



Overview and Scrutiny Committee

Wed 26 Aug
2020
6.30 pm

Virtual Meeting on Skype

REDDITCH BOROUGH COUNCIL

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GUIDANCE ON VIRTUAL MEETINGS

Due to the current Covid-19 pandemic Redditch Borough Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panels meetings) (England and Wales) Regulations 2020.

The meeting is open to the public except for any exempt/confidential items. Where a meeting is held remotely “open” means available for live viewing. Members of the public will be able to see and hear the meeting via a live stream to the Council’s YouTube Channel which can be accessed using the link below:

<https://youtu.be/9ZnONPV9XVk>

Members of the Committee, officers and public speakers will participate in the meeting using Skype, and details of any access codes/ passwords will be made available separately.

If you have any questions regarding the agenda or attached papers please do not hesitate to contact the officer named below.

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 and Jo Gresham**

Town Hall, Walter Stranz Square, Redditch, B98 8AH

Tel: (01527) 64252 (Ext. 3268 / 3031)

**e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
joanne.gresham@bromsgroveandredditch.gov.uk**

Please note that, as this has been called as an extra meeting of the Overview and Scrutiny Committee, the Chair has agreed that only a small number of items will be included on the agenda.



Overview and Scrutiny

Committee

Wednesday, 26th August, 2020

6.30 pm

Virtual Meeting - Skype - Virtual

Agenda

Membership:

Cllrs:	Joe Baker (Chair)	Pattie Hill
	Jennifer Wheeler (Vice-Chair)	Andrew Fry
	Salman Akbar	Ann Isherwood
	Michael Chalk	Mark Shurmer
	Peter Fleming	

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. E-Scooter Trial - Report to the Overview and Scrutiny Committee (Pages 1 - 18)

At a meeting held on 4th August 2020 the Executive Committee considered a report in respect of the potential for an E-scooter trial to take place in Redditch. Members are advised to refer to Minute Item No. 12 in the minutes of that meeting of the Executive Committee as background information, alongside the report that has been attached for this item.

5. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme (Pages 19 - 46)

REDDITCH BOROUGH COUNCIL**Overview and Scrutiny
COMMITTEE**26th August 2020**Possible e-scooter trial in Redditch**

Relevant Portfolio Holder	Cllr Matt Dormer
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Ward(s) Affected	Potentially all wards
Ward Councillor(s) Consulted	N/A

1. SUMMARY OF PROPOSALS

- 1.1 As part of the response to the current Covid19 pandemic the Department for Transport (DFT) has brought forward a proposal for e-scooter trials planned for 2021 to be held in various locations across the Country beginning this summer. The successful areas will be determined by the DFT based on submissions by local authorities and combined authorities.

2. RECOMMENDATIONS

The Committee is asked to note the update in respect of the E-scooters project.

3. KEY ISSUES**Financial Implications**

- 3.1 £10k consultancy support has been used from existing budgets to help in understanding the e-scooter market, and to support putting the bid together. There are no financial implications beyond this; all the financial risks associated with the trial are to be borne by the e-scooter operator.

Legal Implications

- 3.2 All liabilities associated with this trial will be the responsibility of the e-scooter operator.

Service / Operational Implications

- 3.3 There are 2 options to secure an e-scooter trial in Redditch, both of which will rely on securing an e-scooter operator willing to take on the risk of running a trial in what is an emerging market in the UK. The 2 options are as follows below, at the moment officers are pursuing both options
- 3.4 Option 1 – approach the West Midlands Combined Authority (WMCA) to explore the possibility of extending the WMCA trial to Redditch.

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COMMITTEE**26th August 2020

The WMCA have already set the parameters for their trial which is focused on key areas in Birmingham, the Black Country, and Coventry. Within the WMCA tender opportunity there is an option for the chosen operator to also carry out trials in other areas of the combined authority including non-constituent areas such as Redditch. Officers have approached the WMCA to see if this is an option open to Redditch to secure a trial through this mechanism.

- 3.5 Option 2 – Redditch Borough Council secures its own standalone trial
Should option 1 not be available to the Council RBC can also look to appoint an operator through a separate tender process. As there are no guarantees about option 1, option 2 has also been progressed, and as such an Invitation to Tender (ITT) has been published. It is hoped that the outcomes of the ITT process should be available by the time the overview and scrutiny committee considers this report. This specification element of the ITT can be seen at appendix A to this report, this identifies how and where it is envisaged that the trial will operate.

3.6 **Next Steps**

Option 1, if this option is available to RBC then the format of the Redditch trial would be included in the bid submitted by the WMCA to the DFT. The format of the RBC trial would be informed by the specification included at appendix A although it may be that some changes need to be made to allow the operator to run the trial successfully.

Option 2, if this option is the approach taken, then upon choosing a preferred supplier from the ITT process, a bespoke RBC bid will be submitted to the DFT for consideration.

In both instances the bid will need to be with the DFT before 31st August 2020. If the bid is successful it will be a DFT requirement that the trial would begin as soon as possible afterwards likely to be before the end of September 2020.

It must be remembered at this stage that this is a trial process, so even though every effort has been made to ensure the specification at appendix A will be successful, as the trial begins issues may present themselves which will require changes to be made to the operation. To enable any issues to be resolved, as part of the trial the operators and RBC will hold regular liaison meetings.

Customer / Equalities and Diversity Implications

- 3.5 All customers of the trial must have at least a provisional driving licence, the wearing of helmets will be strongly encouraged, consideration could be given the mandatory use of helmets although it is unclear how this will be enforced.

4. **RISK MANAGEMENT**

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4.1 The risks associated with this trial will be borne by the operator

5. APPENDICES

Appendix A – RBC e-scooter trial specification.

6. BACKGROUND PAPERS

DFT e-scooter trials guidance

<https://www.gov.uk/government/publications/e-scooter-trials-guidance-for-local-areas-and-rental-operators/e-scooter-trials-guidance-for-local-areas-and-rental-operators>

7. KEY**AUTHOR OF REPORT**

Name: Mike Dunphy

E Mail: m.dunphy@bromsgroveandredditch.gov.uk

Tel: 01527 881325

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DOCUMENT 4**Proposed Contract for an e-scooter trial in Redditch****CONTRACT PERIOD - 12 Months****CONTRACT REF: PS/ES/20****SPECIFICATION****1 Summary of Requirement**

To support a “green” restart of local travel and help mitigate reduced public transport capacity, the Department for Transport (DfT) is fast tracking and expanding trials of rental e-scooters.

Redditch Borough Council (RBC) is looking to appoint a single Supplier to provide and operate fleet of shared e-scooters for hire by residents and visitors of Redditch over a 12-month trial period provided the DfT bid is successful. The shared e-scooters will be made available in various locations across the town enabling users to ride for short journeys paying per time and/or journey used. It is required that a successful Supplier will also support the Council with the final bid preparation for the DfT.

Objectives of the trial

A shared e-scooter trial represents an opportunity for RBC to understand the potential role for shared e-scooters in providing on-demand mobility services for the residents and visitors of Redditch.

The trial objectives are as follows:

- Evaluate the safety and success of a shared e-scooter scheme;
- Measure potential modal shift and opportunities for more sustainable travel around Redditch;
- Understand and measure acceptability to other road users and the community; and
- Inform future policy decisions on legislation and legalisation of e-scooters in the UK.

2 Local Context

Redditch Borough is located in the north east of Worcestershire and is situated at the outer edge of the West Midlands Green Belt 15 miles south of the Birmingham conurbation. The Borough is split into the urban area of Redditch in the north, accounting for 50% of the area and 93% of the population; and the rural area to the south with 7% of the population. Redditch is a non-constituent area of the West Midlands Combined Authority.

Redditch was formerly a market town until 1964 when it was designated as a New Town; a status it maintained up until 1985. As such, Redditch is a town built for the car. The urban area of Redditch generally enjoys free-flowing traffic with relatively little congestion; however, the Council is mindful that there needs to be a modal shift towards other more sustainable travel patterns.

