

# Council

Mon 30 June  
2008  
7.00 pm

Council Chamber  
Town Hall  
Redditch

**REDDITCH** BOROUGH COUNCIL

*making  
a  
difference*

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- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact**

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**Minicom: 595528**

آپ انگریزی میں مدد چاہتے ہیں— نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121

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# Council

Monday, 30th June, 2008

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	J Field (Mayor)	
	M Hall (Deputy Mayor)	C Gandy
	P Anderson	W Hartnett
	K Banks	N Hicks
	K Boyd-Carpenter	D Hunt
	M Braley	R King
	J Brunner	W King
	M Chalk	C MacMillan
	Clayton	P Mould
	B Clayton	Norton
	J Cookson	Pearce
	D Enderby	M Shurmer
	Farooqui	D Smith
	A Fry	D Taylor
		D Thomas

<b>1. Mayor's Welcome</b>	<p>The Mayor will open the meeting and welcome all present.</p> <p>The Mayor's Chaplain, the Reverend Mike Herbert, will lead the Council in prayer.</p>
<b>2. Apologies</b>	<p>To receive any apologies for absence on behalf of Council members.</p>
<b>3. Councillor Betty Passingham</b>	<p>To pay tribute to late Councillor Betty Passingham in recognition of her contribution to the Borough and its residents.</p>
<b>4. Declarations of Interest</b> Borough Director	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>

# Council

Monday, 30th June, 2008

<p><b>5. Minutes of previous meeting</b></p>	<p>To confirm as a correct record the minutes of the meeting of the Council held on the 19th of May 2008.</p> <p><b>(Minutes circulated in Minute Book 1 – 2008/09 – To Follow)</b></p>
<p><b>6. Communications and Mayor's Announcements</b></p>	<p>To receive a report from the Mayor on civic matters which have arisen since the last meeting or events which may be occurring in the near future.</p> <p>To give notice of any variation to the items listed in the Forward Plan and/or items accepted as "Urgent Business".</p> <p>(No separate report / oral update)</p>
<p><b>7. NOTICES OF MOTION - 57-58 FIRST BUS ROUTE</b></p> <p>(Pages 1 - 2)</p> <p>Borough Director</p>	<p>To consider two Notices of Motion:</p> <p>A. A Notice of Motion submitted by Councillor W Hartnett, concerning the 57-58 Bus Route – First Bus.</p> <p>B. A Notice of Motion submitted by Councillor D Thomas, concerning the 57-58 Bus Route – First Bus.</p> <p>(Report attached)</p> <p><b>(Greenlands / All Wards)</b></p>
<p><b>8. Executive Committee</b></p> <p>(Pages 3 - 16)</p> <p>Borough Director</p>	<p>A. To receive the Minutes and consider the recommendations and/or referrals from the following meeting of the Executive Committee:</p> <p>(Matters arising on the 23rd of April 2008 minutes are detailed in a separate report, which is attached to the agenda.)</p> <p><u>23rd April 2008</u></p> <p>Matters of referral to the Council include:</p> <ul style="list-style-type: none"><li>• Children and Young People's Plan;</li><li>• District Centres - Final Report;</li><li>• Communications – Final Report;</li><li>• Charging Policy and Procedures – Reference from the Overview and Scrutiny Committee;</li></ul>

# Council

Monday, 30th June, 2008

- Procurement Agenda – Update;
- Transformational Government Strategy 2008 – 2010; and
- Right to Manage – Grant.

**(Minutes circulated in Minute Book 1 - 2008/09 – To Follow)**

- B. To receive the Decision Notices and consider the recommendations and/or referrals from the following meetings of the Executive Committee:

(Matters arising on the 11th of June 2008 decision notice are detailed in a separate report, which is to follow.)

11th June 2008

Matters of referral to the Council include:

- Redditch Partnership Agreement and Protocol;
- Capital Programme 2008/09 – Additional Schemes for Inclusion;
- One Stop Shop Closures June 2008;
- St. John the Baptist Church, Feckenham;
- Flag Flying Policy – Update.

**(Decision Notice previously circulated)**

30th June 2008

Matters of referral to the Council include:

- Abbey Stadium Redevelopment – Consultancy – Funding Approval

**(Separate report later on the agenda refers)**

Any matters arising, not covered elsewhere in the agenda, will be considered under this heading).

Confidential matters may be taken after the Exclusion of the Public, subject to notification at this point in the meeting.

## 9. Regulatory Committees

Borough Director

To formally receive the minutes of the following meetings of the Council's Regulatory Committees:

Planning Committee	- 1st April 2008
	- 22nd April 2008
	- 20th May 2008

(All decisions here have been fully resolved. There are no recommendations or referrals which require the Council's determination.)

**(Minutes circulated in Minute Book 1 - 2008/09 – To Follow)**

## 10. Leader's Annual Policy Statement

To receive the annual policy statement from the Leader of the Council.

(Oral Report)

## 11. Abbey Stadium Redevelopment - Consultancy - Funding Approvals

(Pages 17 - 26)

Director of Leisure,  
Customer and Business  
Support

To consider the recommendations of the Leisure Contracts Advisory Panel (and subsequently of the Executive Committee) seeking approval of funding for the Abbey Stadium Redevelopment Scheme Consultancy.

In view of the fact that commercially-sensitive information relating to tenders for future contracts might be revealed, disclosure of which might not be in the public's best interest, elements of the appendix to this report are not for publication at this stage.

(Report attached)

**Abbey**

## 12. Chief Officer Selection Panel - Referral Report - Borough Director

(Pages 27 - 28)

Borough Director

To formally note a referral from the meeting of the Chief Officer Selection Panel held on the 17th of June 2008.

(Report attached)

**(No Specific Ward Relevance)**

# Council

Monday, 30th June, 2008

<p><b>13. Statement of Accounts</b> Borough Director</p>	<p>To approve the Statement of Accounts for the 2007/08 financial year.</p> <p>(Report to follow)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>14. By-Election Expenditure</b> (Pages 29 - 32) Borough Director</p>	<p>To consider a request for funding for the by-elections to be held in Batchley (Borough Council seat) and Arrow Valley East (County Council seat).</p> <p>(Report attached)</p> <p><b>Batchley; Church Hill; Matchborough; Winyates;</b></p>
<p><b>15. “Preferred Options” Study for future housing and employment development in and around Redditch</b> (Pages 33 - 44) Director of Environment and Planning</p>	<p>To consider a £10,000 contribution towards a Redditch Joint Study to identify the “preferred option” for future housing and employment development in and around Redditch.</p> <p>(Report attached)</p> <p><b>Various Wards</b></p>
<p><b>16. Committees, Sub-Committees, Panels, Outside Bodies - Appointments - Updates</b> (Pages 45 - 80) Borough Director</p>	<p>To update the appointment of Council representatives to serve on Committees, Sub-Committees, Panels and Outside Bodies further to the appointments made at the Annual Meeting of Council.</p> <p>(Updated versions of the appointments made to Committees etc. and Outside Bodies at the Annual Meeting of the Council with variations and those appointments that require further consideration by Council highlighted are attached)</p> <p><b>(No Specific Ward Relevance)</b></p>
<p><b>17. Constitution - Annual Review</b> Borough Director</p>	<p>To consider the Annual Review of the Council’s Constitution and Associated documents deferred from the Annual Meeting on the 19th of May 2008.</p> <p>(Report to follow under separate cover)</p> <p><b>(No Specific Ward Relevance)</b></p>

# Council

Monday, 30th June, 2008

<p><b>18. Urgent Business - Record of Decisions</b> Borough Director</p>	<p>To note any decisions taken in accordance with SO36 and/or the Overview &amp; Scrutiny Procedure Rules (Constitution), as specified:</p> <p>(None to date)</p>
<p><b>19. Urgent Business - general (if any)</b></p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting and/or on the Leader's Forward Plan.)</p>
<p><b>20. Exclusion of the Public</b></p>	<p>It may be necessary, in the opinion of the Borough Director, to consider excluding the public from the meeting in relation to the following items of business on the grounds that exempt information is likely to be divulged. It may be necessary, therefore, to move the following resolution:</p> <p><b>“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.”</b></p>
<p><b>21. Confidential Minutes / Referrals (if any)</b></p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>
<p><b>22. Shared Services - Appointment of Joint Chief Executive</b></p>	<p>In view of the fact that the Feasibility Group only met on Wednesday 18th June and that the subsequent report depends on inputs from the West Midlands Local</p>



# Council

Monday, 30th June, 2008

Borough Director

Government Association, the report is to follow under separate cover.

(In view of the fact that it contains information relating to an individual or which is likely to reveal the identity of an individual and contemplated consultations or negotiations in connection with labour relation matters between the authority and employees of the authority, the appendix to this report will not be for publication and will be circulated only to relevant Officers and Members of the Council. In view of this, it is anticipated that part of the discussion of this matter will take place after the exclusion of the public).

(Report to follow)

(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)

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## Council

30th June 2008

### 7. NOTICES OF MOTION – 57-58 FIRST BUS ROUTE

The following Notices of Motion have been received in accordance with Standing Order 6:-

1. 57-58 Bus Route - First Bus.

(Received from Councillors Hartnett and Fry)

***“The Council views with great concern the actions of First Bus in withdrawing the Alexandra Hospital leg of the 57-58 bus service.***

***This has caused great concern and inconvenience to many people in Redditch who rely on this service, such as staff who work at the Hospital, out-patients who attend the Hospital for appointments and friends and family who are visiting patients at the Hospital.***

***The 57-58 is the busiest route in Redditch and is the most profitable in the County.***

***We call on the Council to contract First Bus to revert back to the service they operated prior to this latest change.***

***Further, the Council is grateful to Diamond Bus for introducing the 57A - 58A service which offers a 40 minute service to the Alexandra Hospital.***

***The Council would request Diamond Bus to consider the following:-***

- 1. To start their service 1 hour earlier to arrive at the Hospital at 7.50 am to allow staff to start their shift on time.***
- 2. To consider a more regular service say every 20 minutes instead of the current 40 minute service.”***

Proposed by: Cllr Bill Hartnett.

Seconded by: Cllr Andy Fry.

## Council

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30th June 2008

2. 57-58 Bus Route - First Bus.

(Received from Councillors Thomas and Hall)

***“The Council calls on First Bus to reinstate the Alexandra Hospital stop on the 57/58 service with immediate effect.***

***This popular service provided an initial travel link to the hospital for patients, visitors and members of staff.***

***Withdrawal of this service has caused enormous hardship and distress to the people affected.***

***Although Diamond Bus have stepped in, their service is running at a much reduced frequency. This retrograde step by First has shown a complete disregard for the needs of bus users.”***

Proposed by: Cllr D E Thomas.

Seconded by: Cllr Malcolm Hall.

## Council

30th June 2008

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8. **MATTERS ARISING –**  
**EXECUTIVE COMMITTEE 23RD APRIL 2008 –**  
**CHARGING POLICY AND PROCEDURES**

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(Report of the Borough Director)

1. **Purpose of Report**

To update Members on the contents of the draft Charging Policy and Procedure for Redditch Borough Council considered by the Executive Committee on the 23rd of April 2008.

2. **Recommendations**

**The Council is asked to RESOLVE that**

- 1) **the update be noted; and**
- 2) **the Council approve and adopt the Charging Policy and Procedure, set out in Appendices A and B to the report, as submitted to the meeting of the Executive Committee on the 23rd of April 2008 and as now updated.**

3. **Report / Key Issues**

- 3.1 At the meeting of the Executive Committee on 23rd April 2008, Members supported the principle of introducing a Redditch Borough Council Charging Policy and Procedure, but requested that further consideration be given to paragraph 3.12 of the Charging Policy (which stated that *“with regard to discretionary services, everybody, even those in receipt of benefits / income support, must contribute something via charges at the point of use”*.)
- 3.2 It was agreed that this paragraph should be deleted and following paragraphs renumbered accordingly.
- 3.3 Councillor MacMillan will be available as Chair of the meeting and now Chair of the Fees & Charges Sub-Committee in case of any questions.

4. **Conclusion**

In the light of the above, Members are requested to agree the Charging Policy and Procedure as now amended / updated.

5. **Consultation**

Consultation has taken place with the Chair of the Fees & Charges Task and Finish Group, Councillor C MacMillan.

6. **Background Papers**

Executive Committee Agenda and Decision Notice  
- 23rd April 2008

7. **Author of Report**

The author of this report is Jess Bayley (Overview and Scrutiny Support Officer) who can be contacted on extension 3268 (e.mail: [jess.bayley@redditchbc.gov.uk](mailto:jess.bayley@redditchbc.gov.uk)) for more information.

8. **Appendix**

Covering report and draft Charging Policy and Procedure (previously circulated to the Executive Committee on the 23rd April 2008).

## **Executive Committee**

No Direct Ward Relevance

**23rd April 2008**

### **8. CHARGING POLICY AND PROCEDURES**

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(Report of the Borough Director))

#### **1. Purpose of Report**

To present for Members' consideration a draft Charging Policy and Procedure for Redditch Borough Council.

#### **2. Recommendation**

**The Committee is asked to RECOMMEND that**

**the Council approve and adopt the Charging Policy and Procedure, as set out in Appendix A to the report.**

#### **3. Financial, Legal, Policy and Risk Implications**

##### Financial

- 3.1 The Charging Policy and Procedure will facilitate a holistic approach to setting fees and charges at Redditch Borough Council. A comprehensive summary of the financial implications are set out in the covering report below.

