



Executive Committee

Mon 29 Jul
2024
6.00 pm

Oakenshaw Community
Centre,
Castleditch Lane,
Redditch
B98 7YB

REDDITCH BOROUGH COUNCIL

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GUIDANCE ON FACE-TO-FACE MEETINGS

Please note that this is a public meeting.

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

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Meeting attendees are encouraged not to attend the meeting if they have any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

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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.



Executive

Monday, 29th July, 2024

6.00 pm

Oakenshaw Community
Centre - Oakenshaw
Community Centre

Agenda

Membership:

Cllrs:	Joe Baker (Chair)	Jen Snape
	Sharon Harvey (Vice-Chair)	Jane Spilsbury
	Juliet Barker Smith	Monica Stringfellow
	Bill Hartnett	Ian Woodall
	Sid Khan	

1. Apologies

2. Declarations of Interest

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.

3. Leader's Announcements

4. Minutes (Pages 7 - 20)

5. Recommendation from the Audit, Governance and Standards Committee - March 2024 (Pages 21 - 26)

6. Overview and Scrutiny Committee (Pages 27 - 38)

7. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.

To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.

8. To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chair, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

9. Exclusion of the press and public

Should it be necessary, in the opinion of the Chief Executive, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:

“That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act”.

These paragraphs are as follows:

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

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

10. Update Report on the Town Hall Hub (Pages 39 - 138)

This report is due to be pre-scrutinised at a meeting of the Overview and Scrutiny Committee scheduled to take place on 25th July 2024. Any recommendations arising from that meeting will be published in a supplementary pack for the consideration of the Executive Committee.



Executive Committee

Tuesday, 9th July, 2024

MINUTES

Present:

Councillor Joe Baker (Chair), Councillor Sharon Harvey (Vice-Chair) and Councillors Juliet Barker Smith, Bill Hartnett, Jen Snape, Jane Spilsbury, Monica Stringfellow and Ian Woodall

Also Present:

Councillors Claire Davies, Joanna Kane and David Munro

Officers:

Matthew Bough, Peter Carpenter, Nicola Cummings, Sue Hanley and Darren Whitney

Democratic Services Officers:

Jess Bayley-Hill

1. APOLOGIES

An apology for absence was received on behalf of Councillor Sid Khan.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. LEADER'S ANNOUNCEMENTS

The Leader welcomed all those present to the first meeting of the Executive Committee to be held in the 2024/25 municipal year.

Members were advised that at a meeting of the Overview and Scrutiny Committee held on Monday 8th July 2024, Members had pre-scrutinised the Productivity Plan report, which was due to be considered at the Executive Committee meeting. No recommendations had been made on this subject by the Overview and Scrutiny Committee. The Executive Committee thanked members of the Overview and Scrutiny Committee for their time spent reviewing this report.

Chair

The Executive Committee was informed that at that meeting of the Overview and Scrutiny Committee a recommendation had been made on a separate matter, concerning rules for scrutinising Executive decisions. This recommendation was due to be considered during the Executive Committee meeting.

4. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 18th March 2024 be approved as a true and correct record and signed by the Chair.

5. RECOMMISSIONING OF THE PROMOTING INDEPENDENT LIVING SERVICE (HOME IMPROVEMENT AGENCY)

The Strategic Housing and Business Support Manager presented a report on the subject of the Recommissioning of the Promoting Independent Living Service (Home Improvement Agency) for Members' consideration.

The Committee was informed that Redditch Borough Council worked with other local authorities in Worcestershire in terms of the delivery of this service at a countywide level. The existing contract for this service had been reviewed and was going through the procurement process. The service provided a range of support to eligible customers, with management of disabled facilities grants forming a key feature of the service. Members were asked to note that the service was only provided to residents who were not Council tenants.

Following the presentation of the report, Members commented on the value of the Home Improvement Agency service to the community. Reference was made to the tendering process and it was noted that there was no guarantee that the successful bidder would be based in Redditch, although services would be delivered in the Borough.

Consideration was given to the quality assurance arrangements for this service and Members questioned how the contract was managed and the service was monitored. Officers explained that there was a contract management group for the service. In addition, the successful contractor would be required to comply with a range of key performance indicators (KPIs). Furthermore, the Government had issued guidance two years' previously which detailed the process for use of disabled facilities grant funding. Many aspects of this guidance would be incorporated into the contract and the contractor would be obliged to comply with these

guidelines from year 2 onwards, as well as to demonstrate that they were working towards compliance in the first year of the contract.

RESOLVED that

- 1) **approval be given to recommission the Promoting Independent Living Service;**
 - 2) **authority be delegated to the Head of Community and Housing Services, in consultation with the Head of Legal, Democratic and Property Services and following consultation with the Portfolio Holder for Housing to agree the final process, timetable and evaluation model for the appointment of a new contractor to deliver the Home Improvement Agency service; and**
 - 3) **to award the contract to the successful provider(s).**
6. **INDEPENDENT REMUNERATION PANEL MEMBERS' ALLOWANCES 2024/25**

The Electoral Services Manager presented the Independent Remuneration Panel's (IRP's) report in respect of their proposals for Members' allowances in the 2024/25 financial year. This report had been prepared in December 2023, but the decision had been taken by Members to postpone making a decision on this subject until after the local elections held in May 2024.

In considering the report, Members were asked to note that the IRP had made recommendations about Members' allowances based on information that they had gathered. There was no requirement for the Council to approve all of the IRP's recommendations, however, Members needed to give due regard to the proposals detailed in the report.

Following the presentation of the report, the Leader circulated a table detailing proposals for Members' allowances for the 2024/25 financial year (Appendix 1). This included the following:

- An increase of 3 per cent on the basic allowance of £4,732 to £4,874 for all Members. The proposed increase was justified on the basis that this linked to inflation. A greater increase of 16.6 per cent, to reach the level suggested by the IRP, was considered to be too steep to be justifiable in the current financial climate.
- Retaining multipliers of the previous basic allowance of £4,732 for the majority of Special Responsibility Allowances (SRAs) payable to Members in specific roles at the authority. This was suggested in order to limit the potential increases in

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- payments of allowances that would otherwise arise for all SRAs as a result of the increase to the basic allowance.
- Exceptions to the position outlined in respect of the SRAs included proposed increases to the SRAs for the position of Chair of the Audit, Governance and Standards Committee and the leader of the opposition, where increases to these SRA were proposed to £3,500 and £4,500 per annum respectively. These increases were proposed in recognition of the significant workload and responsibilities attached to these roles.
 - Whilst the position was not referred to in the table, Members were asked to note that the SRA for the position of Chair of a Scrutiny Task Group would be retained at a level of £1,183 per annum.
 - Whilst the increase to the basic allowance would result in a slight increase in overall costs associated with Members' allowances, the reduction in the number of Councillors from 29 to 27 in May 2024 would help to limit the impact of these increases. Furthermore, the Section 151 Officer had confirmed that these increases could be accommodated within existing budgets.
 - The proposed changes to the Members' allowances for the 2024/25 financial year would be backdated to 7th May 2024, which was the first date on which Members elected in May 2024 became Councillors.

The Committee discussed the proposed amendments to Members' Allowances and in doing so noted that they had considered the information provided in the IRP's report. There was general consensus that recommendations 3 to 6 in the IRP's report could be supported, as these would not result in any changes to the provision of Members' allowances or an increase in costs. Whilst the changes discussed at the meeting meant that the Committee would not be supporting the IRP's first and second recommendations, the increase to the basic allowance would help to reduce the gap between allowances paid to Redditch Borough Councillors and Members representing other local authorities in Worcestershire.

RECOMMENDED

- 1) a Basic Allowance for 2024-25 of £4,874, representing a 3% increase;
- 2) a range of Special Responsibility Allowances as set out in Appendix 1 to these minutes, with the addition of the SRA for the role of Chair of a Scrutiny Task Group of £1,183;
- 3) that travel allowances for 2024-25 continue to be paid in accordance with the HMRC mileage allowance;

- 4) that subsistence allowances for 2024-25 remain unchanged;
- 5) that the Dependent Carer's Allowance remains unchanged;
- 6) that travel and subsistence payments made by Parish Councils to councillors (where they are paid) are made in accordance with the provisions set out in this report; and
- 7) that these changes to the Members Allowances Scheme for 2024/25 be backdated to take effect from 7th May 2024 onwards.

7. PRODUCTIVITY PLANS

The Section 151 Officer and Deputy Chief Executive presented the Productivity Plan for the Council for the Committee's consideration.

Members were informed that in April 2024 the then Minister for Local Government had written to local authority Chief Executives thanking Councils for the financial savings that they had delivered over the years. Local Government was the only part the public sector that had consistently managed to deliver financial savings and this had been recognised. Chief Executives had been advised that the Government was reviewing the productivity of public services and wanted to gather information about what was and wasn't working, which would inform plans moving forward.

Whilst no template had been provided for responses, Councils had been asked to limit their replies to four pages in length. Some local authorities had opted to draft a one-page document but Officers at Redditch Borough Council had produced a more comprehensive document which was four pages in length. It was acknowledged that there had recently been a change in Government, however, it was understood that the productivity plans still needed to be prepared and submitted to the Department of Housing, Communities and Local Government (DHCLG) by 19th July 2024. The plans needed to detail how the Council had transformed services, how technology was used for the delivery of services, how wasteful spend had been reduced and the barriers that were in place that restricted further progress from being made.

Members were asked to note that the following information had been highlighted in the Council's Productivity Plan:

- The significant levels of financial savings that had been achieved by the Council as a result of working in shared services with other Councils, particularly Bromsgrove District Council, over a number of years.
- The use of ICT software to automate services where appropriate.

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- The use of benchmarking data to help drive forward improvements in services.
- The use of capital reinvestment in services.
- The impact of procurement and legacy processes as a barrier to further progress.
- The barriers relating to the Government, specifically the lack of communication between Government departments which often impacted negatively at the local government level.