Redditch has one train station that is very well used; two public transport interchanges, one in the Town Centre (bus and rail), and one at the Alexandra Hospital. Bus-only lanes run through a number of the former New Town District Centres and there is a specific road and footpath hierarchy tailored to the ‘New Town’ layout. These features contribute to the ease of travelling around the Borough. Redditch has good onward transport links, with the M42 (Junctions 2 and 3) located under 5 miles away and the M5 around 8 miles from Redditch Town Centre. The train station benefits from services that run three times per hour to and from Birmingham New Street station, where the wider rail network can be accessed.

Redditch Borough Council

Redditch's natural environment is one of its main distinctive features, the abundance of trees, wildlife and open spaces provide the urban area with a natural backdrop that makes it special. Council policy encourages any developments to mitigate significant impacts on the climate and measures that reduce the impacts of climate change are encouraged. Therefore, initiatives that could support and promote a modal shift away from car use in order to reduce the impact of emissions on Redditch's natural environment should be embraced.

3 Timescales

The intended timescales and key dates are listed below:

- | | |
|--|---------------------|
| • Invitation to Tender | 06 August 2020 |
| • Deadline for clarification questions | 14 August 2020 |
| • Deadline for receipt of Tender | 20 August 2020 |
| • Evaluation Period | 21 – 24 August 2020 |
| • Appointment of supplier | 25 August 2020 |
| • Project start date and Inception meeting | 26 August 2020 |

4 Contract Length

Subject to the approval of Redditch Borough Council's bid to DfT, the Council will seek to enter into a contract with the Supplier for a period of 12 months.

We expect to select one operator to work collaboratively with the Council for the period of the 12-month trial.

5 Relevant Background / Current Position

Redditch Borough Council will not be providing any funding associated with a trial and it shall be implemented and operated by the Supplier at a net zero cost to the Council.

The Suppliers are fully responsible for the costs of preparing and submitting their responses to this ITT.

6 Detailed Requirements

DfT's requirements

The Supplier participating in this trial will have to satisfy the [Department for Transport's requirements](#). The Supplier will be responsible for all legal and financial accountability for ensuring that the systems and operations enable and enforce the requirement for all users of the e-scooters to be compliant with the standards and requirements set by DfT.

The Supplier should have appropriate motor vehicle insurance in place that covers users of the vehicles and be able to meet the standards set out by the DfT including:

- Vehicle design standards;
- Ensure users hold full or a valid provisional driving licence and are over the age of 16; and
- Meet the DfT's data capture and sharing requirements.

Redditch Borough Council

Bid preparation for DfT

As required, the Supplier should have the relevant expertise and available resource to support the Council with drafting a bid for the DfT. The Supplier will be fully responsible for the costs of supporting the Council.

E-Scooter fleet

E-scooters introduced by the Supplier must meet all the DfT minimum vehicle standards. In addition, e-scooters shall be capable of being:

- Located remotely at any time;
- Self-standing;
- Lit during use by clearly visible lighting;
- Able to introduce maximum speed limits lower than the 15.5mph maximum limit; and
- Clearly branded to promote the trial and be distinctive from private e-scooters.

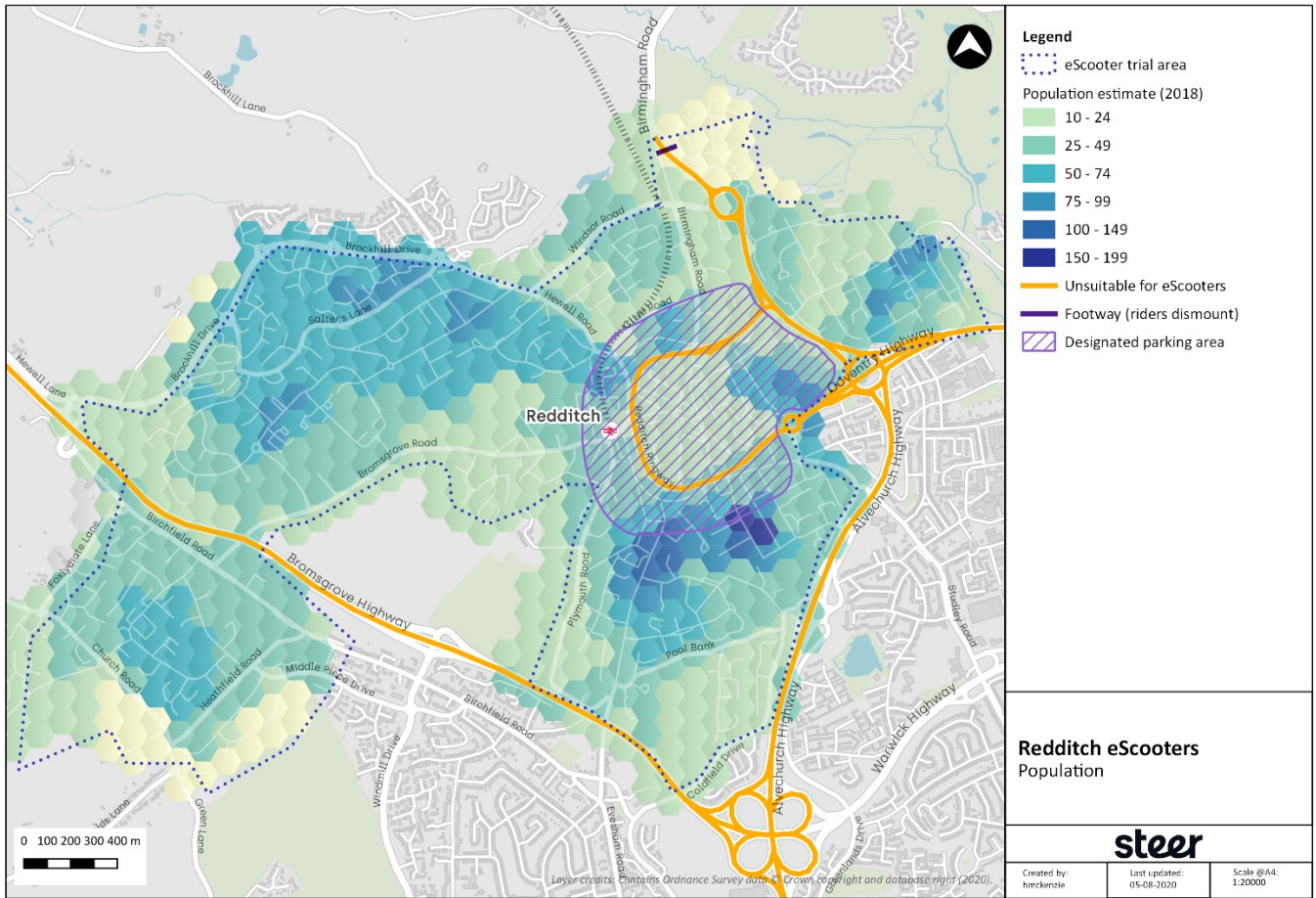
Trial operating area

The Council has defined a proposed trial zone presented in Figure 0-1. The provision of appropriate user guidance and geofencing should be used to manage the operating area and discourage e-scooters usage outside of the defined zone. The proposed trial zone covers the town centre plus areas to the north, south and west following the natural boundaries of the Windsor Road, Bromsgrove Highway and Alvechurch Highway. The trial zone also covers Abbey Stadium area to the north of the town centre. Changes and extensions to the proposed trial zone can be agreed with RBC during the trial period.

E-scooters will be permitted on roads with a 30-mph speed limit or lower and on cycle lanes. RBC will work with relevant local authorities to update the TROs for cycle lanes.

E-scooters are not allowed on dual carriageways, motorways, footpaths and in pedestrianised areas including the roads identified as unsuitable for e-scooters on the map in Figure 0-1. E-scooters should not be ridden on private land unless the landowner has granted explicit permission.

Figure 0-1 Trial operational area



Number of e-scooters

The Council proposes a scheme of up to 100 shared e-scooters with an option to extend the numbers within the trial period if it is proving to be successful.

