



Council

Mon 18 Jun
2018
7.00 pm

Council Chamber
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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**If you have any queries on this Agenda please contact
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Council

Monday, 18th June, 2018

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Juliet Brunner (Mayor)	Julian Grubb
	Roger Bennett (Deputy Mayor)	Bill Hartnett
	Salman Akbar	Pattie Hill
	Joe Baker	Wanda King
	Tom Baker-Price	Anthony Lovell
	Joanne Beecham	Gemma Monaco
	David Bush	Gareth Prosser
	Michael Chalk	Antonia Pulsford
	Debbie Chance	Michael Rouse
	Greg Chance	Mark Shurmer
	Anita Clayton	Yvonne Smith
	Brandon Clayton	Craig Warhurst
	Matthew Dormer	Jennifer Wheeler
	John Fisher	Pat Witherspoon
	Andrew Fry	

1. Welcome

2. Apologies for Absence

3. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

4. Minutes (Pages 1 - 24)

5. Announcements

To consider Announcements under Procedure Rule 10:

- a) Mayor's Announcements
- b) The Leader's Announcements
- c) Chief Executive's Announcements.

6. Questions on Notice (Procedure Rule 9) (Pages 25 - 26)

7. Motions on Notice (Procedure Rule 11)

No motions have been submitted for consideration at this meeting.

8. Executive Committee

There are no recommendations from the Executive Committee due for consideration at this meeting.

9. Regulatory Committees

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

9 .1 Minutes of the meeting of the Audit, Governance and Standards Committee held on 26th April 2018 (Pages 27 - 40)

9 .2 Minutes of the meeting of the Licensing Committee held on 5th March 2018 (Pages 41 - 48)

9 .3 Minutes of the Meeting of the Planning Committee held on 14th March 2018 (Pages 49 - 52)

9 .4 Minutes of the Meeting of the Planning Committee held on 23rd May 2018 (Pages 53 - 56)

10. Membership Change to the Worcestershire Shared Services Joint Committee

To note that Councillor Gareth Prosser has been appointed to the Worcestershire Shared Services Joint Committee in his capacity as relevant lead Portfolio holder, in place of Councillor Tom Baker-Price.

11. Membership Change to Outside Bodies

a) Worcestershire Health and Wellbeing Board

To note that Councillor Chris Rogers of Wyre Forest District Council has been nominated as lead member on the Worcestershire Health and Wellbeing Board on behalf of the North Worcestershire Councils.

Also to note that Councillor Gareth Prosser is appointed as substitute Member on this Board, in his capacity as the relevant Portfolio Holder for Health.

b) Greater Birmingham and Solihull Local Enterprise Partnership

To note that Councillor David Bush is appointed as substitute member to the Greater Birmingham and Solihull Local Enterprise Partnership in his capacity as the relevant Portfolio Holder, in place of Councillor Matthew Dormer.

12. Urgent Business - Record of Decisions

To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.

(None to date).

13. Urgent Business - general (if any)

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.

(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.)

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MINUTES

Present:

Councillor Jennifer Wheeler (Mayor), and Councillors Joe Baker, Tom Baker-Price, Joanne Beecham, Roger Bennett, Juliet Brunner, David Bush, Michael Chalk, Debbie Chance, Greg Chance, Brandon Clayton, Matthew Dormer, John Fisher, Andrew Fry, Julian Grubb, Bill Hartnett, Pattie Hill, Wanda King, Anthony Lovell, Gemma Monaco, Gareth Prosser, Antonia Pulsford, Michael Rouse, Mark Shurmer, Yvonne Smith, Craig Warhurst and Pat Witherspoon

Officers:

Kevin Dicks, Claire Felton and Sue Hanley

Democratic Services Officer:

Jess Bayley

1. WELCOME

The Mayor, Councillor Jenny Wheeler, welcomed all those present to the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Salman Akbar and Anita Clayton.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MAYOR'S OPENING REMARKS

Councillor Wheeler advised that she had really enjoyed serving as Mayor during 2017/18 and she thanked Members for providing her with an opportunity to take on this role. One of Councillor Wheeler's first engagements as Mayor had been to attend a solidarity event at the mosque which had been organised in response to the terrorist incident that occurred at an Ariane Grande concert in Manchester. This event had illustrated the important role of the Mayor in drawing communities together in difficult circumstances.

.....
Chair

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The Mayor circulated a list of the engagements that she had attended since the last meeting of Council in writing (Appendix 1). There had been a number of highlights during Councillor Wheeler's Mayoral year, which had included the many events that she had attended. Councillor Wheeler had been positively surprised by the range of sporting clubs and cultural activities taking place in the local community and had welcomed the opportunity to meet with people from diverse backgrounds. The Mayor had also enjoyed visiting the Alexandra Hospital on Christmas Day and had been impressed by the hard work of all the staff.

Councillor Wheeler thanked a number of people for their support during the year. Particular thanks were extended to former Councillor, Nina Wood-Ford, who had served as Deputy Mayor during the year. Thanks were also paid to Susan Lisle, the Mayor's Secretary, for her hard work as well as to Jess Bayley, Senior Democratic Services Officer (Redditch).

During 2017/18 the Mayor had supported St Basils and Young Minds, both of which had been selected due to their hard work supporting young people who were experiencing mental health difficulties. This had supported the Mayor's theme that year of raising awareness of mental health and wellbeing for young people. The Mayor paid tribute to everybody who had volunteered and helped to raise money for charity during the year. A total of £5,000 had been raised for the Mayor's charities and this would be divided equally between the Mayor's charities. Thanks were also extended to the Sea Cadets (Redditch and Bromsgrove branch), particularly their lead officer, James Saunders, who had helped the Mayor with various activities during the year.

5. ELECTION OF THE MAYOR FOR 2018/19

Councillor Juliet Brunner was elected Mayor of the Borough for the forthcoming year, following which she made the statutory declaration of acceptance of office and was then invested with the Chain of Office by the outgoing Mayor, Councillor Jenny Wheeler. Councillor Brunner thanked the outgoing Mayor and, on behalf of the Council, expressed gratitude for the work she had carried out as an ambassador for the town.

RESOLVED that

- 1) Councillor Juliet Brunner be elected Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council; and**
- 2) the Council formally express, and record, its gratitude to Councillor Jenny Wheeler for her excellent service to the town over the last 12 months as Mayor.**

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6. ELECTION OF THE DEPUTY MAYOR FOR 2018/19

Councillor Roger Bennett was elected Deputy Mayor of the Borough of Redditch for the forthcoming year, following which he made the statutory declaration of acceptance of office and was then invested with the Deputy Mayor's Badge of Office by the Mayor, Councillor Juliet Brunner.

RESOLVED that

Councillor Roger Bennett be appointed Deputy Mayor of the Borough of Redditch to serve until the next Annual Meeting of the Council.

7. ANNOUNCEMENTS

a) Mayor's Announcements

Councillor Brunner thanked Members for providing her with an opportunity to serve as Mayor of the Borough of Redditch.

Members were informed that the Mayor's chaplain would be Canon Garth Nathaniel from St Peter's church in Ipsley, Redditch. The Mayor would have a team of consorts; her husband, Mr Mark Brunner, her daughter, Ms Arlene Victoria Brunner, and her friends, former Councillor, Gaye Hopkins, and Ms Angela Heighway. Councillor Brunner dedicated her mayoral year to her father who had inspired her and who had lived by the principles of public leadership. Thanks were also extended to Councillor Brunner's family for their support.

Councillor Brunner advised that the theme of her Mayoral year would be to restore a strong sense of civic pride in the local community. She noted that it was an honour to serve as Mayor of the Borough of Redditch 100 years after women had been given the power to vote. In honour of the centenary celebrations the Mayor would be hosting an equality tea party and parade event in Redditch and would be inviting representatives of the Mercian Regiment to parade through the town as part of this process.

Council was informed that Councillor Brunner would be supporting three charities during her mayoral year. These were the Sandycroft Wellbeing Centre, Bowel Cancer UK and the Royal British Legion. The Mayor also welcomed the support of the 216 Squadron of the Royal Air Force Cadets.

b) Leader's Announcements

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In light of the recent election results and the loss of his Group's majority, the Leader of the Council, Councillor Bill Hartnett, announced his immediate resignation from this position. He thanked his colleagues and Officers for their support during the previous four year period and congratulated Councillor Brunner on being appointed Mayor.

c) Chief Executive's Announcements

The Chief Executive confirmed that he had no announcements to make.

8. MINUTES

RESOLVED that

the minutes of the meeting of Council held on Monday 19th March 2018 be agreed as a correct record and signed by the Mayor.

9. RETURNING OFFICER'S REPORT

The Council received the Returning Officer's report in respect of the Borough Council elections held on 3rd May 2018.

RESOLVED that

the Returning Officer's report be noted.