##### Legal

- 3.2 There are no direct legal implications.

##### Policy

- 3.3 The Charging Policy and Procedure will constitute a new policy for Redditch Borough Council.

##### Risk

- 3.4 There is a risk that with formal policy and procedures individuals might not be treated equitably. However, equity of access is addressed in the Charging Policy and Procedure with concessions recommended for particular social groups including; young people less than 16 years of age; full time students; senior citizens in receipt of means tested benefit; people with a disability in receipt of means tested benefit; and individuals on low incomes or in receipt of means tested benefit.

**Report****4. Background**

- 4.1 Local authorities have a wide range of powers to charge for a variety of services. The revenue generated through fees and charges is an increasingly important source of income for local authorities. However, currently Redditch Borough Council does not have an adopted Charging Policy.
- 4.2 Currently charges are reviewed annually by the Executive Committee. Fees and charges are generally increased in line with inflation. Members have not tended to carry out detailed reviews of charging levels in comparison with the Council's Priorities in part because the volume of information is large and timescales are short.
- 4.3 The Fees and Charges Task and Finish review was initiated in July 2007 to scrutinise the Council's approach to charging. There were a number of overarching objectives for this review:
- a) to assess the contribution charging can make to funding efficiency and the strategic effectiveness of the Council;
  - b) to make recommendations that would enhance the ability of the Council's approach to charging to support the Council's strategic objectives; and
  - c) to examine and recommend ways to manage the impact of charging on equity.
- 4.4 During the course of the review the Audit Commission published a comprehensive report on the subject of local government approaches to charging, which was entitled "Positively Charged: Maximising the Benefits of Local Public Service Charges" (January 2008). This report revealed the multipurpose use of charging: as a source of income to pay for services; as a method for encouraging particular patterns in the use of services and as a significant policy instrument that can help a local authority to achieve its strategic objectives.
- 4.5 The Fees and Charges Task and Finish Group agreed that it would be useful to develop a Charging Policy for Redditch Borough Council to enable the authority to work strategically to meet its core priorities in the manner outlined by the Audit Commission. During the course of their review Members scrutinised the contents of other local authority Charging Policies and identified examples of best practice. Finally, the Group agreed the contents of the Charging Policy as set



out in Appendix A to this report.

**5. Key Issues**

- 5.1 Redditch Borough Council raised £4,814,325 from Council Tax and £3,786,236 directly from the users of its services through charging in 2006/07.
- 5.2 The Charging Policy attached in Appendix A has been divided into two main sections. The first section proposes procedures for reporting information about fees and charges per service level for Members' consideration. The second section contains an overarching policy and principles for charging for activities provided by the Council.
- 5.3 The Charging Policy proposes that Members should receive a Headline Review of Charges on an annual basis. This would contain information about charging arrangements for each service, though not for each activity. The Charging Policy will apply across all Council services and is intended to facilitate a strategic approach to charging.
- 5.4 The Group proposes that the charging principles adopted by each service should be reviewed at least every four years. However, actual charges for each activity will continue to be reviewed annually, when Members receive the fees and charges report that is already provided for their consideration under current arrangements.
- 5.5 There are a variety of charging arrangements for different Council services including: services where no charges are set; charges set by central government; charges set, either by central or local government, at the level of full cost recovery; and charges set at a discretionary level. A number of charges for statutory services are set at a statutory level by central government, such as the land charges fee for a personal search. The Council has no discretion to alter such statutory charges.
- 5.6 There are other statutory service arrangements which are not subject to a statutory charge, such as the proposed fee for pre-application planning advice which was recommended by the Fees and Charges Group at a previous meeting of the Overview and Scrutiny Committee. There is further flexibility available to Councils when charging for discretionary services as these are not subject to statutory fees.
- 5.7 Councils do have the power to set charges differentially so that different service users are charged different amounts. Due consideration has been given to the legal requirements by the Fees

and Charges Task and Finish Group in the development of the draft Charging Policy.

## 6. Other Implications

- |                  |   |   |
|------------------|---|---|
| Community Safety | - | There are no specific community safety implications.  |
| Human Resources  | - | The Charging Policy and Procedures provide Heads of Service with additional powers over varying charges for particular services “in year”, following consultation with relevant Officers and Members.                 |
| Social Exclusion | - | Social exclusion is addressed in the Charging Policy and Procedures by reference to equity of access and concessions for certain user groups which are designed to prevent the exclusion of particular social groups. |
| Sustainability   | - | There are no specific sustainability implications.  |

## 7. Conclusion

The Charging Policy and Procedures clarifies how Redditch Borough Council should, in the opinion of the Task & Finish Group, approach setting fees and charges and should enable the Council to make strategic use of charging in support of the Council’s core priorities.

## 8. Background Papers

Audit Commission, “Positively Charged: Maximising the Benefits of Local Public Service Charges”, (January 2008).

Babergh District Council, “Strategic Charging Policy”, (February 2005).

Ballymena Borough Council, “Draft (Leisure) Pricing Specification, 2005/06”, (October 2005).

Cherwell District Council, “Charging Policy”, (2008).

Cornwall County Council, “Charging Policy: Charges to Parents”, (2008).

Essex County Council, “Discretionary Services Charging Policy”, (2008).

Fees and Charges Task and Finish Group notes and agenda (Thursday the 10th January 2008; Thursday the 17th January 2008; Thursday the 28th February 2008; and Thursday the 20th March 2008).

The Local Government Act 2003.

Mid Bedfordshire District Council, "Mid Bedfordshire District Council Charging Policy Appendix A", (2006).

Nottingham City Council, "Fees and Charges for Sport and Leisure Parks Services 2007/08", (2007).

Rugby Borough Council, "Draft Medium Term Financial Strategy 2006/11", (2006).

Stockport Metropolitan Borough Council, "Lifelong Learning, Leisure and Cultural Services Scrutiny Committee Charging Policy for Sport and Active Recreation", (February 2005).

Thanet District Council, "Thanet Leisure Force: Your Return is our Reward", (October 2005).

Wyre Forest District Council, "Finance Strategy", (2006).

## 9. **Consultation**

Relevant Officers, particularly Officers in the Corporate Management Team, have been consulted by the Fees and Charges Group during the development of the attached Charging Policy and Procedures, and in the preparation of this report.

## 10. **Author of Report**

The authors of this report are the Chair of the Fees and Charges Task and Finish Group, Councillor Colin MacMillan, and Jess Bayley (Overview and Scrutiny Support Officer), who can be contacted on extension 3268 (e-mail: [jess.bayley@redditchbc.gov.uk](mailto:jess.bayley@redditchbc.gov.uk) for more information.

## 11. **Appendices**

Appendix A - Draft Redditch Borough Council Charging Policy and Procedures.

**Redditch Borough Council**  
**Charging Policy and Procedures**

**1. Introduction**

- 1.1 Charging is an important and appropriate way to finance services. It is, however, just one aspect of the Council's overall financial management and planning process. Members and Officers must ensure that services are provided efficiently and effectively and that costs are scrutinised and adjusted whenever necessary. When new charges are being considered, or current charges reviewed, Members and Officers must be confident that all steps have been taken to minimise the net cost of the service.
- 1.2 This Policy sets out clear principles to ensure the Council's overall approach to charging is effective. Therefore, the Council must determine:
  - a) which services it should charge for;
  - b) which service users will be affected by charges; and
  - c) what levels of subsidy, if any, should be given for the use of specific services.
- 1.3 The Council must clearly communicate its approach and policy on charging to the public and must explain why it is appropriate to maintain, introduce or increase charges by following the principles and processes outlined in this Charging Policy.
- 1.4 The Council must set charges for services in a holistic manner, in line with the Council's corporate priorities. Members and Officers must review all relevant issues when considering the possible introduction of new charges or reviewing current charges.
- 1.5 The Council must adopt a strategic approach to charging. Members and Officers must review the impact of charges on the provision of services in terms of their effect on the community and the Council's financial position. When setting charges, the following considerations should be addressed by Heads of Service and Members:
  - a) Why is the service being provided?
  - b) Who benefits from the service - individuals or the community?
  - c) Should this service be subsidised?

- d) What is the subsidy achieving?
- e) How much do residents, communities and businesses value the service?
- f) How willing and able are residents and businesses to pay for the service?
- g) What effect does charging have on the supply and demand for a service?
- h) How can the level of charges affect behaviour and assist service objectives?

## **2. Reporting Procedures and Information Guidelines**

- 2.1 Members must be provided with accurate and detailed information, and any rationale, about charges for consideration at meetings of the Executive Committee and full Council. Charges must be set in accordance with the terms set out in the Charging Policy and there must be a strategic review of charging principles, at service level, by elected Members and Officers, at least every 4 years.
- 2.2 Officers must present a 'Headline Review' of charges at activity level for the consideration of Members on an annual basis. This Headline Review should contain information about the total income generated by services and the level of subsidy particular services receive from Council Tax. In order to not overwhelm Members or Officers with the amount of information to be produced, collated and considered the dates on which charges are reviewed must be spread throughout quarters 3 and 4 of each year.
- 2.3 Subject to any requirements imposed by the Council's standing orders, charges for individual services may, by exception, be varied 'in year' at the discretion of the responsible Head of Service, following discussion with the Chief Finance Officer and the appropriate Portfolio Holder, and must be notified to the Executive Committee and full Council.
- 2.4 The responsible Portfolio Holder must review proposed changes to charges before they are submitted to the Executive Committee. The Portfolio Holder should append any comments they have to the proposals being placed before the Executive.
- 2.5 An information suite, comprising the following, should be developed and be made readily available to Members:

- 
- a) categorisation of services, by the responsible Portfolio Holder, in accordance with the following headings;
    - i) 'No Charges set';
    - ii) 'Charges set by Central Government';
    - iii) 'Charges set, either by Central or Local Government, at the level of Full Cost Recovery'; and
    - iv) 'Charges set at a Discretionary Level';
  - b) provision of the following details for each service;
    - i) information regarding usage levels and patterns will be compiled and collated. This will be accumulated ideally by an actual count of users or if this is not possible by an appropriate sampling technique;
    - ii) information regarding costs, both direct and indirect and including an allocation of overall overheads will be logged and recorded;
    - iii) information regarding income generated by direct charges, grants and the amount of subsidy will be logged and recorded; and
    - iv) information regarding annual income generated will be available in a concise and entire form;
- 2.6 A review of charges (and the information contained in section 2.5b) must be made available to Members annually.

### **3. Policy and Key Principles**

- 3.1 When charges are reviewed Heads of Service must carry out an analysis of charges for activities against the principles for charging set out in this Policy. This information must also be made available to Members so that they can make informed choices about the level of charge to be set. The result of such reviews must be included in the annual fees and charges report, so that Members can ensure that charges are fair, appropriate and comparable to local alternatives. The 'right' price for an activity must not be established solely by adding an inflationary increase to last year's charge.
- 3.2 Charging arrangements must be efficient and practical and should demonstrate responsible asset management for the benefit of the whole Borough.

# Overview & Scrutiny Committee

## Appendix B

23rd April 2008

- 3.3 Where charges are set by Central Government the Council must focus on the costs of delivering an activity and Members should be aware of what the Council has to pay to subsidise the activity.
- 3.4 Where the Council aims for full cost recovery (including all overheads) through charges there must be no subsidy.
- 3.5 Concessions must be service specific and not subject to a general rate set across the Council.
- 3.6 Services, where charges do not apply, must be regularly reviewed to establish whether they could be introduced. However, it is recognised that for certain activities there are important exceptions that make charging inappropriate. These include the following circumstances:
- a) where the Council is prohibited by legislation from levying a charge;
  - b) where the administrative costs associated with making a charge would outweigh any potential income;
  - c) where making a charge would be contrary to achieving one of the Council's corporate objectives. These include objectives contained within the Equal Opportunities Policy, Anti-Poverty Strategy, Leisure Strategy and Environmental Policy; and
  - d) where charging would be counterproductive (i.e. it may result in a substantial reduction in use of the service).
- 3.7 Charges may be levied to raise revenue for the general improvement of services, to offset Council Tax rises or to help fund specific projects.
- 3.8 Proposals for 'reinvesting' any additional income raised from charging in the expansion and development of a particular service will be considered as part of the annual review of charges, with each proposal being considered on its own merits.
- 3.9 Where appropriate, charges can also be used to influence demand and change behaviour in order to meet the Council's corporate objectives.
- 3.10 Unless there is good reason why an exception should be made, a charge should be levied for all discretionary services. Service users should make a direct contribution to the cost of providing services at their point of use. When charges for services are reviewed it will be

against this background and in each case Members and Officers must consider whether any exceptions should be made.

- 3.11 Appropriate use of the discretionary powers introduced by the Government in 2003 to charge for services must be considered.
- ~~3.12 With regard to discretionary services everybody, even those in receipt of benefits/income support, must contribute something via charges at the point of use.~~
- 3.13 If equity of access is a policy objective then it should be achieved through a discount regime.
- 3.14 When charges are reviewed concessions may be applied for the following groups:
- a) young people less than 16 years of age;
  - b) full time students;
  - c) people with a disability in receipt of a means tested benefit;
  - d) both male and female senior citizens aged 60 years or more; and
  - e) individuals on low incomes and/or in receipt of means tested benefit.
- 3.15 When setting charges the Council must have regard to:
- a) relevant Council Strategies or policies (e.g. Equal Opportunities), and any subsidy or concessions which may be appropriate;
  - b) market conditions and prices charged by competitors and/or other Local Authorities;
  - c) the need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services;
  - d) the need for all charges imposed by the Council to be reasonable;
  - e) the need to avoid any exploitation of customers who have no option, but to use the Council's services;
  - f) the desirability of increasing usage of a given service;



- g) the need to increase Council income; and
  - h) the level of subsidy (contributions to the cost of the service from non-users via Council Tax, Housing Rents etc).
- 3.16 When setting charges users' views, when provided to the Council, must be considered.
- 3.17 Meaningful objectives for charges must be set and these should be viewed over the long-term, not just as short-term financial targets.