During consideration of this item, Members were asked to note that the Overview and Scrutiny Committee had pre-scrutinised the report at a meeting held on 8th July 2024. Whilst the Overview and Scrutiny Committee had not proposed any specific recommendations on this subject, Members had noted a typographical error, whereby the report had referred to “polar panels” rather than “solar panels”. Members were advised that this would be addressed prior to the submission of the Productivity Plan to the Government.

Following the presentation of the report, Members discussed the content and in doing so congratulated Officers for their hard work managing Council services over the years. Members commented on the reductions in Government funding that had been allocated to local government over consecutive years and the impact that this had had on Councils. In this context, it was noted that the Council had done well to have not had to make significant cuts to services delivered at the local level.

Consideration was given to the value of the productivity plan and the extent to which these were likely to be required following the general election. Members commented that the exercise had been useful, insofar as they had been able to reflect on what the Council already delivered. This would help in identifying opportunities to generate income and to achieve further efficiencies moving forward.

RECOMMENDED that

the Productivity Plan be approved, the plan to be published on the Council’s website and forwarded to the Department of Housing, Communities and Local Government before the 19th July 2024.

8. COMBINED FINANCIAL OUTTURN AND QUARTER 4 REVENUE MONITORING 2023/2024 (INCLUDING UPDATE ON THE FLEET)

The Section 151 Officer presented the Combined Financial Outturn and Quarter 4 Revenue Monitoring Report 2023/24 (Including Update on the Fleet) for the Committee’s consideration.

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During the presentation of this report, the following points were highlighted:

- The Council was projected to have a £386,000 overspend at the end of the 2023/24 financial year, which was only £3,000 more than the figures that had been anticipated at the end of the third quarter.
- A key reason for the overspend had been costs arising due to issues with the Council's vehicle fleet.
- Another major cause of the overspend had been the financial costs arising from the pay award to staff.
- The Council's long-term debt remained at a total of £104 million, which was due to the transfer into the Housing Revenue Account (HRA) 20 years previously.
- The Council had not had to borrow funding for a long time, with purchases having been paid for in recent years using cash balances. It was possible that this situation would need to change in order to fund purchases of replacement vehicles in the fleet.
- The authority had only spent £3.2 million of the total £12 million capital budget. This area would need to be reviewed going forward, although Members were asked to note that delays had been caused due to competition for raw materials and for contractors' time.
- The HRA budget was in a breakeven position, although there had been a slight overspend on the HRA capital budget.
- Council Tax collection rates had recovered to a level almost equivalent to collection rates prior to the Covid pandemic. Members were asked to note that, like many authorities in the country, there had been a decrease in collection rates during the pandemic.
- There were four key areas where additional funding would be requested from Council:
 - Funding to purchase new vehicles for the fleet. Previously, the Council had planned to maintain existing vehicles whilst waiting for clarity from the Government on future requirements of waste and recycling vehicles. Electric, hybrid and hydrogen powered vehicles were all more expensive than diesel powered vehicles. However, guidance had not yet been issued by the Government on this subject and maintenance costs for the Council's existing fleet had been higher than anticipated. Therefore, Officers were proposing to start replacing some of the vehicles and this would require financial investment.
 - There had been a high-profile funeral held at Redditch crematorium in June 2024 which had been well attended by people in person and remotely. Those watching the live stream of the funeral had highlighted problems with the audibility of the sound system. Given the sensitivities

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associated with this service area, it was recognised that there was a need to invest in improvements to the sound system which were likely to cost circa £20,000.

- Members of the Executive Committee were keen to introduce a street market. This would be at a cost of an additional £38,000 per annum to the Council.
- Similarly, members of the Executive Committee had requested a reduction in Dial a Ride fares, at a cost of £44,000 per annum.
- There had been a surplus budget reported to Council in February 2024 when the Medium Term Financial Plan (MTFP) had been set. The proposed additions to the budget would reduce that surplus to closer to £17,000, which would be returned to balances.
- The accounts for 2020/21 had been submitted and in doing so Officers had found that the Council's general fund position was £1.2 million higher than had previously been anticipated.

Members subsequently discussed the report in detail and in doing so welcomed news that the Council's 2020/21 accounts had finally been submitted. Moving forward, it was noted that Council budgets had been impacted by significant rises in inflation in recent years and there remained a need to be prudent when managing the Council's budget. Furthermore, Members noted that there were risks that could potentially have a negative impact on the Council's budget position, including high demand for temporary housing and the impacts of competing with other organisations for raw materials on the potential for the Council to deliver key projects according to deadline.

RESOLVED to note

- 1) the 2023/24 provisional outturn position in relation to revenue budgets was a projected revenue overspend of £386k after applying £557k from the Utilities Reserve as approved at Quarter 1. (Quarter 3 was £383k);**
- 2) the 2023/24 provisional outturn position in relation to Capital expenditure was £3.2m against a total an approved programme of £10.9m. (Quarter 3 was £2.586m);**
- 3) the provisional outturn position in respect of the General Fund Reserves, which would stand at £3.721m on the 31st March 2024;**
- 4) the provisional outturn position in respect of Earmarked Reserves;**

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- 5) HRA net revenue expenditure was break even at £0.0m (same as at Quarter 3) and Capital Expenditure was £0.2m more than budget (Quarter 3 was a £105k underspend);
- 6) at the time of writing, the Council was yet to formally close its accounts for the 2021/22 and 2022/23 financial years. 2020/21 had been closed and submitted for public inspection but not audited. This could therefore result in adjustments to actual income and expenditure in those years and could have a consequential impact on the 2023/24 accounts; and
- 7) work continued to refine the position including addressing the backlog of entries that were in suspense and any miscoding from 2021/2 through to 2023/4, therefore the provisional position detailed in this report was subject to change and a further update would be presented to Members in due course.

RESOLVED that (subject to Council approving the overall funding):

- 8) the Dial a Ride, crematorium sound system and market schemes, as shown at paragraphs 3.26 – 3.29, be approved; and
- 9) Executive approve the revised fleet replacement programme.

RECOMMENDED that:

- 10) the reprofiling of the Capital Fleet Replacement budget, relating to the Domestic Waste Collection Service, be approved;
- 11) the underspend position as part of the Medium Term Financial Plan (MTFP), to be reduced by £81k to fund the crematorium sound system, street market and Dial A Ride change, be approved; and
- 12) subject to the agreement of recommendation 8, the consequential reduction of Dial a Ride charges to £2.50 and medical fares to £3.50, in the Council's Fees and Charges Scheme, be approved.

9. QUARTER 4 PERFORMANCE MONITORING REPORT 2023/24

The Section 151 Officer and Deputy Chief Executive presented the Quarter 4 Performance Monitoring Report 2023/24.

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The report detailed the performance of Council services in relation to the Council's existing strategic purposes and measures. Data was also provided in the report in relation to some operational measures.

Members were asked to note that this was the final time in which the report would be presented for the Executive Committee's consideration in this format. Performance monitoring would be continuing, as this was recognised as a valuable tool for the authority. However, the layout and content of the report would be different.

During consideration of this item, the following matters detailed within the report were highlighted for Members' consideration:

- There had been a reduction in the number of vacant shop units since quarter 3 of 2023/24.
- There had been overall reductions in levels of crime reported in the Borough.
- Information had been included in the report regarding the performance of Rubicon Leisure Limited.
- Staff turnover was 8 per cent by the date of the meeting, which was lower than the national average of 16 per cent. This appeared to imply that actions that were being taken to attract and retain staff at the authority were having some success.
- There had been significant success reported in terms of gas safety compliance.
- Managers had been tasked with developing service business plans which would need to be informed by the Council's strategic priorities whilst also shaping personal development and performance management at an individual level for the organisation's employees.

The content of the report was subsequently discussed and welcomed by the Committee. Members commented that it would be important for all Portfolio Holders to work with the Portfolio Holder for Performance, who would have a cross-cutting role helping colleagues to monitor the performance of services within their remit.

Members noted that work was due to commence on developing a new Council Plan for the authority. This would outline new priorities and measures for the Council. Executive Committee members would have a role to play in developing the content of this plan.

During consideration of this item, reference was made to the contribution that had been made to the Borough by Community Builders. Members requested further information about who

directed the work of the Officers in Community Builder roles and how their work could be managed and redirected. Officers undertook to provide a response to this query outside the meeting.

RESOLVED that

the Quarter 4 Performance data for the period January to March 2024 be noted.

10. OVERVIEW AND SCRUTINY COMMITTEE

Members considered the minutes of the Overview and Scrutiny Committee meeting held on 14th March 2024. It was noted that the following recommendation had been made at that meeting during consideration of an overview of social housing repairs:

“Recommended that the Executive Committee consider the report on social housing repairs (as presented to the Overview and Scrutiny Committee on 14th March 2024), together with the minutes record of that meeting, in the new municipal year.”

In considering this recommendation, Members were asked to note that the Executive Committee already received Overview and Scrutiny Committee minutes as a standing item on the agenda. Therefore, the key issue to consider was whether the Executive Committee also wished to receive the report that had already been presented on this subject to the Overview and Scrutiny Committee for noting.

The recommendation from the Overview and Scrutiny Committee was discussed. Members thanked the Overview and Scrutiny Committee for considering the subject and noted that this topic had been debated in some significant detail in March 2024. It was noted that there were due to be housing briefings later in the year and the subject of social housing repairs might be addressed as part of that process.

At the end of a discussion in respect of this recommendation, Members decided to note the minutes of the meeting of the Overview and Scrutiny Committee held on 14th March 2024 which contained reference to this recommendation.

RESOLVED that

the minutes of the Overview and Scrutiny Committee meeting held on 14th March 2024 be noted.

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

The Executive Committee considered the following recommendation that had been proposed at a meeting of the Overview and Scrutiny Committee held on 8th July 2024:

“The Executive Committee further review the Council’s constitution with a further check on policy to enable past Executive Members to participate in Overview and Scrutiny when they were previously involved in Executive decisions.”