10. LEADER OF THE COUNCIL

The Council appointed Councillor Matthew Dormer to the position of Leader for the coming four year period.

Councillor Dormer announced that he had received a letter from Rachel Maclean, MP for Redditch. This letter congratulated Councillor Brunner on her appointment as Mayor of the Borough of Redditch.

RESOLVED that

Councillor Matthew Dormer be, and hereby is, appointed Leader of the Council for the ensuing four years.

11. LEADER'S APPOINTMENTS

The Leader tabled his appointments to the Executive Committee as detailed in Appendix 2 to these minutes.

RESOLVED that

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the appointment by the Leader of the Deputy Leader, of Members to the Executive Committee and to the individual Portfolios as detailed in Appendix 2 attached to these Minutes be noted.

12. APPOINTMENT OF COMMITTEES, PANELS ETC. AND THEIR CHAIRS AND VICE CHAIRS

The Council considered the report setting out the proposed political balance of the Council's Committees and lists of nominations to Committees, Sub-Committees and other bodies.

A proposal was made for the decision in respect of appointments to the Budget Scrutiny Working Group, Care Leavers Scrutiny Task Group and the Performance Scrutiny Working Group to be postponed and instead made by the Overview and Scrutiny Committee at its first meeting. This proposal received general support.

RESOLVED that

- 1) the political balance of the Committees of the Council be agreed as set out in paragraph 3.5 of the report;
- 2) the arrangement where the seats on the Overview and Scrutiny Committee are not allocated in accordance with the political balance requirements be continued;
- 3) the arrangement where the seats on the Crime and Disorder Scrutiny Panel are not allocated in accordance with the political balance requirements be continued;
- 4) appointments by political group leaders to the places on each Committee as attached at Appendix 3 to these minutes. be noted;
- 5) the Council appoints Chairs and Vice-Chairs to the Committees and other bodies as set out in Appendix 3 to these minutes;
- 6) appointments to the Scrutiny Working Groups and Care Leavers Task Group be agreed by the Overview and Scrutiny Committee; and
- 7) the terms of reference for the Committees be confirmed.

13. OUTSIDE BODIES

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Members considered a report setting out proposed appointments to various outside bodies.

During consideration of this item Officers confirmed that two Members sat on the Tardebigge Relieve in Need and Sickness Charities on behalf of the Council. However, Members in these positions were appointed for a four-year term and only one of these positions was due for reappointment at this meeting.

RESOLVED that

appointments to the places on each of the Outside Bodies, as detailed in Appendix 4 attached to these Minutes, be agreed.

14. SCHEME OF DELEGATIONS

RESOLVED that

the current version of the Officer Scheme of Delegations, as set out in the report to Council, be agreed.

15. URGENT BUSINESS - RECORD OF DECISIONS

There were no urgent decisions to note.

16. URGENT BUSINESS - GENERAL (IF ANY)

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

The Meeting commenced at 7.00 pm
and closed at 7.50 pm

APPENDIX 1**Mayoral Events: 07/04/18 – 21/05/18**

07/04/18 – Mayor of Stourport – on – Severns Charity Spring Ball

19/04/18 – Attended ROWL (AGM)

24/04/18 – Attended the Palace Theatre to see Studley Operatic Societies 'Oklahoma'

25/04/18 – Attended Pop Up Gallery – Redditch Arts – Kingfisher Centre

25/04/18 – Attended Mayor of Kidderminster Charity Indian meal at 'Masala'

28/04/18 – Attended Mayor of Droitwich 'Music Night' at 'the Old Cock Inn'

29/04/18 – Attended the Chairman of Worcester County Council Civic Service at Worcester Cathedral.

04/05/18 – Mayor of Redditch 'Farewell Charity Dinner' at the Nevill Arms

06/05/18 – Mayor of Droitwich Civic Reception at Vine Park – re-enactment of bringing the salt to Droitwich

07/05/18 – Attended the 'May Day' Community Fair at Headless Cross Green

10/05/18 – Attended the 'Tour Series Cycle Race' – and presented an award

11/05/18 – Attended Bromsgrove and Redditch Branch of the 'Royal Airforce Association' to commemorate 100 years of the RAF and the handing over of the commemorative baton.

11/05/18 – Attended a Reception with the Bishop of Worcester at the Bishops Palace

12/05/18 – Attended 'The Redditch Lions Club Charter Dinner' as Guest of Honour

14/05/18 – Attended the Art Exhibition at the Palace Theatre and unveiled a painting

15/05/18 – Attended a 'Garden Party' at Buckingham Palace

19/05/18 – Attended 'Friends of Auxerre' Twinning Dinner as President

**Annual Meeting
of the Council**

APPENDIX 2

21st May 2018

LEADER APPOINTMENTS

(and places from outside the controlling group)

EXECUTIVE COMMITTEE

Chair: Leader of the Council by office – Councillor Matthew Dormer

Vice-Chair: Deputy Leader by office – Councillor David Bush

Councillors: 9 = 7+2 – not required to be proportional

Conservative – Councillors Baker-Price, Bennett, B Clayton, Prosser and Warhurst.

Labour – Councillors G Chance and Hartnett

Cannot be members of O&S Committees

Named

Substitutes: Not permitted.

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APPENDIX 2

21st May 2018

Portfolio Holders (7)

Numbers of Portfolios and range of services covered are reviewable annually.

Leader of the Council and Portfolio Holder for Planning, Governance and Partnerships - Councillor Dormer - aligned to help me run a successful business - covering planning and land use, public transport, asset management, governance, including Licensing Process and key partnerships.

Portfolio Holder for Economic Development, Town Centre and Commercialism – Councillor Bush – aligned to help me run a successful business - covering economic development and Council's approach to commercialism (including local authority trading companies).

Portfolio Holder for Community Safety and Regulatory Services – Councillor Prosser - aligned to help me to live my life independently (including health and activity) – covering children, youth, children's centres, community safety, crime and disorder, safer communities, corporate parenting, regulatory services, Licensing impacts and emergency planning.

Portfolio Holder for Environmental Services – Councillor B Clayton – aligned to keep my place safe and looking good - covering better environment, cleansing and waste management, regulatory services, climate change, landscaping including trees, woodland and grounds maintenance and bereavement services.

Portfolio Holder for Leisure and Tourism - Councillor Bennett – aligned to provide good things for me to do, see and visit - covering culture and recreation, management of facilities including sports centres, theatres and community centres, parks and open spaces strategy including allotments, playing pitches and play areas, sports, arts, physical activity and development, community training, education and learning and skills.

Portfolio Holder for Housing – Councillor Warhurst – aligned to help me to find somewhere to live in my locality - covering Housing Services.

Portfolio Holder for Corporate Management - Councillor Baker Price – aligned to help me to be financially independent (including education and skills) covering internal systems, support services, audit, finance, human resources, IT.

Strategic Purposes will not be achieved by one service area alone and an individual service area will undoubtedly help achieve more than one strategic purpose. Services have been listed under strategic purposes to which they most directly relate and Portfolio Holders will be responsible for these services. However, it is incumbent on each Portfolio Holder to work with the other Portfolio Holders to ensure most effective use of resources and achievement of strategic purposes.

**Annual Meeting
of the Council****Appendix 3**21st May 2018**Nominations and Appointments to Offices,
Committees, Sub-Committees etc.**

Committee / Sub-Committee etc.	Size (Members)	Conservative	Labour
Audit, Governance and Standards Committee	9	5 Cllrs Akbar, Beecham, Chalk, Rouse and Warhust	4 Cllr Fisher (Ch) Cllr Shurmer (V Ch) Cllrs Smith and Witherspoon
Licensing Committee (note the sub-committees are now selected from the committee membership)	11	6 Cllr A Clayton (Ch) Cllr Bennett (V Ch) Cllrs Beecham, Dormer, Grubb and Pulsford	5 Cllrs Fry, Smith, wheeler and Witherspoon
Planning Committee (A pool of named substitutes would be welcomed for this Committee from both groups)	9	5 Cllr Chalk (Ch) Cllr Monaco (V Ch) Cllrs Akbar, Bennett and Prosser Named substitutes: Cllrs Baker-Price, Beecham, B Clayton, Grubb, Lovell and Rouse	4 Cllrs Fry, Hartnett, King and Wheeler Named Substitutes: Cllrs Baker, Smith and Witherspoon

Annual Meeting of the Council

Appendix 3

21st May 2018

Committee / Sub-Committee etc.	Size (Members)	Conservative	Labour
Overview and Scrutiny Committee (The numbers listed assume Members will agree not to appoint to this Committee in accordance with political balance requirements as agreed in previous years. Should Members decide to apply the political balance the Conservatives are allocated 5 seats and Labour 4 seats)	9	4 Cllrs Chalk, Lovell, Monaco and Rouse	5 Cllr Baker (Ch) Cllr D Chance (V Ch) and Cllrs Fry, Hill and Wheeler
Crime and Disorder Scrutiny Panel (The numbers listed assume Members will agree not to appoint to this Committee in accordance with political balance requirements as agreed in previous years. Should Members decide to apply the political balance the Conservatives are allocated 3 seats and Labour 2 seats)	5	2 Cllrs Grubb and Monaco	3 Cllr Hill (Ch) and Cllrs D Chance and Wheeler