**4. Definitions:**

- Council Redditch Borough Council as an organisation.  
(Where the document is referring to the formal body of all Councillors the text refers to 'full Council').
- Service The Service area, for example Environmental Health or Planning.
- Activity A particular activity delivered as part of one of the Council's services, for example hire of a badminton court at the Abbey Sports Stadium.

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## **Council**

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### **ABBEY STADIUM REDEVELOPMENT - CONSULTANCY - FUNDING APPROVAL**

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(Report of Director of Leisure, Customer and Business Support)

#### **1. Purpose of Report**

To report the recommendations of the Leisure Contract Advisory Panel ("LCAP") and to seek approval to allocate up to £1.2m capital funding for the Abbey Stadium redevelopment scheme consultancy.

#### **2. Recommendation**

The Committee is asked to **RESOLVE** that

- 1) **the sum of up to £1.2m capital funding be allocated for the purpose of project management and design for the scheme;**

and to **RECOMMEND** that

- 2) **the Executive Committee approve expenditure of up to the sum of £200,000 in accordance with Standing Order 41, subject to a further report to Council by October 2008, with regular reports to the Executive Committee.**

#### **3. Financial, Legal, Policy and Risk Implications**

##### Financial

- 3.1 The financial implications are detailed throughout the report.
- 3.2 The capital expenditure will be funded from Prudential Borrowing pending the realisation of capital receipts or other funding.

##### Legal

- 3.3 Under Section 19 of the Local Government Act 1976, the Council has the power to provide such recreational facilities as it thinks fit.
- 3.4 Section 2 of the Local Government Act 2000 gives the Council the power to do anything which it considers is likely to achieve the promotion or improvement of the social well-being of its area. This includes the power to incur expenditure.

- 3.5 Detailed examination of local planning policy and the planning inspector's report following the public inquiry into the original scheme will determine the extent of facilities that can be developed on the site.
- 3.6 The Council and its consultants will be following the European Union Procurement Directives relating to Capital Works and Services Contracts during the procurement process.

#### Policy

- 3.7 The proposal supports previously approved Council policy for the redevelopment of the Abbey Stadium.

#### Risk

- 3.8 The scheme as chosen for progression by the LCAP on the 11th of September 2007 and Executive Committee on the 10th of October 2007 would be provided from the Council's own resources and some potential grants from partner organisations. The risk to the Council is its ability to raise the capital required to deliver the scheme.
- 3.9 However, risk in terms of the disposal of land at the Abbey Stadium and the Hewell Road Swimming Pool site that would previously have been largely outside the Council's control, will now lie entirely in the control of the Council who will be the sole beneficiary of any value generated. The progression of a procurement process to identify a partner for the design, build and operation of the scheme can be met from the Council's capital resources and does not commit the Council contractually at this stage to major capital investment.
- 3.10 There is a financial risk associated with engaging consultants should for any reason the Abbey Stadium Redevelopment project fail to go ahead. Current capital financing regulations require the Council to make a minimum revenue provision (MRP) equivalent to the life of the asset for which Prudential Borrowing has been undertaken.
- 3.11 Should the Abbey Stadium project not progress to the build stage then the General Fund Revenue Account would have to immediately fund any borrowing up to the expenditure to date incurred on the project as there would be no asset. The cost of consultants could be funded from capital receipts if there were sufficient accumulated balances at the time.

**Report****4. Background**

- 4.1 Following recommendations by The Leisure Contracts Advisory Panel (LCAP) the decision by the Executive Committee to provide a new build sports and leisure facility was agreed (by Executive on the 10th of October 2007) for progression, but did not carry full funding or Standing Order 41 approvals at this time.
- 4.2 At the time Officers established the preliminary capital build costs to provide such a facility as being circa £15m as reported to LCAP on the 11th of September 2007. It is expected that, as the formal specification is progressed with the Council's consultants and development and operating partners are selected through the European Procurement Process, this figure may change. The LCAP requested that Officers continue to progress the key elements of the scheme currently approved to the stated sum.
- 4.3 Members are reminded that within the £15m scheme there are three main elements; Build costs of £12.4m; Contingency of £1.36m and Fees of £1.24m. The timescale for delivery is September 2010.
- 4.4 The main elements of the scheme are:
- a) 8 Lane 25m competition Pool with spectator facilities  
– for a minimum of 400 spectators
  - b) Teaching Pool / Warm down Pool
  - c) Major Leisure / Fun Water – separate from main pool
  - d) 8 Court Sports Hall with spectator facilities
  - e) 4 Indoor Tennis Courts
  - f) 6 Outdoor Floodlit Tennis Courts
  - g) Min 120 Station Fitness Suite with associated Health and Changing facilities
  - h) Movement Studios for Aerobics / Dance
  - i) Café / Shop / Reception
  - j) Soft Play Facility / Crèche
  - k) Appropriate changing and storage to meet demand of above facilities
  - l) Staff, management and administration facilities
  - m) General site requirements for access, parking and landscaping
  - n) Meeting / Training Rooms.

The existing Athletics Track to remain in current location on site.

**5. Key Issues**

- 5.1 Following the procurement work to select consultants to work with the Council to scheme fruition, funding approvals are required to support this partnership financially and this will require fiscal borrowing of up to £1.2 m.
- 5.2 This capital funding will support:
- Stage A: Client's Brief & Pre Qualifying questionnaire (PQQ's).
- Stage B: Client's Requirements - operating specification.
- Stage C: Tendering, Evaluation, Award; Negotiation of building and operational Contracts.
- Stage D: Construction.
- Stage E: Defects.
- 5.3 The following specialists will be required to form the consultants' team:
- a) Project Manager.
  - b) Cost Manager.
  - c) Checking Engineer.
  - d) Construction and Demolition Management Consultant.
  - e) Mechanical, Electrical and Structural Engineers.
  - f) Architect.
  - g) Sport and Leisure Consultancy.
- 5.4 Within the submitted tender, provision for services relating to Promotion, Public Relations and Community Liaison that would be applicable to a project of this nature are included as a PC (provisional cost) sum and will be procured post appointment. The LCAP and Executive Committee also recognises that other specialist advisors may be required to support project delivery, and these will need to be sourced by the Consultant Team Project Manager on behalf of the Council as approved by the Executive Committee.
- 5.5 The Council will provide Legal Services for the Project via its current partner team at Wragge & Co LLP, Birmingham.
- 5.6 The revenue cost of borrowing for the fee structure element of the scheme, which will be expended over the three financial periods, 2008/09, 2009/10 and 2010/11, will be as follows:

<b>Revenue impact of borrowing £1.2 m.</b>				
	2008/09	2009/10	2010/11	Ongoing
	£'000	£'000	£'000	£'000
Interest	12.7	37.4	56.2	63.5
MRP	0.0	0.0	0.0	48.0*
Total	12.7	37.4	56.2	111.5

\* assuming 25 year life.

MRP - Minimum revenue Provision

- 5.7 Please note that, during the design and build stage of the project, the Council is only responsible for the interest payment for the amount borrowed each year. Once the asset is complete full borrowing on the total amount expended is required.
- 5.8 Should there be a need for the scheme to be curtailed, the legal contract with the Consultant team would only see the Council responsible for payment of any work undertaken to date and not for the full contract sum.
- 5.9 A similar report to seek capital funding approval of up to £13.8m for the rest of the scheme will be produced prior to award of contract for developer and operating partners during late summer 2008.

## 6. Other Implications

Asset Management : As detailed throughout the report. If the Scheme comes to fruition, it will see the closure of Hewell Road and the Abbey Stadium in its current form.

Community Safety : None directly at this stage

Human Resources : None directly at this stage

Social Exclusion : None directly at this stage

Sustainability / Environmental : None directly at this stage

(Later reports will address the above.)

## 7. Conclusion

Members are asked to approve expenditure of a sum up to £1.2m to support the progression of the Abbey Stadium Redevelopment.

**8. Background Papers**

Leisure Contract Advisory Panel Notes 2007 and 2008 (Confidential).  
Executive Committee Reports and Minutes 2007.  
Member presentations June 2007.

**9. Consultation**

There has been no consultation other than with relevant Borough Council Officers.

**10. Author of Report**

The authors of this report are Ken Watkins (Head of Leisure & Arts) who can be contacted on extension 3384 (e-mail: [ken.watkins@redditchbc.gov.uk](mailto:ken.watkins@redditchbc.gov.uk) ) and Teresa Kristunas (Head of Financial Services), who can be contacted on extension 3295 (e-mail: [teresa.kristunas@redditchbc.gov.uk](mailto:teresa.kristunas@redditchbc.gov.uk) ) for more information

**11. Appendix**

Appendix 1 - Recommendations of the Leisure Contract Advisory Panel - 28<sup>th</sup> May 2008

(In view of the fact that commercially-sensitive information relating to tenders for future contracts might be revealed, disclosure of which might not be in the public's best interest, elements of this appendix are not for publication at this stage.)



# Council

30th June 2008

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of the Local Government Act 1972.

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## Council

30th June 2008

### 12. CHIEF OFFICER SELECTION PANEL – REFERRAL REPORT – BOROUGH DIRECTOR

(Report of Acting Borough Director)

#### 1. Purpose of Report

To formally note a referral from the meeting of the Chief Officer Selection Panel held on the 17th of June 2008.

#### 2. Recommendations

**The Council is asked to record for audit purposes that the Selection Panel received the subject report at its meeting held on the 17th of June 2008.**

#### Report

#### 3. Background

- 3.1 At the Council's meeting in March 2008, Members appointed a Chief Officer Selection Panel in case necessary for recruitment purposes in relation to the Borough Director / Chief Executive post, subject to the outcome of the current feasibility study into sharing a Joint Chief Executive with Bromsgrove District Council.
- 3.2 At the Annual Meeting on the 19th of May 2008, the Council re-appointed the Selection Panel, the Panel now comprising Councillors Gandy (Chair) MacMillan (Vice-Chair) and Councillors Braley, Hall, Hartnett and Shurmer.
- 3.3 A separate report on the agenda deals with the issue of the outcomes of the feasibility study.

#### 4. Key Issues

- 4.1 It was considered advisable to provide an audit trail and set the context for the decision taken by the full Council on the 17th of March which allowed the retirement of the Borough Director in the Interest of the Efficiency of the Service.
- 4.2 This referral report simply places on record for future reference, the fact that the Panel met to consider the required report.

## Council

30th June 2008

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### 5. Background Papers

Report to Chief Officer Selection Panel – 17th July 2008.

(Note: This background report is not for publication in view of the fact that it reveals information relating to and identifying an individual member of staff; and employee relations matters, disclosure of which would not be in the public's best interest.)

### 6. Author of Report

The author of this covering report is Steve Skinner (Democratic Services Manager), who can be contacted on extension 3256 (e.mail: [steve.skinner@redditchbc.gov.uk](mailto:steve.skinner@redditchbc.gov.uk) ) for more information.

### 7. Appendices

None.

## Council

11th June 2008

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### 14. BY-ELECTIONS – BUDGET ALLOCATION

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(Report of Returning Officer)

#### 1. Purpose of Report

Further to the declaration of By-Elections for the vacant seats in Batchley Ward and the Arrow Valley East County Electoral Division, to be held on the 17th of July 2008, to set the relevant budgets.

#### 2. Recommendation

The Council is asked to RESOLVE that

- 1) the sum of up to £9,000 be allocated from balances for the conduct of the Borough By-Election in the Batchley Ward; and
- 2) the sum of up to £18,000 be allocated for the conduct of the County Council By-Election in the Arrow Valley East Electoral Division, to be fully reimbursed in due course by the County Council.

#### 3. Financial, Legal, Policy and Risk Implications

##### Financial

- 3.1 The costs of administering both By-Elections, although trailed at budget-setting time last year, were not built into the budgets, as it was not known when the need to fill the vacant seats might arise.

##### Legal

- 3.2 The requirements are statutory under the Local Government Act 1972 and Representation of the People Acts, which provide for the conduct of By-Elections to fill "casual vacancies".
- 3.3 Had the vacancies arisen within 6 months of the next scheduled elections for the areas concerned, By-Elections would not have been triggered. The County term would have ended in May / June 2009 and the Borough Term in May 2010.

Policy

- 3.4 The matter is one of statutory requirement rather than of policy.
- 3.5 In accordance with normal policy, the Borough Returning Officer has been appointed by the County Returning Officer as his Deputy, with full powers to run the County By-Election on his behalf.

Risk

- 3.6 Elections need to be conducted within the required statutory framework, and failure to do this may have legal consequences. Adequate funding therefore needs to be agreed to enable the administration of the due processes.