Clarification was provided that this recommendation had been made by the Overview and Scrutiny Committee in a context in which the Committee had been discussing the overview and scrutiny work programme for the 2024/25 municipal year. Concerns had been raised about the Overview and Scrutiny Procedural Rules in the Council’s constitution, which did not permit Members to scrutinise a decision in which he or she had been directly involved.

During consideration of this item, legal guidance was requested from the Council’s Principal Solicitor for Governance in respect of this matter. The Executive Committee was advised that there was no specific rule contained within the legislation on this subject. However, statutory guidance published by the Government in April 2024 in respect of Overview and Scrutiny required Councils to clarify in their constitutions how conflicts of interest between Executive and Scrutiny responsibilities should be managed, including where Members stood down from the Executive and moved to a Scrutiny role. The Overview and Scrutiny Procedural Rules in the Council’s constitution addressed this through reference to restrictions placed on Members not being permitted to scrutinise decisions with which they had been previously involved. There was the potential to refer these rules to the Constitutional Review Working Party (CRWP) for review. However, there would remain a need to demonstrate that Members of Overview and Scrutiny were impartial and that potential conflicts of interest were managed.

Advice had also been requested from the Centre for Governance and Scrutiny (CfGS), which was the lead organisation nationally with expertise in the field of Overview and Scrutiny. The CfGS had advised that it would not be appropriate for Members to be involved in scrutiny relating to implementation of a decision made when they were an Executive Committee member.

Members discussed the advice that had been received in respect of this recommendation and in so doing commented on how Overview and Scrutiny was a valued part of the local democratic process. The Committee noted that there was a need to be open and

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transparent when making decisions and for this to be subject to scrutiny by Members acting as critical friends. Whilst Members expressed sympathy with the difficulties that some former Executive Committee Members might encounter scrutinising some decisions, Members also commented that it was important to comply with best practice and to have robust governance procedures in place. For these reasons, the Committee agreed that it would not be appropriate to approve this recommendation from the Overview and Scrutiny Committee.

However, in reaching this position, the Executive Committee noted that any Members particularly impacted by this requirement in the Overview and Scrutiny Procedure Rules could arrange for the substitutes to attend meetings on their behalf. Furthermore, it was noted that former Executive Committee Members might not have been present when particular decisions were taken meaning that they could potentially participate in scrutiny of some subjects that had recently been considered by the Executive Committee. Therefore any restrictions on participation would need to be assessed on a case by case basis.

To ensure that the reasons why the Executive Committee had reached these conclusions were clear, Members requested that their decision and the rationale for their decision in respect of this matter should be reported as soon as possible for the consideration of the Chair and Vice Chair of the Overview and Scrutiny Committee.

RESOLVED that

based on legal advice and requirements in the Statutory Guidance for Overview and Scrutiny, the current Overview and Scrutiny Procedural Rules in respect of scrutiny of Executive decisions with which Members have previously been involved be noted.

12. APPOINTMENTS TO THE SHAREHOLDERS COMMITTEE

The following Members of the Executive Committee were nominated to serve as Members of the Shareholders Committee:

- Councillor Sharon Harvey (Chair)
- Councillor Bill Hartnett (Vice Chair)
- Councillor Joe Baker
- Councillor Jen Snape
- Councillor Ian Woodall

Members noted that only Executive Committee members could be appointed to serve as voting Members on this Committee. This was

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due to a decision that had been taken earlier in the calendar year, following a governance review, to change this body from a Committee that had reported directly to Council to a sub-Committee of the Executive Committee. This change had been made in line with best practice for Shareholder Committees for Council companies.

Reference was made to the fact that the Portfolio Holder for Leisure was not being nominated as a member of the Committee. The Leader advised that this would ensure that the Portfolio Holder remained independent from Rubicon Leisure Limited but Members were assured that she would continue to be appraised of the work of the company.

RESOLVED that

the following Members of the Executive Committee be appointed to serve on the Shareholders Committee during the 2024/25 municipal year: Councillor Sharon Harvey (Chair), Councillor Bill Hartnett (Vice Chair) and Councillors Joe Baker, Jen Snape and Ian Woodall.

The Meeting commenced at 6.30 pm
and closed at 7.45 pm



Audit, Governance & Standards

Thursday, 21st March, 2024

Committee

MINUTES

Present:

Councillors Jane Spilsbury (Vice Chair in the Chair), and Councillors Salman Akbar, Karen Ashley, Juma Begum, Andrew Fry, Chris Holz and Emma Marshall

Also Present:

J Murray (Grant Thornton)

Officers:

Peter Carpenter, Chris Green, Bernard Ofori-Atta and Nicola Cummings

Democratic Services Officers:

Mat Sliwinski

73. GRANT THORNTON - EXTERNAL AUDIT PROGRESS REPORT AND SECTOR UPDATE

The External Auditor from Grant Thornton presented a report on progress in delivering the external audit function for the Council and provided a wider audit sector update.

The External Auditor reported that progress had been made in respect of work on auditing the Council's financial statements. It was reported that in mid-February the auditors received updated workings from the Council on the transfer of balances from Council's old ledger system to the new TechnologyOne ledger. These updated workings were currently being reviewed by auditors; however, it was reported that unreconciled transactions were now reduced to only a minor value. It was stated that the auditors should now be in a position to verify the completeness and accuracy of the transfer of balances within the next couple of weeks.

An update was provided with respect of the 'backstop' date proposed by the Department for Levelling Up, Housing and Communities (DLUHC) which would set a deadline for when all outstanding local government audits up to and including 2022-23 financial year must be finalised. It was highlighted that there

Chair

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remained 700 audit opinions of local authority accounts for various financial years outstanding. In recognition of this situation, consultations by DLUHC and the National Audit Office (NAO) had been undertaken with audit sector stakeholders (including audit firms and local authorities).

At this stage, the Government proposed a backstop date of 30th September 2024 for when audits of local authority accounts up to and including 2022-23 financial year must be finalised. It was stressed that under this proposal if the statement of accounts was not finalised by the September date, then auditors would be required to issue a qualified opinion on that set of accounts. Further backstop dates were also set out under the Government's proposal with 31st May 2025 proposed as a backstop date for completion of accounts up to 2023-24 financial year.

It was reported that alongside DLUHC consultation, there was a consultation by the NAO on the Code of Audit Practice which set out potential changes to the work of auditors and how local authority accounts should be audited. Outcomes of either consultation had not yet been published and the implementation of backstop proposal would require a change in legislation.

It was reiterated that at this point, Redditch Borough Council's statements of accounts for financial years 2020-21, 2021-22, and 2022-23 had not been audited. The Council had not yet formally published its draft 2020-21 Accounts. It was noted that in the opinion of the External Auditor if the backstop date of 30th September 2024 was introduced, there would not be enough time to audit these outstanding accounts and backstop disclaimer opinions were likely to be issued for the three financial years. It was highlighted that this was a national issue given the number of unaudited accounts across the local government sector in England.

It was reported that the proposed fee variations for external audit work up to end of December 2023 were included in the report and related to the additional work undertaken by External Auditors in respect of 2020-21, 2021-22, and 2022-23 Value for Money and 2020-21 data transfer work. Public Sector Audit Appointments (PSAA) would need to first consider the proposed variation before it was confirmed. The External Auditor clarified that Redditch Borough Council was fully up-to-date in respect of the Value for Money work.

The Deputy Chief Executive and Section 151 Officer was invited to comment and in doing so noted that the Financial Compliance

Audit, Governance & Standards Committee

Thursday, 21st March, 2024

Report at agenda item 10 contained confidential appendices with Council's responses to the DLUHC and NAO audit consultations. The responses were confidential at the moment as the consultations results had not yet been published. It was currently hoped that the Council would have 2021-22 Accounts ready for audit by the end of May 2024 and 2022-23 Accounts by end of July 2024.

The Deputy Chief Executive and Section 151 Officer reported that in his response to the consultations he agreed with the backstop proposal in principle but disagreed with the backstop dates proposed as they did not provide enough time for local authority sector to complete outstanding accounts. It was highlighted that as the audit firms were directed to audit of NHS bodies over spring and June, there was only two and a half months left for public bodies' auditors to devote to local authority accounts before the proposed backstop date. It was noted that there was a serious reputational risk for the local authority sector and Redditch Borough Council in case the backstop dates were implemented as currently proposed.

Questions were asked regarding why delays and backlogs in audits were mainly affecting local authorities in England, rather than local authorities in Scotland or Wales, or other public sector bodies such as the NHS. It was responded that among the possible reasons for national differences in audit was that Scotland and Wales had regional audit offices, whereas the English equivalent, the Audit Commission, was abolished in 2012. It was noted that NHS accounts were standardised, for example the NHS Trusts being provided with pro-forma accounts templated by NHS England, making auditing of those accounts easier for the auditors. The NHS shared business service also mostly use the same ledger system which was of additional assistance when auditing those accounts. The complexity of auditing local authorities was usually greater due, for instance, to the authorities owning multiple buildings, having defined benefit pension schemes, investment properties and trading companies – factors which were usually not in scope when auditing NHS bodies.

The Head of Finance and Customer Services commented that the Council was due to submit additional data to the External Auditor in the next few days. It was hoped that following this, the Council's draft statement of accounts could be published on the Council's website in two weeks' time.

