account.

4.2.10 The public interest in the operation of the scheme will be recognised by ensuring the security and integrity of operational procedures.

4.2.11 The system will only be operated by trained and authorised personnel.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 11 of 32	
Date: 01.12.2015	

4.3 Policy of the Scheme and Signage

4.3.1 The scheme aims to provide surveillance of the public areas within the Redditch Borough Council and Bromsgrove District Council areas in order to fulfill the stated purposes of the scheme. The area protected by CCTV will be indicated by the presence of signs. The signs will be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs will state the organisation responsible for the scheme, the purposes of the scheme and a contact telephone number. Data will not be held for longer than necessary and disposal of information will be regulated.

4.4 Point of contact

Should the public wish to make contact with the owners of the scheme they may write to:

CCTV and Lifeline Manager

Redditch Borough Council

The Town hall

Walter Stranz Square

Redditch

Worcestershire

B98 8AH

The contact point will be available to members of the public during office hours. Enquirers will be provided with the relevant documentation.

4.5 Release of information to the public

Information will be released to third parties, itemised in Section 8, who can show legitimate reasons for access. They will be required to request any information with reasons in writing and identify themselves. Information will only be released if the data captures identifiable individuals or information relating to individuals and the reasons are deemed acceptable, the request and release of information complies with current legislation and on condition that the information is not used for any other purpose than that specified.

Individuals may request to view information concerning themselves held on record in accordance with the Data Protection Act 1998. The procedure is outlined in Section 8.9 of this Code of Practice.

4.6 Release of information to statutory prosecuting bodies

The policy is to assist statutory prosecuting bodies such as the Police, and statutory authorities with powers to prosecute and facilitate the legitimate use of the information derived from the scheme. Statutory bodies may have access to information permitted for disclosure on application to the owner of the scheme or the manager/supervisor, provided the reasons and statement of purpose, accord with the

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 12 of 32	
Date: 01.12.2015	

objectives of the scheme and conditions outlined in section 8.0. The information will be treated as evidential exhibits.

4.7 Annual Policy Review

There will be an annual policy review covering the following aspects:

- a) whether the purpose and objectives statements remain valid
- b) change in extent of the scheme
- c) contracts with suppliers
- d) a review of the data protection or legal requirements
- e) maintenance schedule and performance test of the system
- f) the annual report and statistics
- g) complaints procedure and evaluation

5.0 DATA PROTECION ACT AND OTHER LEGISLATION

5.1 Data Protection Registration

The schemes are registered with the Data Protection Commissioner. Redditch Borough Council registration Number is Z554276 and Bromsgrove Borough Council registration number is Z5192939. The scheme will be managed in accordance with the principles of the Data Protection Act 1998. The Act encompasses eight Data Protection Principles a summary of which follows:

First Data Protection Principle

“Personal Data shall be processed fairly and lawfully and in particular, shall not be processed unless :

- a) At least one of the conditions in schedule 2 is met **and**
- b) In the case of sensitive Personal Data, at least one of the conditions in schedule 3 is also met”

The above conditions are covered in the purposes for which the scheme was installed.

The definition of Personal Data and Sensitive Personal Data can be found in Section one of these codes.

Second Data Protection Principle

“Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes”.

Third Data Protection Principle

“Personal Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed”.

The Fourth Data Protection Principle

“Personal Data shall be accurate and, where necessary, kept up to date”.

The Fifth Protection Principle

“Personal Data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes”.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 14 of 32	
Date: 01.12.2015	

The Sixth Data Protection Principle

“Personal data shall be processed in accordance with the rights of data subjects under this Act”.

The Seventh Data Protection Principle

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data”.

The Eighth Data Protection Principle

“Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures and adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data”.

5.2 Human Rights Act 1998

The system will be operated by or on behalf of two public authorities, the authorities have considered the wider human rights issues and in particular the implications of the European Convention on Human Rights, Article 8 (the right to respect for private and family life).

- 1 Everyone has the right to respect for his private and family life, his home and his correspondence.
- 2 There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Therefore, to comply with Article 8 (1), and Article 8 (2) the CCTV Service will always considers the following:

Proportionality - Article 4.2.1, 4.2.2, 4.2.3 and 4.2.6 of the code of practice

Legality - Article 4.2.7 and 4.2.8 of the code of practice

Accountability - Article 4.2.10 and 4.2.11 of the code of practice

Necessity/Compulsion - Article 4.2.3 of the code of practice

Any infringement by a public authority of another’s rights must be justified.

If this is not the case then it will not be appropriate to use CCTV.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 15 of 32	
Date: 01.12.2015	

5.3 Criminal Procedures and Investigations Act 1996

The Criminal Procedures and Investigations Act 1996 came into effect in April 1997 and introduced a statutory framework for the disclosure to defendants of material which the prosecution would not intend to use in the prosecution of its own case (known as unused material) but disclosure of unused material under the provisions of this Act should not be confused with the obligations placed on the data controller by Section 7 of the Data Protection Act 1998, (known as subject access).

5.4 Freedom of Information Act 2000

If a request for images is received via a FOIA application and the person requesting is the subject, these will be exempt from the FOIA and will be dealt with under The Data Protection Principles.

Any other requests not involving identification of individuals can be disclosed but only if it does not breach the data protection principles.

5.5 Regulation of Investigatory Powers Act 2000

Introduction

The Regulation of Investigatory Powers Act 2000 came into force on 2nd October 2000. It places a requirement on public authorities listed in Schedule 1: Part 1 of the act to authorise certain types of covert surveillance during planned investigations.

Background

General observation forms part of the duties of many law enforcement officers and other public bodies. Police officers will be on patrol at football grounds and other venues monitoring the crowd to maintain public safety and prevent disorder. Officers may also target a crime "hot spot" in order to identify and arrest offenders committing crime at that location. Trading standards or HM Customs & Excise officers might covertly observe and then visit a shop as part of their enforcement function to verify the supply or level of supply of goods or services that may be liable to a restriction or tax. Such observation may involve the use of equipment to merely reinforce normal sensory perception, such as binoculars, or the use of cameras, where this does not involve **systematic surveillance of an individual**. It forms a part of the everyday functions of law enforcement or other public bodies. This low-level activity will not usually be regulated under the provisions of the 2000 Act.

Neither do the provisions of the Act cover the normal, everyday use of **overt** CCTV surveillance systems. Members of the public are aware that such systems are in use, for their own protection, and to prevent crime. However, it had not been envisaged how much the Act would impact on specific, targeted use of public/private CCTV systems by 'relevant Public Authorities' covered in Schedule 1: Part1 of the Act, when used during their planned investigations.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 16 of 32	
Date: 01.12.2015	

The consequences of not obtaining an authorisation under this Part may be, where there is an interference by a public authority with Article 8 rights (invasion of privacy), and there is no other source of authority, that the action is unlawful by virtue of section 6 of the Human Rights Act 1998 (Right to fair trial) and the evidence obtained could be excluded in court under Section 78 Police & Criminal Evidence Act 1984.

The Act is divided into five parts. Part II is the relevant part of the act for CCTV. It creates a system of authorisations for various types of covert surveillance. The types of activity covered are "intrusive surveillance" and "directed surveillance". Both types of surveillance if part of a pre-planned operation will require authorisation from specified persons named in the Act. In addition, the reasons for such surveillance must be clearly indicated and fall within the criteria outlined by this legislation. A procedure is in place for regular reviews to be undertaken into authorisation.

The Redditch Borough Council and Bromsgrove District Council CCTV schemes will observe the criteria laid out in the legislative requirements.

Further information is available from the Home Office website:-

www.homeoffice.gov.uk/ripa/ripact.htm

5.6 Surveillance Camera Code of Practice

The Code of Practice was a requirement of the Protection of Freedoms Act 2012 and sets out guidelines for CCTV and Automatic Number Plate Recognition (ANPR) systems to ensure their use is open and proportionate and that they are able to capture quality images that give police a better chance to catch criminals and cut crime.

The code has been built upon 12 guiding principles, which provide a framework of good practice that includes existing legal obligations. Those existing obligations include the processing of personal data under the Data Protection Act 1998, a public authority's duty to adhere to the Human Rights Act 1998 and safeguards under the Regulation of Investigatory Powers Act 2000 associated with the use of directed and covert surveillance by a public authority. The use of a surveillance camera system must:

1. Always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
2. Take into account its effect on individuals and their privacy
3. Have as much transparency as possible, including a published contact point for access to information and complaints
4. Have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
5. Have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
6. Have no more images and information stored than that which is strictly required

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 17 of 32	
Date: 01.12.2015	

7. Restrict access to retained images and information with clear rules on who can gain access
8. Consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
9. Be subject to appropriate security measures to safeguard against unauthorised access and use
10. Have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with
11. Be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim
12. Be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes.

Whilst the above principles are voluntary, Local Authorities must have regard to them and Redditch Borough Council and Bromsgrove District Council will work to achieve continued compliance with the requirements. Information and a copy of the Codes can be found on www.gov.uk/government/uploads.

5.7 Crime & Courts Act 2013

The Crime and Courts Act became law on 1st October 2013 and replaced the Serious Organised Crime and Police Act 2005. CCTV Control Rooms are under Section 7 of the Crime & Courts Act 2013 required by law to share information (CCTV images) to the National Crime Agency (NCA). If a request is received from the NCA then the Redditch Borough Council and Bromsgrove District Council CCTV Control room MUST comply with the request and provide the data.

Section 7, Subsection (3) provides information obtained by the NCA in connection with the exercise of any NCA function may be used by the NCA in connection with the exercise of any other NCA function. For example, information obtained in the course of gathering criminal intelligence may be used in connection with NCA's crime reduction function.

Section 7, Subsection (4) provides that the NCA may disclose information in connection with the exercise of any NCA function if the disclosure is for any "permitted purpose" as defined within Section 16(1) of the Act. This would apply in situations where, for example, the NCA has received information on suspected criminal activity (such as a 'Suspicious Activity Report' – which help banks and financial institutions protect themselves and their reputation from criminals and help law enforcement to track down and arrest them) and has decided to share this information with an organisation or person outside the NCA (such as a financial institution) for the purpose of preventing or detecting crime.

NOTE: any information which falls within the scope of RIPA Act 2000 will still require the necessary authority prior to the release of images.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 18 of 32	
Date: 01.12.2015	

6.0 ACCOUNTABILITY

6.1 Redditch Borough Council and Bromsgrove District Council and the Partners support the principle that the community at large should be satisfied that the Public surveillance CCTV systems are being used, managed and controlled in a responsible and accountable manner and that in order to meet this objective there will be independent assessment and scrutiny. It is the responsibility of all parties to maintain a continuous review of it's integrity, security, procedural efficiency, methods of operation and retention and release of data.

6.2 Hierarchy of Responsibilities

6.2.1 The Owners

The owners shall be responsible for policy, effective management and public relations of the scheme. They shall produce a written policy and be responsible for its implementation. This shall be carried out in consultation with users of the scheme and provide for the release of information relating to the operation of the system. The owner is responsible for dealing with complaints, and ensuring a fair system of staff selection and recruitment is adopted for staff employed in the control and monitoring environment. The role of owner also includes all statutory responsibilities including the role of "data controller" as prescribed by the Data Protection Act 1998 Section 1 Subsection 1(1)

6.2.2 The Manager

The manager or designated member of staff should undertake regular reviews of the documented procedures to ensure that the provisions of this Code are being complied with. These should be reported back to the owner of the scheme. To facilitate this, regular minuted meetings will be held with the Team Leader to go through the points listed below:-

The manager is the person who has direct control of the scheme and as such he/she will have authority for the following

- Staff management
- Observance of the policy and procedural practices
- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new and destruction of old data
- Liaison with police and other agencies
- Maintenance of the quality of recording and monitoring equipment

The manager should retain responsibility for the implementation of procedures to ensure that the system operates according to the purposes for which it was installed and in accordance with the objectives identified for the system.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 19 of 32	
Date: 01.12.2015	

The manager shall also ensure that on a day-to-day basis all equipment is working correctly and that the operators of the scheme comply with the Code of Practice and Procedural Manual. Dealing with breaches of the codes and disciplinary measures shall lie with the manager.

6.2.3 **The Team Leader**

The team leader has a responsibility to ensure that at all times the system is operated in accordance with the policy and all procedural instructions relating to the system, and for bringing to the immediate attention of the manager any matter affecting the operation of the system, including any breach or suspected breach of the policy, procedural instructions, security of data or confidentially. In the Managers absence the Team Leader will have responsibility for:

- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new Media
- Liaison with police and other agencies

The team leader should ensure that at all times operators carry out their duties in an efficient and responsible manner, in accordance with the objectives of the scheme. This will include regular checks and audit trails to ensure that the documentation systems in place are working effectively. These systems include:

- The media log
- The operators log
- The incident log
- Witness statements
- Faults and maintenance log
- The security of data
- Audit logs
- Authorisation of visitors

The team leader should ensure operators comply with Health and Safety Regulations.