**Report****4. Background**

- 4.1 Following the sad death of Councillor Betty Passingham in May, two seats are left vacant: one of the Borough's Batchley Ward seats and one of the County's Arrow Valley East seats.
- 4.2 Arrow Valley East Division includes the three Borough Wards of Church Hill, Matchborough and Winyates.

**5. Key Issues**

- 5.1 The following budget figures have been estimated, based on expenditure on the 1st of May Borough Council elections:

	BATCHLEY	ARROW VALLEY EAST
<b>Provisional Budget</b>	<b>£8,500</b>	<b>£18,000 *</b>

- 5.2 \* The Arrow Valley East By-Election is being run by the Borough's Returning Officer on behalf of the County Council.

Expenditure on this By-Election will therefore be subject in due course to full reimbursement by the County Council.

**6. Other Implications**Asset Management

- 6.1 Some Council premises will need to be used for elections purposes; including the Civic Suite for Postal Votes, Verification and Count..



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Community Safety

- 6.2 Community Safety issues are considered as part of the briefing instructions for Presiding Officers prior to Election Day.

Human Resources

- 6.3 In addition to the impact on Elections staff, some Borough staff will be appointed for elections duties; and other staff will assist the process in various ways, such as Contact Centre, One-Stop Shop, IT support; Caretaking and Technical staff, etc. .

Social Exclusion

- 6.4 There are some social exclusion issues, including access to Polling Stations issues. Hopefully this is an area where improvements are being seen. Otherwise every attempt is made to make the electoral process open equally to all.

Sustainability / Environmental

- 6.5 No significant Sustainability or Environmental implications have been identified.

**7. Conclusion**

The Committee is asked to approve the recommendations at Section 2 above.

**8. Background Papers**

Schedule of Fee & Charges  
Costings from May local elections.

**9. Consultation**

Consultation has taken place with relevant Borough and County Council Officers in the preparation of this report.

**10. Author of Report**

The author of this report is Steve Skinner (Democratic Services Manager / Deputy Returning Officer), who can be contacted on extension 3256 (e-mail: [steve.skinner@redditchbc.gov.uk](mailto:steve.skinner@redditchbc.gov.uk) ) for more information.

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No specific Ward Relevance

## Council

30th June 2008

### ? "PREFERRED OPTIONS" STUDY FOR FUTURE HOUSING AND EMPLOYMENT DEVELOPMENT IN AND AROUND REDDITCH

(Report of the Environment and Planning)

#### 1. Purpose of Report

The purpose of this report is to consider a £10,000 contribution towards a Redditch Joint Study. The study will identify the "preferred option" for future housing and employment development in and around Redditch. This will provide Bromsgrove, Redditch & Stratford District Councils and Warwickshire & Worcestershire County Councils with an independent view on the preferred locations for new development up to 2026.

#### 2. Recommendations

The Council is asked to RESOLVE that

- (1) **The Project Brief attached as Appendix A for the second stage of the Redditch Joint Study be agreed.**

and

- (2) **A financial contribution of up to £10,000 be agreed.**

#### 3. Financial, Legal, Policy and Risk Implications

##### Financial

- 3.1 It is estimated that the cost of the stage 2 study will be £50,000 and that the Council's contribution would be up to £10,000. This is not currently available within existing budgets.

##### Legal

- 3.2 It is a legal requirement for each authority to prepare a Core Strategy as part of its Local Development Framework. Core Strategies have to conform generally to the Regional Spatial Strategy. This study will provide useful background information.

##### Policy

- 3.3 The Core Strategy, once adopted will be the principal planning policy document for the Borough up to 2026. This study will provide useful

background information in the preparation of the Core Strategy.

### Risk

- 3.4 If the study is not jointly commissioned the following risks will occur:
- a) The commissioning authorities are likely to have less influence on the final decision about the locations of future development in and around Redditch
  - b) The Inspectors considering the emerging WMRSS at the Inquiry in April 2009 could determine the split *or* The Secretary of State may dictate the course of action we should take e.g. Joint Core Strategy covering the administrative areas of Bromsgrove District, Redditch Borough and Stratford-on-Avon District. This would involve aborting work on the three separate Core Strategies.

### Report

#### 4. Background

The Preferred Option of the West Midlands Regional Spatial Strategy (WMRSS) Phase 2 Revision identifies a requirement for 6600 dwellings to meet the needs of Redditch up to 2026. 3300 of these are to be provided adjacent to Redditch town in Bromsgrove and/or Stratford-on-Avon Districts. A similar requirement is identified in respect of employment land, with 24 hectares needing to be identified beyond the borough boundary.

To support the preparation of the WMRSS Worcestershire County Council, Redditch Borough, and Bromsgrove and Stratford District Councils commissioned consultants White Young Green to undertake a 'Joint Study into the Future Growth of Redditch Town to 2026'. A summary of this study is attached at Appendix B. It was completed in December 2007 and forms a key part of the evidence base for the WMRSS.

The Joint Study is strategic in nature and provides an independent view on (i) the potential capacity of Redditch Town to accommodate additional growth; and (ii) taking account of that capacity, to give a view on the scale of and likely implications of growth in the surrounding districts of Bromsgrove and Stratford-on-Avon that will be required to meet Redditch Borough-related growth needs.

Having considered areas of search the study provides sufficient evidence for a view to be formed on the broad balance of development required between Redditch Borough and the

surrounding two districts of Bromsgrove and Stratford-on-Avon; the key infrastructure issues such levels of growth are likely to give rise to and which will need to be addressed; and the key policy implications that will need to be addressed such as the impact the levels of growth will potentially have on the Green Belt and its purposes.

5. **Key Issues**

The WMRSS does not identify how the Redditch Borough-related 3300 dwellings and 24 hectares of employment land should be split between Bromsgrove and Stratford-on-Avon Districts, which presents a challenge for the authorities in progressing their respective Core Strategies. In planning terms the authorities need a clear way forward which will enable them to prepare Core Strategies which are preferably in 'general conformity' with the WMRSS.

Government Office and the Regional Assembly have indicated that they expect robust arrangements to be put in place to determine the split between Bromsgrove and Stratford-on-Avon Districts. However there is a general agreement between the authorities concerned that the Joint Study is insufficiently detailed to allow district level splits of Redditch Borough-related growth to be identified. To enable this to happen, additional work to augment the broad study findings is required. This additional work should include the following:

- (a) More detailed information on the likely impacts of development (including different scales of development) on the areas of search considered within the Joint Study (or parts of them), in terms of the natural environment, including sensitive sites and opportunities for protection and enhancement (i.e. a more robust and detailed SWOT type analysis);
- (b) The suitability or otherwise of the areas of search (or parts of them) in relation to the existing Town form, in particular accessibility to essential Town Centre facilities and transport nodes. An accessibility profile for areas of search (or parts of them) would need to be established to allow comparisons;
- (c) The key infrastructure issues to be faced, particularly with regard to the two concerns identified within the Joint Study regarding new transportation and foul water infrastructure. This would need to address the issue of which of the areas of search (or parts of them) are most likely to be deliverable or are preferable for development given the scale of

infrastructure needs and likely costs. This information will also be needed to identify what the Council would need to receive planning obligations/ Community Infrastructure Levy for.

- (d) The implications of development in the areas of search (or parts of them) in respect of one another in terms of specific impacts on the purposes of the Green Belt and in helping to deliver the aims of the RSS (e.g. urban renaissance of the Major Urban Areas and local regeneration);
- (e) A more thorough/rigorous consideration of the capacity of the Areas of Development Constraint and White Land within and adjacent to Redditch, and a more detailed scrutiny of the capacity of the urban area including existing open space;
- (f) Consideration of the likely sustainability impacts of the scale of development required through some sort of sustainability appraisal approach, even if an informal one; and

To this end, Officers have prepared a Project Brief for a stage 2 Joint Study. This is attached as Appendix A. Given the work already undertaken by White Young Green it is considered that there would be clear advantages in terms of value for money by using them to undertake the stage 2 work. Redditch Borough Council will act as lead authority and administer the contract on behalf of all the authorities involved.

Subject to the agreement of the brief by the commissioning authorities it is anticipated that work would commence on the stage 2 study by the end of July with a report being available for public consultation by 7 October. This timing means that the stage 2 study would be available at the same time that the Government Office Study of Housing Options for the RSS, being undertaken by Nathaniel Litchfield and Partners (NLP), is published for public comment. The findings of the stage 2 study would also be available for public consultation as part of the Preferred Options consultation in respect of each of the three District Authorities Core Strategies, which are due to commence by the end of October 2008.

The final study, together with the feedback from public consultation would be available to inform the Local Authorities response to the WMRSS Preferred Option and the NLP study by 8 December.

**6. Other Implications**

Community Safety	-	None
Human Resources	-	None
Social Exclusion	-	None
Sustainability/Environmental	-	The purpose of the study is to identify the more sustainable locations for future development and the study includes its own Sustainability Appraisal.
Asset Management	-	None

**7. Conclusion**

It is recommended that Council approve the Project Brief for the Stage 2 Joint Study and agree the Council's financial contribution to the cost of this study. This option will ensure that the Council:

- a) Has a robust technical evidence base which can be used for the Core Strategy and in evidence at the public examination of the WMRSS
- b) Has the robust mechanism required by GOWM and the Regional Assembly determine the split in the housing and employment land targets between the authorities' areas and to provide greater certainty in the preparation of Core Strategies.
- c) Is able to progress its Core Strategy on a 'sound' basis.

**8. Background Papers**

West Midlands Regional Spatial Strategy – Phase Two Revision – Preferred Option (December 2007)

Joint Study into the Future Growth Implications of Redditch Town to 2026 – prepared by White Young Green (December 2007)

**9. Consultation**

The brief for this study has been developed in consultation with Bromsgrove and Stratford-on-Avon District Councils and Worcestershire and Warwickshire County Councils.

**10. Author of Report**

The author of this report is Ruth Bamford (Development Plans Manager) who can be contacted on extension 3209 (e-mail [ruth.bamford@redditchbc.gov.uk](mailto:ruth.bamford@redditchbc.gov.uk)) for more information.

**11. Appendices**

Appendix A – Project Brief - 2<sup>nd</sup> Stage Joint Study into the Future Growth Implications of Redditch Town to 2026.

Appendix B – Summary of the 1<sup>st</sup> Stage Joint Study into the Future Growth Implications of Redditch Town to 2026. Prepared by White Young Green Planning.



**PROJECT BRIEF****2<sup>nd</sup> STAGE JOINT STUDY INTO THE FUTURE GROWTH IMPLICATIONS OF REDDITCH TOWN TO 2026****PREAMBLE**

1. West Midlands Regional Assembly (WMRA) as Regional Planning Body (RPB) for the West Midlands Region is currently undertaking a partial revision of the West Midlands Regional Spatial Strategy (WMRSS). The current WMRSS was approved in June 2004. As part of the revision process the WMRA undertook between January and March 2007 a consultation exercise on the Spatial Options for the Region for the period 2001-2026. The consultation exercise considered, amongst other things, issues in relation to the two main drivers of the WMRSS – housing and employment. Following on from the Spatial Options consultation exercise the WMRA has prepared the Preferred Option which was submitted to the Secretary of State in December 2007.
2. Following this formal submission, the West Midlands Regional Assembly received a letter from Baroness Andrews, Parliamentary Under-Secretary of State in the Department for Communities and Local Government. In her letter, dated 7th January 2008, the Minister expressed concern about the housing proposals put forward by the Assembly in light of the Government's agenda to increase house building across the country. In view of this, the Minister has asked the Government Office for the West Midlands to commission further work to look at options which could deliver higher housing numbers, this work will be considered as part of the Examination in Public.
3. Consultants Nathaniel Lichfield have been appointed to carry out this study and the aim is for the work to be completed by 7<sup>th</sup> October, 2008, in order for stakeholders to take it into account when submitting final representations on the Phase 2 revision which now closes on the 8<sup>th</sup> December.
4. In developing the Preferred Option a difficult and sensitive issue arose which related to the implications of future growth within Redditch Borough, given the projected high level of future 'local' housing need and the perceived limited capacity of the Borough and Redditch Town in particular to accommodate further growth to 2026.
5. The RSS revision proposes that some of Redditch's growth (3300 dwellings and 32 ha of employment land) should be accommodated in the adjoining districts of Stratford-on-Avon and/or Bromsgrove and that this growth should be located adjacent to Redditch's boundary.
6. The WMRSS does not identify how these requirements should be split between Bromsgrove and Stratford-on-Avon Districts, which presents a challenge for the authorities in progressing their respective core strategies.
7. A joint study, funded by Worcestershire County Council, the adjoining districts and the Regional Assembly, was completed in December 2007 by White Young Green, an independent firm of consultants who undertook a land use planning study to provide an improved evidence base to inform the preparation of the Preferred Option for the Region. This evidence base comprised both an assessment of the potential urban capacity of

Redditch Town to 2026 and an assessment of the implications of the possible options/directions of growth for the Town, including site constraints and opportunities. It did not however determine a priority of sites to be developed nor examine the split of development between Bromsgrove and Stratford-on-Avon Districts. This work needs to be done to enable each district to develop appropriate policies within their respective core strategies.

