

Overview and Scrutiny Committee

Wed 24 Sep
2008
7.00 pm

Committee Room Two
Town Hall
Redditch



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Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- 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:
www.redditchbc.gov.uk

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

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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

‘Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121’

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
 - The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)
- and**
- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



OVERVIEW AND SCRUTINY COMMITTEE

Wednesday, 24th September,
2008

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: P Mould (Chair) W Hartnett
D Smith (Vice- Chair) W Norton
K Banks D Taylor
M Chalk D Thomas

1. Apologies and named substitutes	To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee. (No Specific Ward Relevance)
2. Declarations of interest and of Party Whip	To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip. (No Specific Ward Relevance)
3. Minutes (Pages 1 - 16)	To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record. (Minutes attached) (No Specific Ward Relevance)
4. Actions List (Pages 17 - 20)	To note the contents of the Overview and Scrutiny Actions List. (Report attached) (No Specific Ward Relevance)
5. Call-in and Pre-Scrutiny	To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan require pre-scrutiny. (No separate report). (No Specific Ward Relevance)

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Committee

Wednesday, 24th September, 2008

<p>6. Task & Finish Reviews - Draft Scoping Documents (Pages 21 - 22)</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <ul style="list-style-type: none">• Neighbour Nuisance. <p>(Report attached)</p> <p>All Wards</p>
<p>7. Task and Finish Groups - Progress Reports</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none">1. Council Flat Communal Cleaning Task and Finish Group – Chair - Councillor P Mould2. Role of the Mayor Task and Finish Group – Chair – Councillor M Chalk; and3. Third Sector Funding Task and Finish Group – Chair – Councillor D Thomas. <p>(Oral reports)</p> <p>All Wards</p>
<p>8. Bus Services</p>	<p>To interview relevant Officers from Worcestershire County Council about bus services in Redditch.</p> <p>(Oral report).</p> <p>All Wards</p>
<p>9. Portfolio Holder Annual Report - Housing and Health (Councillor Brandon Clayton) (Pages 23 - 26)</p>	<p>To receive a presentation from the Portfolio Holder for Housing and Health on themes proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached and oral report to follow).</p> <p>All Wards</p>
<p>10. Select Committee - Identifying a meeting to attend (Pages 27 - 30)</p>	<p>To consider scheduled meetings of Parliamentary Select Committees in October 2008 and to identify whether any would be suitable for Members of the Overview and Scrutiny Committee to attend.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

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11. Fly Tipping in Redditch (Pages 31 - 36)	To consider a report on the impact of fly tipping in Redditch. (Report attached and oral report to follow). All Wards
12. Portfolio Holder Annual Report - Identifying Themes	To identify themes for consideration during the Annual Report from the Portfolio Holder for the Environment, Planning and Transport on Wednesday the 15th October. (No report attached). All Wards
13. Referrals	To consider any referrals to the Overview & Scrutiny Committee direct, or arising from: <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. (No separate report). (No Specific Ward Relevance)
14. Work Programme (Pages 37 - 42)	To consider the Committee's current Work Programme, and potential items for addition to the list arising from: <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. (Report attached) (No Specific Ward Relevance)
15. Exclusion of the Press and Public	Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution: "That, under S.100 (A) (4) of the Local Government Act 1972, 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". (No Specific Ward Relevance)

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10th September 2008

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor David Smith (Vice-Chair) and Councillors K Banks, M Chalk, W Hartnett, W Norton and D Taylor

Officers:

C Hemming and R Kindon

Committee Officers:

J Bayley and H Saunders

59. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillor Thomas.

60. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of any party whip.

61. MINUTES

RESOLVED that

The minutes of the meeting of the Overview and Scrutiny Committee held on Wednesday the 20th of August be confirmed as a correct record and signed by the Chair.

62. ACTIONS LIST

Officers circulated a document relating to item one on the Actions List, which concerned community safety performance data. This document contained performance data pertaining to community safety at ward level within the Borough, which had previously been circulated for the consideration of the Overview and Scrutiny Committee on Wednesday the 27th February 2008 (Appendix A).

.....
Chair

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Two templates for presenting this data were contained within the document. Members agreed that this information should be provided, using both templates, alongside the quarterly performance reports that were regularly submitted for the consideration of the Overview and Scrutiny Committee.

Members considered item two on the Actions List, which related to arrangements for the attendance of members of the Overview and Scrutiny Committee at a Parliamentary Select Committee meeting. Officers explained that a calendar of Select Committee meetings in October 2008 would be provided for Members consideration at the following meeting of the Overview and Scrutiny Committee on Wednesday the 24th September.

Officers explained that the detailed record of unauthorised gypsy and traveller encampments, noted in item three on the Actions List, would be presented for the Committee's consideration on Wednesday the 15th October 2008. The additional information about fly tipping, referred to in item nine of the Actions List, was scheduled to be considered by members on the 24th September.

RESOLVED that

the contents of the Actions List be noted.

63. CALL-IN AND PRE-SCRUTINY

Officers explained that the Executive Committee, on Wednesday the 3rd September, had received an update report on the District Centres Task and Finish Review. The Executive Committee had subsequently approved ten of the twelve recommendations that had been referred by the District Centres Task and Finish Group.

There were no call-ins and no proposed items for pre-scrutiny.

64. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

Members received two draft scoping documents for consideration.

a) Council Flat Communal Cleaning

The Chair explained that this item had originally been proposed during the Overview and Scrutiny Work Programme Planning Afternoon in June 2008. He informed members that, if the review was approved by the Committee, he intended to Chair the exercise.

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Officers explained that there were inconsistencies in cleaning arrangements across the borough for the communal areas around Council flats, including inconsistent standards and variations in service charges. The proposed review had been recognised by Officers as a potentially valuable exercise.

Members discussed the contents of the scoping document and agreed that objective one in the scoping document provided further clarification. The objective needed to be amended to demonstrate that the review focused on both contractual cleaning arrangements for communal areas around Council flats as well as cleaning requirements for communal areas not covered by the Council's cleaning contract.

The Chair informed members that the review would need to be completed in time to influence the renegotiation of the Council's cleaning contract for Council flat communal areas. The existing contract was due to expire on the 30th June 2010. The Council would need a year to renegotiate the contract. Members agreed that if the group was to make any recommendations pertaining to the contract the review would need to be completed by June 2009.

The Chair confirmed that a decision about the membership of this task and finish group would be made by himself and the Vice-Chair of the Committee in consultation with the political party group leaders.

b) Bus Services in Redditch

Councillor Taylor explained that this issue had originally been proposed by herself and Councillor Thomas as a potential item for scrutiny during the Overview and Scrutiny Work Programme Planning Afternoon in June 2008. The initial suggestion had been for a review of public transport in Redditch. However, the scope had later been narrowed to focus on the gaps in bus service provision in Redditch to ensure that the scope of the review would be manageable.

Members discussed the scope and objectives for the exercise and observed that they appeared to be slightly ambiguous. The Committee noted that the review could evolve into a larger exercise as members could extend the

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review to scrutinise related areas such as SMART cards. In addition, Officers advised that since the publication of the draft scoping document for the review the changes to the 57 / 58 and 55 / 56 bus routes in the Borough, referred to in the scoping document, had been addressed.

Officers explained that the Council did not have a lead officer for the review, though one would be appointed on the 17th September 2008. The Council did not have responsibilities for transport. Instead, Worcestershire County Council was responsible for transport issues. Members agreed that it would be useful to invite relevant Officers from Worcestershire County Council to discuss the viability of the exercise. These discussions would inform the content of the scoping document. Members agreed to postpone further consideration of the review until after this meeting had occurred.