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Members discussed the report in detail and the following points were raised:

- Backstop dates and the effect on Council's ability to borrow – It was stated that the External Auditor expected that, if the Government's backstop proposal of 30th September 2024 was to be implemented, the Council would receive qualified opinions on its 2020-21, 2021-22, and 2022-23 statements of accounts. An additional question was asked with respect on how this would affect the Council's ability to borrow. It was responded that most of Council's borrowing was undertaken through Public Works Loans Board (PWLB) lending (public sector borrowing) and thus there would not be a significant effect on the Council's ability to borrow if it continued to rely on that option for its borrowing. It was added that rules might be tightened with regard to PWLB borrowing but the last change involved adding a percentage point interest on authorities who borrowed with a view of investing for profit.
- Streamlining the Council's auditing process – It was stated that monitoring of some items on the Council's balance sheet was possible and preferable on a quarterly basis as it enabled budget managers to take better view of their budgets and looking at creditors and debtors. However, the two biggest items of spending – property and pension valuations – could only be undertaken towards end of financial year. Therefore, it would be difficult to streamline monitoring of these two items.
- In the course of Member discussion of the above issue, a recommendation was proposed in respect of asking the Executive Committee to include appropriate balance sheet monitoring as part of its quarterly budget monitoring report, to enable all stakeholders to be appraised of the Council's overall financial position. This recommendation was seconded and, on being put to the vote, carried.
- Percentage fee increase on the base budget for 2020-21 audit – It was reported that for 2020-21, Public Sector Audit Appointments (PSAA) set a base scale fee for audit of £44,629. The Audit Plan, presented to the Audit, Governance and Standards Committee proposed an additional £2,500 with respect of External Auditor's work on data transfer and an additional £10,000 with respect of Value for Money work for 2020-21. Based on the time spent by auditors working in

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these areas, the External Auditor proposed that these fees should be increased to £11,170 and £19,028 respectively. This would amount to a total fee for 2020-21 audit work of £71,292. This was a circa 60 per cent increase on the original base fee. It was reiterated that these interim fee variations would need to be considered by PSAA for determination.

- It was noted that for financial years 2021-22 and 2022-23 there was a possibility of Council receiving a rebate on its audit fee for financial statement auditing as only Value for Money audit had been done for these years to date. Officers commented that the external audit fees at the moment were not competitive and that higher rates would likely contribute to auditors having greater resources to devote to local audits.
- It was noted that fee variations included in the report were for Redditch Council only.

RECOMMENDED

that the Executive Committee be asked that the Council, as part of its quarterly budget monitoring, include appropriate balance sheet monitoring so that all stakeholders are appraised of the Council's overall financial position.

The Meeting commenced at 7.00 pm
and closed at 8.29 pm

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Overview and Scrutiny Committee

Monday, 8th July, 2024

MINUTES

Present:

Councillor Matthew Dormer (Chair), Councillor Craig Warhurst (Vice-Chair) and Councillors William Boyd, Claire Davies, Joanna Kane, Wanda King, Sachin Mathur, David Munro and Juma Begum (substitute)

Also Present:

Councillor Jane Spilsbury – Portfolio Holder for Performance

Officers:

Sue Hanley, Peter Carpenter and Guy Revans

Democratic Services Officers:

M Sliwinski

1. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor Rogers. Councillor Begum attended the meeting as Councillor Rogers' substitute.

2. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of party whip.

3. MINUTES

As there was only one Member in attendance who was also an Overview and Scrutiny Member in the last municipal year, the consideration of the minutes was deferred to the next meeting.

4. PUBLIC SPEAKING

There were no registered public speakers on this occasion.

Chair

Overview and Scrutiny Committee

Monday, 8th July, 2024

5. PRE-DECISION SCRUTINY - PRODUCTIVITY PLANS

A report on Productivity Plan, which showed how the Council had improved productivity to date and how it planned to improve productivity in the future, was presented for Members' consideration. It was stated that the Productivity Plan before Members would need to be submitted to the Department for Levelling Up, Housing and Communities – now Ministry of Housing, Communities and Local Government (MHCLG) – and published on the Council's website by 19th July 2024 and would assist Government in understanding what worked well across local government sector as well as identify any gaps.

Redditch Borough Council's (RBC) proposed Productivity Plan response was covered during the presentation, with some of the points covered regarding Redditch position including:

- RBC had had a strong shared service with Bromsgrove District Council for 14 years, which delivered large savings by making efficiencies on the use of resources. It was noted that other shared service / function arrangements across Worcestershire authorities also delivered significant savings, with the case of Worcestershire Regulatory Services (WRS) quoted as making savings of £4 million over the last decade due to shared arrangements.
- The Council had leveraged Towns Fund Funding (£16 million) to regenerate Redditch Town Centre.
- The Council linked financial and performance monitoring through quarterly reports that were submitted to the Executive Committee and were scrutinised by Budget Scrutiny Working Group (sub-committee of Overview and Scrutiny).
- Productivity of the Council was also measured and monitored through Members' corporate dashboard that was available online, a two-tranche Medium-Term Financial Plan process which linked finance to strategic direction, the appointment of a new portfolio holder for performance on the Executive Committee, in addition to service areas methods of operation.

Following the report presentation, Members asked a number of questions to which the following responses were provided:

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- How the Council monitored the success of agile working? – It was stated that Agile Working Policy was introduced by the Council around 15 months ago. The Workforce Strategy Board, chaired by the Chief Executive, managed and monitored agile working implementation on a strategic level. It was noted that the Board was working on developing a suite of agile working performance measures that could be quantified and show progress in this area across Council services. It was reported that service business plans would now be required from each service area, where as part of this the service area needed to demonstrate and quantify performance measures of the service on agile working. It was underlined that ‘agile working’ was different from ‘home working’, with the needs of customers and the business being prioritised.
- It was highlighted that on the request of the Leader of the Council an all-Member briefing on agile working had been arranged for September 2024 to make all Members aware of the arrangements in this area.
- Migration of Council data across software systems and ensuring compatibleness and accuracy of legacy data – Officers noted that cleaning of data was one of the main uses of digital tools across the Council with some services holding significant amount of legacy data, for example (26 years) Revenues and Benefits service keeping last 26 years of data for legislative purposes. The automated software provided the ability to retrieve this data and also identify gaps using automated algorithms. It was highlighted that the Council was working towards achieving a single view of customer (via a single form) across Council services which would significantly simplify processes and reduce the resources spent on reformatting data. The Council currently used around 30-40 forms to capture looked mandatory customer data, and it was looking to move to a single standard mandatory form that could be used across council services to deliver services to a given customer– it was highlighted this project was likely to take several years to complete.
- A Member commented that it was positive to see plans for Community Engagement Proposal, including targeted surveys, and hoped that this would be brought forward to the Committee for scrutiny once the Proposal was being developed.

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- The Chair commented that a lot of work was required to improve joint working between the County Council and Redditch Borough Council.

The Portfolio Holder for Performance was invited to address the Committee. In doing so, the Portfolio Holder commented that she welcomed the report as a way to facilitate and momentum to look towards opportunities to increase efficiency across the Council. Opportunities were identified for improvements in productivity through use of information technology solutions and partnership working with other strategic public sector organisations. The Portfolio Holder highlighted that the data prioritisation programme to establish clean data would greatly assist elected members in making informed decisions.

Following discussion, Members endorsed the recommendation as printed in the report.

RECOMMENDED that

the Productivity Plan, as set out in Appendix A, to be approved, the plan to be published on the Council's website and forwarded to the Department of Levelling Up, Housing and Communities before the 19th July 2024.

6. OVERVIEW AND SCRUTINY TRAINING EVENT - CONSIDERATION OF ITEMS SUITABLE FOR SCRUTINY

The Committee considered items of business discussed at the Overview and Scrutiny training session in June 2024 that would be suitable for scrutiny in the 2024-25 municipal year.

It was noted that paragraph 3.6 of the report listed items put forward by Members as potentially suitable for consideration at meetings of Overview and Scrutiny. Following discussion, the items that were taken forward to be considered by Overview and Scrutiny in 2024-25 were as follows:

- Modelling financial implications of various decisions relating to Redditch Library – full report to Overview and Scrutiny meeting
- Decarbonisation of the Council's Capital Programme – via a verbal or written update at Overview and Scrutiny meeting

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- Parking Enforcement – Management of Contract – Overview and Scrutiny to scrutinise this item once the Executive report on this subject becomes available
- Play and Parks Provision – full report to Overview and Scrutiny
- Review of Health Inequalities – report to Overview and Scrutiny to revisit the outcomes of a previous review of health inequalities undertaken by Redditch Councillors and whether further investigation was required.
- State of the River Arrow – It was noted that as a main river this was an area under the responsibility of Environment Agency (EA). It was clarified that the issue Members wished to consider were water quality issues along the brooks and streams to the River Arrow, including the impact of invasive species such as Himalayan Blossom on these areas. It was stated that North Worcestershire Water Management (NWWM) had undertaken work on invasive species and the brooks and smaller waterways that came under the Council's and NWWMs control. This issue was agreed to be considered by Overview and Scrutiny.

The following items were suggested, as per paragraph 3.7 of the report, for consideration by the Task Groups and Working Groups:

- Road maintenance and cleanliness – to be considered by the Performance Scrutiny Working Group
- Upkeep of verges – to be considered by the Performance Scrutiny Working Group
- Aspirations / future for young people including job provision and recreational activities – it was noted that this would be included as part of the remit of the Post-16 Education Task Group, with the terms of reference due to come before the Committee prior to this Task Group commencing with meetings.

With respect of the following items, it was determined these items would be considered via alternative formats to reports at Overview and Scrutiny:

- Pension fund investment – strategies for divestment from carbon-intensive investments – It was proposed that the Chairman of Pensions Investment Sub-Committee

Overview and Scrutiny Committee

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(Worcestershire County Council) should be approached for a briefing paper on the current position.

- Operation of various tier authorities in Redditch Borough (including County Council – Borough Council joint working) – It was clarified that this did not concern whether to consider options with regard to unitary authority system but concerned cooperation between the County Council and Redditch Borough Council and how the relationship could be improved. It was suggested that before a decision was made on whether Overview and Scrutiny consider this item, the Leader of the Council should be afforded the opportunity to liaise with the County Council and other district-level authorities in Worcestershire.
- Decarbonisation of the Council's Capital Programme – This item was deemed to be suitable for consideration via a written or verbal update on progress to Members.

