



# Overview and Scrutiny

## Committee

Thu 2 Sep  
2021  
6.30 pm

Council Chamber,  
Redditch Town Hall

**REDDITCH** BOROUGH COUNCIL

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**If you have any queries on this Agenda please contact  
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## ***GUIDANCE ON FACE-TO-FACE MEETINGS***

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**Due to the current Covid-19 pandemic Redditch Borough Council will be applying social distancing arrangements for holding face-to-face meetings.**

**Please note that this is a public meeting and is open to the public to attend**

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

### **GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON**

In advance of the Committee meeting, Members are strongly encouraged to consider taking a lateral flow test, which can be obtained from the NHS website. Should the test be positive for Covid-19 then the Member must not attend the Committee meeting, should provide their apologies to the Democratic Services team and must self-isolate in accordance with national rules.

Members and officers are strongly encouraged to wear face coverings during the Overview and Scrutiny Committee meeting, unless exempt. Face coverings can be removed temporarily if the Councillor or officer is speaking or if s/he requires a sip of water and should be reapplied as soon as possible. As Councillors may remove their face coverings from time to time during the meeting, Members' seating will be placed two metres apart, in line with social distancing measures to protect meeting participants.

Hand sanitiser will be provided for Members to use throughout the meeting.

The meeting venue will be fully ventilated and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

### **PUBLIC SPEAKING**

The usual process for public speaking at Committee meetings will continue to be followed subject to some adjustments which allow written statements to be read out on behalf of residents and the virtual participation of residents at meetings of the Overview and Scrutiny Committee. Members of the public are encouraged to log in virtually to speak at meetings of the Overview and Scrutiny Committee wherever possible.

Members of the public are also able to access the meeting in person if they wish to do so. However, due to social distancing requirements to ensure the safety of participants during the Covid-19 pandemic, there will be limited capacity and members of the public will be allowed access on a first come, first served basis. Members of the public in attendance are

strongly encouraged to wear face coverings, to use the hand sanitiser that will be provided and will be seated in a socially distance manner at the meetings. It should be noted that members of the public who choose to attend the meeting of the Overview and Scrutiny Committee in person do so at their own risk.

In line with Government guidelines, any member of the public who has received a positive result in a Covid-19 test on the day of a meeting must not attend in person and must self-isolate in accordance with the national rules.

**Notes:**

**Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.**

# Overview and Scrutiny

Committee

Thursday, 2nd September,  
2021

6.30 pm

Committee Room 2 Town Hall

## Agenda

### Membership:

Cllrs:

Debbie Chance  
(Chair)  
Jennifer Wheeler  
(Vice-Chair)  
Salman Akbar  
Karen Ashley  
Joanne Beecham

Michael Chalk  
Alex Fogg  
Julian Grubb  
Lucy Harrison

### 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. Dementia Task Group Report (Pages 1 - 22)

### 5. Parking and Enforcement Update

### 6. Pre-Scrutiny - Homes England Asset Transfer (to follow)

### 7. Executive Committee Minutes and Scrutiny of the Executive Committee's Work Programme - Selecting Items for Scrutiny (Pages 23 - 40)

The current edition of the Executive Committee's Work Programme, published on 2<sup>nd</sup> August 2021, has been attached to this agenda for Members' consideration. The next edition of the Executive Committee's Work Programme is due to be published on 1<sup>st</sup> September 2021.

### 8. Overview and Scrutiny Work Programme (Pages 41 - 44)

### 9. Task Group Reviews - Draft Scoping Documents

# Overview and Scrutiny Committee

Thursday, 2nd September, 2021

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

- a) Budget Scrutiny Working Group – Chair, Councillor Wheeler
- b) Dementia Task Group – Chair, Councillor Michael Chalk
- c) Performance Scrutiny Working Group – Chair, Councillor Wheeler

## 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 3 – financial or business affairs;

## 13. Minutes (Pages 45 - 58)

## 14. Pre-Scrutiny - St David's House Extra Care Scheme Business Case (to follow)

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**Redditch Borough Council  
Overview and Scrutiny Committee**

**Scrutiny Task Group  
June 2020 to June 2021**

**Investigation into Dementia**



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## CONTENTS

	Page Number
Chair's Foreword	4
Summary of Recommendations	5-6
Introduction	7
Approach to Evidence Gathering	8-9
Chapter 1 - Dementia Services in Redditch	10-12
Chapter 2 – Increasing Awareness	13-14
Chapter 3 - Areas to Note	15
Conclusion	16
Appendix 1- Scrutiny Proposal Form	17-18
Appendix 2 - Acknowledgements	19
Appendix 3 - Background Papers	19
Appendix 4 - Declarations of Interest	19
Appendix 5 - Timeline of Activities	20

### Membership of the Task Group

Councillors Michael Chalk (Chair), Joanne Beecham and Jenny Wheeler.  
John Fisher was also a member of the Task Group however stepped down as a local Councillor at the Local Elections held in May 2021.

### Support Officers

Jo Gresham, Democratic Services Officer Tel: (01527) 64252 Ext: 3031  
Email: [joanne.gresham@bromsgroveandredditch.gov.uk](mailto:joanne.gresham@bromsgroveandredditch.gov.uk)

Completed  
June 2021

### Contact

Further copies of this report are available on request from:  
Address: Overview and Scrutiny Team, Democratic Services, Redditch Town Hall,  
Walter Stranz Square, Redditch, B98 8AH  
Email: [scrutiny@redditchbc.gov.uk](mailto:scrutiny@redditchbc.gov.uk)

**FOREWORD**

Faced with an aging population, Dementia is likely to become an increasing problem with more and more of us succumbing to this most incapacitating disease.

This Task and Finish Group worked hard to achieve a result in difficult circumstances for which I am extremely grateful, and I include the officers in this.

Our recommendations are straight forward and suggest more appreciation of the needs of our constituents. Only minor changes are needed to the present situation and the reinstatement and development of groups and gatherings that took place before the various Covid-19 lockdowns, should be activated.

It is understood that, as a Council, we do not have a direct impact on health issues, but we have a duty to do what we can to improve the overall wellbeing of the population.

Given that there will be an anticipated 1.6 million Dementia sufferers in the next few years, some of whom will be in Redditch, there is a need for these to be considered. We do need to be fully aware of the problem.



**Councilor Michael Chalk - Chair of the Dementia Task Group**

## **SUMMARY OF RECOMMENDATIONS**

### **Recommendation 1**

#### **Promotion of Dementia Services**

**We recommend that officers work with local agencies including the Older People's Forum, Age UK to hold a Dementia Awareness Event in the Town Hall and promote the event on the Council's website.**

**Legal implications:** There would be no Legal implications

**Financial Implications:** Officer time and any costs incurred with setting up such an event at the Town Hall

### **Recommendation 2**

#### **Promotion of Dementia Services**

**We recommend that officers undertake a refresh of the Older People Services Booklet which is currently available on the Redditch Borough Council website and include a specific section regarding Dementia Services available in the Borough**

**Legal implications:** There would be no Legal implications

**Financial Implications:** Officer time for the refresh of the Older People Services Booklet.

### **Recommendation 3**

#### **Increasing Awareness**

**We recommend that Dementia Training be provided to all Elected Members in order for them to better understand the changing needs of the residents in the Borough.**

<p><b>Legal implications:</b> There would be no Legal implications</p>
<p><b>Financial Implications:</b> There would be financial implications regarding the provision of training for Members.</p>

## Introduction

During a meeting attended by the Leader of the Council, the Chief Executive and the Chair of the Overview and Scrutiny Committee in 2019, several potential Task Group items were identified and presented for Members' consideration at a meeting of the Committee in June 2020.