The Chair noted that a number of scrutiny exercises had been launched and were being undertaken either by the Overview and Scrutiny Committee or Task and Finish Groups. He suggested that the Overview and Scrutiny process was close to capacity. Members would need to remain aware of Officer and Member capacity during consideration of proposed scrutiny exercises.

RESOLVED that

- a) **subject to the amendments contained in the preamble above the proposed scrutiny of Council flat communal cleaning be approved;**
- b) **Officers from Worcestershire County Council be invited to a meeting of the Overview and Scrutiny Committee to discuss bus services; and**
- c) **Further consideration of the proposed Bus Services Task and Finish Review be postponed.**

65. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received update reports in relation to current reviews.

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a) The Role of the Mayor Task and Finish Group – Chair Councillor M Chalk

Councillor Chalk reported that the Task and Finish Group had organised interviews with people who had previously served as Mayors in various parts of the country. The Group had also considered interviewing representatives of the local press about their coverage of mayoral events. He explained that the Group would then formulate some conclusions, although these were unlikely to be numerous.

b) The Third Sector Funding Task and Finish Group – Chair Councillor D Thomas

Officers reported that the group had arranged to interview representatives of Gloucester City Council and Worcestershire County Council to discuss the grants processes utilised by those local authorities. Questionnaires had been dispatched to a number of other local authorities to obtain information about their grants processes. The Group would also be considering third sector funding arrangements used by organisations outside the public sector.

RESOLVED that

the Task and Finish Group progress reports be noted.

66. JOINT SCRUTINY EXERCISE ON FLOODING

Council Chalk explained that the Joint Scrutiny Group were in the process of finalising their report. Copies of the report had been sent to all the organisations and individuals who had participated in the review for consideration.

Officers explained that Worcestershire County Council Officers had offered to accompany the Chair for the Joint Scrutiny Exercise to present the Group's recommendations to the Redditch Overview and Scrutiny Committee.

Members agreed that the Chair of the Group and Officers from Worcestershire County Council should be invited to attend one of the following meetings of the Overview and Scrutiny Committee, subject to the availability of the attendees. Members further agreed that, due to the potential significance of the recommendations to the whole of the Borough, all Redditch Councillors should be invited to attend this meeting. The start time for the meeting would be

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brought forward to 6.30 pm and would convene in the Council Chamber.

RESOLVED that

- a) the Chair of the Joint Scrutiny Exercise on Flooding and relevant Officers from Worcestershire County Council be invited to attend a scheduled meeting of the Overview and Scrutiny Committee;**
- b) all members be invited to attend this meeting; and**
- c) the report be noted.**

67. THE DISPOSAL OF COUNCIL ASSETS

Officers provided a verbal report on the Council's processes for the disposal of assets. An accompanying document, containing further information, was also provided for the consideration of Members (Appendix B). This handout contained a Minor Land Sales Flowchart, which demonstrated the Council's process for disposing of minor land assets; extracts from the Council's Asset Management Plan, which was in the process of being reviewed and updated; and an extract from the Council's constitution which contained the scheme of delegation to relevant Officers.

Officers explained that assets could be broadly defined as any interest in land that the Council owned or held. This included buildings and also the Council's vehicle fleet, though the report focused on the disposal of property assets.

Members were informed that there were four main types of property asset disposals. Firstly, there were disposals of non-physical minor assets such as removal of restrictive covenants and granting rights of way. Officers had adopted a practice of providing ward Councillors with advance notification about cases considered to have potentially contentious issues. Secondly, there were right of way disposals, which involved the sale of Council houses to sitting tenants under the terms of the Housing Act 1985. Thirdly, there were Minor Land Disposals, which involved the disposal of land which covered an area of up to half an acre and was valued at £10,000 or less. Finally, there were the Major Land Disposals, which involved assets which covered more than half an acre or had a value that was more than £10,000.

The Council's arrangements for Minor Land Disposals had been considered and approved by Members at Committee level in 2003.

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Members had agreed that the original £10,000 value threshold should be reviewed on an annual basis, although this had not subsequently occurred. Officers were delegated with a number of powers to manage the disposal of minor land assets. However, Officers had to consult with ward Councillors over the disposal of land which had formerly been play areas.

Officers advised that individuals who were seeking information about acquiring minor land assets did receive an acknowledgement in writing. They were also advised about the timeframes involved and the potential legal costs. Applications would also be referred to planning Officers for an informal assessment about whether it was likely that the applicant would obtain permission to make use of the asset in the manner in which they had applied to do so. There was no standard outcome to applications as each was assessed individually.

The Council had been assessing the availability of resources for the Minor Land Disposal programme. Following this review it was likely that there would be a concentration of resources of Major Land Disposals. Consequently, it was likely that the time that would be taken by the Council to process applications pertaining to Minor Land Disposals would increase.

The Council received approximately ten – fifteen Minor Land Disposal enquiries every week, of which one or two a week would eventually progress through the full disposal programme. Applications were assessed in chronological order. Officers were asked to provide further information about the amount of revenue generated through this process per annum.

The Council utilised a different process for the disposal of major land assets. Officers assessed the background of the asset including, maintenance costs and service requirements, and would enquire with other public bodies to determine whether the asset could be utilised by them to provide services to the public. In the event that Officers determined that the asset was surplus to requirements it would be recommended for disposal as a surplus asset. A report to declare the asset surplus would be produced and would contain information detailing how the asset should be disposed.

Assets could be disposed of in a number of different ways by the Council. The options for selling assets included the formal tendering process, informal tenders and sales at auction. The decision about the method for selling the assets tended to be made

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by the Officers, based on their professional expertise, using their delegated powers. However, when the Council sold major land assets the decision about which method of disposal to use could be made at Committee level as could approval of the sale price.

Officers explained that covenants were sometimes incorporated into the terms of the sale of an asset by the Council. In cases where the covenant was breached the Council attempted to reach negotiated settlements or would launch legal proceedings for continued breach. On occasions the Council would seek to dispose of assets that had been acquired with restricted covenants attached. In these circumstances the Council could enter into negotiations with relevant parties to resolve the situation with a view to maximising the value of the land to be sold. Restrictive covenants remained attached to land regardless of whether planning permission was granted.

RESOLVED that

- a) **further information about the amount of revenue generated through the disposal of minor land assets per annum; and**
- b) **the report be noted.**

68. REFERRALS

There were no referrals.

69. WORK PROGRAMME

Members noted that the Portfolio Holder for Housing and Health would present his Annual Report at the following meeting of the Overview and Scrutiny Committee. Members proposed various themes that they wanted to discuss with the Portfolio holder during his report (Appendix C).

RESOLVED that

the Work Programme be noted.