The Committee agreed that it would not be considering the following matters at this time:

- Looking at water quality and suitability for holding water events (e.g. wild swimming) at Arrow Valley Lake – It was reported that a report on this was not required as this matter was already progressing with water quality tests revealing satisfactory water quality at Arrow Valley Lake to enable it to hold water events from this summer.
- Electric Vehicles (EV) chargers – It was noted that this area was progressing, with the Council in the process of final negotiations over the first lot of leases for electric charging points. The Committee felt that a report to Overview and Scrutiny was not needed at this point but that a verbal or written update to Members might be suitable at a later point in the municipal year.
- Consideration of planning volume for solar / battery farms – It was agreed that this item was not suitable for consideration at Overview and Scrutiny and would be better considered as part of Planning Committee.
- Housing development in specific areas of the Borough – It was agreed that this was not suitable for Overview and Scrutiny but would be considered via the Local Plan process.

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Following Member discussion on selection of items to scrutinise at Overview and Scrutiny and Task / Working Group meetings in 2024-25, an additional recommendation was proposed by Councillor Warhurst with respect of asking the Executive Committee to review the Council's constitution with a further check on policy to enable past Executive Committee Members to participate in Overview and Scrutiny in circumstances when they were previously involved in making Executive decisions which were due to appear for scrutiny at Overview and Scrutiny meetings.

It was clarified that currently the Councillors represented at Overview and Scrutiny who formed part of the Executive in prior municipal years were unable to participate in Overview and Scrutiny meetings where decisions the Executive made in prior years were being scrutinised in any capacity. This was noted as hindering the ability of some Overview and Scrutiny Members from participating in Overview and Scrutiny this year.

During the discussion, it was noted that this topic might be considered by Constitutional Review Working Party in the first instance; it was insisted by Councillor Warhurst that Executive Committee might be best placed to consider this matter.

The additional recommendation was seconded by Councillor Dormer and on being put to the vote agreed.

RECOMMENDED that

the Executive Committee further review the Council's constitution with a further check on policy to enable past Executive Members to participate in Overview and Scrutiny when they were previously involved in Executive decisions.

RESOLVED that

- 1) the items arising from the Overview and Scrutiny Training and Work Prioritisation Session be added to the Overview and Scrutiny Committee Work Programme for 2024-25 municipal year as per the pre-amble included in the minute text above; and**
- 2) the Overview and Scrutiny Committee Work Programme be updated accordingly as per Member requests.**

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

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The Executive Committee Work Programme was submitted for Members' consideration. It was requested that the following items from the Executive Committee Work Programme be added for pre-scrutiny by Overview and Scrutiny:

- Update Report on the Town Hall Hub – an extra Overview and Scrutiny Committee meeting had been arranged on Thursday 25th July 2024 to pre-scrutinise this report.
- Contaminated Land Inspection Strategy

It was reported that in relation to the item on Food Waste Business Case and Associated Waste Related Issues, an all-Member briefing was likely to be arranged in September 2024 to consider this in the first instance.

It was noted that finance-related reports on the Executive Work Programme were due to be pre-scrutinised at meetings of the Budget Scrutiny Working Group (sub-group of Overview and Scrutiny Committee).

RESOLVED that

the Overview and Scrutiny Work Programme be updated with items from the Executive Work Programme as per the preamble above.

8. TASK GROUPS, SHORT SHARP REVIEWS AND WORKING GROUPS - UPDATE REPORTS

Updates on Task Groups and Working Groups were provided as follows:

- a) Budget Scrutiny Working Group – Chair, Councillor Warhurst

Councillor Warhurst reported that the Group held a meeting on Friday 5th July.

- b) Performance Scrutiny Working Group – Chair, Councillor Warhurst

The next meeting was scheduled to take place on Tuesday 16th July.

- c) Fly Tipping and Bulky Waste Task Group – Chair, Councillor Dormer

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The Committee Officer was in the process of reviewing progress to date and agreeing the next meeting date with the Chair and Members of the Task Group. This followed a change in the membership of the Task Group following Borough elections in May 2024.

d) Post-16 Education Task Group – Chair, Councillor Warhurst

The date of the first meeting would be arranged once the terms of reference for this Task Group had been approved by the Overview and Scrutiny Committee.

RESOLVED that

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

9. EXTERNAL SCRUTINY BODIES - UPDATE REPORTS

Updates on the meetings of External Scrutiny Bodies were provided by the representatives as follows:

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

Councillor Kane reported that a meeting took place on 1st July 2024 and a written report on the meeting was included in the papers for this meeting. The main item on the agenda was the skills scrutiny review. Councillor Kane observed that as a non-constituent authority on the West Midlands Combined Authority, Redditch Council's powers were limited and Redditch Councillors did not have voting rights at meetings of WMCA.

Councillor Kane explained that in respect of skills for authorities in the wider (non-constituent) area, which did not benefit from WMCA Skills Funding, the main benefit of WMCA was in terms of best practice, which was particularly around construction sector.

The Chair reported that there existed occasional opportunities for non-constituent authorities to access Skills grants and funding from WMCA.

b) West Midlands Combined Authority (WMCA) Transport Delivery Overview and Scrutiny – Council Representative, Councillor Munro

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Councillor Munro reported that he had submitted his apologies for the first meeting of this body, which was held earlier today (8th July). Councillor Munro pointed out that transport arrangements to the venue of this meeting, Summer Lane in Birmingham, were difficult. Councillor Munro reported that the agenda papers contained no items / details that had any implication for Redditch.

c) Worcestershire Health Overview and Scrutiny Committee (HOSC) – Council Representative, Councillor Kane

Councillor Munro reported that he attended the meeting of this body held today (8th July) as Councillor Kane's substitute and was granted an observer status. It was highlighted that two matters discussed at the meeting were of direct interest to Redditch.

The first was in relation to the Adult Mental Health Acute Inpatient and Rehabilitation Redesign. It was of concern to Redditch residents due to the Hillcrest Mental Health Unit. It was noted that rehabilitation of mental health patients should take account of the Royal College of Psychiatrists 'Getting It Right First Time' Programme which insisted, among other things, on the minimum period of inpatient treatment, that patients should be centre of care and that patients should be treated locally. However, Councillor Munro reported that the decision to close the Redditch local mental health setting, Hillcrest, had nevertheless already been taken, and Hillcrest would close by April 2025.

14 inpatient beds at Hillcrest were to be transferred to the Elgar ward at Worcester Royal Hospital, which Councillor Munro commented, represented to him a further reduction in hospital services in Redditch.

The second matter related to voices of carers and patients, with the consensus reported among Members of HOSC that these voices were not being heard enough. This topic, it was reported, also touched on the large health inequalities which existed within Redditch.

RESOLVED that

the External Scrutiny Bodies updates be noted.

**Overview and
Scrutiny
Committee**

Monday, 8th July, 2024

and closed at 7.23 pm

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Executive Committee
202429th July**Town Hall Refurbishment Update and Related Towns Investment Plan Proposals**

Relevant Portfolio Holder	Councillors Joe Baker and Ian Woodall
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Property Services
Report Author	Job Title: Head of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk Contact Tel:
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	The proposals detailed in this report have implications for a number of the Council's strategic purposes.
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph(s) 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. RECOMMENDATIONS**The Executive is asked to RESOLVE that:**

- 1) The progress towards the creation of a Town Hall Hub be noted and that the need to extend the project to include private sector tenants in the Town Hall be approved.**
- 2) Formal notification be given to Worcestershire County Council that the Redditch Library cannot relocate to the Town Hall.**
- 3) Revised works to RIBA stage 4 be approved in readiness for a detailed report to Executive in September 2024 setting out the revised Town Hall project.**
- 4) Work continues to determine the most effective alternative use of the Towns Funding and that this is reported to and agreement sought through the Towns Board in readiness for a further report to Executive in September 2024.**

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- 5) **Members note and approve the consequential risks associated with the revised proposals detailed within this report.**
- 6) **Authority be delegated to the Interim Director of Finance and Resources and Deputy Chief Executive and the Assistant Director of Legal, Democratic and Property Services to enter the consequential contractual arrangements.**

2. BACKGROUND

- 2.1 This report details the updated proposals in respect of the Town Hall hub and invites Members to consider endorsing these recommendations.

3. OPERATIONAL ISSUESBackground History

- 3.1 An initial report setting out a proposed change of use of the Town Hall into a Community Hub with multiple public sector bodies is set out in the Closure of the Cash Hall Report to Executive dated 12th July 2022.
- 3.2 A more complete report on the Town Hall Hub was presented to Executive on the 11th October 2022. This report delegated authority to the Section 151 Officer and the Head of Legal, Democratic and Property Services to finalise and implement the community hub business case and to procure and appoint contractors to undertake and deliver the works.
- 3.3 Following consultation, Worcestershire County Council, at its Cabinet meeting on the 20th July 2023, approved the relocation of the Library into the new Hub at the Town Hall to enable the wider Towns Fund regeneration project to proceed.
- 3.4 A further report came to Executive on the 12th September 2023 setting out detailed designs, and increases in cost. Members agreed to delegate authority to the Interim Director of Finance and Resource to enter into the consequential contractual arrangements.
- 3.5 A decision was taken in November 2023 to award the works contract to Seddons and the outcomes of this decision were published in an officer decision notice.
- 3.6 An Officer Decision Notice on the 15th March set out the reciprocating Heads of Terms for the leases between the Council and the County Council. The agreement to lease is yet to be finalised.

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The Present PositionNHS Portion of the Building

- 3.7 The NHS have taken a lease of and subsequently refurbished the ground and first floors to the west side of the building which are to be used to deliver mental health services. The NHS have fully funded all of the upgrade works to the building to ensure that they are to the correct standards. This includes the new entrance via Walter Stranz Square.
- 3.8 The NHS lease is a full repairing and insuring lease for a term of 15 years with tenant-only break options on a 5 yearly basis subject to 6 months prior written notice. In addition to this, the NHS have a secondary lease for 70 car parking spaces, 5 at the Town Hall, 65 at the Trafford Car Park.
- 3.9 There is a rent-free period of 10 years from commencement of the lease. This reflects the significant capital investment by the NHS and the consequential increase in Capital value to the Town Hall. For the avoidance of doubt, this will apply to the rent only, as the service charges are being paid and have been since completion/occupation.