6.2.4 **The Operators**

The operators will be responsible for complying with the code of practice and procedural manual. They have a responsibility to respect the privacy of the individual, understand and comply with the objectives of the scheme. They are required to be proficient in the control and the use of the CCTV camera equipment, recording and playback facilities, media erasure, and maintenance of all logs. The information recorded must be accurate, adequate and relevant to the purpose of the scheme. They should immediately bring to the attention of the Team Leader any equipment defect that may occur, and report in accordance with procedures.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 20 of 32	
Date: 01.12.2015	

In the Managers/Team Leaders absence the Operator will have responsibility for:

- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new Media
- Liaison with police and other agencies

6.2.5 Contractor's Responsibilities

There is one contractor responsible for Maintenance of CCTV equipment.

The response provided by the contractor is subject of a written contract and records of responses are maintained

6.3 Accountability

The manager/team leader shall be accountable to the owner of the scheme and will provide periodic progress reports on the scheme. The manager/Team Leader will resolve technical and operational matters.

Failure of the operators to comply with the procedures and code of practice should be dealt with by the manager/team leader. Person(s) misusing the system will be subject to disciplinary or legal proceedings in accordance with Council policy.

6.4 Annual report

An annual report of the scheme will be undertaken by an independent consultancy appointed by the owner to evaluate the effectiveness of the system. This will include annual reviews of the scheme's operation, performance and working practices and, where appropriate make recommendations for improvements. The results will be assessed against the stated purposes of the scheme. If the scheme is not achieving its purpose modification and other options will be considered.

The results of the assessment will be made available to the public through Redditch Borough Council and Bromsgrove District Council.

The Information Commissioner's CCTV Code of Practice and Surveillance Camera Code of Practice stipulates that the system should be reviewed annually to determine whether CCTV continues to be justified. They further state that it is necessary to establish the system's effectiveness to ensure that it is still doing what it was intended to do. If it does not achieve its purpose, it should be stopped or modified.

The report should include the following;

- a) a description of the scheme and the geographical area(s) of operation;
- b) the scheme's policy statement;

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 21 of 32	
Date: 01.12.2015	

- c) the objective and scope of the scheme;
- d) any changes to the operation or management of the CCTV scheme;
- e) any changes that have been made to the policy;
- f) any proposals to expand or reduce the operation of the scheme; and
- g) the scheme's aims and objectives for the next 12 months.

The report should also provide details of the scheme's achievements during the previous 12 months. The details of the scheme's performance should include:

- 1) the number of incidents recorded by the scheme;
- 2) the number of incidents reported to the law enforcement agencies and, where appropriate, other bodies, e.g. the local authority;
- 3) an assessment of the scheme's impact on crime levels and types of crime in the area covered by it; and
- 4) an assessment of the scheme's impact on its objectives, including:
 - the number of privacy impact assessments completed;
 - the number of reviews of footage by police and authorized agencies; and
 - the number of incidents per camera for the previous twelve months.

6.5 Complaints

A member of the public wishing to make a complaint about the system may do so through Redditch Borough Council or Bromsgrove District Council's complaint procedure. Copies of the complaints procedure are available from the below address.

CCTV and Lifeline Manager
Redditch Borough Council
The Town hall
Walter Stranz Square
Redditch
Worcestershire
B98 8AH

A complaints procedure has been documented. A record of the number of complaints or enquiries received will be maintained together with an outline of the action taken.

A report on the numbers of complaints will be collated by the systems manager or designated member of staff in order to assess public reaction to, and opinion of, the use of the system. The annual report will contain details of the numbers of complaints received, the time taken to acknowledge and respond to complaints, the method of receiving and handling complaints and the degree of satisfaction in handling complaints.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 22 of 32	
Date: 01.12.2015	

6.6 Personnel

6.6.1 Employment

All operators will be employed according to the Council's Recruitment and Selection Policy.

6.6.2 Training

All operators are or will be trained to the criteria required by the private Security Industry Act 2001 and licensed by the Security Industry Authority for Public Space Surveillance systems

All persons employed to act as operators of the system are trained to the highest available industry standard. Training has been completed by suitably qualified persons and has included:

- Terms of employment
- The use of all appropriate equipment
- The operation of the systems in place
- The management of recorded material including requirements for handling and storage of material needed for evidential purposes.
- All relevant legal issues including Data Protection and Human Rights
- Progression to nationally recognized qualifications
- Recognise and understanding privacy and disclosure issues
- The disciplinary policy

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 23 of 32	
Date: 01.12.2015	

7.0 CONTROL ROOM MANAGEMENT AND OPERATION

7.1 Access to Control Room

- 7.1.1 Access to the monitoring area will be strictly controlled. Security of the Control Room shall be maintained at all times.
- 7.1.2 Only those persons with a legitimate purpose will be permitted access to the control and Monitoring Centre.
- 7.1.3 The Manager/Team Leader or in their absence the operator, is authorised to determine who has access to the monitoring area. This will normally be:

Operating staff

The manager/team leader

Police officers requiring to view images of a particular incident, or collecting/returning media being considered for intelligence or evidential purposes.

These visits will take place by prior appointment.

Engineers and cleaning staff (These people will receive supervision throughout their visit)

Independent Inspectors appointed under this Code of Practice may visit the control room without prior appointment.

Organised visits by authorised persons in controlled circumstances

All visitors to the monitoring area, including Police Officers, will be required to sign a visitors log and a declaration of confidentiality.

7.2 Response to an incident

- 7.2.1 The Procedural Manual details:

What action should be taken.

Who should respond.

The time scale for response.

The times at which the observation should take place.

- 7.2.2 A record of all incidents will be maintained in the incident log. Information will include anything of note that may be useful for investigative or evidential purposes.

7.3 Who makes the response and the time scale

Incidents of a criminal nature will be reported to the West Mercia Police. The response will be made by the Police Service in accordance with their policies.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 24 of 32	
Date: 01.12.2015	

7.4 Observation and recording of incidents

Recording will be throughout the 24 hour period in real time. Wherever possible the system will be monitored 24 hours a day.

In the event of an incident being identified there will be particular concentration on the scene.

7.5 A successful response

7.5.1 The criteria for measuring a successful response are:

- A good observational record of the incident
- A short time scale for response to the incident
- Identification of a suspect
- The prevention or minimisation of injury or damage
- Reduction of crime and disorder
- Improving public safety
- Restoration of tranquillity

7.6 Operation of the System by the Police

- a) There is a transmission link from the Monitoring Centre to the Call Management Centre (CMC) at Police Head Quarters and this enables live images to be viewed by the police.
- b) In very extreme circumstances such as a major incident a request may be made for the Police to take total control of the system in its entirety, including the staffing of the Monitoring Centre and personal control of all associated equipment; to the exclusion of all representatives of the system owners. A request for total exclusive control must be made in writing by a Police Officer not below the rank of Superintendent (or designated deputy).

Once the police undertake any of the above they become responsible under the Data Protection Act 1998.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 25 of 32	
Date: 01.12.2015	

8.0 PRIVACY AND DISCLOSURES ISSUES

8.1 Privacy

Cameras should not be used to infringe the individual's rights of privacy. The cameras generally are sited where they will not be capable of viewing any residential properties. If it is found there is a possibility that cameras would intrude in private areas, privacy zones would be programmed into the cameras where possible and CCTV operators trained to recognise privacy issues.

8.2 Disclosure Policy

8.2.1 The following principles must be adhered to:

- a) All employees will be aware of the restrictions set out in this Code of Practice in relation to access to, and disclosure of, recorded images.
- b) Images not required for the purposes of the scheme will not be retained longer than necessary. However, on occasions it may be necessary to retain images for longer period, where a law enforcement body is investigating a crime to give them the opportunity to view the images as part of an active investigation.
- c) The Data controller will only disclose to third parties who intend processing the data for purposes which are deemed compatible with the objectives of the CCTV scheme.
- d) Monitors displaying images from areas in which individuals would have an expectation of privacy will not be viewed by anyone other than authorised employees of the user of the equipment.
- e) Recorded material will only be used for the purposes defined in the Objectives of the Scheme.
- f) Access to recorded material will be in accordance with policy and procedures.
- g) Information will not be disclosed for commercial purposes and entertainment purposes.
- h) All access to the medium on which the images are recorded will be documented.
- i) Access to recorded images will be restricted to those staff who need to have access in order to achieve the purpose(s) of using the equipment.
- j) Viewing of the recorded images should take place in a restricted area.

8.2.2 Before data is viewed by a third party the manager should be satisfied that data is:

- a) The subject of a complaint or dispute that is unanswered
- b) The original data and the audit trail is maintained throughout
- c) Not part of a current criminal investigation by the Police, or likely to be so
- d) Not part of a civil proceeding or likely to be so
- e) Not removed or copied without proper authority

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 26 of 32	
Date: 01.12.2015	

8.3 Access to recorded images

Access to recorded images will be restricted to the manager, Team Leader or designated Operator who will decide whether to allow requests for access by third parties in accordance with the disclosure policy.

8.4 Viewing recorded images

Viewing of recorded images should take place in a restricted area. Other employees should not be allowed to have access to that area when viewing is taking place

8.5 Operators

All operators are trained in their responsibilities in relation to access to privacy and disclosure issues, in addition to being licensed as previously mentioned..

8.6 Removal of medium for Viewing

The removal of medium on which images are recorded, for viewing purposes, will be documented in accordance with Data Protection principles and the procedural manual.

8.7 Access to data by third parties

8.7.1 Access to images by third parties will only be allowed in limited and prescribed circumstances. In the case of the Redditch Borough Council and Bromsgrove District Council CCTV schemes, disclosure will be limited to the following:-

- a) law enforcement agencies where the images recorded would assist in a specific criminal enquiry,
- b) prosecution agencies,
- c) legal representatives,
- d) the media, where it is assessed by the Police that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment the wishes of the victim of an incident should be taken into account,
- e) The people whose images have been recorded and retained (Data Subject) unless disclosure to an individual would prejudice the criminal enquiries or criminal proceedings.

8.7.2 All requests for access or for disclosure will be recorded. If access or disclosure is denied, the reason should be documented.

8.7.3 If access to or disclosure of the images is allowed, details will be documented.

8.7.4 Recorded images should not in normal circumstances be made more widely available, for example, they should not be routinely made available to the media or placed on the internet.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 27 of 32	
Date: 01.12.2015	

- 8.7.5 If it is intended that the images will be made more widely available, that decision should be made by the manager or designated member of staff and the reason documented.
- 8.7.6 The owner will not unduly obstruct a bona fide third party investigation to verify the existence of relevant data.
- 8.7.6 The owner will not destroy data that is relevant to previous or pending search request which may become the subject of a subpoena.
- 8.7.7 The owner will decide which other agencies, if any, should have access to data and it should be viewed live or recorded but a copy should never be made or released.

8.8 Disclosure in the public interest

Requests to view personal data that do not fall within the above categories but that may be in the public interest should be considered. Examples may include public health issues, community safety or circumstances leading to the prevention or detection of crime. Material released to a third party for the purposes of crime prevention or detection, should be governed by prior written agreement with the Chief Constable.

Material may be used for bona fide training such as Police or staff training.

8.9 Data subject access disclosure

- 8.9.1 All staff involved in operating the equipment must be able to recognise a request for access to recorded images by data subjects and be aware of individual's rights under this section of the Code of Practice.
- 8.9.2 Individuals whose images are recorded have a right to view the images of themselves and, unless they agree otherwise, to be provided with a copy of the images. This must be provided within 40 calendar days of receiving a request.
- 8.9.3 Data subjects requesting access will find a copy of the Council's 'Subject Access Request Form' along with the Council's guidance at;
- <http://www.bromsgrove.gov.uk/cms/about-your-bromsgrove/access-to-information/data-protection/subject-access-request.aspx>
- <http://redditch.whub.org.uk/cms/about-your-redditch/access-to-information/data-protection/subject-access-request.aspx>
- 8.9.4 Subject access rights are governed by Section 7 of the Data Protection Act 1998 and include the following provisions:
- a) a fee is paid for each search
 - b) a person gives sufficient and accurate information about a date, time and place

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 28 of 32	
Date: 01.12.2015	

- c) information required as to the identification of the person making the request.
 - d) the Data Controller only shows information relevant to the search
- 8.9.5 If a copy is requested, it will be necessary to ascertain whether the images obtained are aimed at learning about the Data Subjects activities. If this is not the case and there has been no captured images of identifiable individuals or information relating to individuals then this may not fall within the Data Protection Act 1998 and access may be denied. Any refusal should be documented
- 8.9.6 If on the other hand images have been obtain and CCTV used to focus on the activities of particular people either by directing cameras at an individual's activities, looking out for particular individuals or examining recorded CCTV images to find things out about the people in them such as identifying a criminal or a witness or assessing how an employee is performing. These activities will still be covered by the DPA and reference should be made to Section 8.2.2 of these Codes of Practice prior to the release of such data.
- 8.9.7 If images of third parties are also shown with the images of the person who has made the access request, consideration will be given as to whether there is a need to obscure the images of third parties. If providing these images would involve an unfair intrusion into the privacy of the third party, or cause unwarranted harm or distress, then they should be obscured. In many cases, images can be disclosed as there will not be such intrusion.
- 8.9.8 The subject access request will be dealt with promptly and in any case within 40 days of receipt of the request or within 40 days of receiving all the information required.
- 8.9.9 All subject access requests should be dealt with by the manager or designated member of staff.
- 8.9.10 A search request should provide sufficient information to locate the data requested (e.g. within 30 minutes for a given date and place). If insufficient information is provided a data controller may refuse a request until sufficient information is provided.
- 8.9.11 Under certain circumstances (Section 29 of the Data Protection Act 1998) the manager or designated member of staff can decide that a subject access request is not to be complied with. In such cases the refusal will be documented.