REDDITCH BOROUGH COUNCIL**Annual Meeting
of the Council****Appendix 3**21st May 2018

Committee / Sub-Committee etc.	Size (Members)	Conservative	Labour
Employment Appeals Committee (A pool of nominated members from both groups would be welcomed for this Committee, in line with national best practice)	5	3 Cllr Brunner (Ch) Cllr Chalk (V Ch) Cllr Beecham Pool of Members: Cllrs Bennett, A Clayton, Dormer and Prosser	2 Cllrs G Chance and Hill Pool of Members: Cllrs D Chance, Wheeler and Witherspoon
Corporate Health, Safety and Welfare Committee	1	1 Member Councillor Prosser	-
Shared Services Board	4	3 Members Cllr Dormer (Ch - alternating with Bromsgrove District Council's Leader) Cllrs Bush and B Clayton	1 Member Cllr Hartnett
Members' Support Steering Group	5	3 Members Cllr Dormer (Ch) Cllr Baker-Price (V Ch) Cllr Beecham	2 Members Cllrs G Chance and Fisher
Worcestershire Shared Services Joint Committee	2 (+ 2 subs)	1 Member Cllr Baker-Price Sub: Cllr Bennett	1 Member Cllr Fisher Sub: Cllr Witherspoon
Planning Advisory Panel	5	3 Members Cllr Dormer (Ch) Cllr Bush (V Ch) Cllr Rouse	2 Members Cllrs G Chance and Hartnett
Constitutional Review Working Party	5	3 Members Cllr Dormer (Ch) Cllr Baker-Price (V Ch) Cllr Chalk	2 Members Cllrs Baker and Fisher

**Annual Meeting
of the Council****Appendix 3**21st May 2018

Committee / Sub-Committee etc.	Size (Members)	Conservative	Labour
Grants Panel	5	3 Members Cllr Bush (V Ch) Cllrs Lovell and Warhust	2 Members Cllr G Chance (Ch) And Cllr Shurmer
Holocaust Memorial Steering Group	5	3 Members Cllr Brunner (Ch) Cllr A Clayton (V Ch) Cllr Pulsford	2 Members Cllrs Hartnett and Witherspoon
Redditch Matters Editorial Panel	3	2 Members Cllr Rouse (Ch) Cllr Baker-Price	1 Member Cllr D Chance

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4**21st May 2018**BOROUGH COUNCIL REPRESENTATIVES ON
OUTSIDE BODIES – NOMINATIONS FOR 2018/2019****STRATEGIC APPOINTMENTS TO NOTE:**

Body	2017/18 Representative(s)	Notes / Terms	Nominees for 2018/19
Local Government Association	Councillor Bill Hartnett	1 Representative (usually Leader) must be a Councillor Term : 1 year No liability issues identified.	Councillor Matt Dormer
West Mercia Police and Crime Panel	Councillor Joe Baker Sub: Councillor Bill Hartnett	1 representative (Relevant Portfolio Holder) and 1 substitute Term: 1 year No liability issues identified	Councillor Gareth Prosser Sub: Councillor Julian Grubb
West Midlands Employers	Councillor John Fisher Sub: Councillor Pat Witherspoon	1 Nominated Representative. Either Relevant Portfolio Holder responsible for Resources and / or Employment or alternatively, the Leader of the Council. Term: To each RBC AGM No liability issues envisaged.	Councillor Tom Baker-Price Sub: Councillor Matt Dormer
Assembly of the District Councils' Network	Councillor Bill Hartnett (as Leader of the Council)	1 Nomination To represent the Council on the Assembly of this body which is a voice for District Councils within the Local Government Association. The Assembly of the DCN comprises the Leaders of the Member Authorities or equivalent. Term : 1 year No liability issues identified.	Councillor Matt Dormer

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4**21st May 2018

Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) [Also referred to as the LEP Board]	Councillor Greg Chance Redditch BC Sub: Councillor Ian Hardiman, Wyre Forest DC	I (plus 1 Substitute) representing the 3 North Worcestershire District Councils.	Councillor Ian Hardiman (Wyre Forest) Sub: Councillor Matt Dormer
GBSLEP – Joint Committee (Local Supervisory Board)	Councillor Bill Hartnett Leader Ex-officio for Redditch BC Councillor Greg Chance Deputy Leader Ex-officio for Redditch BC	1 Member (Leader) from each constituent Authority plus substitute	Councillor Matt Dormer Sub: Councillor David Bush
GBSLEP - Local Enterprise Partnership - EU Structural and Investment Fund Strategy Committee (ESIF)	Councillor Ian Hardiman (Wyre Forest) Sub: Dean Piper, North Worcs Economic Development & Regeneration (NWEDR)	1 Representative and 1 Substitute from the three North Worcestershire Districts.	Councillor Ian Hardiman (Wyre Forest) Sub: Councillor Matt Dormer
Worcestershire Local Enterprise Partnership (LEP) [also referred to as LEP Board]	Councillor Karen May Bromsgrove District Council Sub: Leader or relevant Executive Committee Member from Redditch or Wyre Forest	1 representative on behalf of the 3 North Worcestershire authorities – required by LEP constitution. Plus 1 substitute	Councillor Karen May Bromsgrove District Council Sub: Councillor Matt Dormer (Redditch) or Councillor Ian Hardiman (Wyre Forest)

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4****21st May 2018**

Worcestershire Local Transport Board (WLTB)	Councillor Ian Hardiman (Wyre Forest) Councillor Gregg Chance (Redditch)	2 representatives from North Worcestershire Councils plus one substitute. 2 representatives not to be drawn from the Council supplying the “main” representative on Worcestershire LEP	Councillor Ian Hardiman (Wyre Forest) Councillor David Bush (Redditch)
Worcestershire Local Enterprise Partnership - EU Structural and Investment Fund Strategy Committee (ESIF) [This is a sub-committee of the Worcs LEP]	Councillor Ian Hardiman (Wyre Forest) Sub: Dean Piper, NWEDR	1 representative from the North Worcestershire Councils and 1 substitute	Councillor Ian Hardiman (Wyre Forest) Sub: Councillor Matt Dormer (Redditch)
Corporate Parenting Steering Group (Worcestershire County Council)	Councillor Joe Baker	1 RBC Representative (elected) <u>Must be relevant Portfolio Holder</u> Until next RBC Annual Meeting. (Monthly meetings – approx. 2 hrs each time – generally Friday mornings – 9.30a.m. start) No liability issues identified.	Councillor Gareth Prosser
Redditch Partnership (Local Strategic Partnership)	Councillor Hartnett Leader by Office	1 Member Representative Leader Term : 1 year No liability issues identified.	Councillor Matt Dormer

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4****21st May 2018**

<p>Redditch Partnership Economic Theme Group</p> <p>(formerly an Executive Panel)</p>	<p>Councillor Bill Hartnett Councillor Greg Chance Councillor Juliet Brunner</p>	<p>3 representatives required, all by office:</p> <ul style="list-style-type: none"> • Leader • Economic Development Portfolio Holder • Shadow Economic Development Portfolio Holder 	<p>Councillors David Bush, Greg Chance and Matt Dormer</p>
<p>North Worcestershire Community Safety Partnership</p>	<p>Councillor Joe Baker</p>	<p>1 representative and one named substitute</p> <p>Term: 1 year</p> <p>Terms of Reference indicate the representative should be the relevant Portfolio Holder. Each district Council has a place on the Partnership Board as an Invitee to Participate.</p> <p>No liability issues identified.</p>	<p>Councillor Gareth Prosser</p>
<p>Waste Management Board</p> <p>(Lead Officer – Guy Revans)</p>	<p>Councillor Debbie Chance (as relevant Portfolio Holder)</p>	<p>1 representative</p> <p>Representative must be a Councillor and relevant Portfolio Holder</p> <p>Term : 1 year</p> <p><u>Note</u>: Meets Friday mornings - 4 times per year</p> <p>No liability issues identified</p>	<p>Councillor Brandon Clayton</p>
<p>Worcestershire Health and Wellbeing Board</p>	<p>Councillor Margaret Sherrey, Bromsgrove DC</p> <p>Sub: Councillor C Rogers (Wyre Forest)</p>	<p>1 representative and 1 substitute from North Worcestershire Councils</p>	<p>Councillor Gareth Prosser</p>