Dementia diagnosis was one of the areas of interest identified by Members which would benefit from a Task Group investigation. At the next meeting of the Overview and Scrutiny Committee held in July 2020, Councillor Michael Chalk presented a Topic Proposal Scoping Document which set out proposals to look at Dementia in the Borough including existing support services available to those living with Dementia and their families. Based on the information contained in the document, Members agreed to launch the review and the first meeting was scheduled in early September 2020.

Members of the group were tasked with reviewing the following areas:

1. To analyse the current levels of residents living with Dementia and whether they are higher or lower than the national average in order to understand how prevalent the illness is within the Borough.
2. To clarify the different types of dementia that a person might develop and the different needs of those patients.
3. To consult with relevant Council Officers and partner organisations regarding the services available to residents living with Dementia in the Borough.
4. To assess the existing support services available for residents living with or in the process of being diagnosed with Dementia, and in particular the availability and accessibility of services and care home facilities.
5. To research steps taken by other councils in their Dementia support services.
6. To establish how Dementia services are communicated to residents.

It was considered that this investigation was linked to the Council's Strategic Purpose - 'Living independent, active & healthy lives'.

## Approach to Evidence Gathering

During the review, Members gathered evidence from a range of sources and information about Dementia in Redditch was obtained from the following:-

- An interview with the Redditch Partnership Manager from Redditch Borough Council in respect of Dementia services that were currently available in the Borough.
- An interview with the Service Manager from Age UK Herefordshire & Worcestershire to understand what Dementia Services were available in the Borough
- An interview with the Director of Services and the Living Well Team Leader/Veteran Wellbeing from Age UK Herefordshire & Worcestershire to understand what Dementia Services were available to Veterans living in the Borough.
- An interview with Councillor Julian Grubb, Armed Forces Champion.

In order to gather as much information as possible during meetings, witnesses were provided with questions prior to those meetings. This enabled the discussion to be focussed and witnesses were able to give as much detailed information as possible.

The questions included were as follows:-

1. What, if any, services and support did the Borough provide in respect of support for patients and their families?
2. What County-wide projects had previously been undertaken in respect of Dementia?
3. What are the different types of Dementia that effect residents?
4. What is the process for diagnosis?
5. How did Redditch compare with the rest of the country in respect of patient numbers and services?
6. What examples of good practice were available in terms of council services (ours and other Councils)?
7. What other scrutiny investigations had been previously undertaken by other Councils and what were the-outcomes?

It should be noted that one of the objectives included in the Scoping Document was for Members to gather information from a clinical source regarding the types of Dementia and the process involved in diagnosis. However, this proved difficult

to coordinate during the Covid-19 pandemic. Further information regarding this can be found in the 'Areas to Note' chapter of this report.

## Chapter 1 – Dementia Services in Redditch

### The Council

<b><u>Recommendation 1</u></b>
<b>Promotion of Dementia Services</b>
<b>We recommend that officers work with local agencies including the Older People's Forum, Age UK to hold a Dementia Awareness Event in the Town Hall and promote the event on the Council's website.</b>
<b>Legal implications:</b> There would be no Legal implications
<b>Financial Implications:</b> Officer time and any costs incurred with setting up such an event at the Town Hall

Members gathered evidence regarding what Council services were available within the Borough for those living with Dementia and discovered early into the investigation that Dementia Services were not a statutory function provided by the Council. However, it was confirmed that Dementia services were supported through the Council's work within the community. These support services included Dial-a Ride, LifeLine and Sports Development Services.

The group noted that the Council had previously played a larger role in the support of Dementia Services including a campaign in raising awareness in the local community. In addition to this, it had previously been involved in the Redditch and Bromsgrove Action Alliance; a group who worked with local authorities, police, places of education, transport, MPs and candidates and businesses. However, the Council was not directly involved in the work of the Alliance at the current time.

It was explained to Members that Redditch Borough Council had also previously been involved in events such as the Older People's Services Showcase held at the Town Hall in partnership with the Older People's Forum in 2019. Members were advised that these events were well attended and provided an opportunity for residents to understand what services were available to older people living in the Borough.

During consideration of this part of the investigation Members were informed that the impact of the Covid-19 pandemic had inevitably prevented these kinds of



events from taking place and the event scheduled for 2020 had to be cancelled. Members recognised the impact the pandemic had made on large events such as these, particularly those that included the attendance of vulnerable groups such as older people.

Members discussed the importance of these kinds of events which provided invaluable information for older people living in the Borough. However, due to the ageing population it was felt that it would be appropriate to host an event that specifically involved raising awareness of Dementia.

In this context the group is proposing that officers work with local agencies including the Older People's Forum and Age UK to hold a Dementia Awareness Event in the Town Hall and promote the event on the Council's website. Members acknowledge that this may not be possible whilst the impact of the Covid-19 pandemic is still being experienced but that it was important to consider organising this event for the future.

### **Recommendation 2**

#### **Promotion of Dementia Services**

**We recommend that officers undertake a refresh of the Older People Services Booklet which is currently available on the Redditch Borough Council website and include a specific section regarding Dementia Services available in the Borough**

**Legal implications:** There would be no Legal implications

**Financial Implications:** Officer time included in the refresh of the Older People's Services Booklet.

Members were informed during the investigation that Redditch Borough Council produced an Older People Services Booklet that provided information on services available to Older People in the Borough. The booklet had been due to be refreshed in March 2020 however, due to Covid-19 and the associated lockdowns some of the services included within the booklet had been suspended. It was thought that the refresh should be delayed until a clearer picture emerged in respect of the services still available. Members acknowledged that this delay was understandable. However, they were keen that when the refresh took place that a specific section on Dementia services should be included in the booklet to

provide information to those residents living with Dementia and their families and carers.

It is in this context the group is proposing recommendation 2.

### **Age UK**

During two in-depth interviews with Age UK, the services that they provided were discussed in detail and Members learnt that a large range of services were accessible for those living with Dementia, their families and carers. A 'Living Well' wrap around support service provided by Age UK was already in place for those who had been diagnosed with Dementia, and offered support for clients accessing services, funding, and carer support. Members noted that this support was provided initially for 12 months however follow-up support was available if necessary.

The main services provided by Age UK were as follows:

- Welfare calls and visits.
- Additional homecare assistance such as home maintenance and cleaning.
- Support in securing a council tax reduction and benefits.
- Links to social groups and local activities.

Members were encouraged to hear that the services were provided in a wide range of areas including how to access benefits for those who needed financial support post-diagnosis in addition to the provision of welfare services.

Age UK advised that their services were advertised locally in GP practices, local shops and religious centres in addition to national and local media advertising which helped to ensure far reaching communication. However, Members concluded that the further promotion of these services at a more local level was important, and that the Council could play a part in raising awareness in the future.

Further to the services outlined above, Members were informed during the interview with the Living Well Team Leader/Veteran Wellbeing from Age UK Herefordshire & Worcestershire that more specific and bespoke services were also available to veterans from Age UK Hereford and Worcestershire's Veterans Service. Although Dementia was not the only area that this service supported it was noted that it did provide respite care and financial support advice for veterans living with Dementia. This financial advice was considered vital as many of those diagnosed with Dementia were sometimes reluctant to access financial

support as they had never had to access this kind of support prior to their diagnosis. It was noted that, in addition to these services, sessions were currently being developed in order to help Veterans maintain cognitive stimulation.