8.10 Provision of data to the individual

The owner/manager having verified the validity of a request should provide requested material to the individual. Where a decision has been made that third parties should not be identifiable, then arrangements will be made to disguise or blur the images in question. It may be necessary to contract this work out to another organisation. Where this occurs there will be a written contract with the processor which specifies exactly how the information is to be used and the provision of explicit security guarantees. The procedure outlined in CCTV Procedural Manual will be followed.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 29 of 32	
Date: 01.12.2015	

If the individual agrees it may be possible to provide subject access by viewing only. If this is the case:

Viewing should take place in a controlled environment

Material not relevant to the request should be masked or edited out

8.11 Other rights

8.11.1 All staff involved in operating the equipment must be able to recognise a request from an individual to prevent processing likely to cause substantial and unwarranted damage to that individual.

8.11.2 In relation to a request to prevent processing likely to cause substantial and unwarranted damage, the manager or designated member of staff's response should indicate whether he or she will comply with the request or not.

8.11.3 The member or designated member of staff must provide a written response to the individual within 21 days of receiving the request setting out their decision on the request.

8.11.4 If the manager or designated member of staff decide that the request will not be complied with, they must set out their reasons in the response to the individual.

8.11.5 A copy of the request and response will be retained.

8.12 Media Disclosure

Disclosure of images from the CCTV system must be controlled and consistent with the purpose for which the system was established. For example, if the system is established to help prevent and detect crime it will be appropriate to disclose images to law enforcement agencies where a crime needs to be investigated, but it would not be appropriate to disclose images of identifiable individuals to the media for entertainment purposes or place them on the internet. Images can be released to the media for identification purposes; this will not generally be done by anyone other than a law enforcement agency.

9.0 RECORDED MATERIAL MANAGEMENT

9.1 Retention of Images

Images, which are not required for the purpose(s) for which the equipment is being used will not be retained for longer than is necessary. The general retention period is 31 days, however, as mentioned previously, on occasions images may need to be retained for longer periods as a requirement of an investigation into crime. While images are retained, access to and security of the images will be controlled in accordance with the requirements of the Data Protection Act.

- 9.1.1 Recorded material should be of high quality. In order for recorded material to be admissible in evidence total integrity and continuity must be maintained at all times.
- 9.1.2 Security measures will be taken to prevent unauthorised access to, alteration, disclosure, destruction, accidental loss or destruction of recorded material.
- 9.1.3 Recorded material will not be released to organisations outside the ownership of the system other than for training purposes or under the guidelines referred to previously.
- 9.1.4 Images retained for evidential purposes will be retained in a secure place where access is controlled.

9.2 Quality and Maintenance

In order to ensure that clear images are recorded at all times the equipment for making recordings and the associated security equipment including, help points and public address systems will be maintained in good working order with regular servicing in accordance with the manufacturer's instructions. In the event of a malfunction the equipment will be repaired within specific time scales which will be scheduled within the maintenance agreement. All documentation relating to the equipment and its servicing and malfunction is retained in the control room and will be available for inspection and audit.

9.3 Digital Recordings

In a digital CCTV system, the register should show the life of the recorded media at all stages whilst in the owner's possession. Such a register may also show itself to be useful in enabling evaluation of the CCTV scheme.

The register should include the following information:

- a) unique media reference number(s);
- b) details of purchase (i.e. from whom purchased and delivery date);
- c) time/date/person placing the media in store;
- d) time/date/person removing the media from secure storage for use;
- e) time/date/person returning the media to secure storage after use;
- f) time and date of delivery to the law enforcement agencies, identifying the law

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 31 of 32	
Date: 01.12.2015	

enforcement agency officer concerned;

9.4 Making Recordings

Details of the recording procedures are given in the Procedural Manual.

Recording mediums containing original incidents should not be replayed, unless absolutely essential, to avoid any accident, damage or erasure. If recorded images need to be reviewed the reasons and details of those present will be logged and the medium returned to secure storage, if appropriate.

9.5 Video Prints

Video prints will only be made when absolutely necessary. All video prints will remain the property of the scheme owner. The taking of video prints will be recorded in a register to be retained in the control room.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 32 of 32	
Date: 01.12.2015	

10.0 DOCUMENTATION

10.1 Log books must be sequential in order that pages or entries cannot be removed and full and accurate records kept.

10.2 Logs

An accurate log should be maintained that records which operators were working at a given time/date and, if appropriate, the camera(s) they were controlling.

An operator's log should be available at each workstation and should be completed at the time of operation by the operator in question. The details of any event or occurrence that might be required for future reference should be recorded; these include the following:

- a) Change of operator, identifying the operator on duty at that workstation and showing that the necessary recording material has been loaded in the correct recording equipment, that the correct time was being displayed and that the recording equipment appeared to be operating correctly;
- b) Incidents, including details of the time, date, location, nature, operator and action taken;
- c) Routine camera patrols, whether undertaken manually or through the utilization of pre-set times;

10.3 Administrative documents

The following administrative documents should be maintained:

- a) Recorded material register
- b) Log of daily routine administrative events, including details of the following:
 - 1) visitors to the control room;
 - 2) demonstrations of the CCTV surveillance operation to outside bodies, groups, etc.;
 - 3) maintenance of equipment, whether routine or breakdown repair;
 - 4) administrative activities within the control room;
 - 5) staff signing on and off duty; and
 - 6) any out of the ordinary activity or occurrence;
 - d) shift register, containing duty, weekly leave and annual leave details of all staff; and
 - e) list of all installed equipment.

Redditch Borough Council**Grants Panel Meetings****Monday, 14 December 2015 and Wednesday 16th December 2015****Notes****Meeting: Monday 14th December 2015**

Councillors: David Bush (from 6.50pm), Greg Chance, Brandon Clayton, Mark Shurmer and Yvonne Smith

Officers: Judith Willis

Democratic Services Officer : Jan Smyth

Duration: 6.35pm to 9pm

Meeting: Wednesday 16th December 2015

Councillors: David Bush, Greg Chance, Brandon Clayton, Mark Shurmer and Yvonne Smith

Officers: Judith Willis

Democratic Services Officer: Jan Smyth

Duration: 6.30pm to 9pm

1. Apologies for absence

No apologies for absence were received.

In respect of the meeting held on Monday 14th December, the Panel having been notified that Councillor Bush (Chair) would be a little late arriving, Councillor Greg Chance (Vice-Chair) opened the meeting and presided as Chair during consideration of the Applications in the "Help Me to be financially Independent" strategic theme. Councillor Bush presided as Chair during consideration of the Applications for the two remaining themes further to his arrival.

2. Declarations of Interest

No declarations of interest were made by Members.

3. Major Grant Applications

The Panel considered forty four grant applications that had been received from a variety of Voluntary Sector Organisations in line with the Council's five themed Strategic Purposes, under which the following budgets had been allocated:

- Help me to be Financially Independent - £75 k
- Help me to be Financially Independent - £10 k

- Help me to Live My Life Independently - £35 k
- Help me to Live My Life Independently - £30 k
- Provide Good Things for me to do, see and visit - £6 k
- Keep My Place Safe and Looking Good - £15 k
- Help Me Run A Successful Voluntary Sector Business - £50 k

The applications for the first three strategic themes were considered and scored on Monday 14th December 2015, with the applications for the remaining two strategic themes being considered on Wednesday 16th December 2015. Each Application was scored in accordance with the Council's Grants Programme requirements with recommendations made to approve or reject each of the applications.

On reviewing the Grant Application from the Ditch Youth Project, listed under the Council's strategic theme "Provide good things for me to do, see and visit", the Panel requested that it be re-assigned to the strategic purpose "Keep my place safe and looking good" as Members were of the view that the outcomes of this project were more relevant to this particular theme.

Further to the scoring process undertaken across both meetings, the Panel agreed that recommendations be made to the Executive Committee in accordance with the results of the scoring table as attached.

The Panel also considered the budgets that had not been fully spent, as detailed below.

Theme	Budget	Not Spent
Help me to be financially independent	£10k	£5,000
Help me to live my life independently	£30k	£2201.76
Provide me with good things to do, see and visit	£6k	£335
Keep my place safe and looking good	£15k	£2,000
Help me run a successful voluntary sector business	£50k	£825
TOTAL		£10,362.74

Following discussions it was suggested that the unallocated budgets be re-advertised alongside the Stronger Communities Grant applications in January 2016. In respect of the small underspends of £335 and £825, Panel Members views were sought on re-allocating them to the Stronger Communities pot, however, no formal decision was taken prior to the conclusion of the meeting.

Recommendations that

- 1) the Grants for 2016/17 be awarded to successful Applicants in the amounts set out in Appendix 1 to these notes; and
- 2) the unallocated sums of £5,000, £2000 and £2000 relating to the Themes detailed in the table at 3. above, be retained and their availability be re-advertised in parallel with the Stronger Communities Grants applications in January 2016.

Grants Panel
Monday 14th December 2015 and Wednesday 16th December 2015
Major Grants Applications

Organisation	Project Name	Amount requested	Score	Recommended for approval Yes / No	Comments
<u>Help Me to be Financially Independent - £75K</u>					
Two Pennies Money Advice	Financially Independent Redditch	£75,000.00	53	No	
Signs of Hope CIC	My Hope Project	£75,000.00	51	No	
NewStarts	Money Matters	£75,000.00	Not scored	No	Due to the fact that the financial advice element of the application would be procured from a third party, the application was rejected.
Bromsgrove and District Citizens Advice Bureau	Citizens Advice Redditch - Financial/Debt and Problem Solving Advice	£75,000.00	57	Yes	
<u>Help Me to be Financially Independent - £10K</u>					
Jestaminute Community Theatre CIC	"Money Talks"	£5,000.00	53	Yes	
Compass Community and Education Group Ltd	Money Matters	£3,325.00	Not scored	No	The application was rejected as it was not considered robust enough with no details of delivery activity and venues.
<u>Help Me to Live My Life Independently - £35K</u>					
Redditch Play Council	Redditch Play Council	£35,000.00	43	Yes	
<u>Help Me to Live My Life Independently - £30K</u>					
SSAFA	Operating Expenses	£3,000.00	35	No	

Organisation	Project Name	Amount requested	Score	Recommended for approval Yes / No	Comments
British Asian Women's Group	Cultural Supporting Clubs	£3,000.00	32	No	
Christ Church Community Project	Work with older people	£4,439.50	41	No	
Special Olympics Redditch	Sports Kit	£2,500.00	29	No	
Redditch Youth and Community Enterprise	Connecting Communities	£5,150.00	41	No	
NewStarts	Skills for a New Start	£4,000.00	47	Yes	
Compass Community and Education Group Ltd	Work Club and Employability Skills Programme	£5,820.00	47	Yes	
Headway Worcestershire	Assessment, Information and Rehabilitation (AIR)	£6,000.00	Not scored	No	Application was received after the deadline.
Redditch Mental Health Action Group	Coaching for all	£6,000.00	51	Yes	
Relate Worcestershire	Counselling Services	£5,880.00	45	No	
Bromsgrove and Redditch Network	Volunteering and Employability	£5,978.24	49	Yes	
IDC Sewing Café CIC	Monday Movers	£6,000.00	45	No	
Inspire Community Training CIC	Inspiring Journey	£6,000.00	45	Yes	Joint Score - Approved based on Score on 3 (8)
Sandycroft	Mental Health Support Services	£6,000.00	34	No	