## **STATUS AND PURPOSE OF THE STUDY**

8. This stage 2 work will build on the work already undertaken by White Young Green. It is being commissioned by Worcestershire County Council, **Warwickshire County Council\***, Bromsgrove District Council, Redditch Borough Council, Stratford-on-Avon District Council and the Regional Assembly. It will give clear technical and detailed guidance to the three authorities on:
  - (a) the split of growth, including housing and employment land, both within Redditch Borough and then between Stratford-on-Avon and/or Bromsgrove (in other words the 3300 RSS target for Redditch Borough needs to be evaluated)
  - (b) the priority of sites to be developed shown on an Ordnance Survey base
  - (c) the implications of accommodating these peripheral growth levels on infrastructure requirements in each District
  - (d) the implications of an increase in housing figures as a result of Nathaniel Lichfield's work
  - (e) the implications of the designation of Redditch as an SSD in terms of potential growth requirements and impact on two adjoining districts.
  
9. The Study will not incorporate any form of public consultation but will require technical consultation with the five/**six\*** commissioning authorities and relevant outside organisations. Public consultation will be undertaken by the on the back of the RSS consultation period. There will also be local consultation as the three District Authorities will include the outcome of the study alongside planned consultation on their respective Core Strategy – Preferred Options consultations. The Study will be dealing with sensitive issues and information and will be confidential between the commissioning authorities and the consultants until such time that the authorities consider it appropriate to place its findings in the public domain.)

## **PLANNING AND STUDY CONTEXT**

10. As mentioned above the Study is to provide technical evidence to inform the Local Development Frameworks of the three Local Planning Authorities. The Study must also be considered within the context of the current RSS revision process, the implications of the work being undertaken by Nathaniel Lichfield to increase the housing figures across the Region, the implications of the designation of Redditch as a Settlement of Significant Development (SSD) and the implications, especially for the strategic function of the Green Belt due to the potential peripheral expansion of the conurbation southwards.

11. Additionally the Study should take into account all relevant current national policy guidance, including that which may have been issued subsequent to the original adoption of the WMRSS in June 2004.
12. The Study will be confined to the administrative areas of Redditch Borough, Stratford-on-Avon and Bromsgrove Districts

### **STUDY REQUIREMENTS**

13. Investigate whether Redditch Borough can accommodate more than its 3300 dwelling designation within its boundary and the optimum split of the remaining designation between Stratford-on-Avon and Bromsgrove districts, together with a phasing programme based on two scenarios firstly the Preferred Option figures for housing and employment land together with a second scenario of a 30% increase on these figures;
14. Detailed information on the likely impacts of development (including different scales of development) on the priority of sites to be developed. This will relate to the areas of search considered within the existing Joint Study (or parts of them), in terms of the natural environment, including sensitive sites and opportunities for protection and enhancement (i.e. a more robust and detailed SWOT type analysis). This should include reference to the Worcestershire/Warwickshire Landscape Character Assessments and the application of a sensitivity analysis.
15. The suitability or otherwise of the areas of search (or parts of them) in relation to the existing Redditch Town form, in particular accessibility to essential Town Centre facilities and transport nodes. An accessibility profile for areas of search (or parts of them) would need to be established to allow comparisons;
16. The key infrastructure issues to be faced, particularly with regard to the two concerns identified within the Joint Study regarding new transportation and foul water infrastructure. This would need to address the issue of which areas of search (or parts of them) are most likely to be deliverable, or are preferable for development given the scale of infrastructure needs and likely costs. This should examine the scale of development and associated infrastructure required in various areas to justify unlocking them. In terms of transportation this would involve more detailed analysis throughout the sub-region of trip rates, the implications of growth on the proposals for the Studley By-pass, the Bordesley By-pass and future rail plans particularly along the cross city line between Redditch and the conurbation.
17. The implications of development in the areas of search (or parts of them) in respect of one another in terms of specific impacts on the purposes of the Green Belt and in helping to deliver the aims of the RSS (e.g. urban renaissance of the MUAs and local regeneration), including for example an appraisal of the proposed development on the strategic function of the Green Belt;
18. Thorough/rigorous consideration of the capacity of the Areas of Development Constraint and White Land (Winyates Green Triangle) within and adjacent to Redditch;

19. Detailed scrutiny of the capacity of the urban area, both the Town Centre and more widely in terms of the adopted open space standards in Redditch;
20. Sustainability Appraisal to consider likely sustainability impacts of the scale of development required and the implications, for example in terms of infrastructure needed

**LEAD AUTHORITY**

21. Redditch Borough Council will act as lead authority for the Study and will be the contact point for the appointed consultants. The project will be subject to confidential reports to an inter-authority panel of senior officers in the first instance.

**WORKING ARRANGEMENTS**

22. The three authorities commissioning the Study require an independent view on the potential future capacity and growth implications for Redditch Town. However, the County Councils as strategic planning authority and the three District Councils as local planning authorities, clearly have between them substantial expertise and knowledge in relation to the strategic and local planning issues within Worcestershire and Warwickshire. The authorities also hold significant detailed information at both a strategic and local level. Whilst an independent outcome is required it is essential that this expertise, knowledge and information is fed into the process in order to assist the consultants in reaching informed and accurate conclusions. To this end it is proposed that the consultants should work closely with officers of the authorities in the assembly of base information.
23. In addition the consultants will be required to involve, (as appropriate), other organisations directly in order to gain relevant technical information to inform the study, such as the Highways Agency; Severn Trent water, Network Rail.

**TIMESCALE**

24. The project is to commence mid July 2008 and be completed by the 7<sup>th</sup> October 2008. As part of the process specific milestones will be identified within the contract and the initial "draft" findings will be required by 31 August 2008
25. Public and stakeholder consultation on the issues and options associated with the future growth of Redditch Borough into the surrounding district areas is to be carried out alongside the consultation on the findings by Nathaniel Lichfield's work after submission on 7<sup>th</sup> October 2008. There will also be consultation on the back of the three Core Strategies (Preferred Options stage).

**OUTPUTS/REQUIREMENTS OF THE CONSULTANTS**

26. Attendance at an initial joint briefing meeting in mid July 2008 with officer representatives of the three authorities and County Councils to consider the detailed approach to undertaking the work. To include issues such as the following:
  - working arrangements/roles;
  - inputs from the local authorities
  - timescales/clarification of outputs, etc.
  - to establish the detailed project plan.
27. Submission of a report to the authorities by 1 August 2008 following the initial joint meeting detailing the discussions at the meeting and agreed outputs/approach to the work (i.e. the project plan).
28. Attendance as required at a regular progress meeting with officer representatives of the five/six\* authorities.
29. Submission and presentation of a written final report to officer representatives of the five/six\* authorities **at least two weeks before** the agreed end date of the project, i.e. no later than 23 September 2008.
30. Submission of a written clear and logical final report to the five/six\* authorities covering all the aspects set out in the section "Project Requirements" (unless subsequently jointly agreed to be amended) by the specified end date of the project. It is envisaged that six copies of the final report in paper version and on CD's will be required.
31. All mapped information to be prepared and provided by the consultants.
32. Both the draft and final reports to be provided in paper and electronic format, including key diagrams.

\* The role of Warwickshire County Council is still to be clarified.

### White Young Green Study

The WYG Study was commissioned to carry out a strategic assessment of the implications for potential future growth both within and adjacent to Redditch Borough during the period to 2026. In this respect it related to land within Redditch BC, and peripheral land around RDC but within Bromsgrove DC and Stratford District Council. In particular, the study looked at:

- The potential of the urban area of Redditch to accommodate housing & employment growth to 2026
- The level of additional peripheral growth required to meet the housing & employment requirements
- The implications for accommodating the peripheral growth

The RSS Preferred Option was actually published during the drafting of the WYG Study Report and the implications of this were therefore dealt with as an addendum to the WYG Report.

The conclusions in the report include the following:

- The identified urban capacity of RBC alone is insufficient to meet the RSS Preferred Option of 3,300 dwellings.
- However, the urban capacity together with the capacity of the ADRs would be more than sufficient to meet the target.
- In terms of accommodating the 3,300 dwellings on sites outside, but on the periphery of Redditch, the Report concluded that constraints imposed by highway and drainage infrastructure are generally less to the north than to the south and west. In addition, expansion northwards, including the development of the Brockhill ADR would be relatively close to the town centre. Significant savings on vehicle mileage, in comparison with the more peripheral locations could be achieved particularly if improved public transportation links were incorporated.
- Whilst development to the north of the town is more likely to result in a more sustainable pattern of development, the Report also highlighted the suitability of the non ADR land to the west of the A435 and the area known as the Winyates Green Triangle, these being areas of White Land.
- Any major expansion of the town should continue the town's established character with regard to Open Space provision.
- From an education point of view, Option 2 may require some extensions or reconfiguration of sites but not new sites.

Notwithstanding the above, the report throws up a number of issues which would warrant further investigation. E.g. it states that development in the north-west quadrant would require the development of the Bordesley By-pass.

Also, it states that irrespective of where development may be allocated in or around Redditch, it may be significantly constrained by Severn Trent Waters feasibility, design and build programmes for the delivery of new assets, pointing out that STW will not programme this work before their 2010-2015 capital investment period. Whilst these may not be show stoppers, they cast doubt on the ability to accommodate Preferred Option growth over the plan period, let alone any additional housing figures likely to arise out the further RSS study work currently being undertaken.

**COUNCIL****APPENDIX A**

30th June 2008

**COMMITTEE MEMBERSHIPS****A. EXECUTIVE LINE****EXECUTIVE COMMITTEE***(7 = 6+1 – not required to be proportional)*Chair: ***Leader of the Council\* ex-officio (per Constitution)***Vice-Chair: ***Deputy Leader# ex-officio ("***Councillors: (CON) **Anderson, Braley#, Brunner, B Clayton, Gandy\*, MacMillan.**  
(LAB) (None)  
(LD) **Hall**

(Cannot be members of O&amp;S Committees)

NamedSubstitutes: Not permitted.**Fees & Charges (Executive) Sub-Committee (NEW)***(5 = 4+1)**(To continue the review of Fees & Charges as an ongoing piece of work –  
further detailed Terms of Reference / Rules of Operation, etc. to be agreed.)*Chair: ***Councillor MacMillan***Vice-Chair: ***Councillor Anderson***Councillors: (CON) **Braley, Gandy**  
(LD) **Hall**

(Membership: Executive Committee members only)

NamedSubstitutes: Other Executive Committee Members.

**Portfolio Holders**

**Community Leadership & Partnership – Cllr Gandy**

*(normally the Leader of the Council)*

**Community Safety – Cllr Brunner**

*(Crime & Disorder, Safer Communities, Licensing)*

**Corporate Management – Cllr Braley**

*(Internal systems / support services:  
Admin. / Audit / Finance / Human Resources / IT)*

**Housing & Health – Cllr B Clayton**

*(Housing & Health-related Services)*

**Leisure & Tourism – Cllr Anderson**

*(Culture & Recreation, Community Training, Education,  
Learning & Skills, Voluntary Sector)*

**Local Environment, Planning & Transport – Cllr MacMillan**

*(Agenda 21, Better Environment, Landscape, Cleansing & Waste Management,  
Planning, Economic Development, Open Space, Public Transport)*



**Member “Champions”**

(Duties generally fall to the relevant Portfolio Holder.  
In other cases can be an Executive or non-Executive Member. )

1.	<u>Asset Management</u> <u>Customer Access</u> <u>E.government / IT</u>  (Corporate Management Portfolio)	<b>Cllr Braley</b>  (Portfolio Holder, ex-officio)
2.	<u>Children &amp; Young People</u>  <u>Play</u>  (Leisure & Tourism / Community Leadership & Partnership Portfolios)	<b>Cllr Anderson</b>  (A Portfolio Holder, ex-officio)
3.	<u>Health</u>  (Housing & Health Portfolio)	<b>Cllr B Clayton</b>
4.	<u>Heritage</u>  (Local Environment Planning & Transport and Leisure & Tourism Portfolios)	<b>Cllr Anderson</b>
5.	<u>Local Democracy Events</u>  (Corporate Management Portfolio)	<b>Cllrs Brunner &amp; Cllr Hunt</b>
6.	<u>Member Development</u>  (1 per Party Group) (Corporate Management Portfolio)	<b>Cllr MacMillan</b> (Con) <b>Cllr R King</b> (Lab) <b>Cllr Thomas</b> (LD)
7.	<u>Risk Management</u>  (Corporate Management Portfolio)	<b>Cllr Braley</b>  (Portfolio Holder, ex-officio)
8.	<u>Third Sector Liaison</u>  (Community Leadership & Partnership Portfolio)	<b>Cllr Banks</b>

**COUNCIL****APPENDIX A**

30th June 2008

EXECUTIVE ADVISORY PANELS

Advisory Panels are less formal meetings and share memberships from both Executive and Overview & Scrutiny (O&S) members (potential conflicts of interest should therefore be taken into account for O&S members of Advisory Panels in future scrutiny of resultant Executive decisions).

They exist to work up firm proposals on behalf of, and as specified by, the Executive and/or Majority Group(s), as appropriate.

Reporting should normally therefore be to the Executive. But exceptionally, if deadlines require, reporting may, with the agreement of the Leader, be direct to the full Council in relation to proposals with implications for policy or budget change. More open reviews should be considered by O&S.

They are not required to be Party proportional, but have been established on those terms to date.