Parking requirements

The Council would like to see designated parking areas in the central area of the town (within and adjacent to Redditch Ring Road, see figure 0-1)

The Supplier should ensure that they have measures in place to encourage safe parking and ensure that e-scooters are not left outside these areas and become an obstruction on the public highway, thereby creating problems for people with mobility issues and/or sight impairment.).

The Supplier should ensure that they have measures in place to encourage safe parking and ensure that e-scooters are not left outside these areas and become an obstruction on the public highway, thereby creating problems for people with mobility issues and/or sight impairment.

The Supplier should demonstrate the systems they have in place to encourage e-scooter users to park safely and appropriately, and their ability to respond to e-scooters that are poorly parked.

Redditch Borough Council

The Council will work with the Supplier to identify suitable parking locations in the town centre, which should be identified to be visible to users. The Supplier will require an agreement with the respective landowner(s) prior to allocating the designated parking locations.

Operations

The Supplier will have full responsibility for providing, operating and maintaining the e-scooter fleet at no cost to the Council. The front and back office administration should be undertaken by the Supplier and at no cost to the Council. Payment collection and the processing for the hire of an e-scooter will need to be undertaken by the Supplier.

The Supplier must have systems in place to validate if users are permitted to use the service in accordance with DfT requirements to limit e-scooter rentals to those aged 16 years and over and holding a (minimum) relevant provisional driving licence.

The Supplier shall have systems in place to monitor e-scooters and be able to rebalance and re-locate e-scooters to ensure demand is met, and areas are not oversupplied with e-scooters. The Supplier should manage the scheme locally and be able to remove e-scooters reported by public to the Supplier within the following timing guidelines:

- If reported between 6am-5pm: within 4 hours; and
- If reported between 5pm and 6am: by 10 am.

The Supplier should ensure that the e-scooters are visible and distinct from privately owned e-scooters and can be clearly associated with the Redditch trial.

Throughout the trial scheme, the Supplier will pay special regard to the needs of vulnerable road users, adjusting their operation, fleet management, on-board vehicle technologies and user guidance/training to address issues and concerns should these occur.

The Supplier will take full responsibility for managing any issues of e-scooter theft, vandalism and recovery of abandoned vehicles or those which have been littered by non-users.

The Supplier should have a clearly defined exit strategy which covers removal of e-scooters from the operating area. At the end of the trial and if the Council does not extend the trial, the Supplier needs to ensure the e-scooters are first offered for reuse or secondly disposed of in an environmentally friendly way.

Safety and training

In accordance with DfT requirements, vehicles must be provided with a minimum of third-party insurance. Details of the insurance cover which will be put in place should be provided by Suppliers in their tender response.

The Council is keen to encourage safe riding; as such the Supplier should encourage helmet wearing whilst riding.

The Supplier must monitor use of the e-scooter to ensure appropriate and responsible behaviour by users making sure that users identified as having behaved irresponsibly are no longer able to rent an e-scooter.

The Supplier shall ensure that they have systems in place to educate users about how to safely ride e-scooters, encourage safety measures such as wearing a helmet, appropriate and inappropriate use of e-scooters and also how and where to park e-scooters in the trial zone.

Redditch Borough Council

The Supplier must provide a training component to ensure safety of first-time users is prioritised (e.g. vehicle orientation, controls, acceleration/deceleration, recharging needs etc) and explain in their submission how this will be delivered.

Operational activity must meet with the latest Government Covid-19 guidelines, following social distancing and hygiene factors.

The Supplier shall maintain and operate a customer service for users to report safety concerns, complaints, or to ask questions.

Communications and marketing

The Supplier shall have a marketing plan and promotion strategy to increase take up of the service by different customer groups. The Supplier will be required to actively engage with businesses and the local communities to promote the trial in Redditch.

The Supplier would also be expected to provide support at Council business events by prior agreement with the Council's team, providing marketing information, demonstration vehicles and making presentations as appropriate to support the Council's trial objectives.

The Supplier will be in contact with the Council to escalate any critical issues and concerns. The Supplier is expected update the Council regularly and establish quarterly meetings to assess the progress of the trial.

Pricing

The Supplier should present a proposed pricing model for the trial and proposed hire costs per journey or rental period. You may wish to include here the potential for concessionary rates (e.g. for students or job seekers).

Data sharing

The Supplier must be compliant with data access and protection requirements set by the DfT. The collection, supply and handling of data should meet the GDPR regulations. The Supplier should share the same data (as to the DfT) to the Council on regular basis to be agreed with the Council.

7 Additional Requirements

The Supplier should demonstrate how it considers sustainability within the operation of its e-scooters. This may include, but is not limited to, how e-scooters will be rebalanced and maintained, longevity of e-scooters or their post-life use, and how Suppliers employ staff.

8 Roles and Responsibilities

The Council will be responsible for monitoring the progress of the trial and will assign a point of contact from the Council to the Supplier for regular check-in meetings and reporting.

The Supplier will have full responsibility for providing, operating and maintaining the shared e-scooter fleet. The Supplier will put in place a project management team to support the trial, including a Project Manager responsible for the Redditch operations and to whom any urgent issue can be raised for rapid resolution.

9 Performance Measures

Redditch Borough Council

The Supplier must be compliant with data access and protection requirements set by the DfT. The collection, supply and handling of data should meet the GDPR regulations. The Supplier should share the same data (as to the DfT) to the Council on regular basis to be agreed with the Council, and work with the Council to supply data to answer queries as required.

The Supplier should manage the scheme locally and have the ability to remove e-scooters reported by public to the Supplier within the following timing guidelines:

- If reported between 6am-5pm: within 4 hours; and
- If reported between 5pm and 6am: by 10 am.

10 Payment Arrangements

Redditch Borough Council will not be providing any funding associated with a trial and it will be at zero net cost to the Council

11 Insurance Requirements

The Supplier shall demonstrate as part of their submission that they have £5 Million of cover per head of cover which includes:

- Employers Liability
- Public Liability
- Professional Indemnity
- Products Liability
- Motor Insurance

All certificates will be required to be presented on award of the contract.

12 Data Protection

Any data from the users of the trials shared with the Council shall be anonymised.

13 Exit

The Supplier should have a clearly defined exit strategy which covers removal of e-scooters from the operating area. At the end of the trial, the Supplier shall ensure the e-scooters are either redeployed within their own existing fleet if possible, offered for reuse or disposed in an environmentally friendly way.

In the event of recurring operational issues or persistent safety concerns, the Council may request at any time to the DfT that the DfT withdraw the licence granted to the Supplier to operate the e-scooter rental trial (subject to the prior notification to the Supplier).

14 Award / Contract Commencement

The contract with the Supplier will be signed upon the successful approval of the bid by DfT.

If awarded the contract the Supplier should not start work prior to the contract documents being signed.

15 Evaluation

The questions presented in the table below are pass /fail. Please, ensure all questions are answered. A failure to respond to any question will result in automatic disqualification from the tender.

	Question	Weighting Criteria
1	Please confirm that your organisation is a DfT approved Supplier and attach evidence of this.	Pass/Fail

Redditch Borough Council

	In the event that you are still in the process of receiving final approval from DfT, please attach the evidence which confirms you meet their requirements. In these circumstances the Council reserves the right to contact the DfT in respect of your application if we wish to award the contract to your organisation. Please note, only Suppliers who are approved by the DfT are able to carry out these trials.	
2	Please, confirm you will bear your full costs of the e-scooter trial as the Supplier, installation, maintenance and operations of any physical infrastructure and insurance, confirming that you will seek no subsidy or financial operational support from the Council	Pass/Fail

Please complete the quality questions provided below.