Provide Me with Good Things to Do, See and Visit - £6K

Redditch Wheels Project	Accessible Activities	£3,000.00	45	Yes	
Compass Community and Education Group Ltd	My Story, Your Story, History	£2,840.00	34	No	
REACH (Redditch East Aspiring Communities Hub) CIC	REACH Positive Activity Days Out	£2,665.00	49	Yes	

Organisation	Project Name	Amount requested	Score	Recommended for approval Yes / No	Comments
Redditch Community Amateur Boxing Club	Zumba Gold	£3,000.00	Not scored	No	The application was rejected as it was considered the project could be self-financing.
<u>Keep My Place Safe and Looking Good - £15K</u>					
The Ditch Youth Project	The Ditch Youth Project	£3,000.00	47	Yes	
Sandycroft	DV Support Group	£5,000.00	44	Yes	
Connectar Training and Biodiversity Trust	Connectar Training Centre - trainers salary	£5,000.00	49	Yes	
Redditch Community Amateur Boxing Club	Young Peoples Projects	£5,000.00	Not scored	No	Officers to clarify rent element of application and request to resubmit
<u>Help Me Run a Successful Voluntary Sector Business - £50K</u>					
Batchley Support Group Redditch Communities	Core Funding	£10,000.00	47	No	
Two Pennies Money Advice	Two Pennies Serving Redditch	£10,000.00	53	No	
Touchstones Support CIC	Supporting Bereaved Children	£10,000.00	61	Yes	
Carers Careline	Carers Telephone Support Service	£9,306.92	57	Yes	Joint Score - Approved based on town-wide and numbers of beneficiaries
Signs of Hope CIC	Can't cope? Try Hope for budgets that work	£10,000.00	44	No	
NewStarts	New Start	£10,000.00	49	No	
Compass Community and Education Group Ltd	Compass Support Services	£9,410.00	49	No	
Where Next Association	Where Next	£10,000.00	59	Yes	
Global Harmony	Global Harmony	£10,000.00	47	No	
Bromsgrove and Redditch Network	The Volunteer Centre	£9,867.10	61	Yes	

Organisation	Project Name	Amount requested	Score	Recommended for approval Yes / No	Comments
IDC Sewing Café CIC	One in Four	£10,000.00	57	No	
Inspire Community Training CIC	Core Funding	£10,000.00	51	No	
REACH (Redditch East Aspiring Communities Hub) CIC	REACH CIC	£10,000.00	55	No	
Sandycroft	Sandycroft Support Services	£10,000.00	57	Yes	Joint Score - Approved based on town-wide, numbers of beneficiaries and partnership working
Redditch Community Amateur Boxing Club	Community Project	£10,000.00	18	No	

**EXECUTIVE
COMMITTEE**

12th January 2016

COMMISSIONING OF EARLY HELP SERVICES

Relevant Portfolio Holder	Councillor Yvonne Smith, Portfolio Holder for Community Safety
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

To seek endorsement of the comments on the Worcestershire County Council's consultation on the future of Children's Centres and Early Help 0 – 19 services.

To seek approval for the Council to enter in to a partnership/consortium to submit a tender to deliver the new 0-19 integrated prevention services for children, young people & families, and to enter a relevant contract if the tender is successful.

2. RECOMMENDATIONS

The Executive is asked to RESOLVE that:

- 1) **the comments on the future of Worcestershire Children's Centres and 0-19 services as outlined in section 3.10 be submitted to Worcestershire County Council.**
- 2) **the Council explore participation in a partnership or consortium arrangement to submit a tender, and if successful a contract be entered in to for the delivery of the new 0-19 integrated prevention services for children, young people and families service**

3. KEY ISSUES**Financial Implications**

- 3.1 The current Early Help services for Redditch and Bromsgrove is funded by two contracts with Worcestershire County Council. The annual contracts are £1.19m for Redditch and £866,000 for Bromsgrove. The Council receives a contribution toward its support service costs.

**EXECUTIVE
COMMITTEE**

12th January 2016

- 3.2 If the Council were to be successful in tendering as a partner for the new 0-19 service there would no financial implications for Redditch Borough Council in delivering the service. As the Council would not be the lead and accountable body for the new contract, there would be no contribution towards support services.

Legal Implications

- 3.3 If the Borough Council are part of a successful tender there are legal implications in terms of entering into a formal contract. Legal Services have been involved in the drafting of the previous contracts and would be involved in any future contracts.
- 3.4 There are 83 staff employed and 11 staff seconded to the Council to deliver the Early Help services. It is understood that staff may be subject to TUPE arrangements. The service specification is expected to be announced by the County Council in mid February 2016. If any posts are not eligible for TUPE transfer the redundancy costs would be met from the current Early Help grant.
- 3.5 If the County Council determine that Holly Trees Children's Centre at St Stephen's First School is no longer to be a Children's Centre or if the Council is not successful in tendering for the new service a current 25 year lease with Worcestershire County Council in respect of this Centre would have to be reviewed by Officers and potentially surrendered.
- 3.6 The Council has powers within the Localism Act 2011 to enter in to a contractual arrangement for 0-19 services. The Legal Services Manager has been consulted with regard to the legal implications.

Service / Operational Implications

- 3.7 Redditch Borough Council was successful in being awarded the contracts for Redditch Early Help and Bromsgrove Early Help and delivery commenced in September 2013 and August 2014 respectively. The contracts were awarded for three years with an option for the County Council to extend them for up to a further two years. At a Cabinet meeting of the County Council held on 19 November 2015 it was agreed that a new 0 -19 integrated prevention service for children, young people and families would be commissioned. This service would include the statutory responsibilities for children's centres.
- 3.8 The new 0-19 service will bring together a range of existing support services including:
- Some current Early Help support as provided by Redditch Borough Council, including:

**EXECUTIVE
COMMITTEE**

12th January 2016

- Support delivered through Children's Centres.
- Parenting support.
- Online information and advice to parents.
- Family Nurse Partnership (a home visiting programme for first time mums aged 19 or under);
- Health Visiting;
- School Nursing;
- Breastfeeding support services.

This new service will work closely alongside a range of other services that support children, young people and their families including Family Support (connecting Families), Child and Adolescent Mental Health Service (CAMHS) and Positive Activities.

- 3.9 As part of the re-commissioning of the services, the County Council is reviewing the use of the existing Early Help/Children's Centres. This is in accordance with its statutory duties within Section 5D of the Childcare Act 2006. The aim of the consultation is to establish which of the current buildings will be required to provide the new service, what other potential uses there might be of the buildings. Alternative options include: use by schools, use by community, use by other services or potentially closure where no alternative use can be identified. The consultation takes place until end of January 2016. In respect of Redditch there are six centres as follows:

Cherry Trees;
Holly Trees;
Oak Trees;
Woodlands;
Maple Trees;
Willow Trees.

- 3.10 A copy of the Children's Centre consultation document is attached as Appendix 1 and includes the proposed response for the Council to endorse. A copy of the documentation seeking comments on the design of the new 0-19 integrated prevention service is attached as Appendix 2 and includes the proposed response from the Council.
- 3.11 The consultation response in respect of the Children's Centres building takes in to account the percentage of children who live in the 30% most disadvantaged Super Output Areas (SOA's), which are clusters of postcodes areas within the Borough. The chart below shows the percentage of children 0-5 years living in the Centre's catchment area who live in the 30% most disadvantaged SOA:-

**EXECUTIVE
COMMITTEE**

12th January 2016

Cherry Trees	52%
Holly Trees	74%
Oak Trees – N/A catchment area contains no SOAs	30%
Woodlands	40%
Maple Trees	46%
Willow Trees	48%

- 3.12 The county-wide funding for this new service will be £9.54 million and funded from the Public Health Ring-Fenced budget. It will be a saving to the current costs of delivering health visiting, school nursing and early help services. These proposed changes will target services at those most in need of them.
- 3.13 The county council became responsible for the commissioning of health visiting and school nursing services in October 2015. Consequently these services make up the largest amount of services proposed within the new 0 – 19 service. Due to the emphasis of the new service being on specialist health delivered by health professionals, Officers do not suggest that it is appropriate for the Borough Council to be the lead provider. However the Council could consider being a partner with another lead provider. This would enable the in-depth knowledge and understanding of the needs of local residents at a district and ward level to be met in any future service delivery. It would also provide the added value of joining up other local council and partner services to the delivery of services to families eg. housing, financial, environmental. Approval is therefore sought for the Council to enter into discussions with other organisations, as appropriate.

Customer / Equalities and Diversity Implications

- 3.14 The current Early Help services provide a local one stop shop service for families and children across the Borough through the six centres. The early intervention family support work undertaken by the service promotes the safeguarding and welfare of children, in particular vulnerable children. The new commissioned service will move away from the provision of universal services and to a more targeted at those most in need of them.

4. RISK MANAGEMENT

If a county-wide tendering approach is adopted by the County Council there is a risk that there will be less of a focus on local needs within each District. In respect of staff and building resources please refer to paragraph 3.4 and 3.5.

**EXECUTIVE
COMMITTEE**12th January 2016

5. APPENDICES

Appendix 1 – Children’s Centres consultation

Appendix 2 – Feedback on the design of the new 0 – 19 integrated prevention service

6. BACKGROUND PAPERS

Worcestershire County Council’s Cabinet report Demand Management, Prevention Policy and 0-19 Services Commissioning Plan dated 19 November 2016.

Worcestershire Children’s Centre consultation documentation

AUTHOR OF REPORT

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

APPENDIX 1**Children's Centre Buildings Consultation**

You can keep up to date with the proposals, and find links to reports and documents on our webpage www.worcestershire.gov.uk/childrenscentres

Regular updates will also be made via our Facebook page (search for Worcestershire) and Twitter.

Your views on the future use of these buildings (listed in the questionnaire below) will help to determine their future. A synopsis of views expressed by stakeholders, current service providers and service users will be made available to potential providers of the integrated service.

Further information relating to each centre and the population it serves is available on our website at www.worcestershire.gov.uk/childrenscentres

Consultation is open from 26th November 2015 to 31st January 2016. We want to hear from current and future service users, stakeholders and professionals. You can give us your views in the following ways:

- Complete and return the questionnaire below (or available from your local Children's Centre)
- Respond on-line (helping us to save costs) by completing the survey <https://www.snapsurveys.com/wh/s.asp?k=144768696261>
- Talk to staff at your local Children's Centres
- Email your views to earlyhelp@worcestershire.gov.uk

Or write to:

Hannah Needham
Strategic Commissioner
Children's Services
Worcestershire County Council
Spetchley Road
Worcester WR5 2NP

Children's Centres Consultation

Worcestershire County Council will be commissioning a new prevention service that supports families with children aged 0-19. This will bring together a range of existing support services including some current Early Help support (including support delivered through Children's Centres, parenting support and online information and advice), Family Nurse Partnership (a home visiting programme for first time mums aged 19 or under), Health Visiting, School Nursing and Breastfeeding support services

This new service will work closely alongside a range of other services that support children, young people and their families including Family Support, Child and Adolescent Mental Health Service (CAMHS) and Positive Activities.

What this means for families

This means that services for some families will be different from 1st October 2016.

As part of the commissioning of this new service, the council is asking for your views on the use of Worcestershire's Children's Centre buildings. Families and whole communities are being asked to consider how these buildings can be best used in order to provide the right support to those that need it most.

The closing date for submissions for this consultation is **29th January 2016**

Confidentiality

The information you provide will be kept confidential. The information will be used by Worcestershire County Council only for the purposes of the consultation. The results will be analysed for general themes and will never contain anything that could identify you. Your personal details will not be linked to your opinions in any way.

Q1. What is your interest in Children's Centre buildings? Please let us know whether you are a:-

- Schoolteacher
- Parent / carer
- Health professional
- Other professional
- Current provider of early help service in Worcestershire
- Councillor
- Community or voluntary sector representative
- Other – please specify below

Redditch Borough Council

Q2. Where do you live / work?

- Bromsgrove
- Malvern Hills
- Redditch
- Worcester City
- Wychavon
- Wyre Forest
- County-wide
- Outside of Worcestershire

Q3. In general, how do you think that current early help buildings should be used in the future?

Children's Centres could continue to be further developed into "Children, young people and family Hubs" within each community for support and advice, bringing together and co-ordinating services from midwives and health visitors to childcare and support for young people. They already have strength in providing universal and targeted services and families are now becoming aware that they can get support for their families 0-19 years of age, so it would be good to keep the momentum going. There would be a hub that parents can get parenting and relationship support, birth registration and early years provision, as well as health services. It should be a place where families feel they are being listened to for their own needs as well as shaping service delivery.

Children's Centres currently provide a community based, integrated "family centred" approach which has the voice of the family at the core. In areas that Children's Centres have worked well, they have become trusted by families and young people and are now seen as an important element of the community.