It was during this detailed discussion that Members were informed of the role of the Armed Services Champion (AFC) in Redditch. In 2020/21 Councillor Julian Grubb was the champion for Redditch, and as part of his role he undertook work throughout the Borough on behalf of local veterans. Members were surprised that this role was not more prominent within the Council and were interested in understanding what the role entailed.

Further information was provided on this role and Members discovered that the AFC role was a positive focus for their local community and although working with Dementia service support was part of the role it was not the sole focus of the role.

Members were encouraged by the huge variety of services available through Age UK and were eager to help to promote the services to residents and it is within this context that both recommendations 1 and 2 are being proposed.

## Chapter 2 – Increasing Awareness

### Recommendation 3

#### Increasing Awareness

**We recommend that Dementia Training be provided to all Elected Members in order for them to better understand the changing needs of the residents in the Borough.**

**Legal implications:** There would be no Legal implications

**Financial Implications:** There would be Financial implications regarding the provision of training for Members.

The group were informed during the investigation that Dementia was underdiagnosed nationally and, according to the Public Health England Fingertips website, there was a poor rate of diagnosis in Redditch that fell below the national average. This confirmed to Members of the group that more needed to be done in order to promote awareness of Dementia, the symptoms and the potential risk factors. Although no witness from Public Health attended a meeting of the task group, this data had been confirmed at a meeting of the main Overview and Scrutiny Committee held in October 2020 when Dr Liz Altay attended and informed the Committee that the Dementia diagnosis rate had been falling in Redditch over the previous two or three years. At that time, it was noted that in Redditch the rate was 59% compared with the national average of 68.7%.

As part of the investigation, the group were provided with a Worcestershire Health and Wellbeing Board Dementia Joint Strategic Needs Assessment (JSNA) that was undertaken in 2019 in respect of Dementia. During this area of investigation, it was discovered that there were several risk factors that could possibly contribute to the causes of dementia. These risk factors included age, education, diet and amount of exercise and activity. Included in this JSNA were the following aspirations for the people in Worcestershire:

- The knowledge, opportunities and skills to reduce their risk of dementia
- Be diagnosed earlier if they develop dementia
- Access and knowledge of the correct services to support them and their carers to live well in their communities

- Be helped to plan for their future, and supported with the correct services for end-of-life care

Members of the task group felt that it was increasingly important for them to understand the needs of their residents in respect of Dementia given the low diagnosis rates and evidence regarding risk factors and causes.

At present there is no training provided to Members in respect of Dementia or other areas of health. The group agreed that further information about health and local demographics might be useful, especially those who are newly elected, to help them appreciate the challenges facing their communities/wards.

It is within this context that Members are proposing recommendation 3. It is noted that this recommendation would need to be referred to the Member Support Steering Group which determines the Members Induction Training Programme.

In addition to recommendation 3 Members agreed that both recommendations 1 and 2 would help raise awareness of the impact on Dementia on residents in the Borough.

## Chapter 3 - Areas to Note

Although not an area that Members were originally investigating, during the course of the review it became increasingly apparent that the Covid-19 pandemic had impacted greatly on Dementia services and diagnoses of Dementia. As a result of this the group thought it would be useful to revisit the Task Group's findings in 12 months to fully understand the impact of the pandemic on Dementia patients and services.

Members understood that difficulties had been experienced in securing the attendance of some witnesses due to the pressures the Covid-19 pandemic. This was particularly apparent when trying to gain a better understanding of the different types of Dementia. Members suggested that both this and the impact of the pandemic, as outlined above, could be addressed in the future, perhaps by inviting a clinician to a future meeting of the main Overview and Scrutiny Committee.

An additional area that was identified as part of the investigation was that there was currently no Public Health Practitioner (Dementia) working with Redditch Borough Council. The last practitioner had left the post and had not been replaced. It was hoped that a replacement would be made in the future.

## Conclusion

The Investigation into Dementia Task Group has taken longer than anticipated. This was partly due to the availability of witnesses and officers. Nonetheless the information that was gathered as part of the investigation proved useful in highlighting the wide range of Dementia Services available in the Borough.

Members discovered that there were many services available to residents that they could access post-Dementia diagnosis which they felt was encouraging. However, they were keen to increase awareness of these services, risk factors and the symptoms of Dementia for the benefit of residents.

It was apparent during the investigation that Covid-19 had greatly impacted on many Dementia services provided to vulnerable residents. The majority of face-to-face sessions had been suspended in order to keep residents safe throughout this time. The Group concluded that this kind of loss of provision could result in residents who relied on these kinds of services becoming more isolated and therefore it was even more important to promote Dementia services once they resumed.

The group's recommendations have been informed by the evidence that they gathered during the review. Members urge the Executive Committee to approve their recommendations.

**APPENDIX 1****Scrutiny Proposal Form****Scrutiny Proposal Form**

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

**Note:** The matters detailed below have not yet received any detailed consideration. The Overview and Scrutiny Committee reserves the right to reject suggestions for scrutiny that fall outside the Borough Council's remit.

Proposer's name and designation	Cllr Michael Chalk	Date of referral	17/06/2020
Proposed topic title	Dementia Task Group		
Link to local priorities including the strategic purposes	Living independent, active & healthy lives		
Background to the issue	<p>With an ageing population and advances in medicine we are all living longer. Numbers of dementia patients in the UK as a whole are reportedly rising. I am interested in finding out what impact this is having, in terms of the number of Dementia patients living in the Borough.</p> <p>It would be interesting to find out what services are available in the community and the care home availability for those who are living with Dementia.</p> <p>Are there causes of Dementia? Does lifestyle have an impact in diagnosis? These would all be areas of interest.</p>		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	<ol style="list-style-type: none"> <li>1. To analyse the current levels of residents living with Dementia and whether they are higher or lower than the national average in order understand how prevalent the illness is within the Borough.</li> <li>2. To clarify the different types of dementia that a</li> </ol>		



	<p>person might develop and the different needs of those patients.</p> <ol style="list-style-type: none"> <li>3. To consult with relevant Council Officers and partner organisations about services available to residents living with Dementia in the Borough.</li> <li>4. To assess the existing support services available for residents living with or in the process of being diagnosed with Dementia, and in particular the availability and accessibility of services and care home facilities.</li> <li>5. To research steps taken by other councils in their Dementia support services.</li> <li>6. To establish how Dementia services are communicated to residents.</li> <li>7. To determine whether any action can be taken to improve services available to residents with dementia living in Redditch.</li> </ol>
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	Estimated time for this task group is 3 to 4 meetings over a 6 month period starting from the end of September 2020.