	Question	Page limit	Weighting Criteria
1	Please demonstrate your previous experience in design and operations of similar schemes (e-scooters or similar) and working in collaboration with public and transport authorities.	Limited to 2 sides of A4	10%
2	<p>Please outline and demonstrate how you will implement e-scooter trial in Redditch according to the requirements detailed in Specification, including but not limited to the following:</p> <ul style="list-style-type: none"> • Programme including mobilisation, trial operations and exit/demobilisation; • Provision of up to 100 e-scooters; • User compliance (how driving licences and age will be checked); • E-scooter design and specification; • Pricing model; • Use of geo-fencing; and • Ensuring safety and restrictions are considered on streets. 	Limited to 4 sides of A4	15%
3	<p>Please, describe your approach to operations and maintenance of e-scooters including but not limited to the following:</p> <ul style="list-style-type: none"> • Redistribution and rebalance of e-scooters; • Safety checks and maintenance; and • Vehicles used for re-distribution. <p>Please, describe how often, by whom and how operating activities will be implemented and monitored.</p> <p>Please outline how you will adapt your services to address hygiene implications from COVID-19. How often will an e-scooter be serviced, charged and cleaned?</p>	Limited to 4 sides of A4	15%
4	<p>Please describe your approach to parking of the e-scooters and encouraging safe parking.</p> <p>Please set out how you will manage the e-scooter service to ensure e-scooters do not contribute to street clutter or obstruct footways.</p>	Limited to 2 sides of A4	10%
5	Please set out details of the resources and personnel that you will provide to ensure delivery of this contract.	Limited to 3 sides of A4	10%

Redditch Borough Council

	Question	Page limit	Weighting Criteria
	Please, describe numbers of staff to be involved in the scheme, their job titles, responsibility and roles, qualifications and experience, primary location of work, method of employments (full-time/part-time etc).		
6	Please, describe your approach to user experience of e-scooter trial including but not limited to the following: <ul style="list-style-type: none"> • Training and onboarding; • Education on safe riding and use of e-scooters; • How customer feedback will be collected and monitored; • Customer service (frequency, communication channels, operation time); and • Proposed platform and app for booking and payment. 	Limited to 3 sides of A4	15%
7	Please outline how you will promote the e-scooter trial and what marketing activities will be undertaken?	Limited to 1 side of A4	5%
8	Please set out how you will engage with the Council and share data to ensure delivery of a successful and safe e-scooter scheme. Please, explain how often, in what format and what type of data will be shared.	Limited to 1 side of A4	5%
9	Please, outline the key risks associated with an e-scooter trial and describe how will you mitigate them including but not limited to the following: <ul style="list-style-type: none"> • E-scooters travelling into restricted areas; • E-scooters not being parked in designated areas; • E-scooters being an obstruction on the highway; • Vandalism and theft of e-scooters; • E-scooters speeding in crowded areas; and • People using e-scooters without a driving licence. 	Limited to 2 sides of A4	10%
10	Please explain and demonstrate how you will consider sustainability within your operations.	Limited to 1 sides of A4	5%

Please, ensure all questions are answered. Failure to address all questions may result in your tender being considered non-compliant.

Please, provide responses in font size 10; the Suppliers can include diagrams and pictures. Submit as a word document (.doc) or pdf document (.pdf) as preferred. Please do not include general marketing or promotional material from your organisation as answers to any of the questions unless specifically requested to do so.

The contract will be awarded to the most economically advantageous tender (MEAT). The MEAT will be assessed by scoring the Quality (100%) of the submission. The following scoring criteria will be applied:

Score	Criteria for award
0	No response or response gives no assurance that requirements understood or will be met

Redditch Borough Council

Score	Criteria for award
1	Inadequate response that gives little assurance that requirements understood or will be met
2	Significant gaps in understanding of requirements or ability to deliver
3	Minor gaps in understanding of requirements or ability to deliver
4	Response demonstrates good understanding of requirements and ability to deliver them fully

All prospective operators need to provide relevant information of any perceived or real conflicts of interest as part of their submission.

The quality evaluation process will be undertaken by a minimum of two people unless special circumstances apply who will meet and agree a single score for each element.

Part 1: Potential Contractor Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit Part 1.

Section 1		Potential Contractor Information	
Question number	Question	Response	
1.1(a)	Full name of the potential contractor submitting the information		
1.1(b) – (i)	Registered office address (if applicable)		
1.1(b) – (ii)	Registered website address (if applicable)		
1.1(c)	Trading status: a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)		
1.1(d)	Date of registration in country of origin		
1.1(e)	Company registration number (if applicable)		
1.1(f)	Charity registration number (if applicable)		
1.1(g)	Head office DUNS number (if applicable)		
1.1(h)	Registered VAT number		
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s)		
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this		
1.1(k)	Trading name(s) that will be used if successful in this procurement		
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise		

	(VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name: - Date of birth: - Nationality: - Country, state or part of the UK where the PSC usually lives: - Service address: - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used): - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please provide the following information about your approach to this procurement:

Question number	Question	Response
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2(a) - (ii)	Name of group of economic operators (if applicable)	
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.	
	Name	
	Registered address	
	Trading status	
	Company registration number	
	Head Office DUNS number (if applicable)	
	Registered VAT number	
	Type of organisation	
	SME (Yes/No)	
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables	
	The approximate % of contractual obligations assigned to each sub-contractor	

Contact details and declaration

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	



Executive

Committee

Tuesday, 4 August 2020

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Mike Rouse (Vice-Chair) and Councillors Greg Chance, Brandon Clayton, Bill Hartnett, Anthony Lovell, Nyear Nazir, David Thain and Craig Warhurst

Also Present:

Councillor Debbie Chance, Chair of the Suicide Prevention Task Group

Officers:

Derek Allen, Kevin Dicks, Mike Dunphy, Claire Felton, Sue Hanley, Jayne Pickering, Guy Revans and Sarah Sellers

Senior Democratic Services Officer:

Jess Bayley

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Mike Rouse declared a pecuniary interest in Minute Item No. 9 – Overview and Scrutiny Committee Minutes – due to his role as a trustee of the Support Redditch Emergency Network, a group that was eligible to receive funding from the Council's community lottery. Councillor Craig Warhurst also declared a pecuniary interest as a Committee member for the Astwood Bank Carnival, which similarly eligible to receive funding from the community lottery. Consequently, they both left the meeting during consideration of Item 9, which detailed a recommendation in respect of the community lottery and they did not take part in the debate or the vote thereon.

3. LEADER'S ANNOUNCEMENTS

The Leader advised that the Additional Papers 1 pack for the meeting contained an extract from the minutes of the meeting of the

.....
Chair

Overview and Scrutiny Committee held on 30th July 2020 when Members had considered the Suicide Prevention Task Group's final report. It had not been possible to include this minute extract in the main agenda as the Overview and Scrutiny Committee meeting had taken place after publication of the agenda for the Executive Committee meeting.

Members were advised that an extra item, at Minute Item No. 12 – Urgent Business – Possible E-scooter Trial in Redditch - had been published in an Additional Papers 2 pack. The Chair had agreed that this urgent business should be included on the agenda, following consultation with the Chair of the Overview and Scrutiny Committee, as in order to participate in a national bid process for E-scooters, the Council would need to submit an entry by 31st August 2020 and there were no further meetings of the Executive Committee scheduled to take place before that date.

4. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on Tuesday, 9th June 2020 be approved as a true and correct record and signed by the Chair.

5. SUICIDE PREVENTION TASK GROUP - FINAL REPORT

The Chair of the Suicide Prevention Task Group, Councillor Debbie Chance, presented the group's final report. Members were advised that this had been a sensitive and complex issue to review and Councillor Chance thanked the other five members of the group for their assistance with the investigation.

There had been a slight delay in terms of the presentation of the group's findings to the Overview and Scrutiny and Executive Committees due to the Covid-19 pandemic. During the review the group had held 11 meetings and spoken to eight witnesses, both Council Officers and external partners, between June 2019 and June 2020.

The group had learned a lot about the impact that deaths by suicide could have on people's friends and families. Members had discovered that bereaved relatives who had lost a loved one to suicide were at higher risk of death by suicide. A concerning finding had been that many of the deaths were amongst persons not previously known to mental health services, or who had not confided in anyone that they were struggling.