Health should be much more a part of the make up of this community hub – but have only delivered their services in the Centres dependent upon relationships between individuals, whereas it should be part of the core offer. There is also some inconsistency in health delivery across different Districts.

Q4. Would you like to comment on the potential use of any specific buildings(s)?

please select the buildings(s) you would like to comment on from the list below:-

Building Name	How do you think these buildings should be used? (please tick against all the buildings you wish to comment on)						
	No Change	Delivery of integrated services including those in the 0-19 prevention model	Childcare Provision	Integration with school activities	Community based and/or led provision for all ages	Drop in and social events for the local community, including the older population	Other
Conkers – Hagley Primary School							
Pear Tree- Sidemoor (Standalone building)							
Sunny Fields –Charford First School							
Tulip Tree – Catshill First School							
Riverboats –Upton upon Severn Primary School							
Sunshine – Pickersleigh Poolbrook Centre							
Cherry Trees –Batchley First School		√					
Holly Trees – St Stephen's First School		√					
Holly Trees – St George's First School				√			
Maple Trees – Ten Acres First School			√	√			
Maple Trees – Roman Way First School		√					
Oak Trees – Oak Hill First School			√	√			
Oak Trees – St Luke's First School			√	√			
Woodlands – Woodrow First School		√					
Bluebell Wood – Perry Wood Primary School							
Buttercup – Fairfield Centre							
Lavender – Oasis Academy Warndon							
Saffron – Stanley Road Primary School							
Tudor Way – Dines Green Primary School							

Building Name	How do you think these buildings should be used? (please tick against all the buildings you wish to comment on)						
	No Change	Delivery of integrated services including those in the 0-19 prevention model	Childcare Provision	Integration with school activities	Community based and/or led provision for all ages	Drop in and social events for the local community, including the older population	Other
Apple Vale – Broadway First School							
Orchard Vale / Spring Vale – Evesham Nursery School							
Blossom Vale – Abbey Park First School							
Greenwood – Wychbold First School							
WANDS – Westlands First School							
Rainbow – St Mary's Primary School							
Chestnut – Franche Primary School							
Tree Tops Birchen Coppice Primary School							
Half Crown Wood – St Bartholomew's Primary School							
Half Crown Wood – Stourport Primary School							
Riverside – Bewdley Primary School							
Brookside – Comberton Primary School							
Evergreen – non-WCC building							
Willow Trees – Church Hill Community Centre – non WCC building	√						
Teme Valley – non-WCC building							
Cotton Wood – Wythall Library – non-WCC building							

If you have ticked 'Other', please add in the box below any comments about how specific buildings could be used differently

Q5. Please include any additional comments you have here:

Cherry Trees – Batchley First School – all Early Help (EH) staff for this area are based at the One Stop Shop (a Redditch Borough Council building), not at the Centre. This was to trial a new ‘hub’ model as social care, stronger families and Health Visitors were going to be collated together (HVs are yet to move in). EH staff run the services out of Cherry Trees Centre and the Batchley Community Centre. Another option could be the delivery from empty shop premises in the area of highest need in Batchley. EH also provides administrative cover and Early Start support for all the antenatal and Health Visitor clinics that take place at the Cherry Centre. There is a need for good childcare (2 year funded places) in the area, which the local childcare provider is able to offer if some space were available.

Holly Trees – St Stephen’s First School – The need for this Centre can be demonstrated by the data that 74% of children 0-5 years living in the Centre’s catchment area live in the 30% most disadvantaged SOAs. There is a successful childcare provider operating from the Centre that serves the needs of the local community.

Holly Trees – St Georges First School – due to the small size of this building, there is very little that can be run from this Centre. Health has moved their clinics from here to the main site at St Stephens where families are attending.

Maple Trees – Ten Acres First School – whilst it is suggested that this is integrated with school activities, it should be noted that there is a childcare term time only provision at this site which the school should continue.

Oak Trees – Oak Hill First School – Consideration needs to be given to the capital investment by the school that contributed to the costs of building the Children’s Centre.

Oak Trees – St Lukes First School – there is a very successful childcare provider delivering out of this site with a focus on 2 year olds. Has a strong link with St Lukes School.

Please give your email address here if you wish to receive feedback about the consultation or in case we need to contact you (*optional*)

Judith.willis@bromsgroveandredditch.gov.uk

Thank you for your response. Please return your completed survey either to your local children's centre or by sending it to

Hannah Needham
Strategic Commissioner
Children's Services
Worcestershire County Council
Spetchley Road
Worcester WR5 2NP

0-19 Prevention Service Design Proposals from WCC

Background

- The Council is taking a new approach to services for 0-19s.
- This new service has prevention at its heart and will be shaped around providing a basic level of support for everyone, with extra help given to those who need it most.
- We have already presented plans around this 0-19 service at a market engagement event in November, and over 40 people came.
- We also consulted and held workshop over the Summer about Early Help services.

The 0-19s service

- We will commission this service in our usual way.
 - We are now in the design stage.
- Our new service will meet the Council's statutory duties which include:
 - Childcare Act 2006, to improve well-being and reduce inequalities of young children;
 - Health and Social Care Act 2012, to improve health and well-being and reduce health inequalities.

Evaluate - The 0-19s service

- When we evaluated the current situation, we found that there is some good work going on in the county, but:
 - Inequalities are still there and we need more focus on people in disadvantaged areas;
 - Services and workforces are not joined up well enough;
 - Families and communities need more help to be able to help themselves and information and advice needs to be improved;
 - All services need to be based on a clear evidence base.

Design - 0-19s Prevention service

- The new service we are designing will replace some current services including:-
 - Health Visiting (pre-school child development checks & targeted support);
 - Breastfeeding Support;
 - School Nursing (school-age health and development reviews & targeted support);
 - Family Nurse Partnership (intensive programme for first time young mothers);
 - Some of the support delivered through Children's Centres;
 - Parenting support;
 - Information and advice.

The new service will:

- Focus on preventing problems for those aged 0-19;
- Deliver something for everyone, with targeted extra support for those who need it;
- Will strengthen the ability of children, young people, families and communities to meet life's challenges;
- Have a joined-up, integrated workforce (e.g. clinicians, practitioners and peer supporters);
- Provide support that is based on shared assessments;
- Identify needs, risk factors and emerging issues early;
- Deal with these needs early, using evidence based methods.

Key dates and milestones

- Co-production activity with children, young people and families (**until 29th January**);
- Children's Centre building consultation (**until 29th January**);
- Market engagement webinar (**8th January**). **This will be a good opportunity to hear more detail, and we would welcome your responses after that (see next slide)**;
- Tender goes live (**15th Feb – 12th April**);
- Tender awarded (**End of May**);
- Transition planning and communications (**June to September**);
- New service commences (**1st October 2016**).

0-19 Prevention Service Design Proposals – Redditch Borough Council Feedback

Redditch Borough Council's response to the redesign proposals are:

- The County Council are asked to tender the service based on the CCG boundaries of Bromsgrove and Redditch, Wyre Forest and South Worcestershire. This will enable local need, in-depth knowledge and understanding of families to be met in service delivery, which would be difficult to achieve if it were a County wide approach. Alternatively a North and South service delivery model could be considered.
- The procurement of the 0-19 service should be delayed pending the outcome of the Connecting Families Early Adopter and the lessons learned and service changes that will arise from this new way of working.
- To seek assurance that the funding the County Council receives from the Government for the statutory service of Children's Centres is allocated to the provision of 0-19 services.
- We welcome the focus on prevention, resilience and build on the strengths of local communities (community assets), but seeks reassurance that funding and measures will be put in place to ensure that this can be fulfilled and thereby bring about longer term public sector savings.

**EXECUTIVE
COMMITTEE**12th January 2016**PROPOSED FEASIBILITY STUDY INTO THE POSSIBLE REDEVELOPMENT OF
THE MATCHBOROUGH DISTRICT CENTRE**

Relevant Portfolio Holder	Councillor G Chance Portfolio Holder for Planning, Regeneration, Economic Development & Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Matchborough
Ward Councillor(s) Consulted	Yes
Key Decision / Non-Key Decision	Non-key

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks the approval from Members to undertake a feasibility study into the redevelopment of the Matchborough District Centre.
- 1.2 The site is identified as a district centre in the adopted Borough of Redditch Local Plan No.3 and as a strategic site in the emerging Local Plan No.4. The surrounding land around the centre is designated as Primarily Open Space.
- 1.3 The former New Town district centres of Church Hill, Matchborough, Winyates and Woodrow were all previously identified as areas for redevelopment. Following on from the success of the redevelopment at Church Hill, the Matchborough District Centre is the next preferable centre to be redeveloped. This is because there are fewer people living at the Matchborough Centre so this makes the management of the redevelopment easier than Winyates and Woodrow at this stage.
- 1.4 The site and its surroundings represent an excellent opportunity to improve the quality of the District Centre facilities by encouraging a mixed-use proposal encompassing retail, residential, community and leisure and open space. There is also an opportunity to improve the parking facilities and accessibility to the site. This meets the requirements of the National Planning Policy Framework by improving the vitality, viability and sustainability of the District Centre whilst acknowledging its primary retailing role.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

- 2.1 **That a feasibility study be undertaken as to the merits of the redevelopment of the Matchborough District Centre.**

3. KEY ISSUES

**EXECUTIVE
COMMITTEE**12th January 2016

Financial Implications

- 3.1 As part of the feasibility study a public consultation will take place to obtain the views of local residents, businesses and other stakeholders about the redevelopment. This consultation would be conducted using questionnaires, letters, notices on lampposts, an open door event held within the District Centre and social media. The cost of consultation materials will be met by existing budgets.
- 3.2 Officer time to support the consultation process will be covered by existing salary budgets.
- 3.3 Possible input on different designs from an external Urban Designer which can be funded using existing budgets.
- 3.4 There are no further costs identified in order to undertake the feasibility study.
- 3.5 Through close working with Place Partnership, there will be a greater understanding of the internal and external funding available and the financial implications for the actual redevelopment.

Legal Implications

- 3.6 It will be necessary to obtain information relating to various ownerships on the site, particularly in respect of leases, right to buy, and clawback land.

Service / Operational Implications

- 3.7 This creates the opportunity to carry out a feasibility study that could lead to the redevelopment of the centre in accordance with the aspirations in the existing and emerging Local Plans. This can be achieved using existing staff resources.
- 3.8 The outcome of the feasibility study will be reported back to Members in due course together with suggestions from Officers about the next stages of the process of possible redevelopment.

Customer / Equalities and Diversity Implications

- 3.9 Officers have informally visited tenants and owners (where possible) who would be directly affected by the proposal to advise of the possibility of redevelopment and to ensure that they are kept informed in a sensitive manner and to provide some reassurance.
- 3.10 Should Members authorise the undertaking of a feasibility study then the proposed formal consultation channels listed in paragraph 3.1 would ensure

**EXECUTIVE
COMMITTEE**12th January 2016

inclusion of all interested stakeholders, providing the opportunity for their views to be made and taken into consideration.

4. RISK MANAGEMENT

- 4.1 There are no known risks associated with undertaking a feasibility study.

