



Overview and Scrutiny Committee

Mon 16 Dec
2019
6.30 pm

Committee Room Two
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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GUIDANCE ON PUBLIC SPEAKING

The Council has introduced public speaking at Overview and Scrutiny Committee meetings, which allows members of the public to comment on agenda items due to be considered at the meeting.

The total maximum time permitted for public speaking is 15 minutes and the time limit for individual speakers is 3 minutes.

Only those members of the public who have registered to speak in advance of the meeting will be permitted to do so.

To register to speak you must contact Democratic Services by phone on 01527 64252 ext 3268, or by email at democratic@bromsgroveandredditch.gov.uk before 12 noon on the day of the meeting.

When registering to speak you must give your name and contact telephone number and indicate which agenda item you wish to speak about.

**If you have any queries on this Agenda please contact
Jess Bayley or Jo Gresham**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Ext. 3268) / (Ext. 3031)
e.mail: jess.bayley@bromsgroveandredditch.gov.uk
joanne.gresham@bromsgroveandredditch.gov.uk**

Overview and Scrutiny

Monday, 16th December, 2019

6.30 pm

Council Chamber - Town Hall
Redditch

Agenda

Membership:

Cllrs:

Joe Baker (Chair)
Debbie Chance (Vice-Chair)
Salman Akbar
Joanne Beecham
Michael Chalk

Peter Fleming
Andrew Fry
Mark Shurmer
Jennifer Wheeler

1. Apologies and named substitutes

2. Declarations of interest and of Party Whip

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

3. Public Speaking

To invite members of the public who have registered in advance of the meeting to speak to the Committee.

4. Pre-decision Scrutiny Housing / Housing Revenue Account Strategic Improvement Plan Progress Report

Report to follow.

5. Pre-decision Scrutiny - Redditch Council Plan

Report to follow.

6. Pre-decision Scrutiny - Review of the One Stop Shops

Report to follow.

7. Pre-decision Scrutiny - Fees and Charges 2020/21 (Pages 1 - 4)

Report to follow.

Members are asked to note that at a meeting held on 2nd December 2019 the Budget Scrutiny Working Group have made Recommendations in relation to the Fees and Charges report which will need to be considered under this item. An extract from the notes of the group's meeting, which provides further background information in respect of this matter, has been attached for Members' consideration.

Overview and Scrutiny

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8. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 5 - 14)

There has been no Executive meeting since the last meeting of the Overview and Scrutiny Committee and therefore there are no minutes to consider. The Executive Work Programme is attached for Members consideration.

9. Overview and Scrutiny Work Programme (Pages 15 - 18)

10. Task Groups, Short Sharp Reviews and Working Groups - Update Reports

- a) Budget Scrutiny Working Group – Chair, Councillor Wheeler
- b) Parking Enforcement Task Group – Chair, Councillor Mark Shurmer
- c) Performance Scrutiny Working Group – Chair, Andrew Fry
- d) Suicide Prevention Scrutiny Task Group – Chair, Councillor Debbie Chance

11. External Scrutiny Bodies - Update Reports

- a) West Midlands Combined Authority (WMCA) Overview and Scrutiny Committee – Council representative, Councillor Chalk; and
- b) Worcestershire Health Overview and Scrutiny Committee (HOSC) – Council representative, Councillor Chalk.

12. Exclusion of the Press and Public

Should it be necessary, in the opinion of the Chief Executive, 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”.

These paragraphs are as follows:

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

- Para 1 – any individual;
- Para 2 – the identity of any individual;
- Para 3 – financial or business affairs;
- Para 4 – labour relations matters;
- Para 5 – legal professional privilege;
- Para 6 – a notice, order or direction;
- Para 7 – the prevention, investigation or prosecution of crime;
and may need to be considered as ‘exempt’.