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Health Improvement Group	Councillor Bill Hartnett Sub: Councillor Pat Witherspoon	1 RBC Representative (Elected) Relevant Portfolio	Councillor Gareth Prosser Sub: Councillor Brandon Clayton
Place Partnership	Councillor John Fisher (Relevant Portfolio Holder) Kevin Dicks – Chief Executive	1 RBC Elected Member representative <u>Must be relevant Portfolio Holder (function to include Corporate Property (asset) Management)</u> 1 Officer Representative - Chief Executive Appointments by Office. Both representatives are able to nominate substitutes to attend Shareholder meetings in their absence.	Councillor Matt Dormer
West Midlands Combined Authority Board	Councillor Bill Hartnett Sub: Councillor Pat Witherspoon	1 nomination and one substitute Leader by office	Councillor Matt Dormer Sub: Councillor David Bush
West Midlands Combined Authority Housing and Land Delivery Board	Councillor Mark Shurmer (Relevant Portfolio) November 2017	1 RBC Representative (Elected) Relevant Portfolio <u>Must be relevant Portfolio Holder (function to include Housing and/or Land Use)</u>	Councillor Matt Dormer Sub: Councillor Craig Warhurst

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4**21st May 2018**LOCAL APPOINTMENTS**

West Midlands Combined Authority Audit Committee	Councillor John Fisher Sub: Councillor Mark Shurmer	1 nomination and one substitute Must be members of the majority group	Councillor Baker-Price Sub: Councillor Craig Warhurst
West Midlands Combined Authority Overview and Scrutiny Committee	Councillor Nina Wood-Ford Sub: Councillor Jenny Wheeler	1 nomination and one substitute Must be members of the majority group and ideally members of O&S	Councillor Chalk Sub: Councillor Julian Grubb
Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) – Joint Scrutiny Board	Councillor Pat Witherspoon Councillor Mark Shurmer (alternate)	1 representative and 1 substitute Term: 1 year	Councillor Michael Rouse Sub: Councillor Julian Grubb
Health Overview and Scrutiny Committee (Worcestershire County Council)	Councillor Nina Wood-Ford	1 representative (Must be a member of Redditch Borough Council's Overview and Scrutiny Committee). Term: 1 year. Comprises 8 County Councillors and 6 District Councillors who scrutinise the local NHS and are consulted by the NHS on any proposed substantial changes to local health services.	Councillor Michael Rouse
Redditch Highways & Transportation Forum Members Discussion Group (Worcestershire	Councillor Pat Witherspoon Councillor Michael Chalk	Up to 2 Representatives (Must be Councillors) Term: To RBC AGM Role is that of non-voting observers only. No liability issues identified.	Councillors Michael Chalk and Pat Witherspoon

REDDITCH BOROUGH COUNCIL**Annual Council Appendix 4**21st May 2018

County Council)			
Worcestershire Local Access Forum (Worcestershire County Council)	Councillor Pat Witherspoon Membership comprises 1 County Council Member; one Member from North District Councils and one Member from the Southern Districts Bromsgrove DC do not participate.	1 nomination from north Worcestershire District Councils (must be a Councillor) Term : 1 year (Note: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.) No liability issues identified.	Councillor Julian Grubb (Redditch)
Redditch Eastern Gateway Steering Group (Contact Officer Simon Jones)	New 2018	1 Representative to be a ward member for Winyates Ward Term : 1 year Group of local stakeholders set up by Stratford on Avon District Council to consider proposals regarding the Eastern Gateway Development as to reserved matters and routing strategy/survey. No liability issues identified.	Councillor Anthony Lovell
Town Centre Partnership (Lead Officer – Lyndsey Berry)	Councillor Jenny Wheeler Councillor Anita Clayton	2 Representatives (must be Councillors – one from each Political Group) Term : 1 year No liability issues identified.	Councillors David Bush and Jenny Wheeler Sub: Councillor Matt Dormer
Citizens Advice Bromsgrove and Redditch	New 2016 2017 No appointments made	1 representative and 1 substitute Appointments will be trustees	No appointments made in 2018

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		of the CAB which is a charitable company limited by guarantee Term: 3 years	
Disability Action Redditch	Councillor Natalie Brookes Councillor Gareth Prosser	2 Representatives Must be Councillors Term : 1 year Advised advisory and representative only, no decision-making role. No liability issues identified.	Councillors Anita Clayton and Yvonne Smith
Redditch Co-operative Homes	Councillors Pat Witherspoon, Bill Hartnett, Antonia Pulsford (and one vacancy)	4 Nominations (must be Councillors) Term : 1 year Nature of representation: to primarily represent the Organisation and not the Borough Council. Notified in 2014 that only 4 nominations were now required Liability appears to be limited providing there are no breaches of duty or trust.	Councillors Bill Hartnett Antonia Pulsford, Craig Warhurst and Pat Witherspoon
Redditch One World Link Executive Committee	Councillors Rachael Smith and Natalie Brookes	2 Representatives Nominations should not include the Mayor who is a Member ex-officio*. Term : 1 year Liability appears to be limited, provided there are no breaches of duty or trust.	Councillor Joanne Beecham and one vacancy

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St Stephen's Church, Redditch Project Group (Lead Officer – Lyndsey Berry)	Councillor Pat Witherspoon	1 Member Representative (Must be a Councillor) Term: not specified by Group but suggest AGM to AGM. Day time meetings. Full nature of role and issues of liability not determined. Advised in 2010 the Group was seeking legal advice regarding measures to indemnify Project Group members. No update received to date.	Councillor Julian Grubb
PATROL Traffic Penalty Tribunal (Civil Parking Enforcement)	Councillor Joe Baker	1 Representative plus 1 Deputy (must be Councillors) Term: AGM to AGM No liabilities identified / unlikely to be any liabilities.	Councillor Julian Grubb
'Where Next' Association	Councillor Wanda King Councillor Matt Dormer	2 Representative must be Councillors – 2 <i>places variation previously agreed</i> Term : 1 year to Council's AGM Nature of representation: to represent the Borough Council. Liability appears to be limited.	Councillors Matt Dormer and Wanda King
Tardebigge Relieve in Need and Sickness Charities	Councillor David Thain To AGM 2018	2 Representatives, but only one position to appoint to at this meeting.	Councillor Gemma Monaco

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		<p>Term: 4 years</p> <p>The charities are governed in accordance with the Charity Commission Scheme and strict rules apply.</p>	
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Redditch Borough Council**18th June 2018****Agenda item no. 6 – Questions on Notice****1. From Councillor Joe Baker to the Leader:**

As we are all aware the last administration under Councillor Hartnett championed equality and diversity and did a large number of events and policies that showed this Council to be forward thinking and a leading role model, we even won an award to show this. Could the Leader please advise the Council and our residents that he will continue with the good record this Council holds in regards to its equality and diversity policies and assure us that he champions these sectors in our community?

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Audit, Governance & Standards Committee

Thursday, 26 April 2018

MINUTES

Present:

Councillor Jane Potter (Chair), Councillor Tom Baker-Price (Vice-Chair) and Councillors Michael Chalk, Andrew Fry, Mark Shurmer, Yvonne Smith, David Thain and Pat Witherspoon

Dave Jones – Independent Member for Audit and Governance (non-voting co-opted member of the Committee)

Also Present:

Richard Percival (Grant Thornton)

Officers:

Andy Bromage, Lisa Devey, Claire Felton, Chris Forrester and Jayne Pickering.

Democratic Services Officers:

Jess Bayley and Louise Morris

91. APOLOGIES AND NAMED SUBSTITUTES

Apologies were submitted on behalf of Councillor Natalie Brookes and by Feckenham Parish Councillors Alan Smith and Slade Arthur.

92. DECLARATIONS OF INTEREST

There were no declarations of interest.

93. MINUTES

Reference was made to the following comment in the 1 February 2018 minutes;

.....
Chair

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'The number of high priority recommendations and the extent to which the number was acceptable for the local authority. Officers advised that this did not cause undue concern.'

Members felt that this wording was slightly dismissive as the Committee did have concerns and monitored the response. Following discussion it was confirmed that whilst the matter was still important for the local authority to address, the minutes had reflected the discussion that had taken place and were therefore accurate.

RESOLVED:

That the minutes of the Audit, Governance and Standards Committee held on the 21 September 2017 and the minutes of the Audit, Governance and Standards Committee held on the 1 February 2018 be confirmed as a correct record and signed by the Chair.

94. MONITORING OFFICER'S REPORT - STANDARDS REGIME

The Head of Legal, Equalities and Democratic Services and the Monitoring Officer introduced the report. It was confirmed that a number of enquiries that had been received regarding the role of Members on the Planning Committee and the rules around Declaring an Interest and issues of biased and/or predetermination. There had been no complaints as there had been no breach in the code of conduct by Members. There had been no further training undertaken but there would be a programme of Member training activity post elections. Members' advice on any training needs was sought. Regarding the issue of substitutes the Head of Legal, Equalities and Democratic Services and the Monitoring Officer referred to conversations about the constitution and potentially the need to ensure that substitutes be named from the outset as this would be more professional and transparent for the public.