5. APPENDICES

Appendix 1 - Site Location Plan

6. BACKGROUND PAPERS

Policy E(TCR).10 District Centre Redevelopment of the Borough of Redditch
Local Plan No.3 (2006)

Policy 30 of the Borough of Redditch Local Plan No.4
Policy 34 of the Borough of Redditch Local Plan No.4

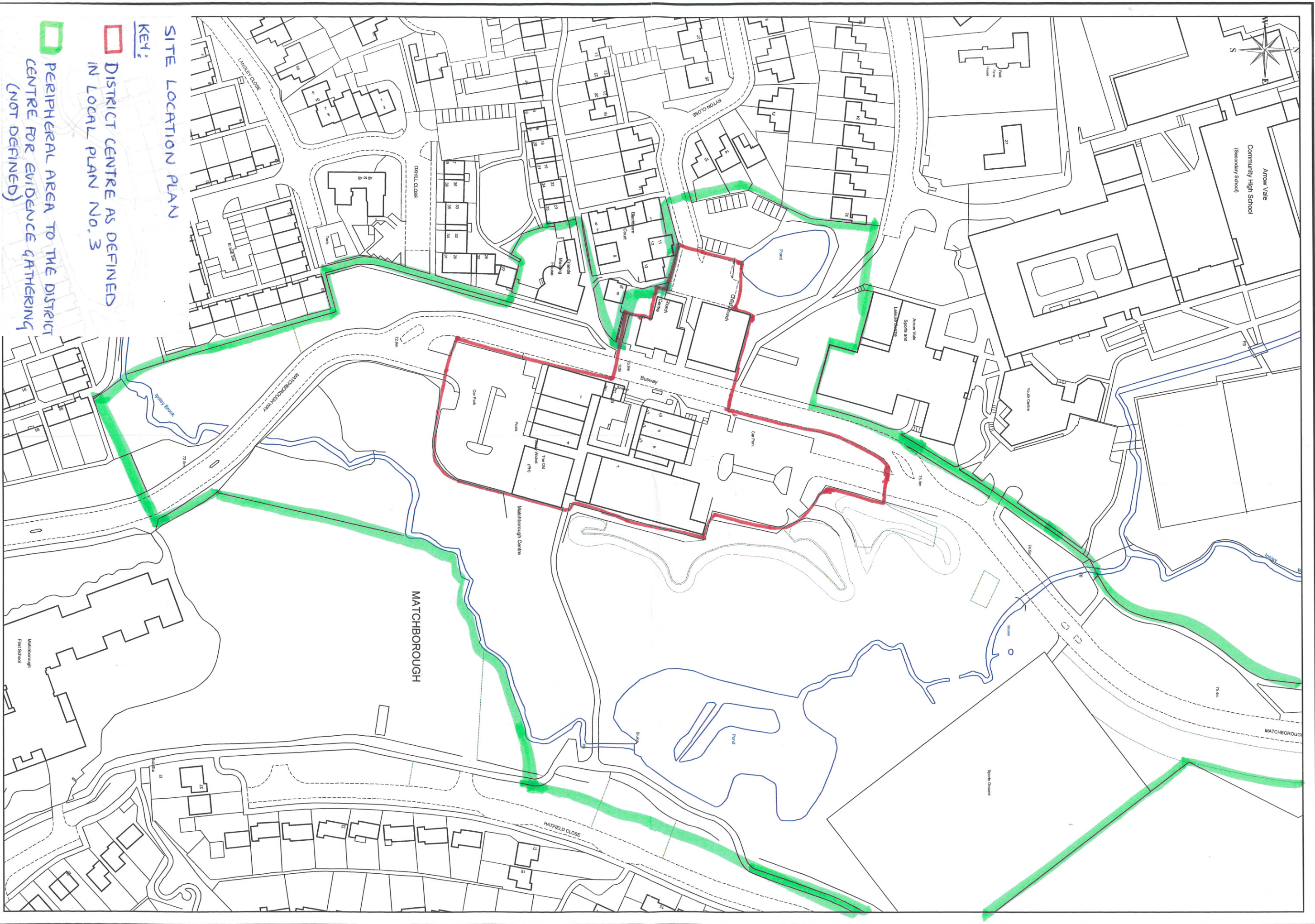
SPD Church Hill District Centre
National Planning Policy Framework 2012
National Planning Policy Guidance

AUTHOR OF REPORT

Name: Sharron Williams

email: sharron.williams@bromsgroveandredditch.gov.uk

Tel.: 01527 534061



SITE LOCATION PLAN

KEY:

DISTRICT CENTRE AS DEFINED
IN LOCAL PLAN NO. 3

PERIPHERAL AREA TO THE DISTRICT
CENTRE FOR EVIDENCE GATHERING
(NOT DEFINED)

**EXECUTIVE
COMMITTEE**12th January 2016**Crossgates House**

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

1. SUMMARY OF PROPOSALS

This report seeks approval to enter into negotiations with Worcestershire County Council (WCC) to purchase their interest in Crossgates House.

2. RECOMMENDATIONS

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

authority be delegated to the Director of Finance and Corporate Resources, and the Head of Legal and Democratic Services to purchase Worcestershire County Council's leasehold interest in Crossgates House.

3. KEY ISSUES**Financial Implications**

- 3.1 Redditch Borough Council (RBC) is currently paying WCC £14,745 per annum to occupy all of Crossgates House. This is likely to increase in the rent review due in 2016.
- 3.2 WCC has no operational requirement for the premises and consideration has been given to RBC acquiring WCC's leasehold interest for £145,000
- 3.3 The capital investment, which would be funded from the capital realised through the sale of Threadneedle House, would make a revenue saving of £14,745 per annum with pay back in ten years.

Legal Implications

- 3.4 No specific issues.

**EXECUTIVE
COMMITTEE**12th January 2016**Service/Operational Implications**

- 3.5 Crossgate House comprises a 1970's purpose built, 2 storey, brick and flat roofed office building. There is a large tarmac car park to the front of the building. It is situated in a commercial area, next to the Councils Crossgate depot off Crossgate Road. The building is identified on the attached plan (Appendix 1).
- 3.6 RBC owns the freehold of Crossgate House, which was originally constructed jointly with Worcestershire County Council (WCC).
- 3.7 To reflect WCC's interest in the construction, approximately 33% of the premises was occupied by WCC by way of a lease dated 9th September 1976 on part of the building and car park for a term of 99 years a reduced rent, from 25th September 1974. The current rent under this is £500 per annum and a rent review is due in 2016.
- 3.8 Subsequently, WCC granted a Tenancy at Will of its demise back to RBC at a rent of £14,745 per annum from 17th December 2001.
- 3.9 Since that time RBC has let the property to the NHS until April 2014, at which time RBC re-occupied the entirety of the property for operational use.
- 3.10 WCC has no operational requirement for the premises RBC now has the option of acquiring WCC's leasehold interest for £145,000
- 3.11 To determine the value of WCC's interest, the District Valuer (DV) was appointed jointly by RBC and WCC as an independent Valuer. The DV has hence reported that the value of WCC's leasehold interest at the valuation date is the sum of £145,000.

Customer / Equalities and Diversity Implications

- 3.12 None

4. RISK MANAGEMENT

- 4.1 None

5. APPENDICES

Appendix 1 – Site plan

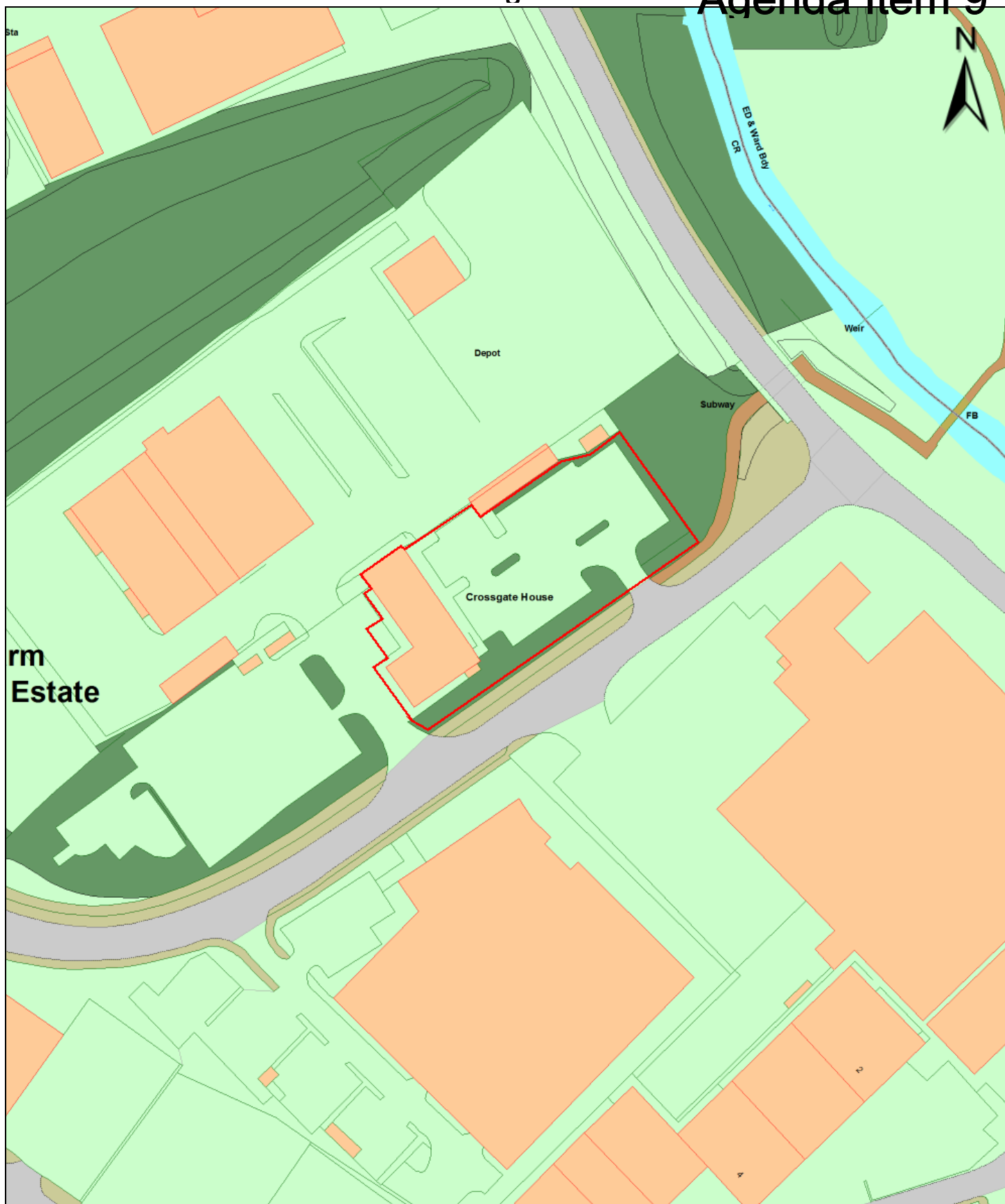
**EXECUTIVE
COMMITTEE**

12th January 2016

6. **BACKGROUND PAPERS**

AUTHOR OF REPORT

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<p>© Crown copyright and database rights 2013 Ordnance Survey 100024230.</p>	<p>0 5 25 50 metres</p>	<p>worcestershire county council</p>
<p>Indicative Scale: 1:800</p>	<p>Crossgate House Crossgate Road Redditch</p>	
<p>Date Printed: 10/4/2013</p>	<p>Worcestershire County Council County Hall Spetchley Road Worcester WR5 2NP</p>	

**EXECUTIVE
COMMITTEE**12th January 2016**HOUSING REVENUE ACCOUNT INITIAL BUDGET 2016/17**

Relevant Portfolio Holder	Councillor Mark Shurmer, Portfolio Holder for Housing
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Director Finance & Resources Liz Tompkin, Head of Housing
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the Initial Budget for the Housing Revenue Account and the proposed dwelling rents for 2016/2017.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) the draft 2016/2017 Budget for the Housing Revenue Account attached to the report at Appendix A, be approved;
- 2) the four year budget projections 2016/17 to 2019/20, incorporating the 1% rent reduction, be noted and that officers be instructed to explore ways of balancing the HRA in 2019/20 including rental income from new housing stock and reviewing service charges;
- 3) the actual average rent decrease for 2016/2017 be 1% (as per the Welfare Reform and Work Bill 2015-16);
- 4) the capital programme for new housing stock be increased from £0.500 million to £1.052 million in 2016/17 and a programme of £1.064m be created in 2017/18 to ensure that all capital receipts retained under the one for one replacement scheme are applied before the deadline; and
- 5) that £2.182 million be transferred to the capital reserve in 2016/17 to fund the future Capital Programme and/or repay borrowing.

**EXECUTIVE
COMMITTEE**12th January 2016**3. KEY ISSUES**Financial Implications

- 3.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.
- 3.2 The rent increase that would have applied in 2016/17, if it were not for the Welfare Reform and Work Bill, would have been 0.9%, the September CPI being -0.1%. In 2016/17 there is a loss of rent income of £0.451 million compared with the HRA Business Plan model (rents going down by 1% rather than increased by 0.9%). For 2017/18 to 2020/21 it was anticipated that the rent increase would have been 2.5% so a 1% rent reduction equates to a 3.5% loss of rent income. Over a 30 year period the loss of rent income is estimated at £120.873 million. This will have a significant negative impact on the HRA Business Plan. The rent income lost is almost the same as the £122.158 million debt.
- 3.3 The system of housing revenue account subsidy ceased on the 31st March 2012 and was replaced with a devolved system of council housing finance called self-financing. The proposal in the form of a financial settlement meant a redistribution of the 'national' housing debt. This resulted in the Council borrowing £98.929 million from the PWLB.
- 3.4 Self-financing has placed a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12. This is set at £122.158 million. The figures at Appendix A allow for the payment of interest on this sum. This means that all future capital programmes will have to be funded from major repairs allowance, revenue contributions, capital receipts or grants.
- 3.5 In May 2014 the Government produced a paper on Guidance on Rents for Social Housing and from 2015/16 rents in the social sector were to increase annually by CPI plus 1% for 10 years.
- 3.6 Government policy has subsequently changed and from 1st April 2016, as per the Welfare Reform and Work Bill, rents within the social housing sector are to be decreased by 1% each year for the next 4 years. This decrease is to take place on the 1st April for 2016, 2017, 2018 and 2019.
<Committee Stage: House of Lords 07/12/2015>

**EXECUTIVE
COMMITTEE**12th January 2016

- 3.7 There has also been an increased number of right to buys reducing rent income to the HRA. The overall impact is that the over the next 4 years the contribution to the capital reserve for capital investment/debt repayment will reduce from £3.000 million in 2015/16 to £2.182 million (2016/17), £0.886m (2017/18). £0.139 million (2018/19) and zero in 2019/20. By 2019/20 the HRA will need to find savings or additional income of £0.610m to balance the account. It is unlikely that the Council will be in a position to repay the debt within the 30 year plan but it will have the base budget to pay for the interest.
- 3.8 Representations have been made by the Council to the Minister of State for Housing and Planning seeking a recalculation of the debt calculation taking account of the 1% rent reduction. A response is awaited at the time of writing this report.