APPENDIX A**Crime and Anti-Social Behaviour at a Ward Level**Table 1: Criminal Offences by Ward, January 2006 to December 2007

	Jan-Dec 06	Jan-Dec 07	% Change
Abbey	1,666	1,682	1.0%
Astwood Bank & Feckenham	208	232	11.5%
Batchley	502	601	19.7%
Central	574	573	-0.2%
Church Hill	693	657	-5.2%
Crabbs Cross	173	165	-4.6%
Greenlands	804	748	-7.0%
Headless Cross & Oakenshaw	446	410	-8.1%
Lodge Park	418	370	-11.5%
Matchborough	492	403	-18.1%
West	125	110	-12.0%
Winyates	590	608	3.1%
Redditch	6,691	6,559	-2.0%

Table 2: Anti-Social Behaviour Incidents by Ward, January 2006 to December 2007

	Jan-Dec 06	Jan-Dec 07	% Change
Abbey	1,533	1,258	-17.9%
Astwood Bank & Feckenham	345	258	-25.2%
Batchley	753	705	-6.4%
Central	568	526	-7.4%
Church Hill	969	704	-27.3%
Crabbs Cross	324	332	2.5%
Greenlands	1,194	1,061	-11.1%
Headless Cross & Oakenshaw	553	479	-13.4%
Lodge Park	465	427	-8.2%
Matchborough	644	504	-21.7%
West	167	173	3.6%
Winyates	648	588	-9.3%
Redditch	8,163	7,015	-14.1%

Table 3: Criminal Offences by Ward, April 2003 to December 2007

	Population (mid-2002 estimates)	2003-04				2004-05				2005-06				2006-07				2007-08		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Abbey	5,300	523	505	556	531	599	441	480	461	458	440	515	340	425	412	489	416	430	459	377
Astwood Bank & Feckenham	5,300	56	87	68	51	64	64	61	42	52	60	45	42	64	44	58	49	69	78	36
Batchley	6,500	253	184	180	169	204	175	162	140	139	156	129	111	159	128	104	163	150	144	144
Central	5,500	247	227	210	187	269	231	195	143	211	150	152	153	147	158	116	98	137	207	131
Church Hill	8,400	246	252	192	211	218	234	269	174	192	242	182	170	186	180	157	145	198	162	152
Crabbs Cross	5,700	82	72	44	77	98	57	62	50	34	48	53	33	55	45	40	29	54	35	47
Greenlands	8,400	321	345	325	251	317	262	246	229	256	188	207	199	194	208	203	223	223	174	128
Headless Cross & Oakenshaw	8,600	168	134	158	141	203	141	121	153	130	119	145	100	124	116	106	88	112	106	104
Lodge Park	5,100	202	166	131	146	159	130	115	99	113	114	119	96	116	103	103	109	89	91	81
Matchborough	6,000	152	146	174	184	156	162	160	130	132	113	80	128	155	117	92	89	110	104	100
West	5,600	70	43	38	48	84	48	46	28	33	43	41	30	37	25	33	23	25	33	29
Winyates	8,600	283	235	274	235	205	245	232	185	224	182	174	165	135	145	145	158	164	118	168
Redditch Average	78,900	217	200	196	186	215	183	179	153	165	155	154	131	150	140	137	133	147	143	125

Quarter 1: April to June
 Quarter 2: July to September
 Quarter 3: October to December
 Quarter 4: January to March

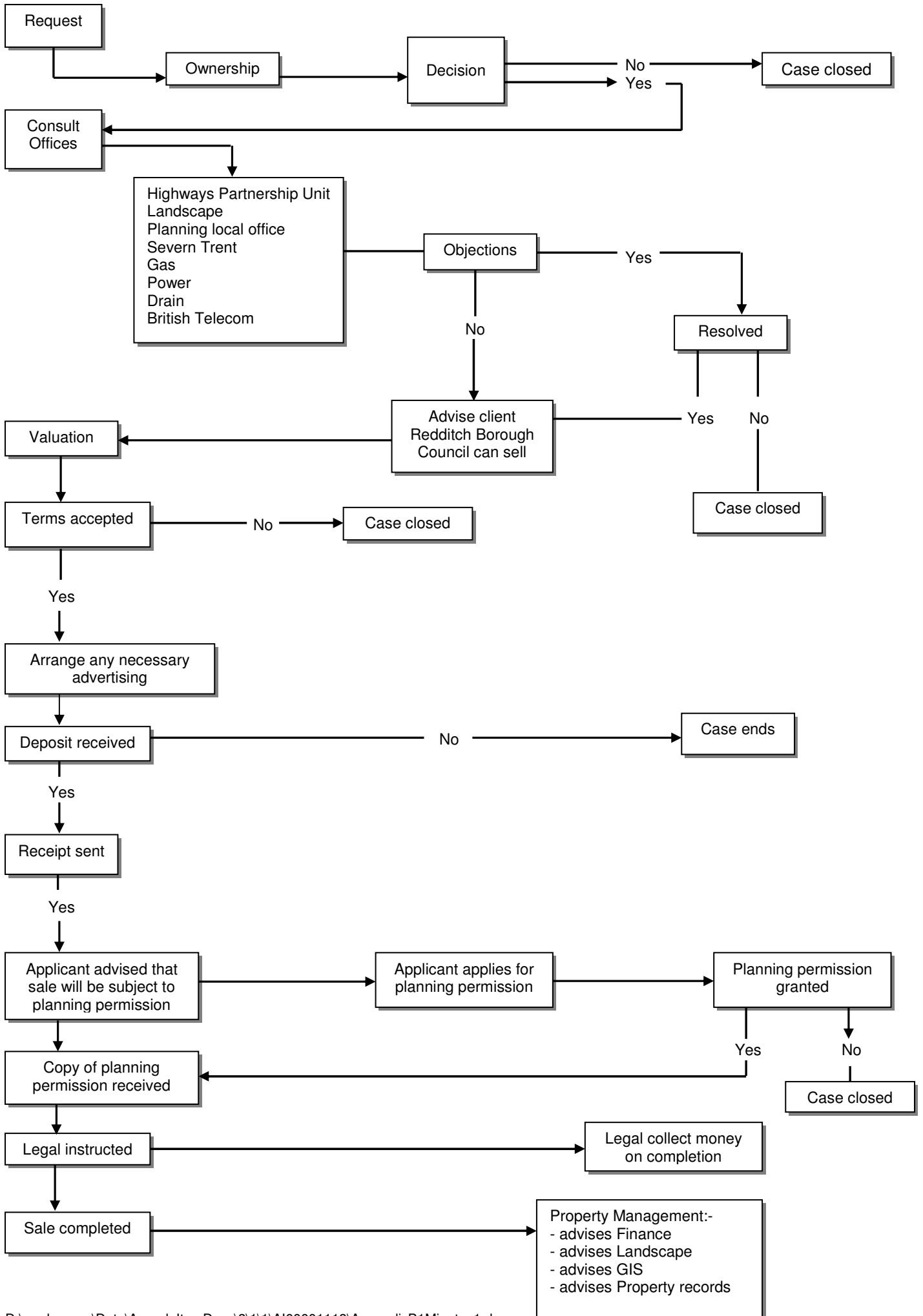
Table 4: Anti-Social Behaviour by Ward, April 2003 to December 2007

	Population (mid-2002 estimates)	2004-05				2005-06				2006-07				2007-08		
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Abbey	5,300	192	299	366	286	321	286	281	259	392	525	357	310	377	311	260
Astwood Bank & Feckenham	5,300	33	73	51	40	67	69	44	67	102	99	77	56	73	86	43
Batchley	6,500	89	161	156	152	187	178	173	114	214	245	180	152	199	176	178
Central	5,500	95	106	144	123	119	134	126	105	164	173	126	137	127	142	120
Church Hill	8,400	117	167	173	180	239	189	199	163	326	310	170	171	201	201	131
Crabbs Cross	5,700	40	28	58	42	50	64	59	31	99	98	96	60	104	105	63
Greenlands	8,400	169	256	228	233	272	281	206	225	339	351	279	235	307	262	257
Headless Cross & Oakenshaw	8,600	70	99	131	150	162	186	125	101	150	177	125	121	137	105	116
Lodge Park	5,100	82	148	87	118	154	187	118	88	147	153	77	74	117	140	96
Matchborough	6,000	60	116	115	108	138	115	115	93	196	222	133	96	168	142	98
West	5,600	46	34	41	31	63	57	24	46	52	31	38	48	49	38	38
Winyates	8,600	116	132	134	156	155	168	142	116	182	192	158	136	148	163	141
Redditch Average	78,900	92	135	140	135	161	160	134	117	197	215	151	133	167	156	128

Quarter 1: April to June
 Quarter 2: July to September
 Quarter 3: October to December
 Quarter 4: January to March

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APPENDIX B: Minor Land Sales Flowchart



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1. INTRODUCTION

1.1 The first Asset Management Plan was produced in 2002 preceded and received a “poor” assessment. The following year a “satisfactory” assessment was awarded and in 2004 following a substantial content rewrite the GOWM rated the plan as “good”. The report deals with the procedures, structures, policies and information sources which support the asset management planning process. The Asset Management Plan (AMP) excludes the Councils housing stock.