Members had been advised that on average one person died each week as a result of suicide in Worcestershire. In Redditch, for the three-year period from 2015 to 2017, there were 26 deaths by suicide of which 84% were among men.

The investigation had primarily focused on services that were not provided by Redditch Borough Council. Members had reviewed the content of the Worcestershire Suicide Prevention Plan and had been greatly assisted by the county's Public Health team.

The group's recommendations focused mainly on the Council's influencing role. Key objectives of the review had been to review suicide in general and the mental health services available to Redditch residents. This had taken into account services provided by both public sector organisations and the valuable contribution of Voluntary and Community Sector (VCS) organisations.

The witnesses interviewed by the group had highlighted the need for awareness raising and training and this was reflected in the recommendations. The group were also guided by the Equalities Team to look at how the Council's Equalities Strategy could be updated to include actions that supported suicide prevention. The other recommendations covered the assistance that could be provided to VCS groups to enable those bodies to better publicise their services and generally promoting awareness around suicide prevention.

Following the presentation of the report Members discussed the group's findings and recommendations. Members noted that the report had been dedicated to Mr Mike Lewington, who had been interviewed during the review and had sadly passed away since then. Members also noted that the Overview and Scrutiny Committee had endorsed the group's recommendations unanimously.

Reference was made to the suicides that had occurred in Redditch in recent years, particularly at Musketts Bridge and Members noted that messages of hope that had been secured to the bridge had subsequently been removed. Borough and County Councillors had been working hard in recent years to support people experiencing mental health difficulties and the group's findings would help to inform elected Members about action that could be taken to prevent suicide moving forward.

During consideration of this item Councillor Mike Rouse proposed an additional recommendation. This additional recommendation was seconded by Councillor Matthew Dormer. The additional recommendation proposed the following:

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“Officers be tasked with sending a copy of the Suicide Prevention Task Group’s final report to Worcestershire County Council and the Member of Parliament for Redditch.”

In proposing this recommendation Councillor Rouse commented that it was important for the Worcestershire Suicide Prevention Plan Group and the Worcestershire Health and Wellbeing Board to learn about the group’s findings. This could be achieved by sending a copy of the report to relevant Members and Officers at Worcestershire County Council. In addition, the local Member of Parliament would find the information useful.

There was general consensus amongst Members that this additional recommendation would be helpful.

RESOLVED that

- 1) **that the Redditch Borough Council Equalities Strategy should reflect the Council’s commitment to suicide prevention and supporting good mental health, and that in producing the updated version of the Equalities Strategy for 2020 to 2024 objectives and actions should be included to cover the following:**
 - a) **that officers continue to publicise messages around positive mental health to staff and promote opportunities to participate in training and events;**
 - b) **that officers develop the signposting information available on the intranet to support staff in being able to signpost either service users or colleagues to the relevant support services;**
 - c) **that officers mark suicide prevention awareness day in September 2020 including using this as an opportunity to promote the work of local groups that support suicide prevention;**
 - d) **recognising that not all staff may undertake the Mental Health First Aid training, that officers arrange for some alternative web based training resources to be provided for staff, to be aimed at those working in front line posts;**
- 2) **that officers from the Communications Team work with the Partnership Manager to identify local voluntary sector organisation which offer support around mental health and wellbeing and/ or promote suicide prevention;**

- 3) that the organisations identified be invited to participate in workshop training sessions to be provided by the Communications Team to help them to better publicise the support and services their organisations provide through use of social media and other publicity;
 - 4) that officers be tasked with publicising the outcome of the Task Group in the Wellbeing in Partnership Newsletter and by giving details of the findings to the Worcestershire Suicide Prevention Plan Partnership Group (sub-group of the Health and Well-being Board); and
 - 5) Officers be tasked with sending a copy of the Suicide Prevention Task Group's final report to Worcestershire County Council and the Member of Parliament for Redditch.
6. **AMENITY STANDARDS DOCUMENT FOR PRIVATELY RENTED PROPERTIES IN REDDITCH**

The Housing Strategy Manager presented a report in respect of the Council's proposed amenity standards for private sector housing in Redditch. Members were advised that there were over 4,000 rented properties in the private sector in Redditch, which included Houses of Multiple Occupancy (HMOs). The amenity standards policy would help local landlords and tenants to understand the minimum standards expected for local properties in the private rented sector.

The Council had based the content of the amenity standards document on key guidelines in legislation in respect of expected standards for the private rented sector. Members were asked to note that the majority of local landlords provided good quality private sector housing to tenants. However, there were some landlords who did not comply with expected standards and there might be times when the Council would need to take action against these landlords.

Members subsequently discussed the report and in doing so commented on the importance of deterring homelessness and ensuring that people were housed in good quality properties. There was a particular risk that the standards might not be met for HMOs and the document set out expectations for these properties as well as a definition of what constituted an HMO. Officers advised that the updates to the document since 2015 included reference to more recent legislative requirements, including in respect of fire safety and minimum bedroom sizes.

Reference was made to the need for enforcement action to be taken against landlords who did not comply with the minimum standards. Members also commented that it was important to ensure that tenants were informed about their rights and the minimum standards that they could expect from a property in the private rented sector.

During consideration of this item the following matters were queried:

- The fact that this was a joint amenity standards document for Redditch Borough and Bromsgrove District Council and the stage in the process that had been reached in the district. Officers explained that the Bromsgrove Cabinet would consider the report at a meeting on Thursday, 6th August 2020.
- The reason why the Council had a joint Amenity Standards document with Bromsgrove District Council. The Committee was informed that due to the geographical location of Redditch Borough and Bromsgrove District close to one another there were landlords who owned properties in both areas and it was therefore useful to have a joint policy to ensure a consistent approach.
- The action that could be taken by the Council if a landlord breached the minimum standards required.
- The extent to which consultation had been undertaken in respect of the proposed changes. Officers confirmed that consultation had not taken place.
- The arrangements for inspections and whether the Council had a schedule of inspection. Officers confirmed that there was a schedule and agreed to provide this information to Members outside the meeting.
- The process that would be in place to enable residents to raise breaches of the minimum standards with the Council.
- The action that would be taken by Officers if the minimum standards for properties in the private rented sector were breached by a landlord.
- The extent to which some landlords might be difficult to contact. Officers confirmed that this could sometimes be problematic, though the Council had access to a database of all HMO landlords.
- The potential for the database for HMO landlords to be shared with the Council's out of hours teams for use in the event of an emergency. Members were advised that this would be investigated further, following consultation with the Council's Information Management Team regarding the potential data protection implications.

RECOMMENDED that

- 1) **the Amenity Standards Policy be adopted; and**
- 2) **the Head of Community and Housing Services be delegated authority to update and amend the Amenity Standards Policy, following consultation with the Portfolio Holder for Housing and Procurement.**

**7. CREATION OF JOINT WORCESTERSHIRE AND
HEREFORDSHIRE WASTE PARTNERSHIP STRATEGY
OFFICER**

The Head of Environmental and Housing Property Services presented a report in respect of the proposed creation of a Joint Herefordshire and Worcestershire Waste Partnership Strategy Officer.

During the presentation of the report the following matters were highlighted for Members' consideration:

- The Government had been reviewing national waste collection and disposal services and was proposing a number of changes. The final details remained to be confirmed as the legislation had not yet been agreed and would be subject to further consultation.
- At present each local authority had a significant amount of flexibility to determine local service delivery arrangements and there were a number of differences between local authority areas in respect of arrangement for waste collection and delivery.
- The Government had been consulting on a range of options that would result in greater consistency across the country in terms of waste services.
- As part of this process the Government was considering requiring Councils to provide garden waste services to residents for free and the potential requirement for all Councils to introduce a food waste collection service.
- Initial proposals to require Councils to have weekly waste collection services, rather than the fortnightly waste collection service that was in place in Redditch, were not being pursued further by the Government.
- However, should the changes suggested by the Government come into effect this would result in a loss of income of approximately £40,000 from the garden waste collection service and a potential increase in costs of waste collection services by approximately £580,000.
- Redditch Borough Council had worked with other Councils in Herefordshire and Worcestershire for a number of years on a

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Joint Municipal Waste Strategy and Waste Partnership. This helped to ensure consistency in local service delivery.