2016/17

- 3.9 This section of the report outlines the major issues which have an impact upon the Housing Revenue Account budget setting process for 2016/17.
- 3.10 Based on the proposed legislative changes the actual average rent decrease for 2016/17 will be 1%. The average rent on a 52 week basis will be £79.42 or £86.04 on a 48 week basis. This compares to the actual average for 2015/16 on a 52 week basis of £80.23 and £86.91 on a 48 week basis. See Appendix B for examples of rent by property type.
- 3.11 The impact of the 1% rent reduction over four years has a significant negative impact on the HRA. For this reason the HRA projected budget for the four years 2016/17 to 2019/20 has been included in Appendix A. This identifies that by the fourth year savings or additional income of £0.610m will be required to balance the account.
- 3.12 New housing stock through the right to buy one for one replacement scheme will help balance the account and work is currently being undertaken to explore the extent that this can be maximised.
- 3.13 The introduction/extension of services charges may also provide an opportunity to increase income to the HRA. If this is an existing service current tenants would be protected until there is a change in tenancy.

Capital Resources

- 3.14 From the 1st April 2004 capital receipts from the sale of housing land and dwellings have been subject to pooling, (75% of Right to Buy (RTB) receipts have to be paid to the Government for redistribution).

**EXECUTIVE
COMMITTEE**12th January 2016

- 3.15 In April 2013 the Government gave local authorities the option to retain these receipts in agreement that they would be used to replace the sales with either new build, buy back of properties or purchase on the open market (new stock). In the case where these receipts are not used then the Council will have to pay a back the capital receipts to the Government together with interest at 4% above base rate. Redditch has opted to retain the receipts.
- 3.16 Officers have estimated that in the short term the number of RTB sales for this Council will be around 40 per annum, generating around £0.400 million towards replacement stock. As at 31st March 2015 £0.785 million capital receipts were held to fund new housing stock providing a maximum of 30% of the funding. This will require a total capital programme of £2.616m with the balance of the funding (£1.831 million) coming from the capital reserve. £1.552m of the £2.616m needs to be spent by 31st March 2017 and £1.064 million during 2017/18 to avoid the capital receipts being repaid to the Government plus penalty interest. There is an approved programme of £0.500 million in 2016/17 and 2017/18 making a total of £1.000 million programme. Approval is therefore sought to increase the 2016/17 capital programme for new stock to £1.052 million and create a programme in 2017/18 of £1.064 million. The funding being as follows:-

£m	Capital Receipts	Capital reserve	Total
2015/16 (as approved)	0.150	0.350	0.500
2016/17	0.316	0.736	1.052
2017/18	0.319	0.745	1.064
TOTAL	0.785	1.831	2.616

- 3.17 The introduction of the Major Repairs Allowance from April 2001 provided the Council with additional capital resources. Following the introduction of self-financing the Council is able to continue to use this amount for a transitional period of 5 years. The figure has been adjusted for the reduction in stock and uplifted by CPI in line with the rents. The figure for 2016/17 is £5.892 million.
- 3.18 The transitional period for the Major Repairs Allowance expires at the end of 2016/17 and it will be replaced from 2017/18 by component depreciation. Component depreciation is similar to a sinking fund where money is set aside annually so that there is enough to replace key components when required. The key components being bathroom, kitchen, roof, wiring, boiler, central heating system, windows and structure. An exercise has been undertaken to calculate the potential impact of component depreciation and it is estimated that it

**EXECUTIVE
COMMITTEE**12th January 2016

will increase the cost, compared with major repairs allowance, by £0.570 million. However, this should ensure that sufficient resources are then set aside to meet future investment requirements. The cost is built into the four year projection attached as Appendix A.

Housing Repairs Account

- 3.19 The budgeted contribution to the Housing Repairs Account as shown at Appendix A is £4.779 million for 2016/17, including inflationary increases where appropriate.

Right to Buy Scheme – Rent Income

- 3.20 In 2014/15 41 council homes were sold, from 1st April 2015 to 7th December 2015 31 council homes have been sold. The budget and four year forecast assumes 40 right to buys per annum and this equates to a rent loss of £0.168 million per annum. Over four years the rent loss totals nearly £0.700 million.

Housing Revenue Account Balances

- 3.21 The Section 151 Officer has previously advised Members on the minimum level of revenue balances to be maintained in lieu of unforeseen events affecting the Housing Revenue Account and the Council's housing stock. Members have previously approved the retention of a minimum balance of £0.600 million.
- 3.22 The figures shown in Appendix A indicate that the estimated balances will be £0.903m throughout the four year plan.

Legal Implications

- 3.23 Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.
- 3.24 Section 21 of the Welfare and Reform Bill part 1 requires 'In relation to each relevant year, registered providers of social housing must secure that the amount of rent payable in respect of that relevant year by a tenant of their social housing in England is at least 1% less than the amount of rent that was payable by the tenant in respect of the preceding 12 months.' [Note: *This Bill has not yet been approved we will need to seek clarification if it is not enacted by the date the report is despatched*]

**EXECUTIVE
COMMITTEE**12th January 2016Service/Operational Implications

- 3.25 The Council needs to approve the rents in a timely manner in order to allow officer time to notify the tenants of the annual rent increase. Tenants must have 28 calendar days' notice of any change to their rent charge.

Customer/Equalities and Diversity Implications

- 3.26 The rent decrease will be applied by the same percentage regardless of property size. The 2016/17 Budget provides for continuity of existing services but the four year forecast estimates that base budget savings/additional income of £0.610m will be required by 2019/20. The equality and diversity implications of the changes will be evaluated and considered as part of the decision making process.

4. RISK MANAGEMENT

- 4.1 There is a risk to the HRA Capital Programme if sufficient resources do not exist within the Housing Revenue Account to provide funding now that the Council is unable to borrow to fund the housing capital programme. This risk reduces with the introduction of component depreciation and changes to the estimated life of components prove inaccurate
- 4.2 The risk continues to be recorded in the Risk Register for the Council.

5. APPENDICES

Appendix A – Housing Revenue Account Budget 2016/17
Appendix B – Examples of rent by property type

6. BACKGROUND PAPERS

None.

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Appendix A – Budget for the Housing Revenue Account

£m	2015/16	2016/17	2017/18	2018/19	2019/20
INCOME					
Dwelling Rents	24.466	24.056	23.652	23.253	22.861
Non-Dwelling Rents	0.471	0.485	0.500	0.515	0.530
Charges for Services and Facilities	0.472	0.481	0.491	0.501	0.511
Contribution towards Expenditure	0.231	0.236	0.241	0.246	0.251
Interest Received	0.078	0.100	0.111	0.115	0.116
TOTAL INCOME	25.718	25.358	24.995	24.630	24.269

£m	2015/16	2016/17	2017/18	2018/19	2019/20
EXPENDITURE					
General Management (includes £300k JE)	7.580	7.737	7.892	8.049	8.210
Contribution to Housing Repairs Account	4.683	4.779	4.875	4.974	5.073
Depreciation (Component depreciation from 2017/18)	5.834	5.892	6.580	6.712	6.846
Financing Charges	4.148	4.174	4.174	4.174	4.174
Provision for Bad/Doubtful Debts	0.600	0.594	0.588	0.582	0.576
Contribution to Capital Reserve	3.000	2.182	0.886	0.139	0.000
Savings/Additional Income Required	0.000	0.000	0.000	0.000	-0.610
TOTAL INCOME	25.845	25.358	24.995	24.630	24.269

£m	2015/16	2016/17	2017/18	2018/19	2019/20
HRA BALANCES					
Balances b/fwd	1.030	0.903	0.903	0.903	0.903
Surplus/deficit for year	-0.127	0.000	0.000	0.000	0.000
Balances c/fwd	0.903	0.903	0.903	0.903	0.903
HRA RESERVES (for capital investment/repayment of debt)					
Balances b/fwd	16.039	18.689	20.135	20.276	20.415
Contribution to reserves	3.000	2.182	0.886	0.139	0.000
Reserves used to fund new stock	-0.350	-0.736	-0.745	0.000	0.000
Balances c/fwd	18.689	20.135	20.276	20.415	20.145

Appendix B – Examples of Property with current and proposed rents

Property Address	Current Rent	48 weeks	52 weeks	Weekly Decrease
Bedsit				
Salters Lane Batchley	£65.67	£65.01	£60.01	£0.66
Winslow Close Winyates East	£62.63	£62.00	£57.23	£0.63
Malvern House Headless Cross	£68.08	£67.40	£62.21	£0.68
1 Bedroom Bungalow				
Ilmington Close Matchborough	£82.62	£81.79	£75.50	£0.83
Sandhurst Close Church Hill	£87.14	£86.27	£79.63	£0.87
1 Bedroom Flat				
Fownhope Close Winyates Wes	£72.98	£72.25	£66.69	£0.73
Neville Close Abbeydale	£73.24	£72.51	£66.93	£0.73
High Trees Close Oakenshaw	£76.87	£76.10	£70.25	£0.77
Bushley Close Woodrow	£76.01	£75.25	£69.46	£0.76
2 Bedroom House				
Arley Close Church Hill	£90.17	£89.27	£82.40	£0.90
Netherfield Greenlands	£90.92	£90.01	£83.09	£0.91
2 Bedroom Flat				
Fownhope Close Winyates Wes	£79.32	£78.53	£72.49	£0.79
Poplar Road Batchley	£85.36	£84.51	£78.01	£0.85
Lygon Close Abbeydale	£81.32	£80.51	£74.31	£0.81
Woodrow Centre Woodrow	£80.81	£80.00	£73.85	£0.81
3 Bedroom				
Loxley Close Church Hill	£96.48	£95.52	£88.17	£0.96
Eathorpe Close Matchborough	£112.41	£111.29	£102.73	£1.12
Salters Lane Batchley	£99.78	£98.78	£91.18	£1.00
4 Bedroom				
Langley Close Matchborough	£105.57	£104.51	£96.47	£1.06
Willow Way Batchley	£101.53	£100.51	£92.78	£1.02
Bushley Close Woodrow	£99.00	£98.01	£90.47	£0.99
Upperfield Close Church Hill	£102.79	£101.76	£93.93	£1.03
5 Bedroom				
Rushock Close Woodrow	£105.57	£104.51	£96.47	£1.06
Heronfield Close Church Hill	£109.11	£108.02	£99.71	£1.09
Farnborough Close Matchborough	£108.35	£107.27	£99.02	£1.08
6 Bedroom				
Barnwood Close Church Hill	£137.33	£135.96	£125.50	£1.37
Longdon Close Woodrow	£130.04	£128.74	£118.84	£1.30
7 Bedroom				
Beoley Rd Lakeside	£139.11	£137.72	£127.13	£1.39

**EXECUTIVE
COMMITTEE**

12th January 2016

COUNCIL TAX BASE 2016/17

Relevant Portfolio Holder	Cllr. John Fisher, Corporate Management Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Director of Finance & Resources
Wards Affected	All Wards
Ward Councillor Consulted	Not Applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To enable Members to set the Council Tax Base for 2016/17.

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

- 1) the calculation of the Council's Tax Base for the whole and parts of the area for 2016/17, be approved; and
- 2) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2016/17 be 25,144.49 and for the parts of the area listed below be:

Parish of Feckenham	365.88
Rest of Redditch	<u>24,778.61</u>
	<u>25,144.49</u>

3. KEY ISSUES**Financial Implications**

- 3.1 With the introduction of the Council Tax Support Scheme, the base has been calculated and adjusted by the estimated amount of Council Tax Support discounts awardable.
- 3.2 The Council Tax support is estimated using data as at 30th November 2015. Any changes to the amount payable will have a direct impact on the chargeable amount of Council Tax. The authority will receive a grant for the financial year for an estimated 90% of Council Tax Support payable; this will be set and not varied with changes in the number of discounts awarded under the Council Tax Support.