**Please return this form to: Jess Bayley or Jo Gresham, Democratic Services Officers, Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, B98 8AH**

**Email: [jess.bayley@bromsgroveandredditch.gov.uk](mailto:jess.bayley@bromsgroveandredditch.gov.uk)  
[joanne.gresham@bromsgroveandredditch.gov.uk](mailto:joanne.gresham@bromsgroveandredditch.gov.uk)**

**APPENDIX 2****Acknowledgements**

The group would like to thank the following people for providing evidence during the course of their review:

Helen Broughton, Redditch Partnership Manager

Sonya Murray – Service Manager – Age UK Hereford and Worcestershire

Jude Henderson – Service Director - Age UK Hereford and Worcestershire

Gemma Warden – Living Well Team Leader/ Veteran Wellbeing

Councillor Julian Grubb – Armed Forces Champion, Redditch

**APPENDIX 3****Papers**

[https://www.redditchbc.gov.uk/media/4435991/OlderPeopleBooklet\\_RevisedSummary19.pdf](https://www.redditchbc.gov.uk/media/4435991/OlderPeopleBooklet_RevisedSummary19.pdf)

Worcestershire Health and Well-being Board Dementia Joint Strategic Needs Assessment (JSNA)

Local Government Association and Dementia Action Alliance - Dementia Support Guide for Councils

**APPENDIX 4****Declarations of Interest**

No declarations of interest were made during the course of the Task Group meetings.

**APPENDIX 5****Timeline of Activities**

<b>Date</b>	<b>Task Group Activity</b>
14/09/2020	Scoping meeting.
15/10/2020	Interview with Helen Broughton, Redditch Partnership Manager.
17/11/2020	Planned meeting was cancelled as no clinician was available to speak to the group.
2/12/2020	Interview with Service Manager, Age UK.
25/03/2021	Interview with Director of Services and Living Well Team Leader/Veteran Wellbeing from Age UK Hereford and Worcestershire
13/04/2021	Interview with Redditch Armed Forces Champion, Councillor Julian Grubb and recommendation discussion

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## Executive Committee

Tuesday, 13 July 2021

### MINUTES

**Present:**

Councillor Matthew Dormer (Chair), and Councillors Brandon Clayton, Peter Fleming, Anthony Lovell, Mike Rouse, David Thain and Craig Warhurst

**Officers:**

Kevin Dicks, Claire Felton, Mark Hanwell, James Howse and Ishrat Karimi-Fini

**Senior Democratic Services Officer:**

Jess Bayley-Hill

**1. APOLOGIES**

Apologies for absence were received on behalf of Councillors Gemma Monaco and Nyear Nazir.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. LEADER'S ANNOUNCEMENTS**

The Leader advised that the Overview and Scrutiny Committee had pre-scrutinised the Upper Norgrove House Report during a meeting held on Thursday, 8<sup>th</sup> July 2021. However, as no recommendations had been made on this subject the minutes of that meeting had not been presented for Members' consideration.

**4. MINUTES****RESOLVED that**

**the minutes of the meeting of the Executive Committee held on Tuesday, 23<sup>rd</sup> March 2021 be approved as a true and correct record and signed by the Chair.**

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Chair

## Executive Committee

Tuesday, 13 July 2021

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### 5. BOMFORD HILL PATHWAY

A report in respect of the introduction of a pathway to a peace memorial at Bomford Hill was presented by the Portfolio Holder for Leisure.

The Committee was informed that Bomford Hill had recently been redeveloped and a new peace memorial had been installed. The Church Hill Big Local community group had raised funding to support the installation of a pathway to the memorial. The Council would utilise this funding to pay for the works to be completed and, consequently, there were no financial implications for the local authority. Consultation had been held in the community and this had established that there was local demand for a pathway to the memorial.

Following the presentation of the report, Members discussed the proposals in detail. Questions were raised about the location of the footpath. The Committee was advised that the footpath would be situated in a new location and the closest residential street would be Redstone Close.

Reference was made to the role of Church Hill Big Local in progressing this project in partnership with the Council. The Committee thanked Church Hill Big Local for the work undertaken by the group in respect of this matter. Members also raised the potential value of further work involving community groups working in partnership with the Council in future.

#### **RECOMMENDED that**

- 1) **the capital programme be amended to incorporate the budget for the works detailed in recommendation 2, and that works be undertaken to re-introduce a gravel pathway at Bomford Hill to improve access to the recently installed piece of memorial; and**
- 1) **the receipt of the total value of (£31,727.37) for the project plus a maintenance figure (£3,127) is received from Church Hill Big Local.**

### 6. MEMBERS' ICT POLICY

The ICT Transformation Manager presented the updated Members' ICT Policy.

The Committee was informed that the policy had been reviewed following changes to IT support for Members during 2020. At the start of the Covid-19 pandemic the IT team had realised that

# Executive Committee

Tuesday, 13 July 2021

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Members' ipads were no longer fit for purpose. In particular, the ipads did not elicit good video or audio quality for Members participating in virtual meetings. Therefore, this equipment had been replaced during 2020.

The updated Members' ICT Policy provided Members with two options; Members could obtain a Council device, primarily a laptop or Surface Pro device; alternatively, Members could use their own device under the Council's Bring Your Own Device policy. The policy no longer referred to Blackberry software, which had ceased to be used by the Council in 2020. The Council had also introduced a policy of deleting emails after two years had elapsed.

There was the potential that the policy could make a positive contribution in respect of climate change. The Councillors' new equipment would enable them to participate in informal meetings virtually.

The Committee subsequently discussed the policy and in so doing noted that Members could choose to select both options, in terms of accessing their emails, as this would help to ensure that Members were able to respond to residents in a timely manner. Members welcomed news that the Council would no longer be using the blackberry software, noting that this had not been used in most work environments for many years.

Members thanked the ICT team for their hard work during the Covid-19 pandemic. It was noted that the Council's IT provision had progressed during the lockdown in response to circumstances. However, concerns were raised that some Members were still experiencing problems when using their Council IT equipment. Officers advised that the Council had employed a Members' ICT Support Officer and he would be available to provide support to Members moving forward.

## **RESOLVED that**

**the proposed Member ICT Policy be agreed and implemented for all Members and that the options within it be made available to Members.**

## **7. COVID-19 BUSINESS GRANT FUNDING**

The Executive Director of Resources presented a report updating Members on the distribution of Covid-19 Business Grant funding in Redditch. The report had been prepared for noting in order to provide the Executive Committee with assurance that the funding was being distributed to local businesses.

## Executive Committee

Tuesday, 13 July 2021

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The distribution of grant funding was occurring in a complex funding environment. Strict criteria applied to the distribution of these grants to local businesses and the Council had had to comply with this. There had been a significant amount of money provided to local businesses through a range of grants, valued at a total of £22.9 million. Wherever possible, the Council would seek to allocate all of the grant funding provided by the Government for the use of businesses. However, the level of the grant provided by the Government to the Council was based on an estimate of the level of need in the area and sometimes the level was overestimated, meaning that some funding would be left over. Where funding was not spent, this had to be returned to the Government. Members were informed that unlike other Councils, there had not been a significant issue with fraud when distributing the grant funding to local businesses.

The Committee subsequently discussed the report and in so doing thanked Officers for their hard work in respect of distributing grant funding to local businesses. Members noted that this work had had to be addressed in addition to existing work responsibilities and had benefitted many local businesses that had struggled during the Covid-19 pandemic. Officers were also thanked for bringing forward a report in respect of this matter as it helped to ensure that there was transparency about the arrangements in place locally to distribute the business grant funding.

Members noted that two of the grants, the Restart grant and ARG grant, remained available to businesses and Officers were urged to promote the availability of this funding to local companies. Officers confirmed that the Council remained on track to distribute the ARG grant funding that had already been received by the end of July and this would result in the Council receiving a further tranche of ARG funding.