COMMUNITY SAFETY ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Community Safety matters.)*

Chair: **Councillor Brunner (relevant Portfolio Holder ex officio)**  
Vice-Chair: **Councillor Banks**

Councillors: (CON) **A Clayton**  
 (LAB) **Hartnett, W King**  
 (LD) **Thomas**

(Membership to include relevant Portfolio Holder as Chair)

ENVIRONMENT ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Environment-related matters.*

*Also to include:*

- *Climate Change, Landscape Review, Parking, Transport.)*

Chair: **Councillor MacMillan (relevant Portfolio Holder ex officio)**  
Vice-Chair: **Councillor Farooqui**

Councillors: (CON) **Anderson**  
 (LAB) **Fry, Taylor**  
 (LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

**COUNCIL****APPENDIX A**

30th June 2008

HOUSING ADVISORY PANEL

(6 = 3+2+1)

*(Terms of Reference – as above in relation to Housing-related matters.)*Chair: **Councillor B Clayton (relevant Portfolio Holder ex officio)**Vice-Chair: **Councillor Pearce**Councillors: (CON) **Smith**  
(LAB) **Shurmer + 1 vacancy** (previously Cllr Passingham)  
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

LEISURE CONTRACTS ADVISORY PANEL

(6 = 3+2+1)

*(To replace the Abbey Stadium Advisory Panel, on the same Terms of Reference, but expanded to include other potential contracts.)*Chair: **Councillor Anderson (relevant Portfolio Holder ex officio)**Vice-Chair: **Councillor MacMillan**Councillors: (CON) (vacancy)  
(LAB) **Cookson, Mould**  
(LD) **Hall**

(Membership to include relevant Portfolio Holder as Chair.)

PLANNING ADVISORY PANEL

(6 = 3+2+1)

(To monitor progression of the Regional Spatial Strategy Review and consider material to be provided to the Regional Assembly.

To consider all matters associated with the preparation of Development Plan documents or other documents in the local Development Framework.)

Chair: **Councillor MacMillan (relevant Portfolio Holder ex officio)**Vice-Chair: **Councillor Chalk**Councillors: (CON) **Anderson**  
(LAB) **Fry, Taylor**  
(LD) **Hicks**

(Membership to include relevant Portfolio Holder as Chair.)

ONE-STOP SHOP ADVISORY PANEL (NEW)

(suggested 6 = 3+2+1)

(Further to the decisions of the Executive Committee meeting of the 11th of June, to consider and report back on the following:

- 1) the potential opportunities and options for the One-Stop Shops, including the financial implications of a range of access channels to services; and
- 2) the feasibility of introducing additional methods of payment for Council rents and other debts.

Detailed composition / Rules of Operation, etc. still to be agreed.)

Chair: ***Councillor Braley (relevant Portfolio Holder ex officio)***  
Vice-Chair: ***Councillor***

Councillors: (CON)  
(LAB)  
(LD)

(Membership to include relevant Portfolio Holder as Chair.)

**B. NON-EXECUTIVE LINE****OVERVIEW AND SCRUTINY COMMITTEE**

The Overview & Scrutiny "Parent" Committee may undertake policy reviews itself or, more routinely, commission Task & Finish Groups to undertake targeted, time-limited pieces of work on the Committee's behalf.

The Committee will meet every three weeks to echo the meeting pattern of the Executive Committee and to provide the opportunity for a responsive call-in mechanism.

**OVERVIEW & SCRUTINY COMMITTEE**

(8 = 4+3+1, plus TU co-optees)

Chair: **Councillor Mould**

Vice-Chair: **Councillor Smith**

*(The Constitution requires that an "Opposition" Member Chair the O&S Committee)*

Councillors (CON) **Banks, Chalk, Norton**  
(LAB) **Hartnett, Taylor**  
(LD) **Thomas**

(Not members of the Executive Committee)

Co-opted members: 3 Trade Union representatives (for employee-related items only):  
2 - UNISON / 1 – UCATT.

Named Substitutes: All other members of the Council - non-Exec.  
(For reasons of continuity, substitution is discouraged during topic reviews.)

Substitute Co-optees 1 nominated TU representative per Union.

**“OVERVIEW & SCRUTINY MEMBERS” POOL**

Available for allocation for Task & Finish Reviews ( = all “non-Executive” Members)

**Councillors:** (CON) **Banks, Boyd-Carpenter, Chalk, A Clayton, Farooqui, Field, Norton, Pearce, Smith**  
(LAB) **Cookson, Fry, Hartnett, Hunt, R King, W King, Mould, Shurmer, Taylor + 1 vacancy** (previously Cllr Passingham)  
(LD) **Hicks, Thomas**  
(BNP) **Enderby.**

**TASK & FINISH GROUPS:**

*(6 = 3+2+1)*

*None to be (re)-appointed at the Annual Meeting.*

**COUNCIL****APPENDIX A**

30th June 2008

**C. REGULATORY COMMITTEES****AUDIT COMMITTEE**

(6 = 3+2+1)

Chair: **Councillor R King**  
Vice-Chair: **Councillor Hartnett**

Councillors: (CON) **Braley, Norton, MacMillan**  
 (LAB) (as above – Ch / V-Ch)  
 (LD) **Hall**

(The Panel to comprise elected Members representing all interests of the Authority, preferably with relevant areas of expertise, where possible (such as accountancy). Can be members of the Executive Committee. For the sake of independence, it is desirable for the Chair to be an "Opposition" Member.)

Named  
Substitutes: All other members of the Council.

**EMPLOYMENT APPEALS COMMITTEE**

(5 = 2+2+1 - but not required to be proportional)

Chair: **Councillor Banks**  
Vice-Chair: **Councillor A Clayton**

Councillors (The Committee to be selected as and when necessary, in consultation with the Chair, from all disinterested members of the Council – training in Quasi-Judicial meetings required.)

Named  
Substitutes: (Substitution rules therefore do not apply).

**HOUSING APPEALS COMMITTEE**

(6 = 3+2+1)

(NB review now due, further to 2007 O&S review and experience of the operation of Choice-based lettings.)

Chair: **Councillor Smith**  
Vice-Chair: **Councillor Boyd-Carpenter**

Councillors (CON) **Chalk**  
 (LAB) **Hartnett, Shurmer**  
 (LD) **Thomas**

**COUNCIL****APPENDIX A**

30th June 2008

(Can be members of the Executive Committee: to be selected from all disinterested members of the Council – training required – normally evening meetings, but may occasionally need to meet in the daytime for longer hearings. Ward Members cannot be sit on appeals which might lead to allocation of properties in relation to their Wards.)

Named Subject to training in Quasi-Judicial meetings,  
Substitutes: all other Members of the Council.

**LICENSING COMMITTEE**

*(15 = 8+5+2 - must be no less than 10 / no more than 15)*

(Required, via its Sub-Committees, to deal with applications lodged under the provisions of the Licensing Act 2003 and Gambling Act 2005)

Chair: **Councillor Braley**  
Vice-Chair: **Councillor Banks**

Councillors: (CON) **Boyd-Carpenter, Chalk, A Clayton, Field, Pearce, Smith**  
(LAB) **Cookson, Fry, Hartnett, Hunt, W King**  
(LD) **Hicks, Thomas**

(Can be member of the Executive Committee – may be daytime and evening meetings of 3-Member Sub-Committees, plus 1 reserve Member, to hear applications.)

Named Subject to appropriate training, all  
Substitutes: other members of the Council.

[N.B. Trained Members – Licensing, Gambling Act and Quasi-Judicial meetings – currently available (*other than as indicated*) are:

Banks, Boyd-Carpenter, Braley, Chalk (*not Gambling Act*), Cookson, Enderby (*not Gambling Act*), Field, Fry, Gandy, Hartnett, Hicks (*not Gambling Act*), Hunt, R King, W King (*not Quasi-Judicial meetings*), Mould, Smith, Thomas (*not Gambling Act*). ]

**Licensing Sub-Committees**

(3-Member “Panels” – general membership to be agreed by Officers, in consultation with the relevant Chair, as required per application and to include a 4th Reserve Member. Sub-Committee Chairs per hearing to be agreed by Officers, in consultation with Chair of the Parent Committee.)

- A. Chair: **Councillor Braley**  
B. Chair: **Councillor Banks**  
C. Chair: **Councillor Smith**  
D. Chair: **Councillor Fry**



**COUNCIL****APPENDIX A**

30th June 2008

(Notes:

- 1) Daytime and evening meetings may be required.
- 2) Other Members to be drawn from list of trained and available Members. Training will be provided as soon as possible to plug any deficit.
- 3) Chairing of Licensing Sub-Committee / Quasi-Judicial meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

**PLANNING COMMITTEE***(10 = 5+3+1+1 additional place \*\*)*Chair: **Councillor Chalk**Vice-Chair: **Councillor Smith**

Councillors: (CON) **Boyd-Carpenter, Farooqui, Field**  
 (LAB) **Hartnett, Hunt + 1 vacancy** (previously Cllr Passingham)  
 (LD) **Hicks**  
 (BNP \*\*) **Enderby**

(Can be members of the Executive Committee - must receive relevant formal training before they can sit or substitute.

***Training to be renewed / updated every 4 years.***

Chairing of the Planning Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named All other trained members of the Council \*\*\*\*.

Substitutes: (NB. substitution at Planning Committee is not advised, as occasional attendees will not have received all update briefings; and Party balance, although a requirement of the composition of the Committee, should not be a material consideration at Planning Committee meetings.)

(\*\*\*\* NB. Trained Members currently available are:

Cllrs Anderson, Banks, Boyd-Carpenter, Braley, Brunner, Chalk, B Clayton, Enderby, Farooqui, Field, Fry, Hartnett, Hicks, Hunt, Mould, R King, Shurmer, Thomas.

Training will be provided as soon as possible to plug any deficit.)

**COUNCIL****APPENDIX A**

30th June 2008

**REGULATORY COMMITTEE***(Proposed 7 = 3+2+1+1 additional place\*\*)*

(This Committee covers all “other Licensing” and similar regulatory matters - other than those covered under the Licensing Act 2003 and Gambling Act 2005, examples: Taxis, Incinerators and “Sex Establishments”. Mostly daytime meetings.)

Chair: **Councillor Field**

Vice-Chair: **Councillor Smith**

Councillors: (CON) **Boyd-Carpenter**  
(LAB) **Fry, R King**  
(LD) **Thomas**  
(BNP \*\*) **Enderby**

(Can be members of the Executive Committee – must receive training in Quasi-Judicial meetings before they can sit or substitute.)

Chairing of Quasi-Judicial Committee meetings involves particular skills and therefore only trained Members with relevant knowledge and experience should be nominated.)

Named

Substitutes: All other members of the Council.

**STANDARDS COMMITTEE**

*(12 = 7 RBC Members (4+2+1)  
plus 3 Independent Members and 2 Parish Council rep's.)*

Chair: **Mrs Deborah Andrews (Independent Member)**

Vice –Chair: **Mr Michael Collins (Independent Member)**

(The Committee cannot act without an Independent Member being present to Chair the meeting.)

Third Independent Member: **Mr B Warwick** *(with effect from November 2008).*

Parish Council representatives: **Cllr J Matthews + 1 vacancy**

RBC Councillors: (CON) **Boyd-Carpenter, A Clayton, Norton, Pearce**  
(LAB) **Hunt + 1 vacancy** (previously Cllr Passingham)  
(LD) **Hall**

(Only 1 member can be Member of the Executive Committee. Continuity of membership is recommended, so far as practical, for training / expertise purposes.)

Named

Substitutes: (Not encouraged by Standards Board)

**D. OTHER MEETINGS**

(not within main structure. None of these meetings have Executive authority, other than any already delegated to relevant Officers.)

**AMENITIES LIAISON FORUM**

(6=3+2+1)

(Customer liaison meeting for users of "amenities" facilities.)

Chair: **Councillor Anderson (relevant Portfolio Holder, ex-officio)**  
Vice-Chair: **Councillor Chalk**

Councillors: (CON) **Gandy**  
 (LAB) **Cookson, Mould**  
 (LD) **Hall**

(Can be any member of the Council)

Named  
Substitutes: (All members of the Council)

**BOROUGH TENANTS' PANEL**

(3 = 2+1+Officers)

Chair: (Not RBC position - election at first meeting)  
Vice-Chair: (ditto)

Councillors: (CON) **Boyd-Carpenter, Pearce**  
 (LAB) **Shurmer**

(Can be any member of the Council)

Named  
Substitutes: (All members of the Council)

**CHIEF OFFICER RECRUITMENT PANEL**

(6=3+2+1)

Chair: **Councillor Gandy**  
Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Braley**  
 (LAB) **Hartnett, Shurmer**  
 (LD) **Hall**

(Membership would usually include Party Group Leaders, with Leader of the Council in the Chair. Can include any member of the Council.)

**COUNCIL****APPENDIX A**

30th June 2008

NamedSubstitutes: (For continuity, substitutes are not permitted.)**COMPLAINTS APPEALS PANEL***(5 = 2+2+1- but not required to be proportional)*

(Terms of Reference – To consider “paper / desktop” appeals as final stage of formal complaints procedure – does not normally involve formal Quasi-Judicial hearings.)

Chair: **Councillor Smith**Vice-Chair: **Councillor Hunt**Councillors: (CON) **A Clayton**  
(LAB) **Cookson**  
(LD) **Hall**

(Can be any member of the Council. NB Normally daytime meetings.)

NamedSubstitutes: All other members of the Council.**CONSTITUTIONAL REVIEW WORKING PARTY***(6 = 3+2+1)*

(To provide a pool of senior Executive Committee and O&S Members to assist the Borough Director and Monitoring Officer with the development of the Constitution and associated documents; also to consider the development of the Localisation agenda.)