- The Councils in Herefordshire and Worcestershire were aiming to work together to respond to the Government consultation process and to ensure consistency in the delivery of any future additional services required, such as the food waste collection service.
- The proposed postholder would co-ordinate this work on behalf of the local authorities in Herefordshire and Worcestershire.

After the report had been presented the following issues were discussed in more detail:

- The Government review of waste delivery services and the fact that any changes would represent the most significant alteration to the delivery of waste services since 2007.
- The need for the Councils in Herefordshire and Worcestershire to work together to ensure consistency in service delivery locally.
- The requirement for Councils to introduce a food waste collection service by 2023, under the Government's proposals, and the resource implications of this requirement for the Council.
- The risk that a food waste collection service would encourage an increase in the amount of waste that each household disposed of during a month.
- The need for residents to be educated about waste collection services, particularly any new services that the Council might be required to introduce in the future.
- The potential challenge for Councils locally in respect of storage for food waste.
- The food that would need to be collected in a potential food waste collection service. The Committee was informed that this would need to include cooked food, meat and foodstuffs that could have been composted.
- The size of the bin that would be used for a food waste collection service. Members were advised that these would be relatively small 25 litre bins.
- The amount of food waste that tended to be collected nationally. The Committee was informed that the average weight of the food waste collected per household was 2.5 to 4.5 kilos per week.
- The penalties that could be issued to residents who did not dispose of food waste correctly. Members were advised that information had not yet been provided about whether Councils could issue penalties or the nature of those penalties.

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- The challenge that some residents would encounter when trying to accommodate an extra bin for the disposal of food waste.
- The joint communications plan that had been proposed for Herefordshire and Worcestershire. Officers confirmed that Redditch Borough Council would be joining other local Councils in support of this plan.

RECOMMENDED that

- 1) Redditch Borough Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- 2) Redditch Borough Council allocates £8,000 per annum for a fixed term of three years; and**
- 3) Redditch Borough Council will consider requests for additional funding to support further work which may be identified and proposed via the partnership Senior Waste Officer Group.**

8. FINANCIAL IMPLICATIONS OF COVID-19

The Executive Director of Finance and Corporate Resources presented a report in respect of the financial implications of the Covid-19 pandemic for the Council.

Members were advised that Covid-19 had had a particular impact on income to the Council from services. There had been more limited cost implications for the Council, though there had had to be investment in Personal Protective Equipment (PPE) and new IT equipment for staff.

The Council was required to provide an update to the Government every month in respect of the financial position of the authority. This had started in April 2020 and data had continued to be collected throughout the lockdown. The loss of income over time had been taken into account, though circumstances kept changing which meant that it was difficult to provide accurate forecasts about future positions based on this data. The economy nationally had not responded as anticipated since elements of the lockdown had been lifted and this had contributed to further uncertainty. Locally, this, combined with the lockdown, had resulted in a reduction in income from business rates.

Officers were anticipating that the Council would not receive the level of income that had been expected from Rubicon Leisure Ltd

when the Medium Term Financial Plan (MTFP) had been set for the 2020/21 financial year. The Council was anticipating a potential loss of £850,000 income from the company, though the position might change within the next few months. The Council owned the company, so the authority had responsibility for any of the organisation's liabilities. The financial costs of delivering Leisure Services was proving problematic for many district Councils, including those authorities which had outsourced services to private sector organisations.

The Shareholders Committee had met on 3rd August 2020 to discuss the financial position of Rubicon Leisure Ltd. There had been some good news, including that 84 per cent of the membership of the Abbey Stadium had been retained during the lockdown, income from golf services had tripled during the period and there had been an increase in income from the stadium. Social distancing measures had been put in place at all of the leisure facilities managed by the company.

There had been a decrease in the amount of Council Tax that had been paid during the lockdown. Some residents had deferred payments until later in the year so the real impact in lost income from Council Tax would not become apparent until later in the financial year. The Council only received approximately 12 per cent of the Council Tax funds; the fall in revenue from Council Tax would have a greater impact on Worcestershire County Council's financial position as that authority was the main recipient of Council Tax.

At the start of the lockdown there had been concerns about the position of the Housing Revenue Account (HRA). However, a dedicated team had been working in respect of rent arrears and the position of the budget was improving.

To date the Council had received just over £1 million from the Government in response to the financial impact of Covid-19. Further funding was being made available nationally by the government for the arts. Unfortunately, Forge Mill Needle Museum would not be eligible to apply for funding, though the Palace Theatre would be eligible. Additional funding for Leisure and Cultural Services was expected from the Government moving forward.

The external auditors had been kept informed about the financial impact of Covid-19 on the Council. Officers had clearly communicated the Council's expectation that the impact of Covid-19 would not be taken into account by the auditors when assessing whether the Section 24 Notice should remain in place for the authority.

Following the presentation of the report Members discussed the impact of Covid-19 on the Council's finances. Reference was made to the different figures that had been included in the report in respect of planning and Officers noted that the Council would not necessarily lose all of the income quoted as being at risk for this department. Members also questioned the basis for the figures that had been quoted in respect of potential financial losses for taxi licensing and Lifeline services and Officers explained that these were based on estimates.

During consideration of this matter Members paid tribute to the hard work of the Financial Services team, particularly the Executive Director of Finance and Corporate Resources and the Head of Financial and Customer Services. Members noted that the team's response to the Covid-19 pandemic had occurred at a time when officers were already working hard to address the issues that had been raised by the external auditors in the Section 24 Notice. Members also praised all staff for their hard work during the lockdown and for ensuring that frontline services had continued to be delivered. The hard work of staff employed by Rubicon Leisure Ltd was also praised and Members noted that the company had encountered unprecedented circumstances in the first 18 months of operation.

Reference was made to the financial challenges facing the Council, in respect of the Section 24 Notice as well as the impact of Covid-19. As a consequence, it was noted that Members would need to review the Council Plan and it was possible that difficult decisions would need to be taken in order to ensure that the Council had a balanced budget moving forward.

RESOLVED that

the projected budgetary impact of the Coronavirus Pandemic outlined in this report and related actions, both taken so far and planned for the future, be noted.

9. OVERVIEW AND SCRUTINY COMMITTEE

The Senior Democratic Services Officer (Redditch) explained that at a meeting of the Overview and Scrutiny Committee held on Thursday, 2nd July 2020 Members had considered a report in respect of the Council lottery. This report had been designed to focus on the impact of the Council lottery in the first six months since it had been launched. Based on the information provided in the report and subsequent debate the Committee had proposed a recommendation on the subject of the Council lottery for the Executive Committee's consideration.

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Members discussed an extract from the minutes of the meeting of the Overview and Scrutiny Committee held on 2nd July 2020 which detailed the debate in respect of the Council lottery. Reference was made to the additional information that had been requested by the Committee and Officers explained that further information would be provided to the Committee at a later date as a further update report had been requested.

During consideration of this item Councillor Bill Hartnett proposed the recommendation that had been submitted by the Overview and Scrutiny Committee. This was seconded by Councillor Greg Chance.

The recommendation proposed the following:

“the Executive Committee review the financial implications to the Council in terms of costs and viability of continuing with the Redditch Community Lottery.”

The proposal was subsequently discussed and the following points were noted during the debate:

- The timing of the recommendation and the extent to which it was fair to request an assessment of the financial implications of the lottery when the service had been in operation for less than a year.
- The fact that the first six months of the lottery had coincide with the Covid-19 pandemic and the impact that this might have had on residents' capacity to participate in the lottery.
- The value of being open and transparent in respect of all Council services and the potential for a review of the Council lottery to help the authority to achieve this.
- The potential for the effectiveness of the lottery to be reviewed at a later date once the service had been in place for some time.

On being put to the vote the proposal was lost.