During consideration of this item, Members questioned whether any tangible information had been provided about the impact that the grant funding had had on businesses, including the number of jobs that had been saved as a consequence. Officers explained that this data was not yet available and would need to be monitored through ongoing work in respect of economic regeneration.

### **RESOLVED that**

**the report be noted.**

### **8. COVID-19 GRANT FUNDING - DELEGATIONS**

The Executive Director of Resources presented a report detailing proposals for Officers to receive delegated authority to manage



## Executive Committee

Tuesday, 13 July 2021

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funding allocated to the Council by the Government to help manage local recovery following the Covid-19 pandemic. The Committee was advised that this did not relate to the business grant funding, which had been discussed earlier in the meeting. Instead, the delegation would enable Officers to utilise funding provided by the Government for recovery purposes in a timely manner, rather than having to wait until use of the funds was approved at a Council meeting. There was a risk that, if the Council could not act quickly in respect of this additional funding, the authority would lose out on an opportunity to secure further funding for recovery purposes. Should authority be delegated to Officers, it would only be used following consultation with the Leader and Officers would need to comply with the relevant conditions applying to the grant funding.

Members subsequently discussed the proposed delegation and noted that this related specifically to funding intended to aid local recovery following the pandemic, not to all areas of local government finance. There were tight timescales in which the Council could act and the delegation would ensure that Officers could secure and use available funding in a timely manner to benefit the local community.

### **RECOMMENDED that**

**authority be delegated to the Executive Director of Resources to accept, administer and distribute any Government Funding, or Funding from bodies acting on behalf of Government, relating to or in response to the Covid 19 emergency and to make the necessary and corresponding adjustments to the MTFP following consultation with the Leader and subject to meeting the conditions of grant funding.**

### **9. OVERVIEW AND SCRUTINY COMMITTEE**

The Leader advised that there were no recommendations arising from the meeting of the Overview and Scrutiny Committee held on Thursday, 18<sup>th</sup> March 2021.

### **RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on Thursday, 18<sup>th</sup> March 2021 be noted.**

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

The Leader confirmed that there were no referrals from any Committees for consideration on this occasion.

# Executive Committee

Tuesday, 13 July 2021

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## 11. ADVISORY PANELS - UPDATE REPORT

The following updates were provided in respect of the Executive Advisory Panels and other groups:

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

Councillor Lovell advised that a meeting of the group was due to take place the following week. Officers were investigating the subject of electric charging points for vehicles and it was anticipated that a contract would be put out to tender in respect of this matter shortly. The climate change implications of long grass were also being considered.

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

Councillor Dormer advised that a meeting of the group was scheduled to take place on 14<sup>th</sup> October 2021.

- c) Corporate Parenting Board – Council representative, Councillor Nyear Nazir

In the absence of Councillor Nazir, the Chair proposed that an update should be provided in respect of this matter at the following meeting of the Committee.

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

The Committee was informed that a meeting of the Member Support Steering Group took place on 21<sup>st</sup> June 2021. During this meeting, Members had agreed that a survey should be circulated among new Members to gauge their views on the induction process. This survey would be circulated in due course.

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

Councillor Dormer confirmed that there were no scheduled meetings of the Planning Advisory Panel.

## 12. FINANCIAL UPDATE REGARDING LEISURE SERVICES

The Executive Director of Resources presented a report detailing the financial implications of the position of Rubicon Leisure Limited for the Council. The report had been drafted following the

## Executive Committee

Tuesday, 13 July 2021

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Executive Committee's identification of Rubicon Leisure Limited as a potential financial risk for the Council.

The Committee was informed that it was a difficult time for the hospitality industry. Rubicon Leisure Limited had been impacted by the pandemic like other leisure companies. Significant progress had been made by the company in terms of identifying action that could be taken to improve the financial position of Rubicon Leisure Limited moving forward. However, further action would be needed and the Managing Director was working hard to address this.

Members discussed the report and noted that reference was made to the business plan 2021/22 for Rubicon Leisure Limited. Questions were raised about how this business plan would be approved and Officers clarified that this role had been delegated to the Shareholders Committee.

During consideration of this item, Councillor David Thain, as Chair of the Shareholders Committee, explained that at a recent meeting of the Committee Members had approved the business plan 2021/22 for Rubicon Leisure Limited. Whilst progress had been made he commented that further action was required and the Committee had clarified that there a business plan covering a three-year period would need to be developed.

### **RESOLVED that**

- 2) the financial context and risks set out in section 3 are noted;**
- 3) the decision taken by members of the Shareholders Committee (in line with the Council's Constitution) to approve a revised one-year Rubicon Business Plan is noted; and**
- 4) the requirement to support the mitigating actions as set out in Section 7 is noted as is the work undertaken by officers to determine a longer term business plan focusing on financial sustainability and relevant and appropriate service delivery.**

### **13. LAND AT UPPER NORGROVE, WEBHEATH**

The Head of Legal, Democratic and Property Services presented a report updating Members on the position of the former Upper Norgrove House site in Webheath. This site had been the subject of a number of previous reports, most recently in 2019. Unfortunately, the Council had not been able to achieve a desirable outcome through discussions with a number of local landowners,

## **Executive Committee**

**Tuesday, 13 July 2021**

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due to a range of complex reasons. Therefore, the Council was proposing to take alternative action with the adjacent landowner. There was the potential for the adjacent landowner to apply for planning permission for access to their land which would need to be considered through the Council's planning process.

The Committee discussed the report and in so doing noted that a significant amount of work had been invested in trying to address the issues identified at previous Committee meetings when discussing the former Upper Norgrove House site. Members expressed the hope that, should a resolution be found, action could be taken at the site that would benefit the local community.

### **RESOLVED that**

- 5) the advice document at appendix 1 to this report be noted;**
- 6) approval be given to a joint marketing exercise of the site known as Upper Norgrove Webheath with the adjacent landowner; and**
- 7) authority be delegated to the Head of Legal Democratic and Property Services and the Executive Director of Resources following consultation with the Leader of the Council to market and dispose of the site.**

The Meeting commenced at 6.33 pm  
and closed at 7.21 pm

# EXECUTIVE COMMITTEE LEADER'S WORK PROGRAMME

**1 September 2021 to 31 December 2021**

(published as at 2<sup>nd</sup> August 2021)



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](mailto:democratic@bromsgroveandredditch.gov.uk)

The Executive Committee's meetings are normally held at 6.30pm 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 Gemma Monaco, Deputy Leader without portfolio  
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 Mike Rouse, Portfolio Holder for Leisure  
Councillor David Thain, Portfolio Holder for Finance and Enabling  
Councillor Craig Warhurst, Portfolio Holder for Housing and Procurement  
Councillor Peter Fleming