There is no longer a statutory requirement for the Council to prepare a formal AMP. Nevertheless, it is considered that the document with changes will continue to be used as a source document for best practice and forward movement of various asset management elements.

The principal objectives of the Asset Management Plan (AMP) are as follows.

- To summarise the most important principles of asset management planning and to confirm the Council's commitment to them.
- To identify all the significant factors which will drive the asset management strategy, with particular emphasis on Corporate Priorities, Services to the Community in General, Collaborative or Shared Services and Environmental Stewardship.
- The importance of the Asset Management Plan as a corporate document is reinforced through the Corporate Management Team and the Borough Director's meetings with Members Approval of the document has been delegated by Council to the Executive Committee (Cabinet).

1.2 The Council has developed a Financial Strategy to ensure that capital and revenue expenditure on the asset portfolio and services is directed efficiently and effectively, endorsing that:

- all resources must link in with the Council's objectives, priorities and service requirements (see 2.1)
- long term revenue commitments must not exceed long term funding.

In order to support delivery of objectives, the Council will look to develop resources from site identification/assembly for disposal, surplus asset disposal, partners, external funds and capital resources including Section 106 planning agreements and refinancing.

The Asset Management Plan is an umbrella document for the evolving process of determining how available and fit for purpose our property and land assets are for meeting corporate priorities, community service needs and value for money. There are several elements/threads that support asset management planning and the AMP identifies those links and the interrelation and importance of them.

2.3 The Council's agreed Strategy for asset management is to ensure that asset holdings reflect organisational requirements to meet Community Strategy, Corporate and policy objectives and to meet current service delivery requirements.

2.6 Asset Management Decisions for the future will be guided by the Community Strategy, the Council's Corporate Plan and Asset Management Plan, but will also be influenced by existing other policies and emerging policy and political objectives as they have property implications.

2.7 The Capital Strategy requires the Plan to:

- enable a rolling review of asset holdings and the justification of them
- provide for the continuous review of the assets suitability for the purpose and customer needs
- bring about the continuous improvement of information for property management
- be informed by the outcomes of Best value Reviews
- include performance targets linked to the Performance Plan for comparison against internal and external benchmarks.

3.0 ORGANISATIONAL ARRANGEMENTS FOR ASSET MANAGEMENT

3.1 The Asset Management Plan process is reliant }

- a) Service Plans that address Asset Management Plan implications linked to service reviews or Best Value improvement plans and embracing “fit for purpose” methodology.
- b) Capital spending and revenue implications are aligned to corporate priorities through the submission of project appraisal sheets to the Capital Projects Working Party meetings and the Asset Management Planning group, where the CPO has a direct input into the Capital Programme decisions.
- c) The Asset Management Plan process will provide a proactive approach to planning for change, through a review of assets, which should include capacity/occupancy relationships, suitability and functional issues.
 - d) The Asset Management Plan will actively develop methods of consultation with customers, staff, partners and other stakeholders.
- e) GIS/CAPS/VLR

3.2 The Council has agreed that:-

- a) there should be 4 meetings a year of the Asset Management Planning Group the membership of which is drawn from many Directorates and includes the CPO. The officers will involve portfolio holders and Executive Committee as appropriate, and report on the AMP yearly to Executive Committee.
- b) the Director of Housing & Asset (Management/Maintenance) be the Corporate Property Officer (CPO) with responsibility to oversee developments in asset management. This senior role will facilitate a corporate wide strategy as the CPO is also a member of the Corporate Management Team (CMT) and is well placed to ensure that asset management of decisions are considered and fully appraised at a strategic level

3.7 The Council has agreed that the Asset Management Planning Group will drive through the preparation of and maintenance of the Plan. The Working Party comprises:-

The Director of Housing & Asset Management/Maintenance (CPO) (Jackie Smith)
 The Property Services Manager (Rob Kindon)
 The Head of Asset Maintenance (To be appointed)
 The Leisure Services Manager (Ken Watkins)
 The Environmental Operations Manager (Terry Horne)
 The Financial Services Manager (Teresa Kristunas)
 And other seconded officers as appropriate.

- A new programme of site assembly and disposals “Land4Leisure” is being actively compiled and will become the successor to “Focus on the Future”. This will be the subject of a specific report and will be a priority initiative under the AMP.

6.2 Details of Assets Disposal Programme. Of the Programme, a number of assets identified as surplus assets remain to be disposed of. The CPO and the Property Services Manager have the responsibility for monitoring usage and identifying surplus property.

6.3 The Asset Management Strategy requires a process of justifying retention of assets on the basis of stated criteria and both systematic and ad hoc review of assets holdings for this purpose

The criteria are:

- a) Economic life assessment
- b) does the asset and services delivered from it meet Community Strategy objectives
- c) does the asset and services delivered from it meet corporate objectives and requirements (Corporate Plan), Council plans, strategies and policies and the links to be made between them
- d) the risks/challenges that the Council will face (Risk Management Strategy)
- e) how the Council will provide and target resources

f) what the Council decides to do to secure continuous improvement (Outcomes of Best Value Reviews / Service Reviews / Service Plans).

6.4 As part of this process of justifying asset retention, the Council will undertake a review of asset holdings based on theme.

6.8

6.9 The CPO and Property Services Manager will seek to obtain

- 1) the best price for surplus assets, and seek planning permission where appropriate,
- 2) or authority to sell at less than market value, e.g. social housing land.

6.10

6.11

6.12 The Council is working on identified gaps between future requirements and the current provision and performance of the Council's property assets. On a 1 - 5 year, or 5 yr + basis. This may or may not lead to assets being declared surplus and an opportunity for generating a capital receipt. There is a continuous process of review of asset holdings that could identify opportunities that have the potential for generating capital receipts.

7.0 Bringing the threads together, the Council's programme for the future is:

- 7.1
1. to progress and complete the disposal of the remainder of the assets in accordance with the assets disposal strategy previously referred to,
 2. a systematic thematic rolling review of assets
 3. reviews of specific assets when required
 4. a continuous review of assets by the CPO and identification of opportunities to generate capital receipts particularly underused vacant land or buildings.
 5. a systematic gap analysis reflecting the criteria contained in the Strategy referral to in section 1.3.6.
 6. to review and implement improvements to the IT systems to meet service requirements.

Clearly, all elements of the programme will or have the potential to generate capital receipts to meet corporate capital spending requirements or opportunities.

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APPENDIX B

CONSTITUTION

Scheme of Delegation to Officers

Property Services - Estates & Valuation

(See also Planning Permission under General Delegations above.)

Day-to-day management of Land and Property matters including implementing management measures for assets detailed in the Asset Management Plan.

(MPS) (Council – 22.11.04)

To conduct and conclude negotiations for the acquisition, of any interest in land and property where budget approvals have been granted, agreeing the consideration, and where necessary the services of the District Valuer or Agents.

(MPS, in consultation with appropriate-Director) (Council – 22.11.04)

The acceptance of an offer when a sale is effected by auction.

(MPS / MLS) (Council – 22.11.04)

To manage and control all leased / tenanted properties excluding houses / flats let on residential secure tenancies under the Housing Act including those available for letting and to include those held by the Council in advance of requirements or surplus or appropriated properties. (MPS) (Council – 22.11.04)

Easements / wayleaves / rights of way / garden licences / grazing licences / cultivation licences and all similar agreements – to enter into such agreements on behalf of the Council for any Council-owned land or property.