The Remainder of the Building

- 3.10 In assessing the best use of the remainder of the building, consideration has been given to the Council's implementation of an agile working policy and the agreed strategy to enable a more accessible public services Hub at the Town Hall.
- 3.11 The current approved decision to move the library into the Town Hall space to enable the wider Towns Fund project has reached the position where the Council is following a RIBA stage 4 design and build process with the support of Eddisons as the Project Managers, with Mac Consulting and AEW Architects undertaking the technical design of the Town Hall building. In parallel to the County Council library move decision process, discussions have taken place with the County Council and its tenant on their requirements. This process intensified over the summer of 2023 and the costs crystalised as the requirements of each party were established and refined with a final position being reached in March 2024.

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- 3.12 The Council reached RIBA Stage 3 in September 2023. This is when the building design and build costs are at a stage where they can be used for tenders to prospective contractors. At RIBA Stage 3 Redditch Borough Council, Worcestershire County Council and their tenant formally approved the stage 3 design documentation. The Stage 4 design documentation was in production until mid-September.
- 3.13 The contractor Seddons came back with a RIBA Stage 4 cost which was more than the original budget following their detailed validation of the design at RIBA Stage 4. This is not unusual but resulted in a value engineering process taking place in the first quarter of 2024 to reduce this back to the budget. This process required detailed involvement of the prospective tenants for the site as the build work was in part bespoke in order to meet the requirements of the occupiers.
- 3.14 Members will appreciate that this process is complex, as it involves multiple stakeholders. The actual position at a point in time will vary dependent on the stages reached physically and contractually.
- 3.15 Following an extensive cost engineering process, the position at the start of May 2024 was that the estimated cost of the project was agreed and within the £6.2m budget approved in September 2023. Any additional costs would be covered by additional income delivered by the Towns Fund Development.
- 3.16 The £400k income savings identified in the medium-term financial plan 2025/26 are in part being achieved through the tenancy with the NHS. This is set out in more detail in the financial section and the Exempt financial appendix. The agreed position with the County Council and the income generated as a result is yet to be realised and there is, at present, a reliance on this to achieve a balanced budgetary position.
- 3.17 In order to ensure that the budget position is maintained and the Town Hall continues to develop into a Hub, there is a requirement for Members to consider the best and most appropriate use of the remainder of the building.

Moving Forward

- 3.18 Officers have been asked to report on the consequential effects of not proceeding with the relocation of the library whilst continuing to recognise the need and the importance of the Hub project more widely.

Executive Committee
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- 3.19 As this report identifies, there is a £400k income target in the Medium Term Financial Plan (MTFP). This is made up of combined income achieved in the context of the current Town Hall Hub proposals.
- 3.20 As detailed earlier in this report, the NHS are already in situ and as a result the income target 2025/26 is in part being satisfied by the income already being received from the NHS occupation. If Members were minded not to proceed with the library move, then there would be a potential gap in the income generated that would need to be satisfied in an alternative way to enable a balanced position to be achieved.
- 3.21 In addition, Members are advised that to date circa £600k has been spent on the design works and this expenditure would need be mitigated in any alternative proposals.
- 3.22 As this report identifies, the most recent cost engineering resulted in there being alterations to the design. These changes will require amended planning approvals and as a result the build time has been extended by some months and will place pressure on the ability for the project to be achieved within timescales.
- 3.23 As Members are aware, the current Department of Levelling Up, Housing and Communities (DLUHC Towns Funding is for a specific project and to comply with the funding conditionality and timescales there is a requirement for the library to move from its current building and for the build to be completed on that site by 31st March 2026.
- 3.24 Members will also be aware that the governance arrangements require the agreement of the Towns Board and DLUHC in respect of any project (or change to a project) for the delivery of Towns Funding.
- 3.25 Officers have had initial discussions with colleagues from DLUHC and whilst alternative proposals can be considered, they need to demonstrate that the outputs identified within the original proposals can be achieved in an alternative scheme.
- 3.26 Similar discussions will need to take place with the Towns Board.
- 3.27 What is clear at this stage is that the current project is dependent on the Council agreeing to the relocation of the library. Without this agreement, the current scheme cannot be achieved, and whilst alternative proposals can be considered, the timescales for expenditure of the funding will not be extended beyond the current end date.

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- 3.28 As this report identifies, the delays in the current project have been significant and as a result rendered it unlikely that the original scheme would be achievable in the current timescales.
- 3.29 Any alternative proposals for the Towns Funding will need to be agreed by the Towns Board and DLUHC and will need to take account of and provide mitigation in respect of the abortive costs to date. These are made up of the design costs of up to £600k and a funding gap to the existing delivery of £400k of savings from the 2025/26 financial year onwards.
- 3.30 Members therefore need to present and agree alternative uses of the Towns Funding through the Towns Board as well as presenting an alternative business plan to satisfy the income targets identified in the MTFP for the Town Hall and mitigate any design fee right offs.

Issues for consideration broken down into those relating to the Town Hall and those relating to the Towns Fund**Town Hall proposals**

- 3.31 The current proposals for the use of the space at the Town Hall rely entirely on public sector partners sharing space. It would be necessary for Members to consider all options (including private sector rental) in the context of a business case to determine if the income targets identified in the MTFP can be achieved in another way were the Library not to move.
- 3.32 In order to give Members market intelligence in this space, officers have commissioned a report from Savills to provide external advice on what could be achieved in the current market environment. This report is at **Appendix A** to this report.
- 3.33 Whilst the options are limited, the advice is clear that there are opportunities for a mixed office use (public and private) with the potential for a food and beverage offering to compliment.
- 3.34 Further advice has been sought to provide more detail from a local perspective from J.S Dillon. This document is at **Appendix B** to this report. Its results confirmed those of Savills but emphasised the quality element of any refurbishment in a highly competitive letting market.
- 3.35 In addition, Members are advised that officers have had tentative discussions with stakeholders and proposed tenants with regard to the alternative proposals and whilst there is interest in a new proposal, it is not possible for any commitments to be made given the current

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contractual arrangements that exist. This means that any proposal to change the current provision will not be without risk.

- 3.36 Members will need to consider the options in the context of the external advice appended and will need to consider all use options to mitigate the costs to date and the income targets required to meet the MTFP requirements in 2025/26.
- 3.37 As Members will be aware the Council operate out of many sites and it is possible that a rationalisation of this could support alternative Hub proposals. In this context, officers are exploring opportunities including moving the Housing Team from Woodrow into the Town Hall or other Council accommodation and converting Woodrow into much needed temporary accommodation.
- 3.38 Another option that would significantly reduce the cost envelope for the redevelopment of the Town Hall would be to reconfigure and enhance the civic suite in its current location. This would reduce the build costs and create additional lettable space on other floors in the building.
- 3.39 It is clear that other opportunities exist with our public sector partners for space and cost sharing and officers continue to work with partners and stakeholders to maximise these. In the context of the alternative proposal within this report, a short-term let, if achieved, would provide some mitigation in the context of the 2025/26 savings targets.
- 3.40 Notwithstanding the need for a decision on the movement of the library, there are essential works required within the building to enable the Hub project to proceed. The current contractor is on site and ready to proceed with this work and it is anticipated that it will take until the end of the calendar year to complete. The work is costed at circa £80k (budget agreed) and Members are being asked to approve the continuation of this work in advance of any alternative proposals.
- 3.41 Since the May elections, discussions have been undertaken within the design team on the revised makeup of the building but integrating these points into an updated design. These are set out in more detail in **Appendix C**. In summary this work has the following use of space:
- Lower Ground Floor – Commercial End User with RBC Storage/Archive Areas
 - Ground Floor – Reception, Council Chambers, Housing Team and Central Open Plan Space
 - First Floor East Wing – Council Teams
 - Second Floor East and West Wing – Commercial End User

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-
- Third Floor East and West Wings – RBC Team
- 3.42 Draft Revised Floor Plans based on the information set out in Appendix C are set out in **Appendix D**
- 3.43 Estimated timescales for this work are set out as:
- Prepare demolition and enabling works contract documents and drawings – 4-6 weeks
 - Prepare M&E drawings for safe strip out of M&E related items - 2 weeks
 - Issue Enabling Works package to Main Contractor for pricing - 2 weeks
 - Phase 1 Enabling Works – Provisional commencement on site 9th September 2024 and provisional completion 10-12 weeks
 - Phase 2 works – Design commencement 16th September 2024
 - Completion – April/May 2025
- 3.44 In the context of alternative proposals, if Members are minded not to proceed with the proposal to move the library into the Town Hall, then an alternative business case will need to be produced detailing the proposals for income generation that will satisfy the MTFP. It will also be necessary for Members to formally notify the County Council of their decision not to enter into a lease for the movement of the library and for detailed discussions to take place with the Towns Board on alternative proposals for the Towns Fund. These actions are time dependant.
- 3.45 The Council have checked with the existing Framework Provider used for the appointment of Seddons as the design and build contractor. For the changes to the Town Hall Hub design there will not be the requirement to tender for an alternate provider.

The Town's Fund

- 3.46 The Initial project was £4.2m for the demolition of the Library and construction of the new Town Square. Members are advised that this was a draft design, used for approval by DLUHC in September 2022. A final design (including demolition) still needs to be undertaken. The Council has appointed a project manager but work on the final design has been limited to date.
- 3.47 A meeting with DLUHC experts on the 23rd May 2024 identified that, were the Council minded not to proceed with the current proposals, the following options would be considered:

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- Invest the £4.2m in the Digital Manufacturing and Innovation Centre (DMIC) with better Metrics.
- Invest in an alternative building that will give similar outputs to the library site.