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
Community Survey Results <b>Key:</b> No	Executive 7 Sep 2021		Report of the Head of Business Transformation, Organisational Development and Digital Strategy	Rebecca Green, Policy Manager Tel: 01527 881616
Dementia Task Group - Final Report <b>Key:</b> No	Executive 7 Sep 2021		Report of the Overview and Scrutiny Committee	Joanne Gresham, Democratic Services Officer Tel: 01527 64252 Ext: 3031 Councillor Michael Chalk
Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 <b>Key:</b> Yes	Executive 7 Sep 2021		Report of the Private Sector Housing Manager	Steve Shammon, Private Sector Housing Team Leader, Haroon Chaudhry, Environmental Health Practitioner Tel: 01527 64252 ext 3630, Tel: 01527 64252
Homes England Asset Transfer <b>Key:</b> No	Executive 7 Sep 2021  Council 20 Sep 2021	This report may contain exempt information which would need to be considered in private session.	Report of the Head of Legal, Democratic and Property Services	Claire Felton, Head of Legal, Democratic and Property 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
Matchborough and Winyates Regeneration Proposals <b>Key:</b> Yes	Executive Not before 7th Sep 2021		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192
St David's House Extra Care Scheme - Business Case <b>Key:</b> No	Executive 7 Sep 2021 Council 20 Sep 2021		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
Asset Management Strategy and investment programme for council housing stock <b>Key:</b> No	Executive 26 Oct 2021 Council 15 Nov 2021		Report of the Head of Environmental and Housing Property Services	Simon Parry, Housing Property Services Manager Tel: 01527 64252
Budget Framework Report <b>Key:</b> No	Executive 26 Oct 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205

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
Church Green Conservation Area Adoption <b>Key:</b> No	Executive 26 Oct 2021 Council 15 Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Mike Dunphy, Strategic Planning and Conservation Manager Tel: (01527) 881325
Fees and Charges 2022/23 <b>Key:</b> No	Executive 26 Oct 2021 Council 15 Nov 2021		Report of the Head of Finance and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Finance Monitoring Report 2021/22 <b>Key:</b> No	Executive 26 Oct 2021 Council 15 Nov 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205
Financial Outturn 2020/21 Report <b>Key:</b> No	Executive 26 Oct 2021 Council 15 Nov 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205



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
Future Plans for Auxerre House <b>Key:</b> No	Executive Not before 26th Oct 2021  Council Not before 15th Nov 2021	This report may contain exempt information which would need to be discussed by the Executive Committee in private session.	Report of the Head of Environmental and Housing Property Services	Simon Parry, Housing Property Services Manager Tel: 01527 64252
Growth Options for Garden Waste Service <b>Key:</b> No	Executive 26 Oct 2021		Report of the Head of Environmental and Housing Property Services	Matthew Austin, Environmental Services Manager Tel: 01527 64252
Housing Policies <b>Key:</b> No	Executive 26 Oct 2021  Council 15 Nov 2021		Report of the Head of Community and Housing Services	Judith Willis, Head of Community and Housing Services Tel: 01527 64252 ext 3284
Management and Development of Cafe at Morton Stanley Park <b>Key:</b> Yes	Executive 26 Oct 2021  Council 15 Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Ishrat Karimi-Fini, Parks and Events Service Manager Tel: 01527 881204

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
New Cemetery Provision <b>Key:</b> No	Executive Not before 26th Oct 2021  Council Not before 15th Nov 2021		Report of the Head of Environmental and Housing Property Services	Michael Birkinshaw, Bereavement Services Manager Tel: 01527 62174
Medium Term Financial Plan 2022/23 to 2024/25 Update <b>Key:</b> No	Executive 26 Oct 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205
Redditch Local Plan Update and Local Development Scheme' <b>Key:</b> No	Executive 26 Oct 2021  Council 15 Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Ruth Bamford, Head of Planning, Regeneration and Leisure Services Tel: 01527 64252
Redditch Town Investment Plan Business Cases <b>Key:</b> Yes	Executive 26 Oct 2021  Council 15 Nov 2021		Report of the Head of Planning, Regeneration and Leisure Services	Ostap Paparega, Head of North Worcestershire Economic Development and Regeneration Tel: 01562 732192

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
Ash Die Back Action Plan <b>Key:</b> No	Executive 7 Dec 2021		Report of the Head of Environmental and Housing Property Services	Carl Walker, Environmental Services Manager Tel: 01527 64252 ext 3421
Decarbonisation of the Council Fleet <b>Key:</b> No	Executive 7 Dec 2021 Council 31 Jan 2022		Report of the Head of Environmental and Housing Property Services	Kevin Hirons, Environmental Services Manager Tel: 01527 881705
Finance Monitoring Quarter 2 2021/22 <b>Key:</b> No	Executive Not before 7th Dec 2021 Council Not before 7th Dec 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205
Medium Term Financial Plan 2022/23 to 2024/25 Update <b>Key:</b> No	Executive 7 Dec 2021		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205

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 2022/23 <b>Key:</b> No	Executive 11 Jan 2022 Council 31 Jan 2022		Report of the Head of Finance and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Flexible Homelessness Support Grant and Homelessness Reduction Grant 202/23 <b>Key:</b> No	Executive 11 Jan 2022		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 (HRA) Initial Estimate 2022/23 <b>Key:</b> No	Executive 11 Jan 2022 Council 31 Jan 2022		Report of the Head of Finance and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Independent Remuneration Panel 2022/23 <b>Key:</b> No	Executive 11 Jan 2022 Council 31 Jan 2022		Report of the Head of Legal, Democratic and Property Services	Darren Whitney, Electoral Services Manager Tel: 01527 882547

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
Medium Term Financial Plan 2022/23 to 2024/25 Update <b>Key:</b> No	Executive 11 Jan 2022		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205
Council Tax Resolutions 2022/23 <b>Key:</b> No	Executive 8 Feb 2022 Council 21 Feb 2022		Report of the Head of Finance and Customer Services	Chris Forrester, Head of Financial and Customer Services Tel: 01527 881673
Medium Term Financial Plan 2022/23 to 2024/25 (including Capital Programme) <b>Key:</b> No	Executive 8 Feb 2022 Council 21 Feb 2022		Report of the Executive Director, Finance and Resources	Chris Forrester, Head of Financial and Customer Services, James Howse, Executive Director Finance Tel: 01527 881673, Tel: 01527 881205
Pay Policy Statement 2022/23 <b>Key:</b> No	Executive 8 Feb 2022 Council 21 Feb 2022		Report of the Human Resources and Development Manager	Becky Talbot, Human Resources and Development Manager Tel: 01527 64252 ext 3385

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
Overview and Scrutiny Annual Report 2021/22 <b>Key:</b> No	Council 11 Apr 2022		Report of the Chair of the Overview and Scrutiny Committee	Joanne Gresham, Democratic Services Officer Tel: 01527 64252 Ext: 3031

**Overview & Scrutiny**

Committee

September 2021

**WORK PROGRAMME 2020/21**

(Report of the Chief Executive)

<b>Date of Meeting</b>	<b>Subject Matter</b>	<b>Officer(s) Responsible for report</b>
<b>ALL MEETINGS</b>	<b>REGULAR ITEMS</b>	<b>(CHIEF EXECUTIVE)</b>
	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
	<b>REGULAR ITEMS</b>	
	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

September 2021

MEETING DATE	ITEM TO BE CONSIDERED	RELEVANT LEAD
September 2021	Parking Enforcement Update	Relevant Lead Head(s) of Service
September 2021	Dementia Task Group – Final Report	Councillor Michael Chalk
September 2021	St David's House Extra Care Scheme – Business Case – pre-scrutiny	Judith Willis, Head of Community and Housing Services
September 2021	Pre-Decision-Scrutiny - Homes England Asset Transfer- pre-scrutiny	Claire Felton, Head of Legal, Democratic and Property Services
October 2021	Church Green Conservation Area	Mike Dunphy, Strategic Planning and Conservation Manager
October 2021	Redditch Town Deal Investment Plan – 6 monthly update	Relevant Lead Head(s) of Service
October 2021	Pre-Decision-Scrutiny - Future Plans for Auxerre House	Simon Parry, Housing Property Services Manager
October 2021	Pre-Decision-Scrutiny - Asset Management Strategy and investment programme for council housing stock	Simon Parry, Housing Property Services Manager
Not before October 2021	New Cemetery Provision	Michael Birkinshaw, Bereavement services Manager