(MPS / MLS)

To enter into miscellaneous agreements of a minor nature affecting any land and / or property not provided for elsewhere including street trading licences.

(MPS / MLS) (Council 22.11.04)

To negotiate and settle all disturbance or home loss payments, within prior approved budgets, or where such payments are to be funded from a capital receipt.

(MPS / MLS) (Council 22.11.04)

The assignment or sub-letting of leased properties, subject to appropriate satisfactory references. (MPS / MLS). (Council 22.11.04)

To serve Rent Review Notices and agree new rents where proposal is to review rent to market value (MPS). (Council 22.11.04)

To approve new leases, lettings and rents, where the proposal is to rent at market value, and accept surrenders, where a re-grant to the same or different tenant is requested. (MPS) (Council 22.11.04)

To institute proceedings to forfeit business leases and licences for non-payment of rent if the tenant is two or more consecutive quarterly payments in arrears, or an annual rent remains unpaid for more than 6 months, and to proceed with obtaining possession of the premises / land without further reference to the Executive Committee;(but no warrant of eviction to be issued without consultation with the Chair of the Executive Committee). (MPS / MLS) (Council – 22.11.04)

To serve notices under the Landlord and Tenant Act 1954 to renew or terminate business tenancies and to serve other notices on any tenant for the remedy of any breaches of other covenants under the terms of leases as appropriate.
(MPS / MLS). (Council - 22.11.04)

To approve applications from business tenants to sub-let maisonettes and garages no longer required in connection with shop premises, subject to satisfactory references and details of the sub-lease being approved by HLD&P / MPS to include that vacant possession be granted to Council on determination of the lease.
(MPS)

Property Services - Minor Land * Sales

(Defined as any land and/or building of less than half an acre where the value is £10,000 or less, plus VAT / fees, but excluding land previously designated as a play area, unless it has specifically been declared surplus, by the Executive Committee in accordance with the report to that Committee of 8th October 2003.)*

To conduct and conclude negotiations for the sale of the freehold or leasehold interest of any land or property falling within the limits described above (or such limit that may be revised at any time by the Executive Committee, to reflect rising prices).
(MPS / MLS)

To approve the dedication of Council land for the purposes of either footpaths, bridleways, cycle routes or roads, as requested in consultation with Worcestershire County Council. (MPS / MLS)

To accept, on behalf of the Council, land for Public Open Space, or land for other public purposes, in connection with the provisions of Section 106 of the Town & Country Planning Act 1990, or Section 111 of the Local Government Act 1972, following consultation with other appropriate Officers. (MPS / MLS)

Property Services - Right to Buy

To administer the Right-to-Buy scheme and carry out valuations of dwellings under the Right to Buy Scheme and for repurchases, including the interest to be sold with any necessary rights of way over Council land, as appropriate.
(MPS).

To serve notices in association with the Right to Buy Scheme:
(MPS / MLS)

***To refuse (but not accept) requests to buy back properties sold under the Right to Buy Scheme, in accordance with the policy adopted by the Council on the 12th of December 2005.
(MPS) (Council - Minute 100(2) refers)***

To refuse (but not to agree) to waive the Council's entitlement to repayment of discount. (MPS)

To determine the level of discount to be repaid for relevant disposals under the Housing Act 2004. (MPS)

Property Services - Business Centres / Enterprise Centres

To manage and control the centres and all lettings and licences, to include the annual review of rents and service charges as appropriate and the setting of fees for secretarial services (provided the variation in fees/ rents shall be limited to plus or minus 10% of the current year rent / fees unless first approved by the Executive Committee. (MPS)

To offer rent-free periods as an incentive at the start of a new letting, as necessary. -(MPS)

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APPENDIX C

Overview & Scrutiny

No Direct Ward Relevance

Committee

24th September 2008

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR CLAYTON, PORTFOLIO HOLDER FOR HOUSING AND HEALTH

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor Clayton, Portfolio Holder for Housing and Health at the Overview and Scrutiny Committee meeting on Wednesday the 24th September 2008.

1. **Choice Based Lettings/ allocations policy. The Committee would like to seek views on how this is working.**
2. **Homelessness.**
3. **The recent Government announcement of the housing rescue package including the mortgage rescue scheme and housing purchase scheme (from home owner to shared ownership).**
4. **Five year Capital investment programme (major repairs account). What progress has been made and how successful has the programme been so far?**
5. **The general health of the Borough. What are residents' perceptions of the health service provision in the Borough and what gaps do they think there are?**

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Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
28/05/08 1	Members agreed to organise for members of the Committee to attend a Select Committee meeting in Westminster to observe national best practice in scrutiny. No date was specified.	Members to consider a calendar of Select Committee meetings and to select a meeting to attend at this meeting. WILL BE DONE SOON. (Lead Officers, OSSOs, estimated completion date, Autumn 2008).
09/07/08 2	Members asked Officers to maintain a detailed record of unauthorised encampments in the Borough. Officers were asked to present this record before the Committee in Autumn 2008. The record would be used to assess the effectiveness of the revised version of the Worcestershire Joint Policy on Unauthorised Gypsy and Traveller Encampments.	Officers are scheduled to report before the Overview and Scrutiny Committee at a forthcoming meeting. (WILL BE DONE SOON). Lead Officer, Senior Environmental Health Officer, completion date, 15th October 2008.
09/07/08 3	Members agreed that Councillor Banks should propose the scrutiny topic she had suggested during the WPPA at a meeting of the Worcestershire Health Overview and Scrutiny Committee. Councillor Banks was asked to report back before the Committee in the Autumn of 2008 if she feels that further action is required.	Lead Member, Councillor Banks. (A resolution to this item is subject to Councillor Banks' views about the response of the Health Overview and Scrutiny Committee).
09/07/08 4	Members agreed to postpone further consideration of a potential review of the Borough's fishing tackle heritage, proposed during the WPPA, until the Role of the Mayor and Housing Mutual Exchange reviews had been completed.	The proposer for the item, Councillor Hunt, was informed of this decision on 14/07/08. The Committee's Work Programme has also been adjusted accordingly. (TO BE DONE). Lead Officers, OSSOs, estimated completion date March 2009.

<p>30/07/08</p> <p>5</p>	<p>Members agreed to defer the launch of the Housing Mutual Exchange review.</p>	<p>The review is due to be launched by the Overview and Scrutiny Committee on the 17th December 2008. (TO BE DONE). Lead Officers, OSSOs.</p>
<p>20/08/08</p> <p>6</p>	<p>Members requested that Environmental Services Officers attend a future meeting of the Overview and Scrutiny Committee to provide an oral report on information provided previously to the Committee on fly tipping.</p>	<p>Officers are due to make this presentation at this meeting. WILL BE DONE SOON. (Lead Officer, Waste Management Manager, estimated completion date, 24th September).</p>
<p>20/08/08</p> <p>7</p>	<p>Members agreed that Councillor Hicks be asked to submit a scoping document to the Committee for the proposed scrutiny on neighbour nuisance.</p>	<p>The scoping document for this proposal is due to be considered at this meeting. WILL BE DONE SOON. (Lead Member, Councillor Hicks, estimated completion date, 24th September).</p>
<p>10/09/08</p> <p>8</p>	<p>Members requested that the two templates used to present community safety performance data at ward level be provided for Member consideration alongside the quarterly performance reports.</p>	<p>The relevant Lead Officer has been informed of this request. TO BE DONE. (Lead Officer, Head of Strategy and Partnerships, estimated completion date, 26th November 2008.</p>
<p>10/09/08</p> <p>9</p>	<p>Members requested that relevant Officers from Worcestershire County Council be invited to attend a (preferably the next) meeting of the Overview and Scrutiny Committee to discuss the suggested scope for the proposed bus services scrutiny exercise further.</p>	<p>Relevant Officers have been invited to attend this meeting of the Committee and an item relating to this subject has been added accordingly. WILL BE DONE SOON. Lead Officer, to be confirmed, estimated completion date, 24th September 2008.</p>