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Budget Scrutiny Working Group

Monday, 2 December 2019

MINUTES

Present:

Councillor Jennifer Wheeler (Chair), and Councillors Michael Chalk, John Fisher and Yvonne Smith

Also Present:

Professor Peter Latchford OBE (Black Radley)

Officers:

Chris Forrester and Guy Revans

Senior Democratic Services Officer:

Jess Bayley

5. PRE-DECISION SCRUTINY - FEES AND CHARGES

Members considered the draft fees and charges report for 2020/21. The Chair explained that the report had been provided for the group's consideration in draft form and at this stage the content should be treated as exempt. It was also noted that the group needed to be objective in scrutinising the content of the report and should remain apolitical, in line with national best practice in terms of the scrutiny process.

During consideration of this item Members discussed recommendation 2.1.2 as detailed in the report. Officers confirmed that the recommendation did not refer to services provided by Rubicon Leisure, as the company would set its own fees and charges. Instead the recommendation referred to Leisure and Cultural Services that continued to be provided by the Council. Concerns were raised about the meaning of the reference to remaining "within the industry and regional norms for the activities provided" and whether this would provide an explicit remit to Officers. There was general consensus that Officers should check the wording prior to publication of the report to ensure that the wording achieved the action intended. There was also general agreement that the relevant lead officers for Bereavement Services

.....
Chair

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Working Group

Monday, 2 December 2019

and Leisure and Cultural Services should be invited to attend the meeting of the Overview and Scrutiny Committee on 16th December when the report would be pre-scrutinised so that they could provide some rationale for the proposals in respect of their services.

Reference was also made to the fact that many of the charges included in the report had increased by 0%. In some cases this was confusing as a new charge appeared to have been introduced where there was no charge previously. To provide clarification in respect of this matter Members suggested that “new charge” should be recorded where a new charge had been introduced.

The fees that had been proposed for Dial a Ride were also discussed. Members questioned how these figures compared to the standard fare for a taxi journey. In the report it had been recorded that consultation had been held with customers and the proposed fees had been generally accepted. Further information in respect of this subject was considered useful and Members agreed that the Head of Community Services might be able to help clarify this matter further. However, Officers suggested that it was unlikely that the fees would cover the costs of providing the service or generate income.

The approach that had been adopted to producing the fees and charges report for 2020/21 was also briefly discussed. Officers advised that this year CMT had requested that Officers should take responsibility for setting the fees and charges for their departments. The Financial Services team had therefore collated the responses and incorporated them into the report.

Members noted that in many cases no changes had been proposed to the Council’s fees and charges in the report. Concerns were raised that this could have a negative impact on income, particularly as costs were likely to rise with inflation. However, it was also noted that in some cases Officers would have opted to retain fees at current levels or to reduce or remove them in order for the Council to remain competitive.

Reference was made to the new fees and charges that had been introduced for the Print Service. Officers explained that the team had identified opportunities to sell their services and this would be subject to a fee. However, Members were asked to note that the Council could not compete with the private sector.

The group also discussed the fees that were proposed for Bereavement Services. Questions were raised about the source of the Wesley Music and it was noted that this could be a specific band or associated with the Methodist Church. Members also noted that some charges, such as that for the DVD of the chapel

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service, appeared to have been removed and then reintroduced. Further information to clarify this matter was requested. Members did, however, welcome information that confirmed that the fees for Bereavement Services, like other services in the report, had been rounded up or down to a reasonable figure, rather than including pennies in the price. Members also acknowledged that fees for Bereavement Services had been increased to cover the costs of delivering the service.

During consideration of this item reference was made to the Housing Recharge Policy that had been agreed by Council in November 2019. Members questioned whether tenants would be charged in cases where the damage had been caused accidentally. Officers explained that the policy applied in cases where damage had been caused maliciously and that Officers could use their discretion in applying the policy. However, it was agreed that further clarification would be requested from the relevant lead Officer in respect of this matter.

Reference was also made to the hire products that had been listed under Community Services. It was noted that hire of fire alarms was charged on a weekly basis and Members questioned whether anybody would hire a fire alarm for a couple of weeks. Further information in respect of the rationale for charging on a weekly basis was requested from relevant lead officers.

The group discussed the charges that had been listed for football pitches and facilities. It was noted that there appeared to be new charges replacing an old charging regime, though how these charges related to each other appeared to be unclear. Officers were asked to clarify this further prior to publication of the report.