# Overview & Scrutiny

Committee

September 2021

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<b>December 2021</b>	Matchborough and Winyates Regeneration Proposals – pre-scrutiny	Ostap Paparega, Head of North Worcestershire Economic Development
<b>February 2021</b>	Redditch Town Centre Regeneration Business Cases	Ostap Paparega, Head of North Worcestershire Economic Development

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# Overview and Scrutiny Committee

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Thursday, 8th July, 2021

## MINUTES

### Present:

Councillor Debbie Chance (Chair), Councillor Jennifer Wheeler (Vice-Chair) (present from Minute Item No. 1-11) and Councillors Karen Ashley, Salman Akbar, Michael Chalk, Joanne Beecham, Alex Fogg, Julian Grubb and Lucy Harrison

### Also Present:

Councillor Matthew Dormer – Portfolio Holder for Planning, Economic Development, Commercialism and Partnerships

Councillor Brandon Clayton – Portfolio Holder for Environmental Services

### Officers:

Helen Broughton and Carl Walker

### Democratic Services Officers:

Jo Gresham and Josef Galkowski

## 1. APOLOGIES AND NAMED SUBSTITUTES

No apologies for absence were received.

## 2. DECLARATIONS OF INTEREST AND OF PARTY WHIP

Councillor Jenny Wheeler declared an Other Disclosable Interest in respect of Minute Item No. 13 due to the location of the site in relation to her residence. It was agreed that Councillor Wheeler would not be present for consideration of this item.

.....  
Chair

# Overview and Scrutiny Committee

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Thursday, 8th July, 2021

Councillor Joanne Beecham queried whether she should also declare an Other Disclosable Interest in respect of item 13 due to the location of the site in relation to her residence and business. However, it was agreed that the location of the site was not considered to be in close proximity and therefore she would not be precluded from any discussions regarding this item.

There were no other declarations of interest nor of any Party Whip.

## 3. MINUTES

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee held on 18<sup>th</sup> March 2021 be approved as a true and correct record and signed by the Chair.**

## 4. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

## 5. OVERVIEW AND SCRUTINY TRAINING AND WORK PROGRAMME PLANNING EVENT REPORT

The Democratic Services Officer presented the item in respect of the Overview and Scrutiny Training and Work Programme Planning Event Report.

During consideration of the item the following was highlighted for Members' attention:

- Twelve non-Executive Committee Members were invited to attend an Overview and Scrutiny Committee training session on 7<sup>th</sup> June 2021. The training was facilitated by three Democratic Services Officers. Also in attendance at this was the Chief Executive, Kevin Dicks who provided an overview on the importance of scrutiny and its link to the Council's Strategic Purposes.
- Officers confirmed that additional training was organised for 1st July 2021. This was conducted as a 'mop-up' session for

# Overview and Scrutiny Committee

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Thursday, 8th July, 2021

Members who were unable to attend previously. Three non-Executive Members were in attendance for this training.

- At both sessions, Members received a presentation on the various elements of scrutiny and the different methods by which it could be undertaken. Following this, members were split into several groups and were asked to take part in two interactive exercises. Members were first asked to reflect on issues that had been identified in their wards and assess whether they were suitable items for scrutiny. The second part of the exercise required members to determine how the overview suggestions linked to the Strategic Purposes of the Council, and finally, what the best way to scrutinise the topic would be.
- The following items were identified as potential Overview items during the next municipal year:
  - Parking
  - Landscaping
  - Speeding
  - Litter and cleanliness
  - Recreational activities for teenagers in the Borough
  - Anti-social behaviour
  - Housing Quality/ Houses of Multiple Occupancy and Void properties
  - Drug/ Alcohol abuse and addiction issues
  - Allocation of resources across the Borough
- Two Working Groups were currently underway and regularly reported back to the main Overview and Scrutiny Committee. These were Performance Scrutiny Working Group and the Budget Scrutiny Working Group. In addition to these groups Members were reminded that there were two Task Groups being undertaken at present: the Dementia Task Group and the Short Sharp Review on Parking on Unicorn Hill. Members were informed that the Dementia Task Group report would be presented for Members' consideration at the meeting of the Committee due to be held in September 2021.

**RESOLVED that**

# **Overview and Scrutiny Committee**

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Thursday, 8th July, 2021

- 1) the items raised during the Overview and Scrutiny Training session would be added to the Overview and Scrutiny Committee's work programme; and
- 2) the issues raised as potential items for scrutiny, including pre-scrutiny, in 2021/22 as detailed in the report were noted; and
- 3) that members were encouraged to suggest items for scrutiny, including pre-decision scrutiny, throughout the year as and when they feel it would be appropriate be noted.

## **6. LANDSCAPING - OVERVIEW ITEM**

The Head of Service for Environmental and Housing Property Services and the Environmental Services Manager were in attendance for the Landscaping overview item.

Members were reminded by the Chair that this area had been identified during the Overview and Scrutiny training discussed as part of the previous item.

During consideration of the item the Environmental Services Manager explained to Members that there were three Place Teams who carried out grass-cutting and litter-picking in the Borough. Each team covered a specific geographical area.

Some Members were particularly interested in the schedule of works for grass-cutting for each year. It was reported that there was not a specific schedule of works as so much of the cutting carried out was dependent on weather and ground conditions.

Members were keen to know which Place team covered which ward and Officers undertook to provide the information of the Place Team Coordinators and the areas they covered outside of the meeting. In addition to this, Members would be provided with the details of the Environmental Services Business Support Unit (BSU) where Members and residents could report any Environmental Services issues they had. It was highlighted to Members that reporting via

# Overview and Scrutiny Committee

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Thursday, 8th July, 2021

the BSU was considered the best way to capture any requests and ensured that the service area was able to effectively manage the workstream and provide audit trails for any issues reported.

The Chair invited Councillor Brandon Clayton, who was in attendance in his role as Portfolio Holder for Environmental Services to comment on the update. He reported that a large number of staff were involved in grass-cutting across Redditch however he also stated that there had been delays experienced this year due to the replacement of the safety barriers along the Borough's highways by Worcestershire County Council.

## **RESOLVED that**

**the item in respect of Landscaping be noted.**

## **7. COMMUNITY LOTTERY UPDATE**

The Redditch Partnership Manager presented the Community Lottery update and explained that this was the regular 6-monthly update.

During the presentation of this item the following was highlighted for Members' consideration:

- The Community Lottery was established in 2019 as a mechanism for community groups to raise funds for themselves. It was facilitated by an External Lottery Manager (ELM), Gatherwell Ltd. who delivered the online Lottery on the Council's behalf.
- The Lottery took place every Saturday and the jackpot was a prize of £25,000 which was underwritten through the ELM contract.
- For each pound spent on the Lottery the following was allocated:
  - 50% to Good Causes
  - 10% for the operating costs
  - 20% towards prizes
  - 17% was allocated to the ELM with 3% VAT

## Overview and Scrutiny Committee

---

Thursday, 8th July, 2021

It was explained to the Committee that the VAT could be claimed back by the Council.