Members suggested that the Group whips would be able to arrange this.

RESOLVED:

That the Monitoring Officer's Report – Standards Regime, be noted.

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95. GRANT THORNTON - UPDATE REPORT

Mr Richard Percival, Grant Thornton, presented the Audit Progress Report and Sector Update. The report provided a summary of progress to the end of March 2018. It was highlighted that;

- A pre-audit visit had been undertaken and the outcomes were included.
- Work had been completed as had been planned at this stage.
- There were no concerns raised by auditors in their initial work.
- Conversations had been held with The Executive Director Finance and Resources and information was being assimilated.
- Housing Benefit matters would be discussed later in the meeting.
- The National Audit Office had considered the financial sustainability of local authorities. It was reported that the future was now less certain than the review in 2014.
- There had been interesting consideration of the variation in local authority reserves. Reference was made to the Section 144 notice issued at one local authority which indicated that it was at risk of failing to balance its books this financial year.
- The Department for Communities and Local Government advice to ministers in 2015 drew on more comprehensive evidence and multiple short term funding had been announced, there was not a long term funding plan for Local Authorities.
- The Public Sector Audit Appointments Report had highlighted that delivering an audit opinion by the 31 July was the biggest challenge. Seventeen percent of local authorities had unqualified accounts by the 31st July and a significant proportion of local authorities had work completed past this deadline. There was still work to be undertaken to ensure a seismic shift in the timeframe.

Mr Jones, the Independent Member for Audit and Governance, sought reassurance that the Council would be compliant with the General Data Protection Regulation (GDPR).

Mr Percival explained that this had not been directly considered by External Audit, however the Executive Director Finance and Resources confirmed that the Head of Business Transformation had done significant work on this area. The Corporate Management Team had undertaken training and training was now being rolled out to every member of staff. There was a clear plan in place.

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Reference was made to the need for Members to register as Data Processors and Officers were asked if they had all done so.

The Senior Democratic Services Officer confirmed that not all Members had registered but this was being promoted and Data Protection would be part of Member Induction training sessions. The training would include consideration of the new legislation and how to register. Members were advised to contact Democratic Services for advice on the matter and support, if needed, in completing their registration.

Following further discussion the Executive Director Finance and Resources confirmed that registering was the approach being advised and encouraged by the Monitoring Officer at Redditch Borough Council.

RESOLVED:

That the Audit Progress Report and Sector Update be noted.

96. GRANT THORNTON - AUDITING STANDARDS - COMMUNICATING WITH THE AUDIT, GOVERNANCE AND STANDARDS COMMITTEE

Mr Percival introduced the report detailing the communication with the Audit, Governance and Standards Committee during the Audit year 2017/18. The Committee was invited to consider the management responses and confirm satisfaction with the arrangements and that they fitted with Members' knowledge of what had taken place.

The Chair raised concerns about what had occurred in respect of Housing Capital and further assurances were sought.

The Executive Director Finance and Resources explained that this was a sensitive issue with Officer employment implications. An internal audit report would be presented to a future meeting of the Committee detailing the various improvements that had been made. The report was currently in draft form and a specific date for when the Committee would receive it could therefore not be provided.

Mr Percival confirmed that the external auditors were aware of the approach taken in relation to dealing with the issue and the progress that had been made.

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Following requests from Members for further assurances, Mr Percival confirmed that the external auditor's responsibility was to ensure that the Council's financial statements were free from material fraud.

The Executive Director Finance and Resources confirmed that the amount was approximately £900k. Reassurance was provided that the report from the internal audit team would be comprehensive. This was given by internal audit and the Executive Director of Finance and Resources.

The Independent Member, referred to the onus on internal audit. The procedures for reporting irregularities and assessing the effectiveness of the system were queried and the Head of Internal Audit confirmed that the internal auditors were attuned to potential fraudulent activity and the risks associated. The internal auditors were looking at specific areas and possible trends. The National Fraud Initiative had clear policies and procedures around for example whistleblowing and anti-fraud and corruption. Areas would be assessed for risk as part of the overall review. The risks were higher in certain areas. Any identified concerns would be highlighted to management and then to the Committee. The case was a good example of an issue being picked up during routine audit. Senior management had been involved in discussions.

The Executive Director Finance and Resources referred to the irregularities in the letting of contract. The contract and procurement rules had been revised and there had been training for staff around ordering and purchasing. Controls to identify and mitigate possible fraud were put in place but it was important to note that the audit report did not say that fraud had taken place.

The Independent Member queried the process if fraud did occur and how this would be escalated up and the Executive Director Finance and Resources explained that if any irregularity was identified the internal auditor would raise this directly with herself or the Chief Executive.

In response to a query regarding the savings that had not been identified in a high level of detail, it was clarified that this had been resolved and External Audit had been provided with a full breakdown.

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RESOLVED:

That the Committee note the Auditing Standards report for 2017/18 from the Councils External Auditors, Grant Thornton and management responses.

97. GRANT THORNTON - CERTIFICATION WORK REPORT 2016/17 (HOUSING BENEFIT SUBSIDY AUDIT)

The Executive Director Finance and Resources introduced the Assistant Financial Support Services Manager responsible for Quality and Improvement and Welfare Support Development and clarified that the Housing Benefit Subsidy claimed for 2016/17 totalled £23.2 million and over twelve thousand transactions had taken place. The Department for Work and Pensions had no level of materiality so there was no margin for error within the system and through the audit process key actions were identified each year. If there was evidence of error in one case it was assumed all other cases could be wrong. There had been a full system conversion as the Bromsgrove and Redditch claims systems had been brought together providing more functionality. There was a ninety three percent accuracy rate and no concerns. A number of improvements had been made for example more staff training and flagging up staff weaknesses and providing training to specific members of staff when required. Financial support to implement changes in the system had been provided by the Department of Work and Pensions.

The Assistant Financial Support Services Manager confirmed that the extra resource enabled more checks to be conducted. Over four hundred checks had been completed during 2017/18.

Mr Percival referred to the snowball effect of the audit process. If in year one an error was identified this would lead to further testing. It would take three years to work the errors out of the system. It was hoped that the volume of work would reduce and the audit fee could come down.

Members' queried the impact of universal credit and it was confirmed by Mr Percival that there was no indication that Housing Benefit subsidy would disappear from local authorities' responsibilities and no indication that Universal Credit would replace Housing Benefit in its entirety.

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In response to the Chair's query it was confirmed by the Assistant Financial Support Services Manager that Civica was the system used by the Council to process Housing Benefit claims.

The Chair sought reassurances that the higher number of errors than expected would improve.

Mr Percival explained that he could not give false assurance that the number of errors would go down, improvements would take time to work through the system.

In response to the Independent Member's question regarding the cost of additional auditing Mr Percival explained that estimates based on other local authorities of a similar size with a housing benefit revenue account demonstrated that the costs for Redditch Borough Council were comparatively high and he was keen for these costs to come down. Although there may be failures in the audit testing, there was not a failure to act on the issues raised but this took time to work through the system. In response to further questioning it was clarified by Mr Percival that there was always a risk of human error as individuals had to input data, although he was keen to see errors come down. It was important to recognise that the Accessors were often working in difficult circumstances, managing people in distress.

The Assistant Financial Support Services Manager gave the example of somebody inputting 23p rather than 32p creating a 9p error. Forty cases had been checked and no significant errors had been discovered.

Mr Percival emphasised that of the £23.2 million Housing Benefit Subsidy, a total of £538 in errors had been identified. An error of a few pence meant that auditors were obliged to test a sample of forty cases.

Members referred to the time spent on this work and Mr Percival explained that there was strict compliance required and the Department for Work and Pensions left very little to discretion. If there was an isolated incident, further testing might show the situation was acceptable but further testing could show more errors which would mean the audit would be ongoing.

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RESOLVED:

That the Committee note the Audit Letter and the ongoing plans to continuously improve the quality and accuracy of assessment and data input.

98. COMPLIANCE TEAM UPDATE REPORT

The Executive Director Finance and Resources provided the Compliance Team update to the Committee. The news was positive. Following the transfer of benefit fraud to the Department of Work and Pensions in 2016, the Council had decided to keep the Compliance Team. The team was self-funding and had generated income of £938,934, with a percentage going to the Borough Council, fire, the police and the County Council. The role of the team had developed to include verification of on-going entitlement to Council Tax discounts, exemptions and reductions and the use of data and intelligence to identify missing and undervalued business premises. There had been discussion about what other areas the Compliance Team could investigate going forward to generate income and find people liable.

The Chair congratulated the team on the work undertaken.