At the end of the discussions around this item Members noted that they had requested a lot of information. There was general consensus that the group did not have enough information to recommend that the fees and charges contained within the report should be adopted. Members also agreed that the fees and charges report should ideally be drafted in a manner that ensured that the proposed fees and charges were clear, any variances from the previous year were clear and any new charges were clearly stipulated. Members also agreed that it would be helpful in future for the report to be presented in a way that clarified how the old and new fees for a particular service were reconciled and related to one another.

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RECOMMENDED that

more detail should be included in the fees and charges reports in the future and there should be greater reconciliation between the old and new fees for a service in the report to help clarify how they relate to each other.

ACTIONS:

- 1) Officers to check the wording for recommendation 2.1.2 to ensure that it provides the scope to take the action that was intended;**
- 2) the Head of Leisure and Cultural Services, Head of Environmental Services and Bereavement Services Manager to be invited to attend the Overview and Scrutiny Committee meeting on 16th December to comment on the rationale for providing flexibility to officers setting fees and charges for Leisure and Cultural Services and Bereavement Services;**
- 3) the Head of Community Services to be invited to attend a future meeting of the group to discuss fees and charges within her remit;**
- 4) Officers to clarify the origins of the Wesley Music listed for Bereavement Services;**
- 5) Officers to explain the reasons why some charges for Bereavement Services appear to have been removed and then reintroduced in the report;**
- 6) Officers to clarify whether tenants would be charged, under the Housing Recharge Policy, in cases where damage had been caused to a Council property accidentally;**
- 7) Officers to clarify why the Council charges for people to hire fire alarms on a weekly basis; and**
- 8) Officers to clarify how the old charges for football pitches and facilities relate to the new charges for these services.**

The Meeting commenced at 6.00 pm
and closed at 8.50 pm

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

1 January 2020 to 30 April 2020

(published as at 2nd December 2019)



This Work Programme gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months. "Key Decisions" are ones which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: democratic@bromsgroveandredditch.gov.uk

The Executive Committee's meetings are normally held at 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527) 64252, ext: 3268 to make sure it is going ahead as planned. If you have any other queries, Democratic Services Officers will be happy to advise you. The full Council meets in accordance the Council's Calendar of Meetings. Meetings commence at 7.00pm.

EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Matthew Dormer, Leader and Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships
Councillor David Thain, Deputy Leader and Portfolio Holder for Corporate Management
Councillor Brandon Clayton, Portfolio Holder for Environmental Services
Councillor Julian Grubb Community Services and Regulatory Services
Councillor Michael Rouse, Portfolio Holder for Leisure
Councillor Craig Warhurst, Portfolio Holder for Housing
Councillor Greg Chance
Councillor Bill Hartnett

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Tax Base 2020/21 Key: No	Executive 14 Jan 2020 Council 20 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Essential Living Fund Policy Key: No	Executive 14 Jan 2020 Council 20 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Lisa Devey, Customer Support Manager Tel: 01527 534162
Flexible Homelessness Support Grant Award for 2020-21 Key: No	Executive 14 Jan 2020		Report of the Head of Community Services	Amanda Delahunty, Housing Strategy and Enabling Officer Tel: (01527) 881269
Management Review Key: No	Executive 14 Jan 2020 Council 20 Jan 2020		Report of the Chief Executive	Kevin Dicks, Chief Executive Tel: 01527 64252 ext 3250
Medium Term Financial Plan and Housing Revenue Account 2020/21 to 2023/24 - Update report Key: No	Executive 14 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
North Worcestershire Economic Growth Strategy Key: No	Executive 14 Jan 2020 Council 20 Jan 2020		Report of the Chief Executive	Ostap Paparega, Head of North Worcestershire Economic Development Tel: 01562 732192
Section 24 - Monitoring Update Report Key: No	Executive 14 Jan 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Support to the Voluntary and Community Sector 2020/21 Key: No	Executive 14 Jan 2020		Report of the Head of Community Services	Helen Broughton, Redditch Partnership Manager Tel: 01527 64252 ext 3237
Domestic Abuse Policy - Identifying Abuse and Responding Effectively Key: No	Executive 11 Feb 2020 Council 6 Apr 2020		Report of the Head of Community Services	Bev Houghton, Community Safety Manager (Redditch and Bromsgrove) Tel: 01527 64252 ext 3656