3.48 Whilst public realm enhancement in lieu of creating a plaza in the vicinity of the current library building was not expressly discussed with DLUHC on 23rd May it is understood that spending some of the £4.2m on the public realm would meet some of the criteria for the TIP monies and consequently this is currently being explored in the round with the investments to the Innovation Centre. All options (or mix of options) requires a DLUHC Project Adjustment Request (PAR) form to be completed and for any changes to be agreed. In this context, DLUHC have offered Neil Turner from their engagement team to help in the process and initial discussions have been positive. A number of alternatives are being explored for initial updating to the Towns Board on the 25th July and finalisation in September. These are set out in **Appendix E**.

3.49 As identified within this report, any change to the Towns Fund investment will require the initial approval of the Towns Board. These alternative options were discussed at the meeting of the Towns Board on the 30th May 2024. Further discussions are ongoing with the next meeting of the Board scheduled for 25th July 2024.

Proposed way forward

- 3.50 The County Council need to be advised of the Council's decision regarding the movement of the library.
- 3.51 A decision not to move the library will require an alternative proposal for the Towns Funding, agreement from the Towns Board and DLUHC and a business plan report to Executive detailing the income mitigation and alternative uses for the Town Hall.
- 3.52 This approach will ensure that the £4.2m Towns Funding is utilised and before the cut off dates.

4. FINANCIAL IMPLICATIONS

4.1 The majority of the Town Hall scheme (£5.2m) was expected to be funded from the disposal of the following sites: Far Moor Lane, Easemore Road and Webheath. The present range of all three is £6m, with approximately £1m relating to the HRA. Therefore, roughly in line with original assumptions.

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- 4.2 Overall, if the design is to be simplified, this will reduce the £6.2m cost significantly. To get to this point, however, the Council must decide on its final approach to what will be delivered in the Town Hall.
- 4.3 Members are advised that in addition to this project, there are other upgrading works being carried out in parallel to enable the building to be updated and futureproofed from an operational and IT perspective. This involves the following works that are being funded from the Council's annual buildings repairs and maintenance and IT infrastructure budgets.
- Replacement AV Equipment for Council Suite – whatever the location (£200k)
 - Connectivity (Direct line) for the Palace Theatre (£65k)
 - Oakenshaw/Kingfisher enabling works for Council Meetings and Customer Services delivery (£120k)
 - Town Hall works undertaken to date including new shelving in the basement (£148k)
 - Other Town Hall Works (£246k)
 - Total Works - £779k
- 4.4 These works are being funded from existing resources in 2023/24 and 2024/25 including:
- Capital (existing Buildings) £320k
 - Revenue - £459k
- 4.5 As referred to earlier in this report, there is the requirement to deliver £400k of savings to the Council's Town Hall budget. The existing work that has now been stopped met that target through the use of the space by the NHS, the County Council and its sub tenants. In addition to this, design work that relates to the County Council and their subtenant now has to be written off to revenue as it is not allowable capital expenditure.
- 4.6 The S151 Officer must at this point in this report warn of the risks to the Council as:
- It had a contract/arrangements in place with the NHS and the County Council that would have delivered a Town Hall Hub and the associated savings required from 2025/26 in the MTFP.
 - That as this move will not take place, the savings target will need to be met by other means, and a one off amount of up to £600k will need to be written off to Revenue which will significantly impact the Council's Reserve levels (reducing them by 10%).
 - That the decision will be challenged by the Council's external Auditors and has the possibility of the Council receiving a further

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S24 Statement based on the governance processes around this decision.

- 4.6 Given the move of the Library will now not take place, there is the requirement for the Council to reassess how these savings can be made. An initial view of this is set out in Appendix 3.
- 4.7 Delegated authority has been given, as per earlier reports, to Officers to move works forward. This will be used to enact enabling works following the elections, as these will be required whatever the solution before a further report comes to Executive in September.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising as a result of this report as Heads of Terms (HOTs) and Leasing Agreements have been signed and tenders are now out for evaluation for the works to be delivered.

6. OTHER - IMPLICATIONS**Relevant Strategic Purpose**

- 6.1 The Strategic purposes are included in the Council's corporate plan. The following strategic purposes are linked to this project:

- Finding Somewhere to Live
- Aspiration, Work and Financial Independence
- Living Independent, Active and Healthy Lives
- Communities which are Safe, Well Maintained and Green
- The Green Thread runs through the Council Plan.

Climate Change Implications

- 6.2 The green thread runs through the Council plan. The design of the building will be to the latest sustainability standards. Significant investment has already been made in the Town Hall over the past two years including window replacement and the installation of heat pumps.

Equalities and Diversity Implications

- 6.3 The design, as set out in 3.12 above, takes account of differing equalities and diversity implications.

7. RISK MANAGEMENT

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7.1 There are a number of risks which could potentially influence the project, this includes the following which are typical of this type of project:

- Stakeholder sign off.
- Stage 4 design progression.
- Commercial negotiations.
- Project cost envelope.
- Project governance.
- Programme slippage.
- ICT specification and commercials.
- Macro-economics
- Section 24

8. **APPENDICES and BACKGROUND PAPERS**

Appendix A – Advice From Savills (Exempt)

Appendix B – Advice from J S Dillon (Exempt)

Appendix C – Updated Draft Design of the Building (July 2024)

Appendix D – Draft Revised Floor Plans

Appendix E – Alternative uses of Towns Funding (Exempt)

Appendix F – Exempt financial information

Background Papers

Previous reports to the Executive Committee and Council in respect of the Town Hall Hub.

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

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Executive Committee
202429th July

Appendix C – Updated Draft Design of the Building**Introduction**

This summary report outlines the current position in respect of the project to enable continued discussions and for the project to progress to the next stages.

Current Proposals

Revised proposals to utilise the premises for RBC Departments and Commercial Users have been developed into initial layout plans as attached and with the following proposals. The layout plans for the West Wing are still being developed and are not yet included in the attached layout plans.

Lower Ground Floor – Commercial End User with RBC Storage/Archive Areas

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Creation of a new RBC Archive Area and new RBC Additional Storage Area
- Creation of a new WC Block, new Shower Room and new Cleaners' Room as a Common Area for shared use
- Creation of a new fire escape corridor from the Eastern Stair S1 to the new external exit door, as required to ensure safe escape from upper floors to the building
- Creation of new main entrance doors, new staff entrance doors and installation of new windows/glazing panels to create natural light into the area
- Future subdivision to suit commercial end user requirements (option to let all space or to subdivide for different commercial end users)

Ground Floor – Reception, Council Chambers, Housing Team and Central Open Plan Space

- Retention of existing Council Chamber, 2 no. Meeting Rooms, Kitchen and Labour Group Room and complete refurbishment of these retained rooms
- Creation of new Housing Team areas (Pod 1, Pod 2, Pod 3), new Meeting Room, new Members Room, new Caretakers Room and new WC Block
- Creation of new Reception Area and new two storey main entrance extension
- Creation of new open plan middle area – Use still to be determined (Options - Community Space, Business Lounge, Café Area or other multi-use areas, or subdivision to individual areas)
- Refurbishment of open plan space and rooms to A+ specification

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First Floor East Wing – Council Teams

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Creation of new WC Block
- Future subdivision to suit end user requirements

Second Floor East and West Wing – Commercial End User

- Strip out of existing layout back to shell
- Refurbishment of open plan space to A+ specification
- Refurbishment of existing WC Block
- Creation of 2 no. new Meeting Rooms and new Kitchen
- Future subdivision to suit end user requirements

Third Floor East and West Wings – RBC Team

- Strip out of existing East Wing layout back to shell
- Adjustment to existing layout to West Wing to suit requirements
- Refurbishment of open plan space and offices to A+ specification
- Refurbishment of existing WC Blocks
- Subdivision to suit end user requirements

General Works

- Refurbishment to A+ specification to stairwells and lift core
- Replacement of Goods Lift with Passenger Lift
- Improvement to IT systems and Audio/Visual systems

It is proposed to undertake the project in two stages, with the first works stage being the Enabling Works (demolition and strip out works) and the second works stage being the creation of the areas identified on the layout plans and the undertaking of works to create A+ specification finishes to these areas.