In response to Members queries regarding the financial support for the Compliance Team, the Executive Director Finance and Resources confirmed that the County Council provided £50K to support the Compliance Team and there would be more money allocated from central government which would secure extra staffing for the team.

Members suggested the team should look at the issue of subletting and The Executive Director Finance and Resources explained that this was an area the team were interested in exploring going forward.

In response to a question from the Independent Member, the Assistant Financial Support Services Manager clarified that Housing Benefit Subsidy allowed the Council to claim an additional forty percent or one hundred percent on Housing Benefit overpayments collected, meaning income of £1.40 or £2 was generated for the authority per pound.

Members asked if there would be a rolling programme of work and how the team would broaden its work to achieve maximum income.

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The Assistant Financial Support Services Manager explained that this work was in development and could include student exemption and Council Tax disregards. There were two specialist fraud investigators who could look at housing tenancy fraud and subletting.

The Executive Director Finance and Resources confirmed that thirty percent of Council Tax payers were claiming single person discount which was a comparatively high proportion so there was a potential to identify fraud in this area.

In response to Members' questions it was explained that the District and Borough Councils had agreed to waver Council Tax for care leavers and were waiting for the County Council to advise who these young people were and where they were living.

RESOLVED:

That the Compliance Team Update report be noted.

99. INTERNAL AUDIT PROGRESS REPORT

The Head of Internal Audit explained that there had been a number of Audit Summary updates reported. The Committee's attention was brought to page 94 of the agenda which discussed the Records Management review which had received a limited level of assurance. Page 115 of the agenda discussed the recommendations and provided an update on progress made. A number of audit days had not been delivered against the overall Audit Plan target but this had had no effect on the overall coverage of the Plan for 2017/18. A number of areas would be reported on in due course. Other areas would be followed up to ensure the findings were fully addressed and the recommendations implemented. A couple of areas had progressed since the report was written, for example regarding the Palace Theatre due to the number of staff that were volunteers, a possible resilience issue had been identified and there were still some challenges that needed to be addressed. Regarding Pitcher Oak Golf Course the two priority areas had now been improved. St David's House, which had received moderate assurance, had addressed the high priority and four medium priority recommendations. There was still some work undergoing to ensure appropriate staff induction training. Action plans agreed to address risks identified were summarised from page 110 of the agenda.

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In response to a question from the Chair it was confirmed that the Matrix contract had been extended for 12 months, therefore the follow up would be scheduled for towards the contract expiry date in April 2019, rather than in April 2018 as stated in the report.

The Chair queried why there had not been follow up on Worcester Regulatory Services since August 2017 and the Head of Internal Audit confirmed that an audit was currently taking place and the outcome would be reported back to the Committee in due course

In response to Members' queries it was confirmed by the Head of Internal Audit that;

- When there was satisfaction that the points had been addressed the entry would come off the matrix.
- The team aimed to deliver ninety percent of the 2017/18 Internal Audit Plan but this had not been achieved as four staff had left which had had an impact on delivery. Staff had since been recruited and the team was now fully staffed and would therefore hopefully hit the target set going forward.

RESOLVED:

That the Internal Progress Report be noted.

100. INTERNAL AUDIT - FINAL AUDIT PLAN 2018/19

The Head of Internal Audit shared the 2018/19 Internal Audit Plan report. There had been an explanation of the Plan and how it would be delivered over the next twelve months at the February 2018 Committee meeting. There had been no material changes to the plan and it picked up the key risks. It had been discussed by the Senior Management Team. There could be a requirement to revisit the plan in six months' time to make sure that it continued to be fit for purpose. Any changes to address any emerging risks would be brought to the Committee. The Key Performance Indicators were included.

The Director of Finance and Resources confirmed that the Plan had been brought to the Committee in February 2018 and shared with the Corporate Management Team.

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RESOLVED:

That the Committee approve the 2018/19 Audit Plan and the Key Performance Indicators.

**101. CORPORATE GOVERNANCE AND RISK UPDATE REPORT
(INCLUDING SECTION 11 ACTION MONITORING)**

The Executive Director Finance and Resources introduced the Corporate Governance and Risk report which provided an update on the S11 recommendations. The preparation of accounts recommendations had been resolved however there remained a couple of improvements identified in relation to budget monitoring. Officers were implementing improvements and it was anticipated that these would address the auditor's recommendations. This would be included in the Audit Opinion to the Committee in July 2018. In relation to the risk register, Members were advised that as the Executive had approved the risk management strategy at their latest meeting, the corporate risk register was under development and the Committee would receive this at the next meeting.

RESOLVED:

That the Committee note the progress to the S11 recommendations.

102. FINANCIAL SAVINGS MONITORING REPORT

The Executive Director Finance and Resources, presented the monitoring of the savings for 2017/18. The Council had been required by the External Auditors to monitor the savings better going forward. An efficiency plan was agreed in October 2016 and the budget set in February 2017. The efficiency plan was therefore superseded by the budget set for 2017/18. It was anticipated that the Council would achieve an extra £266k in addition to what had been predicted in the savings plan for 2017/18. Quarter 3 monitoring however did not show a favourable position for the local authority overall but officers had been working to reduce the impact of the overall cost pressures.

It was suggested that the Committee should be monitoring savings against the total budget.

The Executive Director Finance and Resources confirmed that monitoring of savings was being delivered in the way expected. It

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was advised that in future reports a table could be added in the report which showed the overall picture for the Council. In response to further questioning it was confirmed that the Committee received similar information as the Executive but the Executive did not have a detailed savings plan.

In response to a question from the Independent Member, the Executive Director Finance and Resources clarified that in 2016/17 there had been a significant underspend. In 2017/18 budgets had been overestimated. Savings had been drawn down and budgets would be reset going forward.

RESOLVED:

That the Committee note the Projected Financial Savings Monitoring Report 2017/18.

103. COMMITTEE WORK PROGRAMME

The Senior Democratic Services Officer alerted the Committee to the intention to combine the Committee training session with the Statement of Accounts Briefing on the 9th July 2018 as the Statement of Accounts would need to be considered at the first Committee meeting of the new municipal year.

The Independent Member queried if the feedback from the Risk Management Group and an update on the Crossgates Depot could be included on the Work Programme and the Executive Director Finance and Resources confirmed that the Corporate Risk Register and updates would be included at the next meeting.

The Chair thanked all for attending the meeting and for their support during the year.

RESOLVED:

That the Work Programme be approved by the Committee subject to the following that;

- **An update on the Risk Management Group to be brought to the next meeting.**
- **The Corporate Risk Register to be brought to the July meeting.**
- **An update on the Crossgates Depot to be programmed.**

**Audit,
Governance &
Standards
Committee**

Thursday, 26 April 2018

The Meeting commenced at 7pm
and closed at 8:17pm

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Licensing Committee

Monday, 5 March 2018

MINUTES

Present:

Councillor Pat Witherspoon (Chair), Councillor Andrew Fry (Vice-Chair) and Councillors Tom Baker-Price, Roger Bennett, Natalie Brookes, Anita Clayton, Gay Hopkins, Antonia Pulsford and Jennifer Wheeler

Officers:

Dave Etheridge and Timothy Bishop

Committee Services Officer:

Sarah Sellers

17. APOLOGIES

Apologies for absence were received from Councillor Pattie Hill and Councillor Rachel Smith.

The Chair welcomed members of the Redditch Taxi Association to the meeting, and confirmed the advice given prior to the start of the meeting that the procedure rules for the Licensing Committee did not provide for any public speaking.

18. DECLARATIONS OF INTEREST

There were no declarations of interest.

19. MINUTES

In relation to Minute number 16 from 6th November 2017, Councillor Roger Bennett updated Members on progress with the taxi rank sign at the bus station which was being progressed with the County Council. The Chair stated that Councillor Pattie Hill had been looking into the issue of taxi signage at the railway station, and this was also being progressed with the County Council.

RESOLVED that

.....
Chair

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the Minutes of the meeting of the Licensing Committee held on 6th November 2017 be confirmed as a correct record and signed by the Chair.

20. GAMBLING ACT 2005 - REVIEW OF STATEMENT OF PRINCIPLES

The Licensing Committee were asked to consider a report which presented a draft revised Statement of Principles under the Gambling Act 2005.

The Senior Practitioner (Licensing) ('SPL'), Worcestershire Regulatory Services (WRS) introduced this item and explained the statutory requirement for Local Authorities to renew their Statement of Principles every 3 years.

The SPL stated that the Council's existing Statement of Principles had come into force on 31st January 2016 and would expire on 31st January 2019. The revised draft Statement of Principles had been prepared for the purpose of consultation with relevant parties. Following consultation the revised draft Statement would need to be approved by Council to come into force by 31st January 2019.

The SPL explained that the revised draft Statement of Principles took into account changes to the Gambling Commission's Licence Conditions and Codes of Practice.