- The Community Groups involved in the Lottery promoted it to their supporters. This meant that the more supporters the group had, the more funding would be received through the purchase of tickets.
- There had been a slight dip in the numbers of players of the Lottery since the last report considered by Members at their Committee meeting held in January 2021.
- There was no allocated Council budget to promote the Community Lottery.

Members were interested in the table of data that had been provided as part of the report. The Redditch Partnership Manager explained that the information had been extracted from the dashboard and reflected the whole 18 months that the Lottery had been running. Some Members queried the discrepancies between the figures provided in the table and those that appeared in other areas of the report particularly regarding the amounts that had been received by Good Causes and requested clarification on these figures. Officers confirmed that they would provide further information and narrative on the table and circulate to Members.

During a detailed discussion Members expressed that it would be useful if future reports included the information on a year and year basis. This would help to provide a more useful comparison of how the Lottery was progressing. The Redditch Partnership Manager undertook to see if it was possible to present the data in this manner for future meetings.

It was explained to Members that prior to the Covid-19 pandemic research had been undertaken to establish the impact of the Lottery on local community groups. It was found that groups felt that they had been helped by the funding received by the Lottery. It was acknowledged, however, that some community groups had more local support which in turn resulted in greater funding being received.

There was interest from the Members regarding the prizes that were available. The Redditch Partnership Manager explained



## Overview and Scrutiny Committee

---

Thursday, 8th July, 2021

that there were a variety of prizes available. As well as the £25,000 jackpot there were smaller monetary prizes in addition to 'bolt-ons' which were provided by Gatherwell. Some Members felt that local residents might be more incentivised to buy tickets if the Lottery were better publicised and they were keen that some communications be released. Some Members of the Committee queried why residents would take part in this Lottery over alternative lotteries that offered higher monetary wins. Officers explained that most players chose to play to support local community groups and not necessarily to win a prize.

The Chair invited the Councillor Dormer, who was in attendance in his role as relevant Portfolio Holder to comment on the report. He explained that it was positive that the only a small number of participants had ceased playing the Lottery during the pandemic.

The Chair thanked Councillor Dormer for his attendance and took the opportunity to query the current position in respect of the Towns Bid. Councillor Dormer explained that although he sat on the Board the decisions made were not only Council decisions but a whole Board decision. The Chair of the Overview and Scrutiny Committee queried whether it would be possible in order to better understand the process undertaken by the Board, the projects that were being considered and how the funding was allocated whether a Towns Bid Board member would be willing to come and talk to the Committee. It was agreed that this would be added to the Committee's Work programme for consideration in the future.

**RESOLVED that**

**The Community Lottery Update be noted.**

### **8. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME - SELECTING ITEMS FOR SCRUTINY**

The Democratic Services Officer present explained that there had been some changes to the Executive Work Programme and that

# Overview and Scrutiny Committee

---

Thursday, 8th July, 2021

some items had been delayed. Any changes to items that had been selected for pre-scrutiny would be reflected on the Committee's Work Programme at the next meeting.

**RESOLVED that**

- 1) the minutes of the meeting of the Executive Committee held on Tuesday, 23rd March 2021 be noted; and
- 2) the content of the Executive Committee's Work Programme for the period 1st August to 30<sup>th</sup> November 2021 be noted.

**9. OVERVIEW AND SCRUTINY WORK PROGRAMME**

The Democratic Services Officer present undertook to update any items on the Committee's Work Programme that had been suggested during the meeting.

**RESOLVED that**

**the Overview and Scrutiny Work Programme be noted.**

**10. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORT**

- a) Budget Scrutiny Working Group – Chair, Councillor Jennifer Wheeler

Councillor Wheeler reported that there had not been a meeting of the Budget Scrutiny Working Group so far during this municipal year. However, one had been arranged for early in September 2021.

At this meeting it had been agreed that an overview of the importance of the work of the Budget Scrutiny Working Group would be provided. It was hoped that this would be of particular use to newly elected Members of the Group.

- b) Performance Scrutiny Working Group – Chair, Councillor Jennifer Wheeler

# Overview and Scrutiny Committee

---

Thursday, 8th July, 2021

It was explained to Members that the first meeting of the Performance Scrutiny Working Group had been arranged for 14<sup>th</sup> September 2021.

Councillor Wheeler advised Members that there would be changes to the way performance was scrutinised during this municipal year and that a more strategic approach would be taken.

c) Dementia Task Group – Chair, Councillor Michael Chalk

Councillor Chalk explained that the final report for the Dementia Task Group was currently being written and was due for consideration at the next meeting of the Committee in September 2021.

d) Parking on Unicorn Hill, Short, Sharp Review – Chair, Councillor Joanne Beecham

Councillor Beecham informed Members that there had been a meeting of the Parking on Unicorn Hill Short, Sharp Review on 23<sup>rd</sup> June 2021. At this meeting information had been provided to Members regarding the work of the Licensing Committee and any potential overlaps with the work of the short, sharp review. An update would be provided to the Committee in due course.

**RESOLVED that**

**the Task Groups, Short Sharp Reviews and Working Groups Update be noted.**

**11. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS**

a) West Midlands Combined Authority (WMCA) Overview and Scrutiny Committee – Council representative, Councillor Chalk

Councillor Chalk informed the Committee that there had not been a meeting of the WMCA so far during this municipal year, but that a meeting was due to take place on 14<sup>th</sup> July 2021. He stated that he would provide an update at the next meeting of the Committee.

# Overview and Scrutiny Committee

---

Thursday, 8th July, 2021

b) Worcestershire Health Overview and Scrutiny Committee (HOSC) – Council representative, Councillor Chalk

Members were provided with an update regarding the latest meeting of HOSC. Councillor Chalk explained that the majority of the meeting was concerned with Healthwatch. He provided contact details should Members wish to gather further information on the services Healthwatch offered.

c) Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) – Council representative, Councillor Chalk.

Councillor Chalk informed the Committee that there had not been a meeting of the GBSLEP so far during this municipal year, but that a meeting was due to take place on 9<sup>th</sup> July 2021. He stated that he would provide an update at the next meeting of the Committee.

During consideration of this item, the Chair of the Committee was keen to understand what The Garden Room's future was as part of the Alexandra Hospital and requested if there was any discussion in respect of the Garden Room meetings of HOSC that it be included in future updates. Councillor Chalk agreed that this was a very important area, and he would keep the Committee informed of any updates.

**RESOLVED that**

**the External Scrutiny Bodies Update be noted.**

## **12. EXCLUSION OF THE PRESS AND PUBLIC**

**Under S100 A (4) 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 paragraph 3 of Part 1 of Schedule 12 of the said act, as amended.**

# **Overview and Scrutiny Committee**

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Thursday, 8th July, 2021

**Minute Item No. 13 – Land at Upper Norgrove, Webheath.**

**13. LAND AT UPPER NORGROVE, WEBHEATH - PRE-SCRUTINY.**

**RESOLVED that**

**the report in respect of the Land at Upper Norgrove be noted.**

(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 which related to the financial and business affairs of any particular person (including the authority holding that information).

At the start of the debate in respect of this item Councillor Jennifer Wheeler left the meeting as she had declared an Other Disclosable Interest in respect of this item at the beginning of the Committee meeting due to the location of the site in relation to her residence).

The Meeting commenced at 6.30 pm  
and closed at 8.14 pm

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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