10/09/08 10	Officers were asked to reschedule consideration of the Bus Services Scoping Document for a future meeting.	The date for reconsideration of this item remains subject to the outcome of the interview(s) of relevant Officers from Worcestershire County Council (see item 9 above). TO BE DONE. (Lead Officers, OSSOs, estimated completion date, to be confirmed – see above.
10/09/08 11	Members requested that relevant Officers from Worcestershire County Council and the Chair of the Joint Scrutiny Exercise on Flooding be invited to attend a forthcoming meeting of the Overview and Scrutiny Committee to present the Joint Group's recommendations.	Officers despatched these invitations on Thursday the 11th September. The date for the presentation remained to be confirmed. IN THE PROCESS OF BEING DONE. (Lead Officers, OSSOs, estimated completion date, end of September 2008).
10/09/08 12	Members requested that all Councillors be invited to attend the meeting of the Overview and Scrutiny Committee when the recommendations from the Joint Flooding Group are presented.	This action will be undertaken once Officers from Worcestershire County Council and the chair of the Group have confirmed their availability to attend a meeting of the Overview and Scrutiny Committee. TO BE DONE. (Lead Officers, OSSOs, estimated completion date, Autumn 2008).
10/09/08 13	Members requested further information about the amount of revenue generated through Minor Land Disposals.	Relevant Officers have requested the details requested and will make these available as soon as possible. TO BE DONE. (Lead Officer, Property Services Manager, estimated completion date, not specified but asap.

Glossary

OSSO	-	Overview and Scrutiny Support Officer
WPPA	-	Work Programme Planning Afternoon

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Overview & Scrutiny Committee

Scrutiny Scoping Check List

When scoping a review, the Committee will need to consider the following questions:

1. Is there a clear objective for scrutinising this topic?
2. Are you likely to achieve a desired outcome?
3. What resources are available and what timetable do you need to comply with?
4. What are the potential risks?
5. Is this issue strategic and significant?
6. Is the scrutiny activity timely?
7. To what extent is this matter important for local people? For stakeholders? For the Electorate?
8. Does this issue correspond with the council's corporate priorities?
9. How long is it since this issue was last the subject of a review?
10. Is there evidence of real, perceived or imminent failure to a service or policy in this area?
11. What are likely to be the benefits to the council and its customers of this review?
12. What do other members think about this issue?
13. Is there media interest in the issue?

Criteria to reject Items for Scrutiny

Items which have been suggested for review can be rejected if:

1. the issue was dealt with less than two years ago;
2. the issue is already being examined elsewhere in the council (e.g. by full council);
3. new legislation relevant to this issue is expected within the year;
4. there is no scope for scrutiny to add value, or to make any real difference to the service; or
5. policy that is being reviewed; and the objective(s) of the review are unlikely to be achieved in the specified timescale.

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Overview & Scrutiny Committee

No Direct Ward Relevance

24th September 2008

PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR CLAYTON, PORTFOLIO HOLDER FOR HOUSING AND HEALTH

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- 5. The general health of the Borough. What are residents' perceptions of the health service provision in the Borough and what gaps do they think there are?**

Overview & Scrutiny

Committee

24th September 2008

NB Note draft revision /Update – Page 2. S

REDDITCH BOROUGH COUNCIL **GUIDE TO / FOR PORTFOLIO HOLDERS**

Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the Council, but not exclusively (other Members may also	

Overview & Scrutiny

Committee

24th September 2008

		have this shared role) (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	<i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i> (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes 	

Overview & Scrutiny

Committee

24th September 2008

		<ul style="list-style-type: none"> • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7



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020 7219 5693 - Rebecca Jones

(Children, Schools & Families, Health, Scotland, Health Northern Ireland)

020 7219 2003 - Laura Humble

(Culture, Media & Sport, Treasury, Trade & Industry, Work & Pensions)

020 7219 0718 - Laura Kibby

(Communities & Local Government, Environmental Audit, Environment Food & Rural Affairs, Joint Committee on Draft Climate Change Bill, Innovation, Universities & Skills, Transport)

020 7219 1640 - Commons Media

[Select Committee Calendar printable version \(pdf\)](#) 

August September October**August**

DATE	TIME	COMMITTEE	INQUIRY	SUBJECT	LOCATION
Tuesday 5 August NEW	00.01	Defence		Publication of Report: Intelligence, Surveillance, Target Acquisition & Reconnaissance (HC 535): 13th Report, 2007-08	

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September

DATE	TIME	COMMITTEE	INQUIRY	SUBJECT	LOCATION
Tuesday 2	00.01	Public Accounts		Publication of Report:	

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September NEW				HM Treasury: Making changes in operational PFI projects (HC 332): 36th Report 2007-08	
Thursday 4 September NEW	00.01	Public Accounts		Publication of Report: Department for Environment, Food and Rural Affairs: Management of expenditure (HC 447): 40th Report, 2007-08	
Tuesday 9 September NEW	00.01	Public Accounts		Publication of Report: Managing financial resources to deliver better public services (HC 519): 43rd Report, 2007-08	
Wednesday 10 September NEW	14.30	European Scrutiny	Consideration of EU Documents	Oral evidence session	Thatcher Room
Wednesday 10 September NEW	10.15	Children, Schools and Families	National curriculum Tests	Oral evidence session: ETS Europe; Ofqual	Grimond Room
Thursday 11 September NEW	00.01	Public Accounts		Publication of Report: The roll-out of the Jobcentre Plus office network HC (532): 44th Report, 2007-08	
Thursday 11 September NEW	09.45	Treasury	Bank of England's August 2008 Inflation Report	Oral Evidence session: Mervyn King, Governor, Bank of England, Monetary Policy Committee	Thatcher Room
Tuesday 16 September NEW	00.01	Treasury		Publication of Report: Banking Reform (HC 1008): 17th Report, 2007-08	

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October

DATE	TIME	COMMITTEE	INQUIRY	SUBJECT	LOCATION
Tuesday 7 October NEW	00.01	Public Accounts		Publication of Report: Preparing to deliver the 14-19 education reforms in England (HC 413): 39th, Report 2007-08	
NEW	10.30	Business,	The Role of	Oral evidence	

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		Enterprise	Regional Development Agencies	session	
NEW	10.30	Welsh Affairs	The provision of cross-border public services for Wales	Oral evidence session: CBI Wales, Airbus	
Thursday 9 October NEW	00.01	Public Accounts		Publication of Report: NHS Pay Modernisation: new contracts for General Practice services in England (HC 463): 41st Report, 2007-08	
Wednesday 15 October NEW	14.45	Transport	School Travel	Oral evidence session: Association of Transport Co-ordinating Officers, National Association of Head Teachers, Modeshift; Stagecoach Group, Confederation of Passenger Transport, First Group	
Tuesday 21 October NEW	00.01	Public Accounts		Publication of Report: Management of large business Corporation Tax (HC 302): 30th Report, 2007-08	
Thursday 23 October NEW	00.01	Public Accounts		Publication of Report: Reducing the risk of violent crime (HC 546): 45th Report, 2007-08	
Tuesday 28 October NEW	00.01	Public Accounts		Publication of Report: The procurement of the National Roads Telecommunications Services (HC 558): 46th Report, 2007-08	
Thursday 30 October NEW	00.01	Public Accounts		Publication of Report: Meeting needs? The offender learning and skills service (HC 584): 47th Report, 2007-08	