The SPL referred the Members to the revised draft Statement of Principles at Appendix 1 of the report, on which the changes had been marked in red, and in doing so highlighted that the main changes that had been made were:-

- The inclusion of a new section that set out information about the Gambling Commission and its responsibilities;
- The inclusion of a new section on the links between Public Health and gambling related harm;
- More detail regarding regulation by the Council of gambling in clubs and alcohol licensed premises;
- The inclusion of new sections in relation to Unlicensed Family Entertainment Centre Permits and Prize Gaming Permits;
- More detail regarding the role and responsibilities of the Council in relation to Small Society Lotteries.
- Changes to the section on Local Area Profile to reflect the fact that the Local Area Profile will have been introduced by January 2019.

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The SPL confirmed that consultation on the revised draft Statement of Principles would take place with West Mercia Police, the Gambling Commission, responsible authorities identified under the Act, trade associations, Public Health, organisations working with people who are problem gamblers, Parish Councils and the general public.

The consultation would be advertised in the local press and via social media and would last for 10 to 12 weeks. A further report would be brought back to Licensing Committee to notify members of the outcome of the consultation.

The SPL responded to Members questions and clarified the position that no licence is required for the playing of bingo in residential settings and that such activity is acceptable provided that it is conducted in compliance with the relevant rules. As such the Statement of Principles under the Gambling Act would not be directly relevant to this type of activity.

Members noted the additional wording that had been included in the Statement to cover public health issues and the link to gambling related harm, and welcomed the inclusion of this extra information.

Members requested that the SPL amend a small number of factual inaccuracies in the document including the reference to the population of Redditch as being the smallest in Worcestershire on page 15 and some of the district names included on the map on page 46.

Subject to those minor amendments, Members approved for the purpose of consultation the revised draft Statement of Principles.

RESOLVED that

the revised draft Statement of Principles at Appendix 1 to the report be approved for the purpose of consultation with the relevant parties.

21. FURTHER CONSIDERATION OF RECENT AMENDMENTS TO HACKNEY CARRIAGE AND PRIVATE HIRE DRIVER LICENSING POLICY

Following on from the Licensing Committee meeting held on 6th November 2017, and in light of feedback received from taxi drivers at the recent Taxi Liaison Forum, Members received a report inviting them to give further consideration to the additional requirements introduced in relation to driver training and testing.

As set out at paragraphs 3.5 to 3.7 of the report, at their meeting on 6th November 2017 the Licensing Committee had decided to amend

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the policy for the licensing of Hackney Carriage and Private Hire drivers with effect from 01 December 2017. Specifically, the Members had introduced a new requirement for licensed drivers to undertake disability awareness training and driving standards assessments every three years. It was noted that these changes had been introduced in response to recommendations from the Overview and Scrutiny Board, Improving Disabled Peoples Access to Redditch Taxi Fleet Task Group.

The subsequent discussion focused on the advantages to the public and to the drivers of the new requirements for disability awareness training and driving standards assessments, as opposed to the cost, and whether this could be regarded as burdensome for the drivers under the amended policy. Two members of the Licensing Committee who had been involved in the scrutiny task group emphasised the importance of the work of the task group in highlighting problems with transport that disabled residents had been experiencing. It was further noted that the level of general awareness around the needs of disabled passengers appeared to have been raised with better engagement now with the drivers through the Redditch Taxi Association.

The Senior Practitioner (Licensing) Worcestershire Regulatory Services ('WRS') explained to the Committee that there were 2 main areas of concern that had been raised by the Redditch Taxi Association on behalf of their members. These were firstly, the cost of having to attend the training and the time element involved which for taxi drivers would equate to a loss of earnings. Secondly, that the taxi drivers felt the imposition of the new requirements was disproportionate and unjustified.

In further discussion members noted the following points:-

- That the amended rules introduced on 01 December 2017 would have financial implications for the taxi drivers and this in turn raised issues about affordability;
- That there may be other alternatives such as not charging for the training/assessments, or only charging on the first occasion for each driver;
- That a different approach would be to target the training to situations where there had been concerns or complaints, as opposed to making the training a standard requirement for all drivers.

Members commented on the need to have more information about financial implications before making any decision to change the policy. Legal advice was given that any amendments to the policy would have to be consulted on. As to funding, the SPL advised

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members that the training was provided externally and that this would have to be taken into consideration in relation to any changes to the fee arrangements.

Members were in agreement that further information was needed to enable them to discuss alternative options at a future meeting.

RESOLVED that

1. **Officers be tasked to investigate:-**
 - (i) **alternative ways of funding the disability awareness training and driver assessment tests (as opposed to drivers paying the fees); and**
 - (ii) **all options regarding the targeting of disability awareness training/driver assessment tests**
2. **That officers provide a report on the outcome of these investigations to the Licensing Committee.**

22. UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS FROM "IMPROVING DISABLED PEOPLE'S ACCESS TO REDDITCH TAXI FLEET" TASK GROUP

Members received a report which gave an update on the implementation of the recommendations from the Overview and Scrutiny Committee's Improving Disabled People's Access to Redditch Taxi Fleets Task Group. It was noted that the Licensing Committee had agreed to adopt the recommendations of the Task Group in July 2016.

The Senior Practitioner (Licensing), Worcestershire Regulatory Services (WRS) summarised for Members the position in relation to the 7 recommendations as follows:-

Recommendation 1(a): The SPL reminded Members that the policy regarding the age criteria for Wheelchair Accessible Vehicles ("WAV"s) had been amended with effect from 01 December 2017 to allow vehicles up to the age of 6 years to be licensed. Previously only brand new vehicles had been eligible to be licensed. In the period since the change was made, 2 additional WAVs had been licensed.

Recommendation 1 (b): The SPL advised that following discussion with the licenced trade it had been agreed that information regarding how to make a complaint or express a compliment would be included on the small internal licence plate that is displayed on all vehicles. The proofs of the new design had been received and WRS officers would be looking to phase in the new licence plates as soon as existing stocks were used up.

Licensing Committee

Monday, 5 March 2018

Recommendation 2: It was noted that Members had already discussed the issues around the introduction of compulsory disability awareness training and driving standards assessments under agenda item 5, and that this element was going to be subject to further review in light of the feedback from the licensed trade.

Recommendation 3: The SPL advised that plans to start the recommended media campaign had been overtaken by events when the government had introduced sections of the Equality Act 2010. The SPL reported that officers would be looking to launch a media campaign in the spring which would pick up on the issues around accessibility for wheel chair users alongside promotion of the new plates including the complaints and compliments information for passengers.

Recommendation 4: The SPL advised that this recommendation, which had been to maintain a list of drivers who operate WAVs, had also been affected by the introduction of the provisions in the Equality Act 2010. Under the legislation Redditch Borough Council would be operating a list of designated (wheelchair accessible) vehicles and this had been introduced. The SPL confirmed that the list was available on the website for WRS and could also be accessed from the Redditch Borough Council website.

The SPL responded to Member comments that the list was not easy to find on the website and confirmed that officers would be looking to see whether this could be improved. It was noted that the list includes names and details but that it would not be possible to automatically include contact numbers without express permission due to the Data Protection Act.

Recommendation 5: The SPL confirmed that a review of conditions attached to private hire operator licences had been carried out comparing the position in Redditch with other councils in Worcestershire. The review had found that the conditions were broadly consistent. The SPL advised that this was an area where further work was planned to look at conditions across the West Midlands and it was hoped that in the longer term this could contribute to improving consistency and the development of regional standards.

Recommendations 6: In reporting back on this item the SPL commented that trying to gauge the effectiveness of Disability Awareness Training is hard to measure. The level of complaints had continued at a low level which was to be welcomed, although there was the question of whether passengers had information about how to complain. The level of complaints would be kept under review following the introduction of the new signage.

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The SPL answered questions from Members and in doing so confirmed that:-

- All licensed drivers had been informed of the changes introduced by the Equality Act 2010 via a newsletter;
- That specific documents on the new equality duties had been provided for the holders of WAV licences;
- There was very little evidence in terms of any poor treatment of disabled passengers, with the one exception of an incident when a driver had refused to take a passenger with a guide dog.

RESOLVED

that the contents of the report be noted.

23. WORK PROGRAMME

The Committee considered the Licensing Committee Work Programme.

In terms of forthcoming reports, it was noted that a report on the options for Disability Awareness Training and driving standards assessments would be added to the work programme as discussed under agenda item 5.

The SPL stated that a further topic for consideration would be an increase to the Hackney Carriage Tariff as this had not been looked at for some time, and that the Age Exemption Policy would be reviewed later in the year.

RESOLVED

that the Licensing Committee Programme 2017/2018 be noted.