Chair: **Councillor MacMillan**Vice-Chair: **Councillor Braley**Councillors: (CON) **Gandy**  
(LAB) **Hartnett, R King**  
(LD) **Hicks**

(Should include senior members of both Exec and O&S Committees.)

NamedSubstitutes: Any member of the Council.

**COUNCIL****APPENDIX A**

30th June 2008

**GRANTS PANEL***(5 = 3+1+1)*

(To recommend to the Executive Committee grant awards for 2008/09)

Chair: **Councillor Mould \***Vice-Chair: **Councillor Braley**Councillors: (CON) **A Clayton, Norton**  
(LAB) (as above – Chair \*)  
(LD) **Hicks**

(Members should not have interests which would disbar their membership / close involvement with bodies applying for grant. Prejudicial involvement with any one body would disbar Members from the entire Grants allocation process.)

NamedSubstitutes: Substitutions do not apply.**HIGHWAYS PARTNERSHIP FORUM***(3 = 2+1 = not required to be proportional)*(NB UNDER REVIEW APRIL 2008 -  
Joint County / Borough meeting – Daytime meeting)Chair: *(for appointment at first meeting – not automatically an RBC appointment)*Vice-Chair: **Councillor** ( " ) - *alternates between Councils*Councillors: (CON) **Boyd-Carpenter, Field**  
(LAB) **Fry**

(Can be any member of the Council)

NamedSubstitutes: (All members of the Council)

**COUNCIL****APPENDIX A**

30th June 2008

**HOLOCAUST MEMORIAL STEERING GROUP***(5 = 2+2+1 – number / proportions not fixed)*

(To organise the annual Holocaust Memorial Event -  
Members to review whether these appointments would better be dealt with as appointments to an outside body, rather than direct provision by the Council.)

Chair: **Councillor Pearce**  
Vice-Chair: **(\*Vacant – previously Cllr Passingham)**

Councillors: (CON) **Field**  
(LAB) **Hartnett + 1 vacancy \***  
(LD) **Thomas**

Named  
Substitutes: Substitutions do not apply.

**INDEPENDENT REMUNERATION PANEL***(5 members currently)*

(Statutory Body -  
To undertake periodic reviews of the Scheme of Members' Allowances.)

(Not elected Members –  
must have no close ties or connections with existing Members of the Council)

**Mr A Powell (Chair), Mrs A Morris, Mr D Strain, Captain S Whittingham**  
and one vacancy.

(Officers have authority to appoint new independent members to vacancies.)

**IT STEERING GROUP***(6=3+2+1)*

(*New body suggested by the Constitutional Review Working Party -  
To provide a focus for the monitoring, development and review of the Council's IT  
systems (?? – Terms of Reference, etc. yet to be fixed).*)

Chair: **Councillor Braley**  
Vice-Chair: **Councillor MacMillan**

Councillors: (CON) **Anderson**  
(LAB) **R King, Taylor**  
(LD) **Hall**

Named  
Substitutes: Substitutions do not apply / All Members of the Council?

**COUNCIL****APPENDIX A**

30th June 2008

**JOINT HEALTH CONSULTATIVE COMMITTEE***(3 = 2+1)**(To consult relevant local health bodies within the Borough on matters of mutual interest.)*

Chair: To be appointed by the Committee at first meeting  
(RBC nomination: **Cllr Gandy**).

Vice-Chair: To be appointed by the Committee at first meeting  
(RBC nomination **Cllr Gandy**).

Councillors: (CON) **Banks, Gandy**  
(LAB) (**Vacant** – previously Cllr Passingham)

("Partnership" meeting administered by RBC - Membership also includes representatives of outside bodies. May be daytime / late afternoon meetings.)

**MEMBER DEVELOPMENT STEERING GROUP***(6=3+2+1)*

*(To develop and implement a Member Development Programme; to advise and steer Officers on the Council's signing up to the West Midlands LGA Member Development Charter.)*

Chair: **Councillor MacMillan**

Vice-Chair: **Councillor Brunner**

Councillors: (CON) **Farooqui**  
(LAB) **R King, W King**  
(LD) **Thomas**

(Can be any member of the Council – should include Party Champions\* for Member Development.)

Named

Substitutes: All other members of the Council.

**PROCUREMENT STEERING GROUP**

(7 = 4+2+1)

(To oversee the shared services, joint working and alternative working arrangements of the Council)

Chair: ***Councillor MacMillan***

Vice-Chair: ***Councillor Hall \****

Councillors: (CON) **Braley, B Clayton, Gandy**  
(LAB) **Hartnett, R King**  
(LD) (as above – V-Ch \*)

(Fixed membership only)

Named

Substitutes: (None appointed / therefore only with Chair's agreement.)



**General Notes (All meetings):-**

- 1) Any unfilled Chair or Vice-Chair positions will be the subject of decision at the first meetings of the Committees concerned.
- 2) Amendments to the above appointments can be made, if necessary at subsequent full Council meetings.
- 3) Any remaining unfilled positions, where party allocations have been determined by the Council, will be filled in consultation with the relevant Group Leader(s).

**ANNUAL MEETING OF  
COUNCIL****APPENDIX B**

22nd May 2006

**NEIGHBOURHOOD GROUPS****A. Abbeydale, Abbey Park, Riverside  
& Town Centre Neighbourhood Group**

Chair: ***Councillor Thomas***

All Abbey Ward Members.

**B. Astwood Bank Neighbourhood Group**

Chair: ***Councillor B Clayton***

All Astwood Bank and Feckenham Ward Members.

**C. Batchley and Brockhill Neighbourhood Group**

Chair: ***Councillor Pearce***

All Batchley Ward Members.

**D. Central & Southcrest Neighbourhood Group**

Chair: ***Councillor Farooqui***

All Central Ward Members.

**E. Church Hill Neighbourhood Group**

Chair: ***Councillor Hartnett***

All Abbey and Church Hill Ward Members.

**F. Crabbs Cross, Callow Hill, Hunt End  
& Walkwood Neighbourhood Group**

Chair: ***Councillor Field***

All Crabbs Cross and Astwood Bank & Feckenham Ward Members.

**G. Greenlands, Woodrow & Wirehill Neighbourhood Group**

Chair: ***Councillor W King***

All Greenlands Ward Members.

**ANNUAL MEETING OF  
COUNCIL****APPENDIX B**22nd May 2006

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**H. Headless Cross Neighbourhood Group**

Chair: ***Councillor Gandy***

All Headless Cross and Oakenshaw Ward Members.

**I. Lodge Park, Lakeside & St. Georges Neighbourhood Group**

Chair: ***Councillor Fry***

All Lodge Park Ward Members.

**J. Matchborough Neighbourhood Group**

Chair: ***Councillor Brunner***

All Matchborough Ward Members.

**K. Oakenshaw Neighbourhood Group**

Chair: ***Councillor Anderson***

All Headless Cross and Oakenshaw Ward Members.

**L. Webheath Neighbourhood Group**

Chair: ***Councillors M Braley and K Banks (alternating)***

All West Ward Members.

**M. Winyates and Winyates Green Neighbourhood Group**

Chair: ***Councillor Hall***

All Winyates Ward Members.

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**COUNCIL****APPENDIX C**

30th June 2008

**BOROUGH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

The various Bodies listed in Sections 1, 2 and 3 below have requested the Council to appoint persons to represent the Borough Council on the said bodies.

Notes: The Council resolved on the 21<sup>st</sup> of April 2008 that, so far as is practical,

- 1) more senior Members should be appointed to represent the Council on significant bodies, such as the Leader on Regional bodies, and relevant Portfolio Holders as relevant to their Portfolios;
- 2) other relevant Members should be appointed as befits their position / interests / Ward responsibilities, etc., for example an Astwood Bank and Feckenham Ward Member on bodies with a rural interest.

**SECTION 1: LOCAL GOVERNMENT ASSOCIATED APPOINTMENTS**

<b>Body</b>	<b>Current Representative(s)</b>	<b>Notes / Terms</b>	<b>Nominations</b>
Association of Public Service Excellence (APSE)	<b>Cllr R King</b>	1 representative (must be a Councillor) Term : 1 year (to commence September 2006) <b>No liability issues identified.</b>	<b>Cllr B Clayton</b>
Local Government Association & General Assembly	<b>Cllr Cookson</b>	1 Representative for 2008/09 (must be a Councillor) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Gandy</b>
Local Government Association – Rural Commission	<b>Cllr Clayton</b> (& Sue Hanley, Director)	1 Representative (must be a Councillor – normally an Astwood Bank & Feckenham Ward Member) (plus 1 Council Officer) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Chalk</b>
Local Government Association – Urban Commission	<b>Cllr R King</b> (& Paul Patten, Director)	1 Representative (must be a Councillor) (plus 1 Council Officer) Term : 1 year <b>No liability issues identified.</b>	<b>Cllr Braley</b>

**COUNCIL****APPENDIX C**

30th June 2008

Local Government Information Unit	<b>Leader (or his/her nominee)</b>	1 Representative (must be a Councillor)  Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr Gandy</b>
West Midlands LGA - Association Council;  <b>and</b>  West Midlands Regional Assembly Ltd (WMRA)	<b>Cllr Cookson (alternate – Cllr Shurmer)</b>	1 Nomination (must be a Councillor, will also be the Authority's representative on the Regional Assembly – now normally the Leader of the Council, by virtue of his/her position.)  A formal "Alternate" is also to be <u>nominated</u> to attend meetings of WMLGA and WMRA in absence of principal representative.  Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr Gandy (alternate Cllr Braley)</b>
WMLGA – Steering Group for Member Development in the Region.	<b>New</b>	1 Nomination  To act on behalf of the Council in relation to WMLGA-supported Member Development-related positions.  Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr MacMillan</b>
WMRA Regional Planning Partnership (RPP)	<b>Cllr Cookson ("alternate" –Cllr Hartnett)</b>	1 <u>Nomination</u> and 1 formal "alternate" <u>nomination.</u>  (must be Councillors – now normally the Leader of the Council or relevant Portfolio Holder, by virtue of their positions)  Term : 1 year  <b>No liability issues identified.</b>	<b>Cllr MacMillan (alternate Cllr Anderson)</b>
WMRA Regional Housing Partnership	<b>Cllr Cookson ("alternate – Cllr Shurmer)</b>	1 <u>Nomination</u> and 1 formal "alternate" <u>nomination</u>  (must be Councillors – now normally the Leader of the Council, or relevant Portfolio	<b>Cllr B Clayton (alternate vacant)</b>

**COUNCIL****APPENDIX C**

30th June 2008

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		Holder by virtue of their positions) Term: 1 year <b>In line with other WMRA nominations, not considered to have any liability issues.</b>	
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**COUNCIL****APPENDIX C**

30th June 2008

**SECTION 2: PARTNERSHIP APPOINTMENTS**

<b>Body</b>	<b>Current Representative(s)</b>	<b>Notes / Terms</b>	<b>Nominations</b>
Local Area Transport Forum (Formerly the Bus Quality Partnership)	<b>Cllrs Anderson, Fry, Passingham and Thomas</b>	4 representatives  (must be Councillors) Term : RBC - 1 year (no term specified by BQP). <b>No liability issues identified.</b>	<b>Cllrs Pearce, Smith and Thomas</b>  (+ 1 vacancy – previously Cllr Passingham)
Health Overview & Scrutiny Committee (Worcestershire County Council)	<b>Cllr Passingham</b>	1 representative Term : 1 year <b>Liability issues to be determined but <u>unlikely to be an issue.</u></b>	<b>Cllr Banks</b>  (Original nominee, Cllr Gandy, not accepted by WCC as Exec Member)
Joint Members & Officers Integrated Transportation Forum (Worcestershire County Council)	<b>Cllr Chance</b> (Appointed 28th Jan 08)	1 Councillor Representative Term: 1 year. <b>Liability issues to be determined but <u>unlikely to be an issue.</u></b>	<b>Cllr Pearce</b>
Local Access Forum (Worcestershire County Council)	<b>Cllr Hall</b> (Membership to comprise 1 County Council Member; one Member drawn from North District Councils = Bromsgrove, Redditch or Wyre Forest; and one Member drawn from the Southern Districts = Malvern Hills, Worcester or Wychavon.)	1 nomination for further election (must be a Councillor) Term : 1 year  ( <u>Note</u> : Would be beneficial if the representative had a keen interest in countryside access and recreation issues.)  <i>Redditch BC 2004/05 Bromsgrove 2005/06 Wyre Forest 2006/07 Redditch BC 2007/08 <u>Bromsgrove 2008/09</u> Wyre Forest 2009/10)</i>	No RBC nomination required for 08/09.