(During consideration of this item Councillor Mike Rouse declared a pecuniary interest due to his role as a trustee of the Support Redditch Emergency Network, a group that was eligible to receive funding from the Council lottery. Councillor Craig Warhurst also declared a pecuniary interest as a Committee member for the Astwood Bank Carnival, which was similarly eligible to receive funding from the Council lottery. Consequently, they both left the meeting during consideration of this item and they did not take part in the debate or vote thereon).

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

The Chair confirmed that there were no further recommendations from the Overview and Scrutiny Committee or any other Committee for consideration on this occasion.

11. ADVISORY PANELS - UPDATE REPORT

The following updates were provided on the work of Executive Advisory Panels and other related groups.

a) Climate Change Cross Party Working Group – Chair, Councillor Anthony Lovell

Councillor Lovell explained that there had been no meetings of the Climate Change Cross Party Working Group since the previous meeting of the Executive Committee, though he anticipated that a meeting would take place shortly. Officers were in the process of circulating questionnaires amongst members of the public. Councillor Lovell thanked Councillor Andrew Fry, as the Shadow Portfolio Holder for Climate Change, for his support.

During consideration of this update a question was raised about the achievements of the group in its first year of operation and whether an annual report would be prepared for the 2019/20 municipal year. In responding, Councillor Brandon Clayton, Chair of the group in the 2019/20 municipal year, noted that it was not standard practice to provide annual reports for any of the Executive Advisory Panels but a summary of the group's work would be requested from officers.

b) Constitutional Review Working Party – Chair, Councillor Matthew Dormer

Councillor Dormer advised that a meeting of the Constitutional Review Working Party (CRWP) was scheduled to take place on 3rd November 2020.

c) Corporate Parenting Board – Council Representative, Councillor Nyear Nazir

Councillor Nazir explained that she had attended the latest meeting of the Board. During the meeting Members had discussed an independent review of contact with young people during the pandemic. Risks were being reviewed and a

Return to School Plan assessed. The position of children and young people in care had also been discussed.

- d) Member Support Steering Group – Chair, Councillor Matthew Dormer

Councillor Dormer commented that a meeting of the Member Support Steering Group was scheduled to take place on 6th October 2020.

- e) Planning Advisory Panel – Chair, Councillor Matthew Dormer

Members were advised that no meetings of the Planning Advisory Panel were scheduled to take place.

12. URGENT BUSINESS - POSSIBLE E-SCOOTER TRIAL IN REDDITCH

The Strategic Planning and Conservation Manager presented a report in respect of the potential for Redditch to take part in a national E-scooter trial. The subject of e-scooters was being investigated by the Government as part of a focus on sustainable transport.

Worcestershire County Council would provide some assistance to Redditch Borough Council in respect of the bid for Redditch but were not taking a lead on the project. Consequently, external advice had been sought by Officers. At this initial stage of the project the Council needed to determine how the trial could operate in Redditch in general terms. At a later stage, subject to the authority's submission being successful, the Council would need to procure an external provider to deliver the trial in Redditch over a 12-month period. Redditch Borough Council would need to submit the bid to the Department for Transport (DfT) for approval and the department would determine whether Redditch would participate in the trial.

Officers were proposing that the e-scooter trial should take place in parts of Redditch town centre. Should the Council's bid be successful there would be approximately 100 e-scooters during the trial. The Council would need to address certain requirements in respect of traffic regulations prior to the launch of a trial. The external provider of the service would be responsible for maintaining the e-scooters and would need to obtain a license to operate. Should the trial be launched and be successful, the Council could consider extending the service to other parts of the Borough.

The West Midlands Combined Authority (WMCA) would also be submitting a bid to participate in the trial. There was the possibility that, if Redditch Borough Council's bid was unsuccessful, Redditch might be selected by the WMCA if the combined authority was successful, as a location for the trial.

After the presentation of the report Members discussed the following points in detail:

- The benefits of encouraging residents to use sustainable methods of transport, both in terms of the climate change implications and for people's physical health.
- The potential implications of an e-scooter trial for people with physical disabilities, particularly residents who were blind or partially sighted. The Committee was informed that the e-scooters emitted a noise and were not permitted to travel on footpaths, which would help to ensure the safety of pedestrians.
- The recent press coverage in respect of e-scooters and sustainable transport in Redditch.
- The amount of revenue that the Council could expect to generate from the service. Officers explained that it would be difficult to predict potential revenue prior to the trial taking place. There had only been one e-scooter trial to date in north England so there was not sufficient data available nationally to enable an estimate to be provided at this stage. Data would only begin to emerge once a trial had been launched.
- The role of Worcestershire County Council in respect of the transport infrastructure in the county and the need for partnership working in respect of the Active Travel agenda for Worcestershire.
- The highways infrastructure in Redditch and the benefits of a new town layout for sustainable transport trials.
- The speed limit for e-scooters, at 15.5 miles per hour. Officers confirmed that e-scooters would only be permitted to travel on roads where there was a 30 miles per hour speed limit.

RESOLVED that

- 1) **Officers be authorised to submit a bid for an e-scooter trial to the Department for Transport on or around the 31st August 2020; and**
- 2) **subject to the Council's bid to take part in the e-scooter trial being successful, authority be delegated to the Head of Planning, Regeneration and Leisure Services and the Head of Legal, Democratic and Property Services to complete all related legal and administrative documentation.**

(This report had been accepted as a matter of Urgent Business – not on the Executive Committee Work Programme and not having met the publication deadline – and was considered at the meeting as such, with the approval of the Chair and the Chair of the Overview and Scrutiny Committee, in accordance with the Council’s constitutional rules and the powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the Council needed to submit a bid to the Government for consideration as a location for an e-scooter trial by 31st August 2020. As there were no further meetings of the Executive Committee scheduled to take place prior to that date the Chair had agreed that the item could be discussed by the Committee as a matter of urgency.)

13. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.

Financial Outturn Report 2019/20 and Reserves (Minute Item No. 14)

14. FINANCIAL OUTTURN 2019/20 AND RESERVES

The Executive Director of Finance and Corporate Resources presented the Council’s Financial Outturn Report 2019/20 and Reserves and in so doing highlighted the following information for Members’ consideration:

- The report had been presented to the Executive Committee slightly later in the calendar year than usual due to delays caused by the Covid-19 pandemic.
- The majority of services were underspent when compared to the budget that had been set in the MTFP for the financial year.
- In part, these savings could be explained because the MTFP had been agreed before the Section 24 Notice had been issued to the Council and therefore significant changes had been made since the budget was set, resulting in the financial savings.

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- The savings that had been secured would be returned to balances, which would help the Council to address one of the concerns that had been raised by the external auditors in the Section 24 Notice.
- The one exception to this was expenditure in respect of the strategic purpose 'help me run a successful business', where there had been an overspend of £486,000. This was largely due to a significant loss of income for Rubicon Leisure Ltd from January 2020 onwards, due primarily to the effects of the Covid-19 pandemic.
- The Council had budgeted to spend £9.8 million in the capital budget but there had been an underspend of £6.9 million during the year. The Corporate Management Team (CMT) had been concerned that this was not acceptable and therefore Officers were working to ensure that this did not occur again in future.
- Savings had been achieved in relation to the HRA so only £26,000 had been required from balances to balance the budget for the year, meaning that the Council retained more than the minimum level of balances.
- However, there remained concerns about levels of expenditure for the HRA and this would need to continue to be carefully managed moving forward.
- The Council would be putting up to £1.3 million into reserves which would help to ensure the sustainability of services moving forward.
- The Executive Director of Finance and Corporate Resources would be requesting an additional meeting of the CRWP in due course to discuss further delegations to the Section 151 Officer in respect of grants provided to the Council.
- A new fee was proposed for customers undertaking journeys on a Dial a Ride vehicle for medical appointments. This fee had been proposed because the journeys tended to involve delivering and collecting a single customer and therefore were more expensive for the Council.