The Meeting commenced at 7.00 pm
and closed at 8.06 pm

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Planning Committee

Wednesday, 14 March 2018

MINUTES

Present:

Councillor Andrew Fry (Chair), Councillor Yvonne Smith (Vice-Chair) and Councillors Roger Bennett, Michael Chalk, Matthew Dormer, Jennifer Wheeler and Nina Wood-Ford

Officers:

Amar Hussain, Helena Plant and Sarah Hazlewood

Democratic Services Officer:

Sarah Sellers

68. APOLOGIES

Apologies for absence were received from Councillor Wanda King and Councillor Gareth Prosser. Councillor Pat Witherspoon attended as substitute for Councillor Wanda King.

69. DECLARATIONS OF INTEREST

There were no declarations of interest.

70. CONFIRMATION OF MINUTES OF THE PLANNING COMMITTEE HELD ON 14TH FEBRUARY 2018

RESOLVED that

The Minutes of the meeting of the Planning Committee on 14th February 2018 be confirmed as a correct record and signed by the Chair.

71. UPDATE REPORTS

The published Update Report for the various Applications to be considered were noted.

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Chair

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**72. APPLICATION 2017/00737/FUL - THE FORGE MILL 164
EVESHAM ROAD HEADLESS CROSS REDDITCH B97 5ER**

14 no. one bedroom apartments involving the erection of a new apartment block and conversion of former Forge Mill Public House and associated car parking, green space and infrastructure.

It was noted that the Update Report included further information on the division of section 106 contributions; officers were recommending that the total of £14350 be divided between Worcestershire County Council Highway Authority and towards open space provision.

Councillor Baker-Price, Ward Councillor and Ms Sian Griffiths, agent for the Applicant, addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the development plan and to all other material considerations, authority be delegated to the Head of Planning and Regeneration to grant planning permission subject to:-

a) The satisfactory completion of a S106 planning obligation ensuring:

- (i) a financial contribution for mitigating the impact of the development on the highway network**
- (ii) a financial contribution for informal open space and playing pitches.**

and

b) the Conditions and Informatives detailed on pages 12 to 15 of the main agenda report.

**73. APPLICATION 2018/00044/FUL - LAND ADJACENT TO 55
WEATHEROAK CLOSE WEBHEATH REDDITCH B97 5TF**

New one storey and a half dwelling (Amendment to Application No: 2014/367/FUL to create additional dormer)

Officers clarified that site was located on land in between number 56 and number 55 Weatheroak Close. Officers further clarified that a total of 10 objections letters had been received, and informed Members that in addition to the summary of objections on the Update Report, and on page 18 of the main agenda report, additional objection points had been received as follows:-

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- that a dormer property would be out of keeping with the street;
- that the proposed dwelling would result in an invasion of privacy for number 45 Blackstich Lane;
- that the application should be considered by Planning Committee.

Officers confirmed that all the objections had been considered and the officer recommendation remained as per the main agenda report, that permission be granted.

It was noted that the Update Report also included additional conditions numbered 7 to 9 and that officers were recommending to ensure that the conditions on Application 18/00044/FUL would mirror the conditions under the existing planning permission under reference 2014/367/FUL.

RESOLVED THAT

having regard to the development plan and to all other material considerations, planning permission be GRANTED subject to the conditions detailed on pages 19 and 20 of the main agenda, and conditions 7 to 9 detailed on page 2 of the Update Report.

The Meeting commenced at 7.00 pm
and closed at 7.40 pm

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Planning Committee

Wednesday, 23 May 2018

MINUTES

Present:

Councillor Michael Chalk (Chair), Councillor Gemma Monaco (Vice-Chair) and Councillors Salman Akbar, Joe Baker, Joanne Beecham, Andrew Fry, Bill Hartnett, Gareth Prosser and Jennifer Wheeler

Officers:

Amar Hussain, Helena Plant, Steve Edden, Claire Gilbert and Simon Jones

Democratic Services Officer:

Sarah Sellers

1. APOLOGIES

Apologies for absence were received from Councillor Roger Bennett and Councillor Wanda King. Councillor Beecham attended as substitute for Councillor Bennett, and Councillor Baker attended as substitute for Councillor King.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CONFIRMATION OF MINUTES

RESOLVED that

The Minutes of the meeting of the Planning Committee on 14th March 2018 be confirmed as a correct record and signed by the Chair.

4. UPDATE REPORTS

The published Update Report for the applications to be considered was noted.

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Chair

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**5. APPLICATION 2018/00275/FUL - 18 - 21 PADGETS LANE
SOUTH MOONS MOAT REDDITCH B98 0RB - MR PAUL JONES**

Extensions and alterations to existing units (part retrospective) to include: recladding, insertion of new windows and doors, creation of new entrances to units 18 and 19, demolition of existing mezzanine floors and construction of new mezzanine floors to create new office accommodation.

RESOLVED THAT

having regard to the development plan and to all other material considerations, planning permission be GRANTED subject to the conditions detailed on pages 8 to 10 of the main agenda.

**6. APPLICATION 2018/00339/FUL LAND NORTH OF NASH ROAD
OLD FORGE DRIVE GREENLANDS REDDITCH - MR A PLANT**

Erection of 5 buildings for B1/B2/B8 use of up to 30,745sqm including ancillary office space, together with associated parking, service yards, landscaping, foul and storm water drainage, and new site access from Old Forge Drive.

It was noted that the Update Report included an amended version of condition 11 (Drainage Management) which officers were recommending should be included in place of the original wording set out on page 27 of the main agenda.

Members were reminded that planning permission had previously been granted under a hybrid application to allow the construction of 4 units and associated service roads. The current application set out amended plans for the site to be re-configured from 4 units to 5 with an amended internal road lay-out and a new access point off Old Forge Drive.

Officers advised that the site had been cleared and remediated under the supervision of the Environment Agency and Worcestershire Regulatory Services. In light of the history of the site the proposed scheme included the installation of a drainage system specifically designed to deal with the treatment of surface water.

Mr Andy Plant of the Saint Francis Group, the Applicant, addressed the Committee under the Council's public speaking rules.

In the course of the debate officer answered questions from members on a number of issues including:-

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- That a plan for external lighting had been submitted and approved by WRS;
- That each unit would have separate identified parking areas;
- That the landscaping scheme would address the loss of trees across the whole site and around the new access point, and require re-planting of trees;
- That construction traffic to the site would be regulated through condition 5 under which access to the site for construction traffic would only be permitted from Nash Lane and Old Forge Drive;
- That a noise assessment had been submitted as part of the application which WRS had considered and found to be satisfactory;
- That although not expressly set out in condition 5, the Construction Management Statement included provision for the operating hours of construction to be limited to 8am to 6pm Monday to Friday and Saturday mornings.

RESOLVED that

having regard to the development plan and to all other material considerations, full planning permission be GRANTED

subject to:

the conditions set out on pages 23 to 29 of the main agenda but with the following amendments:-

- 1. That the condition for drainage management (Condition 11) be amended in accordance with the wording in the Update Report as set out below**

DRAINAGE MANAGEMENT

11. Before any unit is first brought into use, a SuDS management plan which includes details on future management and responsibilities, along with maintenance schedules for all SuDS features and associated drainage systems should be submitted to and approved by the Local Planning Authority. This plan shall detail the strategy that will be followed to facilitate the optimal functionality and performance of the SuDS scheme throughout its lifetime.

Reason: In order to ensure drainage conditions that will not create or exacerbate flood risk on site or within the surrounding local area in accordance with Policy 18 of the Borough of Redditch Local Plan No.4.

- 2. That authority be delegated to officers, following consultation with the Chair of Planning,**

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- (i) to amend the final wording of Condition 5 to include reference in the condition to the specific hours of construction of the site; and
- (ii) to verify the external lighting specification is such that light spillage is minimised, mindful of the proximity of the site to residential properties.

**7. APPLICATION 2018/00499/FUL BODYCARE UNIT 19
KINGFISHER SHOPPING CENTRE KINGFISHER WALK
CENTRAL REDDITCH B97 4EY - SPLENDID HOSPITALITY
GROUP/ THE KINGFISHER CENTRE**

Change of use from A1 (Retail) to A3 & A5 (Restaurant and
takeaway)

Installation of new extract and ventilation systems and condensers

Mr Ken Williams from the Kingfisher Shopping Centre (Applicant) addressed the Committee under the Council's public speaking rules.

RESOLVED that

having regard to the development plan and to all other material considerations, planning permission be GRANTED subject to the following conditions set out on pages 34 to 35 of the main agenda.

8. APPEAL OUTCOMES

Members of the Committee considered the report on Appeal Outcomes, and it was RESOLVED that the contents of the report be noted.

In closing the meeting the Chair expressed his thanks to Councillor Andy Fry for his hard work during his tenure as Chairman of the Planning Committee.

The Meeting commenced at 7.00 pm
and closed at 8.15 pm