**COUNCIL****APPENDIX C**

30th June 2008

		<b>Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></b>	
Corporate Parenting Steering Group (Worcestershire County Council)	<b>Cllr Hill</b> (as of 30th October 06 to the Council's AGM 07)	1 RBC Representative (elected) Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30 start) <b>No liability issues identified.</b>	<b>Cllr Banks</b>
<i>North Worcestershire Care &amp; Repair Agency Advisory Board (NEW)</i>	<b>NEW</b>	<i>1 RBC Representative (elected) Until next RBC Annual Meeting. (Normally to be Housing Portfolio Holder)</i> <b>Liability issues to be determined. No information to hand at present time. <u>Unlikely to be an issue.</u></b>	<b>Cllr B Clayton</b>
Redditch Community Safety Partnership (Lead Officer – Angie Heighway)	<b>Cllrs Braley and Hartnett</b>	2 Representatives (must be Councillors - normally including the relevant Portfolio Holder) Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Brunner and Hartnett</b>
Redditch Partnership Board (Lead Officer – C Smith)	<b>Cllrs Brunner and Mould</b> Chris Smith	2 Representatives (must be Councillors) + 1 Officer Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Gandy and R King</b>
Community Children & Young Persons Forum (WCC)	<b>Cllrs Brunner &amp; Taylor</b>	2 Representatives (must be Councillors) Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Brunner +1 vacancy</b>  (previously Cllr Passingham)
Redditch Children's Centres Advisory Board (see below)	<b>Cllrs Hunt &amp; Passingham</b>	1 Representative (must be a Councillor) Term : 1 year  (see below)	<b>Cllr Banks</b>

**COUNCIL****APPENDIX C**

30th June 2008

(previously Sure Start Management Group) (Contact Officer: Judith Willis)	(New Terms of Reference – only one Member representative is now required.)	<b>Draft Terms of Reference (still to be advised if agreed) are available on request.</b> <b>Informally advised that there are unlikely to be any liability issues for members of the Advisory Board.</b>	
Town Centre Partnership (Lead Officer – Paul Patten)	<b>Cllrs Boyd-Carpenter, Chance, Gandy &amp; Hunt</b>	4 Representatives (must be Councillors) Term : 1 year <b>No liability issues identified.</b>	<b>Cllrs Boyd-Carpenter, A Clayton MacMillan and Taylor</b>
Waste Management Forum (Lead Officer – Guy Revans)	<b>Cllr Chance (Substitute – vacant)</b>	1 representative + 1 substitute (must be Councillors) Term : 1 year <u>Note</u> : Meets Friday <u>mornings</u> - 4 times per year <b>No liability issues identified.</b>	<b>Cllr MacMillan (substitute Cllr Fry)</b>
Worcestershire Hub Board	<b>Cllrs Braley &amp; R King</b>	2 Nominations (must be Councillors – could be relevant Portfolio Holder and / or Member Champion.) Term: 1 year to AGM 2008 <u>Daytime</u> meetings at County Hall. <b>There appear to be no issues of liability.</b>	<b>Cllrs Braley and R King</b>
Worcestershire Partnership – Economy & Transport Theme Group – Member Reference Group (Worcestershire County Council)	<b>Cllr Hunt</b>	1 representative (must be a Councillor) Term: 1 year <u>Note</u> : Would be beneficial if the representative has a keen interest in Economic Development and Tourism – possibly relevant Portfolio Holder ex officio.) <b>Terms of Reference awaited but unlikely to be any liabilities.</b>	<b>Cllr MacMillan</b>

**COUNCIL****APPENDIX C**

30th June 2008

<p>Worcestershire Partnership – Community Safety Member Reference Group (Worcestershire County Council)</p>	<p><b>Cllr Hartnett</b></p>	<p>1 Representative (must be a Councillor) Term: 1 year. <u>Note:</u> Would be beneficial if the representative had a keen interest in Community Safety – possibly the relevant Portfolio Holder ex officio.) <b>Terms of Reference provided and available on request. Unlikely to be any liabilities.</b></p>	<p><b>Cllr Brunner</b> <i>(amendment since Annual Meeting)</i></p>
<p>Worcestershire Summer Floods 2007 Joint Scrutiny Task Group (WCC)</p>	<p><b>Cllr Chalk</b> <b>(Sub – Cllr Fry)</b></p>	<p>1 Member representative, plus 1 Substitute Member Representative. Term: until completion of the Group's Scrutiny work (July '08?).</p>	<p><b>Cllr Chalk</b> <b>(Substitute: Cllr D Smith)</b> <i>(Original nominee, Cllr B Clayton, not accepted, as Exec. Member)</i></p>
<p>Worcestershire Tailoring Equality &amp; Diversity Strategy (TEDS) – Project Steering Group</p>	<p><b>Cllr R King</b>  (Appointed March 2008)</p>	<p>One elected Member representative. There may be outstanding issues about the scope of this role and the authority still required to enable the Council's representative to act on its behalf.  Further formal decisions may be required.</p>	<p><b>Cllr R King</b></p>

**COUNCIL****APPENDIX C**

30th June 2008

**SECTION 3 : OUTSIDE BODIES – GENERAL**

<b>Body</b>	<b>Current Representative(s)</b>	<b>Notes / Terms</b>	<b>Nominations</b>
Age Concern Redditch & District Board	<b>Cllr Dudley</b> * BD authorised to appoint Officer representative.	1 Councillor (plus 1 Officer *) Term : 1 year <b>Liability still to be determined.</b> <b>Still awaiting details and clarification on nature of representation.</b>	<b>Cllr Pearce</b>
FBCA – Executive Committee	<b>Cllr Chalk</b> (still mid-term)	1 representative (must be a Councillor) (Appointments will be decided at their Annual General Meeting in Sept.) Term : 3 years to AGM 2009 <b>No liability issues identified.</b>	No nomination required – still  <b>Cllr Chalk.</b>
Feckenham Education Endowment (Blue Coat School)	<b>Mr A Price</b> (still mid-term)	1 Representative (Need not be a Councillor) Term: 4 years to AGM 2009 No specific information on nature of representation or liabilities but letter confirming limited annual funds available for donation and capital invested with the Charities Commission. Regular financial advice taken and auditing of accounts.	No nomination required - still  <b>Mr A Price.</b>
Health and Safety Committee	<b>Cllr Dudley</b>	1 Senior Member representative (to reflect new corporate Health & Safety Requirements.) Term: 1 year An internal RBC Officer meeting with Member representation / <u>daytime</u> meetings. <b>No liability issues.</b>	<b>Cllr A Clayton</b>

**COUNCIL****APPENDIX C**

30th June 2008

Redditch Access for Disabled Group	<b>Cllrs Field &amp; Hunt</b>	2 Representatives (Must be Councillors) Term : 1 year <b>Advised advisory &amp; representative only, no decision-making role.</b> <b>No liability issues identified.</b>	<b>Cllrs Field and Hunt</b>
Redditch Arts Council	<b>Cllrs Chalk, W King &amp; MacMillan</b>	3 Representatives (Must be Councillors) Term : 1 year <b>No liabilities identified / unlikely to be any liabilities.</b>	<b>Cllrs Anderson, W King and Pearce</b>
Redditch Community Policing Board	<b>Cllr Hartnett</b>	1 Representative (must be a Councillor – now normally relevant Portfolio Holder?) Term: 1 year. <b>No liability issues identified.</b>	<b>Cllr Brunner</b>
Redditch Community Relations Council	<b>Cllrs Dudley &amp; Passingham</b> (+ 4 vacancies)  <b>Mr R Passingham &amp; Mr A Wharrad</b> (+ 1 vacancy)	9 Representatives (6 elected and 3 non-elected Representatives). Nominations should not include the Mayor who is a Member ex officio*. Term : 1 year <b>Liability still to be determined - no information provided by CRC.</b>	<b>Cllr Hunt</b> (+ 5 vacancies)  <b>Mrs D Dudley</b> <b>Mr R Passingham</b> <b>Mr A Wharrad</b>
Redditch One World Link Executive Committee	<b>Cllrs Dudley &amp; Passingham</b> (+ 2 vacancies: – 1 Officer & 1 non-elected rep.)	4 Representatives (2 Councillors, 1 Council Officer and 1 non-elected Representative) Nominations should not include the Mayor who is a Member ex-officio*. Term : 1 year <b>Liability appears to be limited, provided there are no breaches of duty or trust.</b>	<b>2 vacancies</b> (previously Cllr Passingham)  <b>Mrs D Dudley</b>

## COUNCIL

## APPENDIX C

30th June 2008

Redditch Play Council	<p><b>Cllrs Dudley, Field, W King and Passingham</b></p> <p><b>Mrs S Anderson</b> (1 non-elected rep. vacancy)</p>	<p>6 Representatives (4 elected and 2 non-elected Representatives)</p> <p>Term : 1 year</p> <p>To represent the Borough Council.</p> <p><b>No issues of liability identified.</b></p>	<p><b>Cllrs Anderson Field and W King</b> (+ 1 elected member vacancy –</p> <p><b>Mrs S Anderson</b> (+ 1 non-elected rep. vacancy)</p>
Reserve Forces and Cadet Association (RFCA) (formerly known as TAVR)	<p><b>No nomination for 06/07, 07/08 or 07/08</b></p>	<p>1 representative (Must be a Councillor)</p> <p>Term: 1 year</p> <p><b>No known liabilities – all matters of finance and liability dealt with via other RFCA Committees on which Council representative would play no part.</b></p>	<p><b>Cllr Boyd-Carpenter</b></p>
Smallwood Almshouses Trust	<p><b>Cllr Passingham</b> (to AGM 2009)</p>	<p>1 Nomination (must be a Councillor).</p> <p>Term: 4 years</p> <p><b>Nature of representation: to represent the Borough Council but note Trustee status.</b></p> <p><b>No indemnity referred to. Liabilities of Trustees therefore presumed to be governed by Charities legislation.</b></p>	<p><b>(Vacancy – previously Cllr Passingham)</b></p>
Tardebigge Relief in Need and Sickness Charity	<p><b>Cllr Boyd-Carpenter</b> (to AGM 2010)</p> <p><b>Cllr Dudley</b> (to October 2011)</p>	<p>(2 Representatives - (Must be Councillors)</p> <p>Term : 4 years.</p> <p><b>The Charity is governed in accordance with the Charity Commission Scheme and strict rules apply.</b></p>	<p><b>Cllrs Boyd-Carpenter and Chalk</b></p>
Redditch Trade Justice Network (links with Redditch One World Link (ROWL))	<p><b>Cllrs Shurmer &amp; Taylor</b></p>	<p>1 representative / group of Members (no limit imposed).</p> <p>Term: 1 year.</p> <p>(It would be beneficial if nominee(s) had an interest in Fair Trade and would be willing to</p>	<p><b>Cllr B Clayton and Taylor</b></p>

**COUNCIL****APPENDIX C**

30th June 2008

		<p>work alongside the Group to further the aims and objectives of a Fair Trade Town.)</p> <p>Details of the Goals for a Fair Trade Town available on request.</p> <p><b>Details on nature of representation and liability issues still to be determined.</b></p>	
Where Next Association	<b>Cllr Passingham</b>	<p>1 Representative (must be a Councillor)</p> <p>Term : Until next Annual Council meeting).</p> <p>Nature of representation: to represent the Borough Council.</p> <p><b>Liability appears to be limited.</b></p>	<b>Cllr B Clayton</b>
Worcestershire Racial Equality Council	<p><b>Cllrs Shurmer &amp; R King</b></p> <p>(R King appointed by Council on 25/7/07)</p>	<p>2 Representatives (need not be Councillors)</p> <p>Term : 1 year.</p> <p>Nomination to be put forward to Annual Meeting of the WREC.</p> <p><b>Nature of representation: to represent the Borough Council and liability appears to be limited to £1.</b></p>	<b>Cllrs R King and Shurmer</b>

**COUNCIL****APPENDIX C**

30th June 2008

**SECTION 4: REQUESTS FOR NOMINATIONS TO OTHER OUTSIDE BODIES**

The organisations listed below have requested Council nominations \* primarily to represent, and act on behalf of, the organisation concerned, rather than the Council.

\* The "Appointment" is made by the organisation itself, not by the Council.

<b>Body</b>	<b>Current Representative(s)</b>	<b>Notes / Terms</b>	<b>Nominations</b>
Redditch CAB (Citizens' Advice Bureau) Management Committee	<b>No elected member / non-elected nominations 06/07 &amp; 07/08</b>	3 Nominations (2 elected and 1 non-elected Representative) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. <b>Issues of liability. There is a financial liability if the Trustee Board is shown to have acted negligently.</b>	<b>No elected member / non-elected nominations 2008/09.</b>
Redditch Co-operative Homes	<b>Cllrs Boyd-Carpenter, Chance, Clayton Hartnett &amp; Passingham</b>  [The Council has agreed that ideally representation will be proportional: 5= 3+2 OR 2+2+1]	5 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. <b>Liability appears appear to be limited providing there are no breaches of duty or trust.</b>	<b>Cllr Banks, Boyd-Carpenter, Hartnett and Pearce.</b>  (+ 1 vacancy – previously Cllr Passingham)



# COUNCIL

# APPENDIX C

30th June 2008

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## NOTES:

- 1) This list has been updated since the Council's Annual Meeting with a number of required changes (indicated in the report). Additionally, one later request has been added in respect of the North Worcestershire Care & Repair Agency.
- 2) This list does not include all Council appointments to outside bodies, since some are made at other times during the year, or less frequently than once per year.
- 3) Nominations marked "Not required" because current memberships are mid-term, may still be reviewed if the Council wishes, and may clearly need to be reviewed where Council membership has changed.
- 4) The Council has delegated authority to the Borough Director to make Officer appointments as appropriate; and to fill Member vacancies, in consultation with Party Group Leaders, where the Council has agreed which party(ies) is/are due which places.
- 5) This list does not contain reference to places on those bodies which are occupied by the Mayor by virtue of his/her official capacity, namely:-

**Redditch Community Relations Council – President**

### Twinning Bodies:

**Redditch One World Link (ROWL - Mtwara Twinning) – President**

**Friends of Auxerre (FoA) – President**

**Friends of Gruchet-le-Valasse (FrOG) – President.**

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