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Far Moor Lane, Redditch - Land Disposal to Homes England Key: No	Executive Not before 11th Feb 2020 Council Not before 6th Apr 2020	This report may contain some exempt information and might need to be considered by the Councillors in private session.	Report of the Chief Executive	Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Homes England Asset Transfer Key: Yes	Executive Not before 11th Feb 2020	Consideration of this item is the subject to agreement of certain matters with Homes England in January 2019. This report will contain commercially sensitive information and therefore parts of the report may need to be considered in private session.	Report of the Chief Executive	Claire Felton, Head of Legal, Equalities and Democratic Services Tel: 01527 881429
Housing Policies Key: No	Executive Not before 11th Feb 2020		Report of the Head of Community Services	Judith Willis, Head of Community Services Tel: 01527 64252 ext 3284

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Independent Remuneration Panel Report and Recommendations 2020/21 Key: No	Executive 11 Feb 2020 Council 24 Feb 2020		Report of the Head of Legal, Equalities and Democratic Services	Darren Whitney, Electoral Services Manager Tel: 01527 882547
Medium Term Financial Plan 2020/21 to 2023/24 - Update Report Key: No	Executive 11 Feb 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Parking Enforcement Task Group - Final Report Key: No	Executive 11 Feb 2020	The report will be considered by the Executive Committee, subject to the prior approval of the Overview and Scrutiny Committee.	Report of the Overview and Scrutiny Committee	Jess Bayley, Senior Democratic Services Officer (Redditch) Tel: 01527 64252 ext 3268 Councillor Mark Shurmer
Pay Policy Statement 2020/21 Key: No	Executive 11 Feb 2020 Council 24 Feb 2020		Report of the Head of Business Transformation and Organisational Development	Chris Forrester, Financial Services Manager Tel: 01527 881673

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Section 24 - Monitoring Update Report Key: No	Executive 11 Feb 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Suicide Prevention Task Group - Final Report Key: No	Executive 11 Feb 2020	The report will be considered by the Executive Committee, subject to the prior approval of the Overview and Scrutiny Committee.	Report of the Overview and Scrutiny Committee	Sarah Sellers, Democratic Services Officer Tel: 01527 64252 Councillor Debbie Chance
Finance Monitoring Quarter 3 2019/20 Key: No	Executive 24 Mar 2020 Council 6 Apr 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Housing Strategy Key: No	Executive Not before 24th Mar 2020 Council 6 Apr 2020		Report of the Head of Community and Housing Services	Derek Allen, Housing Strategy Manager Tel: 01527 881278

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Leisure and Cultural Services Strategy Key: No	Executive 24 Mar 2020 Council 6 Apr 2020		Report of the Head of Leisure and Cultural Services	Dave Cove, Interim Head of Leisure and Cultural Services
Medium Term Financial Plan 2020/21 to 2023/24, Including Council Tax Resolutions and the Capital Programme Key: No	Executive 24 Feb 2020 Council 24 Feb 2020		Report of the Executive Director of Finance and Corporate Resources	Chris Forrester, Financial Services Manager Tel: 01527 881673
Members' Bring Your Own Device Policy Key: No	Executive 24 Mar 2020		Report of the Head of Business Transformation and Organisational Development	Mark Hanwell, ICT Transformation Manager Tel: 01527 881248
Members' ICT Policy Key: No	Executive 24 Mar 2020		Report of the Head of Business Transformation and Organisational Development	Mark Hanwell, ICT Transformation Manager Tel: 01527 881248
Residual Waste Minimisation Business Case Key: No	Executive Not before 24th Mar 2020		Report of the Head of Environmental Services	Matthew Austin, Environmental Services Manager Tel: 01527 64252