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November

DATE	TIME	COMMITTEE	INQUIRY	SUBJECT	LOCATION
Tuesday 4 November NEW	00.01	Public Accounts		Publication of Reports: The supervision of community orders in England and Wales (HC	

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				508): 48th Report, 2007-08	
Thursday 6 November NEW	00.01	Public Accounts		Publication of Reports: Making grants efficiently in the culture, media and sport sector (HC 641): 49th Report, 2007-08	

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Updated 12/09/2008 15:09

Analysis of Fly-tipping figures for the years as requested by Overview & Scrutiny Committee, 30th July 2008

1.0 Introduction

- 1.1 Members have asked for an explanation for the increase in the number of public reports of fly-tips for the year 2006/07 and for a breakdown of the types of items classed as fly-tipping, the types of land and the locations in Redditch where fly-tipping most commonly occurs.
- 1.2 Officers have identified that the instances of fly-tipping in the town are comparatively high and that more work needs to be done to examine the issues underlying this – i.e. the ‘what, why and where’ of fly-tipping.
- 1.3 Some limited analytical work has been done and more is planned as part of the action carried forward into the next service plan for the forthcoming year. The information that has been prepared to date is included in this report.
- 1.4 The Council is obliged to complete a monthly return to the national ‘Flycapture’ database and this records information on the nature and location of fly-tips, which gives us a start as to understanding more about fly-tipping in the town.
- 1.5 An overview of Flycapture and the information it records, is included for Members’ information in section 2 below.

2.0 Overview of Flycapture

- 2.1 Flycapture is a web based fly-tipping database managed on behalf of DEFRA by the Environment Agency. It has been operational since April 2004 and all authorities are required to submit monthly returns into the database, recording details of all fly-tips dealt with and enforcement actions taken to tackle fly-tipping. As well as a database it aims to be a strategic tool to help authorities to improve intelligence on fly-tipping and focus resources on fly-tip hot spots.
- 2.2 Flycapture is split into two screens. Screen one is for the recording of the number of incidents of fly-tipping dealt with and other details and screen two records details relating to actions taken. The total number of incidents and actions then have to be broken down against each of the headings as shown in the tables in appendix 1.
- 2.7 Detailed guidance is provided to authorities in completing these sections, including how to define a fly-tip and its size and what the different land categories and fly-tip types include.

3.0 Items which are classed as ‘fly-tipping’

- 3.1 Fly-tipping varies in size from a single mattress or black bin bag to large-scale truck loads of construction, demolition and excavation waste. Some illegal dumps, whilst small in size, can be serious particularly if hazardous waste is involved. Flycapture states that waste should be counted as a fly-tip *“if the fly-tip waste is too large to be removed by a normal hand sweeping barrow. In simple terms, a single full bin bag upwards would constitute a fly-tip. Similarly several carrier bags full of rubbish dumped together would also constitute a single fly-tip.”*

3.2 There is evidence nationally that a lot of fly-tipping is organised by professional criminals who can gain significant financial rewards. However, in Redditch there are few fly-tips of this nature (see section 5 below).

3.3 The following are real examples of items which have been reported as fly-tips in Redditch in the last year:

“Planks of wood, carpets, general rubbish”/ “Metal safety fencing”/ “Exhaust pipe, cartons, cake boxes”/ “Two mattresses, settee & armchair”/ “Dishwasher”/ “Rubbish and soil”/ “Roofing felt from garage roof”/ “Large amount of bread in bags”

4.0 Fly-tipping figures for 2005/06, 2006/07 and 2007/08

4.1 The following table compares the number of fly-tips reported by the public and reported to Flycapture for the last 3 years.

	No. public reports	Total no. reports (Flycapture)
2005/06	1017	1527
2006/07	943	1611
2007/08	1325*	1270

4.2 *The number of public reports for 2007/08 is higher than the total reported on Flycapture as the ‘public reports’ figure includes some duplicates and fly-tips relating to other service areas (such as housing); if these are removed the figure is 1157; however, the number of public reports is still higher than the previous year. As part of the work on fly-tipping we will be examining the detail behind the figures and what is classed as a ‘public report’.

4.3 The total no. reports includes all fly-tips dealt with, including public reports as well as reports by cleansing crews and inspectors but should exclude reports of fly-tipping in private areas such as bin stores or communal areas in flats.

4.4 Despite an increase in the number of public reports of fly-tipping in 2007/08, the overall number has decreased year on year.

4.5 The new waste collection service began in October 2006 to March 2007. Experience in other service areas has found that raising the profile of a service, such as through the introduction of the AWC service, results in an increased number of public contacts in relation to that service; this may be a reason why the number of public reports has increased during 2007/08.

5.0 Information from Flycapture

5.1 Whilst the information recorded on Flycapture gives a good guideline as to the types of land, size and fly-tip that are occurring, there can be some discrepancy in the recording of information, such as deciding on the land type category. Further analysis, possibly on a case by case basis, is needed for more reliable data on the location and nature of fly-tips.

5.2 The following table shows the three land types where fly-tips have most commonly occurred in Redditch over the last three years (2005/06, 2006/07 and 2007/08):

Land type	2005/06	2006/07	2007/08	Total
Council land	1005	1001	992	2998
Footpath/bridleway	278	326	79	683
Other (unidentified)	90	109	46	245
Total				3926
Total fly-tips	1527	1611	1270	
Total no. for 3 years	4408			

5.3 The following table shows the three types of fly-tip which have most commonly occurred in Redditch over the last three years (2005/06, 2006/07 and 2007/08):

Waste type	2005/06	2006/07	2007/08	Total
Other household waste	661	880	542	2083
Black bags household	283	281	301	865
Construction/demolition/excavation	177	100	68	345
Total				3293
Total no. fly-tips for year	1527	1611	1270	
Total no. for 3 years	4408			

5.4 The following table shows the three most common sizes of fly-tip in Redditch over the last 3 years (2005/06, 2006/07 and 2007/08):

Size	2005/06	2006/07	2007/08	Total
Car boot load or less	503	743	497	1743
Small van load	509	486	365	1360
Single item	293	232	245	770
Total				3873
Total no. fly-tips for year	1527	1611	1270	
Total no. for 3 years	4408			

5.5 The Flycapture information shows that:

- **89%** of fly-tips were on Council land, footpath/bridleways or 'other' land.
- **75%** of fly-tips were of other household waste, household black bags or construction/demolition waste;
- **88%** of fly-tips were a car boot load or less, small van load or a single item.

5.6 The Flycapture information does not tell us the areas of the town where fly-tipping occurs but an indication is given in the table in section 6.

6.0 Analysis of fly-tipping for the period July, August and September 2007

6.1 We were interested to see the relationship between fly-tips and waste collection day/household waste and we found the following:

- 470 fly-tips were reported in total
- 102 were on same day as waste collection
- 53 were sacks only
- 46 were mixed waste – i.e sacks and other items
- 27 were sacks and on bin day

6.2 Whilst sacks of household waste are contributing to the number of fly-tips reported, the biggest problem in Redditch appears to be 'bulky' items of household waste. More analysis of this type is planned.