**EXECUTIVE
COMMITTEE**12th January 2016

Legal Implications

- 3.3 The Local Authorities (Calculation of Tax Base) Regulations 1992 require a billing authority to notify its major precepting bodies (and its Parishes, if required) of the Tax Base, for the whole or part of the area for the following financial year. The precepting bodies - Worcestershire County Council, West Mercia Police & Crime Commissioner and Hereford & Worcester Fire & Rescue Authority - need this information in order to calculate and notify the Borough Council of their precept requirements for 2016/17. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2016.
- 3.4 The legislation also requires a billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Redditch Borough.
- 3.5 It is necessary to outline the method by which these calculations have been carried out so that the Council can formally adopt them for the purposes of the 1992 Regulations.

Service/Operational Implications

- 3.6 In October 2015, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt.
- 3.7 This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 1.00% has been made for non-collection of the tax.
- 3.8 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

Customer / Equalities and Diversity Implications

- 3.9 The Tax Base for 2016/17 has been calculated to be **25,144.49**. Once this has been agreed, the County Council, Police & Crime Commissioner and Fire Authority will be notified and the figures will be used in the setting of the Council Tax to be presented to the Executive Committee and approved by the Council on 22nd February 2016.

**EXECUTIVE
COMMITTEE**12th January 2016

4. RISK MANAGEMENT

There is no identified risk associated with the proposal contained in this report.

5. APPENDICES

None

6. BACKGROUND PAPERS

CTB1 (October 2015) Return.

AUTHOR OF REPORT

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Overview and Scrutiny Committee

Tuesday, 8th December, 2015

MINUTES

Present:

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

Also Present:

Councillors Tom Baker-Price and Pat Witherspoon

Officers:

J Godwin, S Hanley, J Pickering, C Walker and J Willis

Democratic Services Officers:

J Bayley and A Scarce

49. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

50. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Andrew Fry declared an other discloseable interest in Minute No.53. Fees and Charges 2016/17 due to his personal family connection to the Head of Community Services.

51. MINUTES

RESOLVED that

the Minutes of the meeting held on 6th October 2015 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

52. **BEREAVEMENT SERVICES REVIEW OF CREMATION FEES AND CHARGES AND PROPOSED CAPITAL WORKS - PRE-SCRUTINY**

The Chair reminded the Committee that Members had asked to pre-scrutinise all proposed fees and charges for 2016/17 and this report formed part of that pre-scrutiny work. She then invited the Officers to present the Bereavement Services, Review of Cremation Fees and Charges and Proposed Capital Works Report.

Officers explained that a review of the service had recently been undertaken which had enabled the team to look at how it was operated together with the feasibility of the building. In order to carry out the feasibility study advice from external consultants had been obtained focusing on the Council's current position in the national league table of cremation fees and charges and how this had changed in recent years. It was found that the current average fee at Redditch crematorium of £540 was some £106 lower than the national average. If an 8% increase was implemented in the first year the average cost would still be significantly lower than the national average. Comparison with other nearby authorities had also been made and it was noted that the Council had not increased fees in line with the general increase applied by others over a number of years.

Within the fee structure Officers had been mindful to take into account potential issues around funeral poverty and had lowered the fee for particular time slots. They had also ensured that cremations and burials for residents and non-residents under the age of 18 were free to assist bereaved families who suffered the loss of a child.

It was noted that there had been limited investment, other than regular maintenance, in the aging structure of the facility and it had been identified that this might lead to potential unforeseen and costly maintenance issues in the future. It was therefore proposed that a number of improvements be made, as detailed within the report, including the heating system, improvements to the toilet facilities and catafalque improvements. The income from the increase in fees would be offset against the borrowing costs of these improvement works.

Following presentation of the report Members discussed the number of areas in detail:-

- The actual cost of a cremation. Officers confirmed that a breakdown of that cost was not possible using the current

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

system but it was hoped this would be available under the proposed new system.

- Any bench marking exercise which the Council carried out on a regular basis.
- Whilst Members agreed with the provision of free cremations and burials for those aged under 18 years, it was questioned whether this should be restricted to those living or being educated in the Borough.
- It was also suggested that the age should take account of those still in education rather than under 18 years of age.
- Members highlighted that whilst the Council charges were “cheap” the service provided was of a very high standard.

RECOMMENDED that the following proposals from Officers concerning Bereavement Services, review of Cremation Fees and Charges and Proposed Capital Works be endorsed:

- 1) the cremation fees for 18 years + are increased as per the table at 3.7;
- 2) the fees previously applied to 17 year olds are amended to start at 18 years old for both residents and non-residents for both cremations and burials;
- 3) facility and heating improvements are approved as per the list at paragraph 4.10;
- 4) a sum of £200K in capital funding be added to the existing £144K making a total of £344K to enable a programme of capital works to take place in 2016; and
- 5) a proportion of the increased income from amended fees is used towards repayment of the capital borrowing costs.

53. FEES AND CHARGES 2016/17 - PRE-SCRUTINY

Officers presented the Fees and Charges Review 2016/17 report and in so doing highlighted to Members that this was the first time the Committee had been able to review it within the statutory timescale and in an updated format. There was a recommended increase of 3% on all fees and charges, with a number of exceptions as detailed within the report. Members were reminded that the fees and charges for Building Control were not included in order to improve efforts to maintain and increase its market share, following the increasing numbers of rival private sector firms providing a similar service.

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

The Chair thanked officers for improvements to the format of the report. Members were then given the opportunity to bring forward any particular queries and these included the following:

- The option for an incentive or some sort of loyalty bonus to be introduced for existing members of the Abbey Stadium Gym.
- Building Control – Members commented that it was difficult to be competitive when the Council did not provide some of the services and encouraged customers to use other providers.
- Swimming lessons and the shortage of teachers. Officers provided background information in respect of the national trend and comments received from the Amateur Swimming Association (ASA) at a recent meeting. It was confirmed that a number of options were being considered.
- The role of apprentices in Leisure Services and the loss of trained instructors, together with details of the recruitment process and timescales to replace those instructors.
- The aging equipment at the Abbey Stadium and the potential budget bid which would be put forward in due course.

RECOMMENDED that the fees and charges as detailed in the Review of Fees and Charges for 2016/17 report be endorsed.

54. LEISURE SERVICES OPTIONS SHORT, SHARP REVIEW - FINAL REPORT

Councillor Jane Potter, Chair of the Leisure Services Options Short, Sharp Review, gave a presentation on the findings of the Review together with details of its recommendations. This covered the following areas:

- Background to the review.
- The group's vision for leisure and cultural services in the borough.
- Areas which were investigated and how the investigation was carried out including the issuing of a questionnaire and the responses received from various local authorities.
- The findings from the questionnaires and subsequent visit to Chase Leisure Centre – managed by an external trust.
- Details of the three recommendations together with supporting evidence.
- Additional information for consideration within the report.

Other members of the review group commented on how impressed they had been with the work carried out at Chase Leisure Centre in particular; the partnership working that was being carried out, the

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

investment in such things as gym equipment and the significant savings that had been achieved.

Following the presentation of the report Members discussed a number of points in more detail including:

- The timing of the report in view of the work that Officers were carrying out and reference to the work of the previous Abbey Stadium Task Group.
- The inclusion of other facilities within a leisure trust, for example the Palace Theatre and Forge Mill.
- The financial implications and legal costs involved in all leisure trust options and the impact on staff.
- The potential to further develop the shared service with Bromsgrove District Council in the future.
- The current condition of the equipment in the Abbey Stadium and a capital bid which would be coming forward in the future.
- The contractual implications of a trust option and the importance of that contract covering the specific needs and requirements of the Council.
- The responses received from other local authorities to the questionnaire and the extent to which the demographics of those local authorities were similar to that of the Borough.
- The cost of TUPE transferring staff if a leisure trust option was considered, the potential for redundancies following the transfer and whether the Council would be responsible for these.

RESOLVED that

consideration of the Leisure Services Options Short, Sharp Review's recommendations be deferred until completion of the work by Officers in March 2016.

55. REVIEW OF THE OPERATION OF LEISURE SERVICES

The Executive Director, Finance and Resources explained that she was presenting the Leisure Intervention Update Report as she was the lead Director for the strategic purpose; "providing good things to see, do and visit" and provided background information as to the purpose of the report.

The aim of the report was to present feedback from the intervention and transformation work which continued to take place at the Abbey Stadium and the dual use sites, to discuss wider data and demand analysis and to propose the next steps in this work. This included the usage figures and trends and a significant number of benefits

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

across the Borough. From the initial data which had been collated it was clear that there remained significant work to be carried out. However, from the investigations so far it was clear that the Council supported a variety of other stakeholders in delivering their objectives within our community. The financial benefit to those stakeholders was an area where further investigation was needed. In respect of the dual use facilities, there had in the past been limited knowledge of the users and the work had highlighted the important role which those facilities played in the community in areas such as social inclusion and preventing anti-social behaviour.

Following the detailed presentation of the report Members raised a number of points, which were discussed:

- Reference was made in the report to rationalisation and Members questioned what areas this referred to. Officers confirmed that specific areas had not as yet been identified.
- Forge Mill Needle Museum and the potential to promote this facility further to attract people into the town.
- Whilst it was acknowledged that this was a good report concerns remained around the cost of providing the service as a whole and the potential for making savings using current service delivery models without making cuts to those services.

RECOMMENDED that the following proposals from Officers concerning the Leisure Intervention Update Report be endorsed:

- 1) further work on identifying the health and well-being impact on our community of the provision of the Leisure offer;**
- 2) report back on the opportunities for improvements as identified in the detailed schedules;**
- 3) a review of revenue received and any opportunities to increase revenue by assessing alternative pricing models; and**
- 4) discuss with the Academies how the provision in the dual use sites can be better provided to support the wider community.**

56. MEDIUM TERM FINANCIAL PLAN - PRESENTATION

Officers delivered a short presentation covering the recent announcements arising from the Comprehensive Spending Review.

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

There had been some significant areas highlighted which could potentially impact on the Council, however there was currently insufficient detail to be able to report back to Members accurately. She therefore provided Members with a high level briefing on the following areas:

- Retention of Business Rates by the Council
- Reductions in Revenue Support Grant contributions to local government.
- Reserves and Assets
- Capital Receipts
- The New Homes Bonus

Heads of Service were working towards providing further information about potential savings and any bids or pressures which they anticipated in the foreseeable future. The settlement details for the Council were expected on 16th December 2015. Officers suggested that an additional meeting of the Committee, in mid-January 2016, would ensure that more detailed information arising from this settlement could be provided for Members' consideration.

RESOLVED that

- 1) **the presentation in respect of the Medium Term Financial Plan be noted; and**
- 2) **an extra meeting of the Committee take place in mid-January 2016 in order to receive a more detailed update on the Medium Term financial Plan 2016/17 to 2018/19.**

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

Officers informed Members that there were no updates from the Executive Committee Minutes from the meeting held on 13th October 2016. However, an updated copy of the Executive Committee's Work Programme had been tabled at the meeting following its publication earlier in the day and it was noted that a number of items had been postponed.

RESOLVED that

the Executive Committee Minutes of 13th October 2015 and the latest edition of the Executive Committee Work Programme be noted.

Overview and Scrutiny Committee

Tuesday, 8th December, 2015

58. OVERVIEW AND SCRUTINY WORK PROGRAMME

Officers confirmed that, in consultation with the Chair, the item in respect of the Housing Benefits presentation had been postponed in recognition of the Committee's current workload.

As previously agreed, the Committee confirmed that Officers should canvas dates for an additional meeting later in January 2016.

RESOLVED that

the Overview and Scrutiny Committee's Work Programme be noted subject to the amendments as detailed in the pre-amble above.

59. TASK GROUPS - PROGRESS REPORTS

Joint Worcestershire Increasing Physical Activity Task Group –
Redditch Borough Council Representative, Councillor Gareth
Prosser

Councillor Prosser confirmed there had been further meetings since his last update covering a number of areas. The date for completion remained January 2016. However Councillor Prosser was not optimistic about this deadline being met. It was thought that the respective representatives from the Districts would be expected to present the final report to their own Overview and Scrutiny Committees.

60. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Wood-Ford, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided Members with an update from the most recent meeting. This had covered two main areas, the draft Joint Health and Well-being Strategy 2016-19 and Cancer Services. Reference had been made to a rise in dementia sufferers and a delay in the treatment of skin cancer sufferers due to the retirement of the specialist. It was also confirmed that the next meeting would be held on 9th December and in light of the recent developments the representatives from the Worcestershire Acute Hospitals NHS Trust would be attending in order to provide an update.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**12th January 2016**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 15th December Tuesday 12th January 2016 Tuesday 2nd February Tuesday 8th March Tuesday 19th April

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**12th January 2016

2.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Bill Hartnett</u> Liz Tompkin	Last meeting – 18th March 2015.
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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 – to be arranged.
5.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u>	Last meetings 14 th and 16 th December

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