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Housing / Housing Revenue Account Strategic Improvement Plan Progress Report Key: No	Executive Not before 1st Apr 2020		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601
Overview and Scrutiny Annual Report 2019/20 Key: No	Council 6 Apr 2020		Report of the Head of Legal, Equalities and Democratic Services	Jess Bayley, Senior Democratic Services Officer (Redditch) Tel: 01527 64252 ext 3268
Matchborough and Winyates District Centres - Procurement Process to Secure a Development Partner Key: Yes	Executive Not before 1st May 2020	This report may contain exempt information which would need to be considered in private session.	Report of the Head of Planning and Regeneration	Ruth Bamford, Head of Planning and Regeneration Tel: 01527 64252
New Cemetery Provision Key: No	Executive Not before 1st May 2020 Council Not before 1st May 2020		Report of the Head of Environmental Services	Michael Birkinshaw, Bereavement Services Manager Tel: 01527 62174

Decision including Whether it is a key Decision	Decision Taker Date of Decision	Details of Exempt information (if any) and any additional information for noting	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
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Overview & Scrutiny

Committee

16th December 2019

WORK PROGRAMME 2019/20

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting	Chief Executive
	Consideration of the Executive Committee Work Programme	Chief Executive
	Call-ins (if any)	Chief Executive
	Pre-scrutiny (if any)	Chief Executive
	Task Groups / Short, Sharp Review Groups – feedback	Chair of Task Group / Short, Sharp Review
	Working Groups - feedback	Chair of Working Group
	Committee Work Programme	Chief Executive
	REGULAR ITEMS	
	Update on the work of the Crime and Disorder Scrutiny Panel	Chair of the Crime and Disorder Scrutiny Panel
	Tracker Report	Relevant Lead Head(s) of Service
	Updates on the work of the Worcestershire Health Overview and Scrutiny Committee	Redditch Borough Council representative on the Health Overview and Scrutiny Committee
	Annual Monitoring Report – Redditch Sustainable Community Strategy	Relevant Lead Head(s) of Service

Overview & Scrutiny

Committee

16th December 2019

MEETING DATE	ITEM TO BE CONSIDERED	RELEVANT LEAD
16 th December 2019	Pre-Decision Scrutiny - Fees and Charges 2020/21	Relevant Lead Head(s) of Service.
16 th December 2019	Pre-Decision Scrutiny Housing / Housing Revenue Account Strategic Improvement Plan Progress Report	Relevant Lead Head(s) of Service.
16 th December 2019	Pre-Decision Scrutiny - Redditch Council Plan	Relevant Lead Head(s) of Service.
16 th December 2019	Pre-Decision Scrutiny – Review of the One Stop Shops	Relevant Lead Head(s) of Service
9 th January 2020	Pre-Decision Scrutiny – Concessionary Rents	Relevant Lead Head(s) of Service
9 th January 2020	Pre-Decision Scrutiny – Voluntary and Community Sector Grants Programme 2020/21	Relevant Lead Head(s) of Service
9 th January 2020	Essential Living Fund Policy	Relevant Lead Head(s) of Service
9 th January 2020	Pre-Decision Scrutiny – Homes England Asset Transfer	Relevant Lead Head(s) of Service
9 th January 2020	Pre-Decision Scrutiny – Housing Strategy	Relevant Lead Head(s) of Service

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20th February 2020	Parking Enforcement Task Group – Final Report	Councillor Mark Shurmer
20th February 2020	Consideration of the Executive Committee's Budget Proposals	Relevant Lead Head(s) of Service
19th March 2020	Finalising the content of the Overview and Scrutiny Annual Report 2019/20	Relevant Lead Head(s) of Service
19th March 2020	Pre-Decision Scrutiny – Leisure and Cultural Services Strategy	Relevant Lead Head(s) of Service
19th March 2020	Members' Bring Your Own Device Policy	Relevant Lead Head(s) of Service
19th March 2020	Pre-Decision Scrutiny – Members ICT Policy	Relevant Lead Head(s) of Service
May 2020	Pre-Decision Scrutiny - New Cemetery Provision	Relevant Lead Head(s) of Service.
June 2020	Redditch Community Lottery – Six Months' Update	Relevant Lead Head(s) of Service

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OTHER ITEMS – DATE NOT FIXED		
	Suicide Prevention Task Group – Final Report	Councillor Debbie Chance