6.3 The following table shows fly-tips for this period by area:

Central	North	South	South west	East
75	110	86	38	161

7.0 **National Indicator 196 (BVPI 199d) and Enforcement action**

7.1 Each authority's performance on this indicator is monitored by DEFRA through the Flycapture database.

7.2 The new indicator N1 196 continues to monitor performance according to the following criteria set out in the following matrix:

	Number of Enforcement Action			
		Increasing actions	Same level of actions	Decreasing actions
Number of Incidents of Fly-Tipping	Decrease	Grading 1- Very Effective	Grading 2- Effective	Grading 2 - Effective
	Same	Grading 3 - Not Effective	Grading 4- Poor	Grading 4 - Poor
	Increase	Grading 3 - Not Effective	Grading 4 - Poor	Grading 4 - Poor

7.3 Enforcement action to tackle fly-tipping, littering and dog fouling continues to play an important part in our efforts to maintain a good quality local environment and the number of enforcement actions taken in Redditch is high compared to other Worcestershire authorities. A staged approach is taken as below and action is taken as appropriate at the discretion of the officer:

- Stage 1 Advice given
- Stage 2 Verbal caution
- Stage 3 Written caution
- Stage 4 Fixed Penalty Notice
- Stage 5 Court Proceedings

7.4 Last year, Redditch Borough Council achieved a level two or 'effective' grade on BVPI 199d and carried out 902 enforcement actions in relation to fly-tips including:

- Investigation 551
- Warning letter 14
- Statutory notice 99
- Fixed penalty notice 26
- Duty of care inspection 3
- Stop and search 0

- Formal caution 205
- Prosecution 3
- Injunction 0

8.0 Conclusions and future approach

- 8.1 In Redditch, the most common kind of fly-tip are small amounts of household waste. Further work will be done to identify the specific areas where fly-tipping is most frequent but the initial analysis (6.3) shows that highest levels are in the North and East areas.
- 8.2 DEFRA states that there are many reasons why fly-tipping occurs. In some cases it is just ignorance and a lack of awareness of the responsibilities of proper waste disposal.
- 8.3 The 'Worth It' adverts which ran in the local paper in 2006 has been reviewed with a view to run them again during the autumn/winter period this year.
- 8.4 It is a service plan priority to carry out more analysis over the next year and undertake more general and targeted publicity and appropriate enforcement action. Customers have to know what level of service to expect from us. For example they have to know:
- What they are supposed to do with their waste, how they can get rid of things
 - That they are not supposed to put waste out by the side of the bin
 - What counts as fly-tipping
 - What the Council will do when fly-tipping is found/reported
- 8.5 Members' views are welcomed on the information given and the approach to fly-tipping and further information and updates can be brought back to Members as the work progresses.

Attached:

1. Appendix 1 – information captured in Flycapture database

Appendix 1 – Information collected in ‘flycapture’

Table 1 - Information recorded in Screen One (incidents):

Total incidents by land type:	Total incidents by waste type:	Total incidents by size:
<ul style="list-style-type: none"> • Highway • Footpath/bridleway • Back alleyway • Railway • Council land • Agricultural • Private – residential • Commercial/industrial • Watercourse/bank • Other (unidentified) 	<ul style="list-style-type: none"> • Animal carcass • Green • Vehicle parts • White goods • Other electrical • Tyres • Asbestos • Clinical • Construction/demolition/excavation • Black bags commercial • Black bags household • Chemical drums oil or fuel • Other household waste • Other commercial waste • Other (unidentified) 	<ul style="list-style-type: none"> • Single item • Single black bag • Car boot load or less • Small van load • Transit van load • Tipper lorry load • Significant multiple loads <p>Standard costs are built into the database for each of these sizes and this calculates the cost of dealing with fly-tipping that month.</p>

Table 2 - Information recorded in Screen Two (actions):

Total number of actions completed:	Total number of prosecution outcomes:	Total number of fines:
<ul style="list-style-type: none"> • Investigation • Warning letter • Statutory notice • Fixed penalty notice • Duty of care inspection • Stop and search • Formal caution • Prosecution • Injunction 	<ul style="list-style-type: none"> • Absolute conditional discharge • Community service • Fine • Custodial sentence • Paid fixed penalty notice • Cases lost • Other successful 	<ul style="list-style-type: none"> • £0 to £50 • £51 to £200 • £201 to £500 • £501 to £1,000 • £1,001 to £5,000 • £5,001 to £20,000 • £20,001 to £50,000 • over £50,000



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No Direct Ward Relevance

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14. WORK PROGRAMME

(Report of the Borough Director)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(LEAD DIRECTOR - SUE HANLEY)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Acting Borough Director Relevant Lead Director Acting Borough Director Acting Borough Director
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Review of Service Plans 2009 / 12	Acting Borough Director Borough Director Relevant Lead Director

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	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. Council Flat Communal Cleaning Task and Finish Group 2. the Joint Scrutiny Exercise into Flooding 3. the Role of the Mayor Task and Finish Group; and 4. the Third Sector Task and Finish Group. 	<p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p> <p>Relevant Lead Directors</p>
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
26th November 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Performance Report</p>	Relevant Lead Directors
25th February 2008	<p>REGULAR ITEMS</p> <p>Quarterly Budget Report</p>	Relevant Lead Directors
29th April 2009	<p>REGULAR ITEMS</p> <p>Annual Overview and Scrutiny Report 2008/09</p>	Acting Borough Director

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OTHER ITEMS - DATE FIXED		
24th September 2008	Portfolio Holder for Housing and Health – Annual Report	Relevant Lead Directors
24th September 2008	Fly tipping in Redditch	Relevant Lead Directors
24th September 2008	Neighbour Nuisance - Scoping Document	Relevant Lead Directors
24th September 2008	Select Committee – Overview and Scrutiny selection of Select Committee meeting to attend	Relevant Lead Directors
15th October 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors
15th October 2008	Fees and Charges Task and Finish Group – Update Report on Responses to Recommendations	Relevant Lead Directors
15th October 2008	Joint Policy for Unauthorised Encampments of Gypsies and Travellers - Update	Relevant Lead Directors
15th October 2008	Portfolio Holder for Environment, Planning and Transport – Annual Report	Relevant Lead Directors
5th November 2008	Joint Scrutiny Exercise on Flooding – Report to Committee	Relevant Lead Directors

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5th November 2008	Proposed Business Centres Scrutiny Exercise – Discussion	Relevant Lead Directors
5th November 2008	Role of the Mayor Task and Finish Group – Reporting Recommendations.	Relevant Lead Director
26th November 2008	Civil Parking Enforcement – Update Report on Responses to Recommendations	Relevant Lead Directors
26th November 2008	Portfolio Holder for Corporate Management – Annual Report	Relevant Lead Directors
17th December 2008	Housing Mutual Exchange – Scrutiny Launch	Relevant Lead Directors
17th December 2008	Third Sector Task and Finish Group – Reporting Recommendations	Relevant Lead Directors
14th January 2009	Portfolio Holder for Leisure and Tourism – Annual Report	Relevant Lead Directors
25th February 2009	Portfolio Holder for Community Safety – Annual Report	Relevant Lead Directors
25th February 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations.	Relevant Lead Directors
18th March 2009	Fishing Tackle Heritage – Scoping Document	Relevant Lead Directors
18th March 2009	Portfolio Holder for Community Leadership and Partnership – Annual Report	Relevant Lead Directors

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8th April 2009	Communications Task and Finish Group – Update report on response to recommendations	Relevant Lead Directors
8th July 2009	District Centres Task and Finish Group – Update Report on Response to Recommendations	Relevant Lead Directors
2nd September 2009	Fees and Charges Task and Finish Group – Update on Response to Recommendations.	Relevant Lead Directors
OTHER ITEMS – DATE NOT FIXED		
	Bus Services – Scoping Document	Relevant Lead Directors
	Select Committee – Overview and Scrutiny visit	Relevant Lead Directors
	Community Calls for Action – Discussion	Relevant Lead Director
	Review of ditches –discussion	Relevant Lead Director

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