Members subsequently discussed the report and commented on a number of points in detail:

- The budget that had previously been agreed for the new IT system for Environmental Services and the reasons why additional funding was now required. Officers explained that previously a request had been made for a certain amount of capital funding, based on external advice, but it had since become clear, based on market testing, that additional funding would be required.
- The timeframes for the introduction of a new Environmental Services IT system. Officers explained that it would take at

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least 12 months, after the procurement of a system, to obtain some functionality.

- The length of time that the Council might use the IT system for and the need for the Council to have access to IT systems that would enable the authority to operate as a modern business.
- The potential for this system to be integrated with other Council IT systems and the need to have access to the right type of Application Programming Interfaces (APIs) to achieve this.
- The potential for a section on IT integration to be a mandatory part of Committee reports when Members were discussing documentation relating to IT programmes. Officers explained that the Council's report template was in the process of being reviewed and that this suggestion could be taken into account as part of that process.
- The value of jointly procuring a new IT system for Environmental Services with Bromsgrove District Council, as a consequence of the authorities' shared services arrangements.
- The procurement process for obtaining a new IT system for Environmental Services.
- The need for the new IT system for Environmental Services to enable staff to undertake mobile working.
- The level of overspend on the strategic purpose 'help me run a successful business'. Members noted that there was a typographical error in the report and the actual figure was £486,000.

At the end of the debate Members noted that this would be the last meeting of the Executive Committee that the Executive Director of Finance and Corporate Resources would attend before leaving the organisation. Members thanked the Executive Director for all her hard work over the previous years, particularly in respect of responding to the Section 24 Notice and Members passed on their best wishes for the future.

RESOLVED that

- 1) **the current financial position in relation to revenue and capital budgets for the year April 2019 – March 2020 as detailed in the report be noted.**

RECOMMENDED to Council

- 2) **approval of the movement of £1,105k in existing reserves;**
- 3) **the addition of new reserves of £1,380k;**

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- 4) the carry forward to the 2020/21 capital programme of £6,749k;
- 5) approval of the inclusion of the Town Deals fund revenue grant of £173k in 2019/20 together with all associated costs;
- 6) an increase to the revenue budget for 2020/21 due to receiving £40k SEP Grant (Strategic Economic Plan);
- 7) a capital grant to Worcestershire County Council for improvement works at Holly Trees Children's Centre leased by Redditch Borough Council (Parenting Support) of £15k in 2019/20;
- 8) an increase in the 2020/21 Capital Programme of £839k for Disabled Facilities Grants. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG);
- 9) the following additional new fees for Dial A Ride be introduced for 2020/21:
 - a) Dial A Ride Medical journey £4 with concessionary bus pass
 - b) Dial A Ride Medical journey £5 without concessionary bus pass
- 10) to increase the management fee to Rubicon Leisure by £413k from other service savings in 2019/20. This is to offset the shortfalls in income that the company has faced in 2019/20;
- 11) an increase in the 2020/21 Capital Programme of £12k for the HMO (House in Multiple Occupation) Lifetime Loans Budget. This is due to the growing need for HMO type accommodation across the Borough to meet the need of single persons and those on low incomes; an
- 12) an increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person

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(including the authority holding that information). There is nothing exempt, however, in this record of proceedings.)

The Meeting commenced at 6.30 pm
and closed at 8.51 pm

EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

1 September 2020 to 31 December 2020

(published as at 3rd August 2020)



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 Mike Rouse, Deputy Leader and Portfolio Holder for Leisure
Councillor Brandon Clayton, Portfolio Holder for Environmental Services
Councillor Anthony Lovell, Portfolio Holder for Climate Change
Councillor Nyear Nazir Community Services and Regulatory Services
Councillor David Thain, Portfolio Holder for Finance and Enabling
Councillor Craig Warhurst, Portfolio Holder for Housing and Procurement
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
Budget Framework Report 2020 Key: No	Executive Not before 8th Sep 2020		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Draft Council Tax Support Scheme Key: No	Executive 8 Sep 2020		Report of the Head of Financial and Customer Services	David Riley, Revenues Services Manager Tel: 01527 64252 ext 3382
Finance Monitoring Quarter 1 2020/21 Key: No	Executive Not before 8th Sep 2020 Council Not before 21st Sep 2020		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Housing Policies Key: No	Executive Not before 8th Sep 2020 Council Not before 21st Sep 2020		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing 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
Housing Strategy Key: No	Executive Not before 8th Sep 2020 Council Not before 21st Sep 2020		Report of the Head of Community and Housing Services	Derek Allen, Housing Strategy Manager Tel: 01527 881278
Housing / Housing Revenue Account Strategic Improvement Plan Progress Report Key: No	Executive 8 Sep 2020		Report of the Deputy Chief Executive	Sue Hanley, Deputy Chief Executive and Executive Director (Leisure, Environmental & Community Services) Tel: 01527 64252 ext 3601

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 8th Sep 2020	<p>Consideration of this item is the subject to agreement of certain matters with Homes England in January 2019.</p> <p>This report will contain commercially sensitive information and therefore parts of the report may need to be considered in private session.</p>	Report of the Chief Executive	Claire Felton, Head of Legal, Democratic and Property Services Tel: 01527 881429
Recovery and Restoration Plan Key: No	Executive 8 Sep 2020		Report of the Head of Business Transformation, Organisational Development and Digital Strategy	Deb Poole, Head of Business Transformation and Organisational Development Tel: 01527 881256

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
Fees and Charges 2021/22 Key: No	Executive Not before 27th Oct 2020 Council Not before 16th Nov 2020		Report of the Head of Financial and Customer Services	Kate Goldey, Senior Business Support Accounting Technician Tel: 01527 881208
Medium Term Financial Plan 2021/22 to 2024/25 - Update Report Key: No	Executive Not before 27th Oct 2020		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
New Cemetery Provision Key: No	Executive Not before 1st Nov 2020 Council Not before 1st Nov 2020		Report of the Head of Environmental and Housing Property Services	Michael Birkinshaw, Bereavement Services Manager Tel: 01527 62174
Domestic Abuse Policy - Identifying Abuse and Responding Effectively Key: No	Executive Not before 8th Dec 2020 Council Not before 25th Jan 2021		Report of the Head of Community and Housing 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
Finance Monitoring Quarter 2 2020/21 Key: No	Executive Not before 8th Dec 2020 Council Not before 25th Jan 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Medium Term Financial Plan 2021/22 to 2024/25 - Update Report Key: No	Executive Not before 8th Dec 2020 Council Not before 25th Jan 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Council Tax Base 2021/22 Key: No	Executive Not before 12th Jan 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Final Council Tax Support Scheme Key: No	Executive 12 Jan 2021 Council 25 Jan 2021			David Riley, Revenues Services Manager Tel: 01527 64252 ext 3382

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
Flexible Homelessness Support Grant and Homelessness Reduction Grant 2021/22 Key: No	Executive 12 Jan 2021 Council 25 Jan 2021		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
Housing Revenue Account Initial Budget 2021/22 to 2024/25 Key: No	Executive 12 Jan 2021 Council 25 Jan 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Medium Term Financial Plan 2021/22 to 2024/25 (including the capital programme) Key: No	Executive Not before 9th Feb 2021 Council Not before 22nd Feb 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Pay Policy Statement 2021/22 Key: No	Executive Not before 9th Feb 2021 Council Not before 22nd Feb 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services 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
Council Tax Resolutions Key: No	Executive Not before 22nd Feb 2021 Council Not before 22nd Feb 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Dementia Task Group - Final Report Key: No	Executive 23 Mar 2021		Report of the Overview and Scrutiny Committee	Joanne Gresham, Democratic Services Officer Tel: 01527 64252 Ext: 3031 Councillor Michael Chalk
Finance Monitoring Quarter 3 2020/21 Key: No	Executive 23 Mar 2021 Council 12 Apr 2021		Report of the Head of Financial and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Overview and Scrutiny Committee's Annual Report 2020/21 Key: No	Council 12 Apr 2021		Report of the Overview and Scrutiny Committee	Jess Bayley, Senior Democratic Services Officer (Redditch) Tel: 01527 64252 ext 3268 Councillor Joe Baker