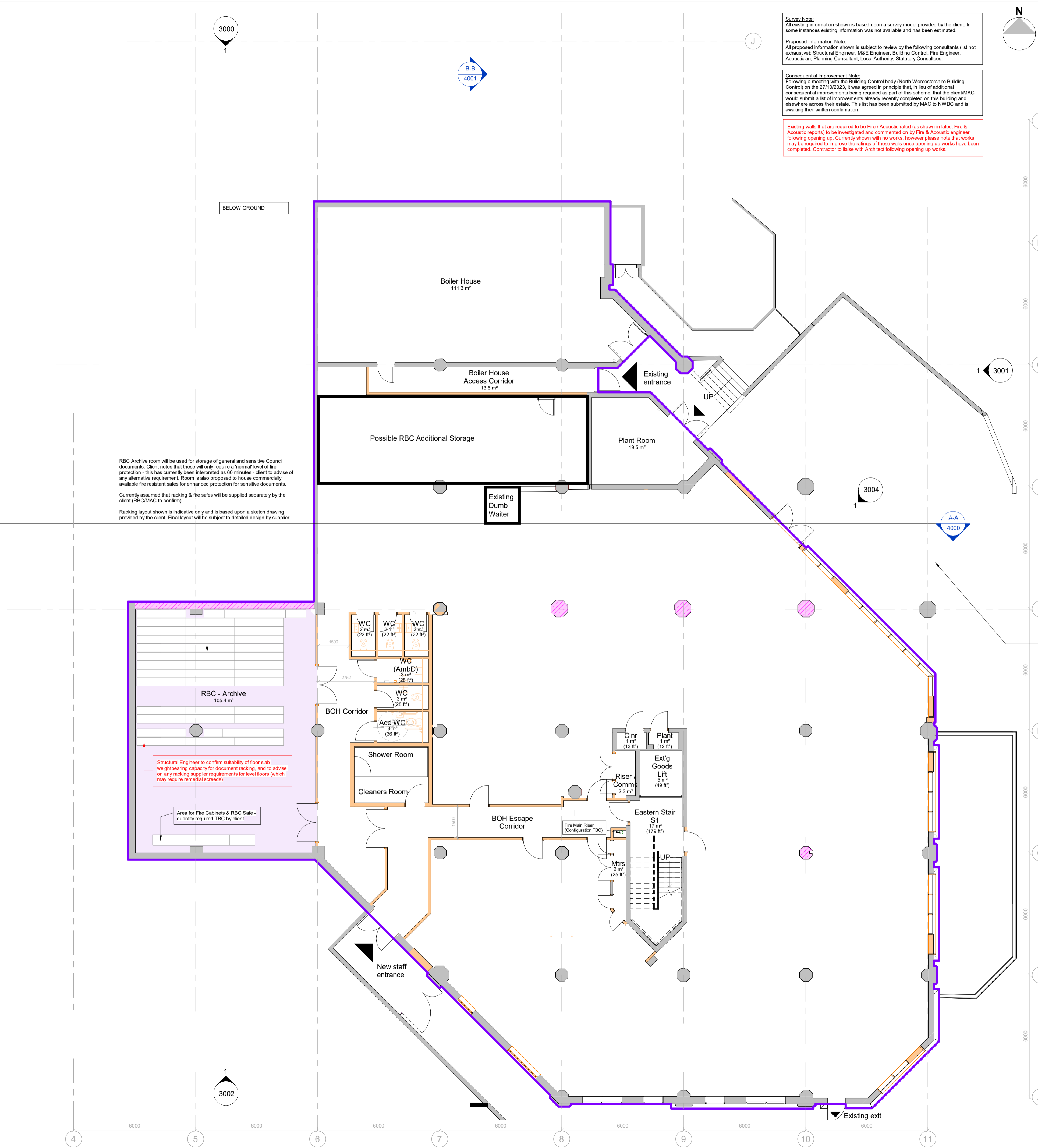
Further discussions are required to establish the extent of works required to bring the premises up to an EPC (Energy Performance Certificate) rating of 'C' or above, as this will be required from 2025 unless a valid exemption can be established. It would appear sensible to incorporate improvements to the building into this project that would enable the required EPC Rating to be achieved.

Summary Provisional Programme

Executive Committee
202429th July

-
- Prepare demolition and enabling works contract documents and drawings – 4-6 weeks
 - Prepare M&E drawings for safe strip out of M&E related items - 2 weeks
 - Issue Enabling Works package to Main Contractor for pricing - 2 weeks
 - Phase 1 Enabling Works – Provisional commencement on site 9th September 2024 and provisional completion 10-12 weeks
 - Phase 2 works – Design commencement 16th September 2024
 - Completion – April/May 2025

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RBC Archive room will be used for storage of general and sensitive Council documents. Client notes that these will only require a 'normal' level of fire protection - this has currently been interpreted as 60 minutes - client to advise of any alternative requirement. Room is also proposed to house commercially available fire resistant safes for enhanced protection for sensitive documents. Currently assumed that racking & fire safes will be supplied separately by the client (RBC/MAC to confirm). Racking layout shown is indicative only and is based upon a sketch drawing provided by the client. Final layout will be subject to detailed design by supplier.

Structural Engineer to confirm suitability of floor slab weightbearing capacity for document racking, and to advise on any racking supplier requirements for level floors (which may require remedial screeds)

Area for Fire Cabinets & RBC Safe - quantity required TBC by client

Survey Note:
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Proposed Information Note:
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Consequential Improvement Note:
Following a meeting with the Building Control body (North Worcestershire Building Control) on the 27/10/2023, it was agreed in principle that, in lieu of additional consequential improvements being required as part of this scheme, that the client/MAC would submit a list of improvements already recently completed on this building and elsewhere across their estate. This list has been submitted by MAC to NWBC and is awaiting their written confirmation.

Existing walls that are required to be Fire / Acoustic rated (as shown in latest Fire & Acoustic reports) to be investigated and commented on by Fire & Acoustic engineer following opening up. Currently shown with no works, however please note that works may be required to improve the ratings of these walls once opening up works have been completed. Contractor to liaise with Architect following opening up works.

Scale Bars TO BE USED ONLY AS GUIDANCE

1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	500	1000	1500	2000	2500
1:500	M	0	5	10	15	20	25
1:1250	M	0	10	20	30	40	50

- NOTES**
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CDM 2015

Client notified of duties: 11/04/22
Principal Designer: MAC Consulting

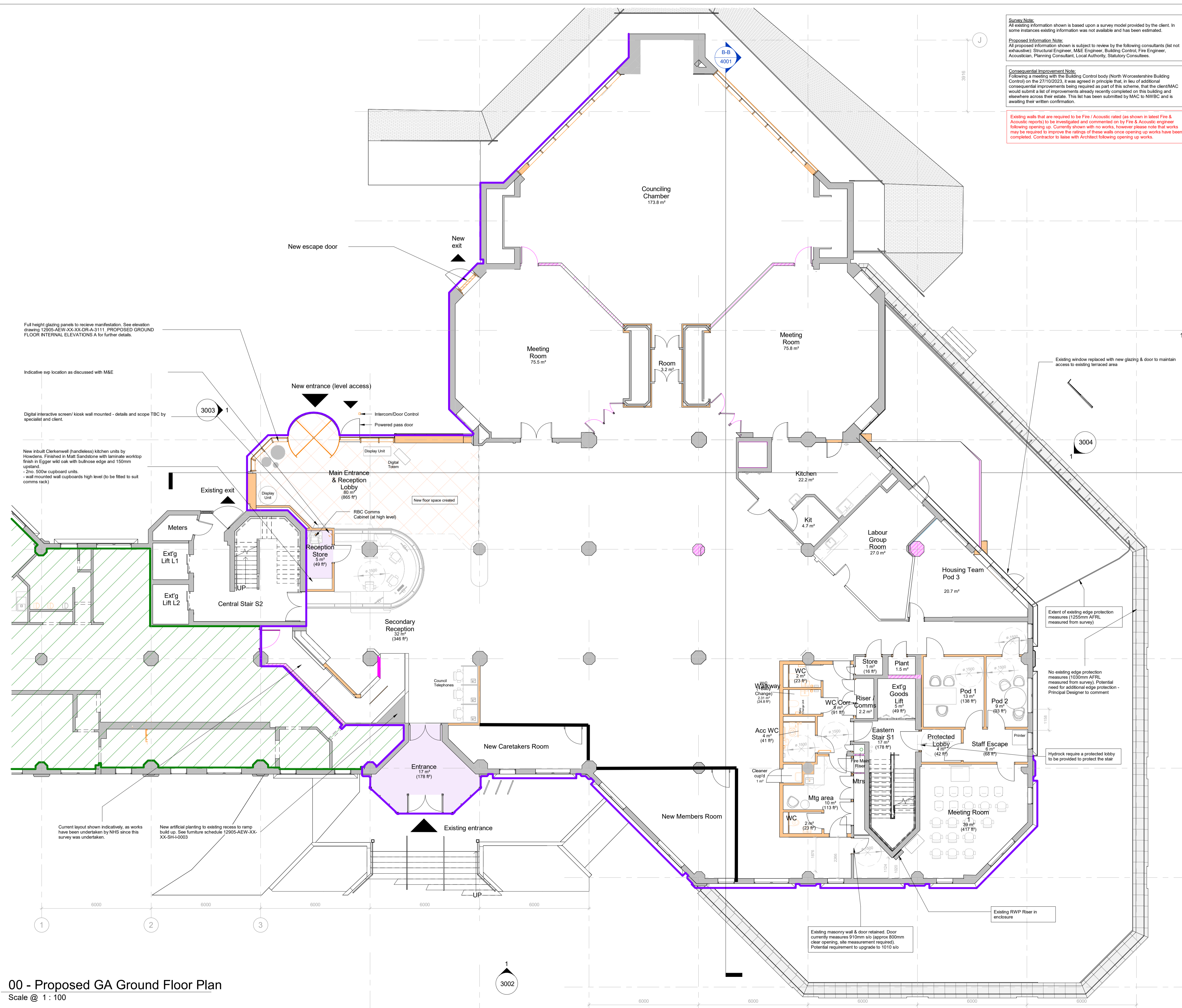
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Furniture arrangements, details and quantities subject to further development by designer and sign off by RBC and end users.

Existing hard landscaping to be removed and paths to be widened and repaved to form wider & more level approach route to LCF entrance / escape route from LGF. For further details please see Drawing 1000 Proposed Site Plan. Subject to Landscape Architect input.

Rev	Date	Description	Drawn By	Checked By
Status		Purpose of Issue		
		Feasibility		
drawing stage				
client				
		Redditch & Bromsgrove Borough Council		
project				
		Redditch Town Hall		
drawing title				
		Proposed GA Lower Ground Floor Plan		
date	08/07/24	drawn	MAC	
scale @ A1	As indicated	checked	MAC	

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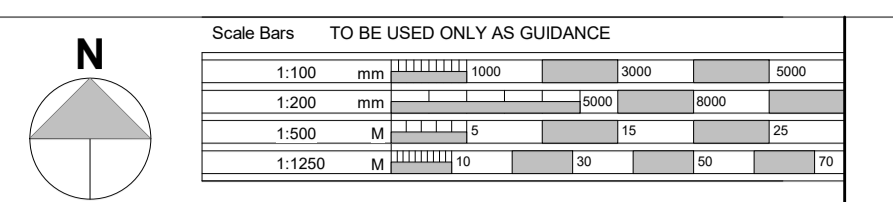


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Full height glazing panels to receive manifestation. See elevation drawing 12905-AEW-XX-XX-DR-A-3111 PROPOSED GROUND FLOOR INTERNAL ELEVATIONS A for further details.

Indicative svp location as discussed with M&E

Digital interactive screen/ kiosk wall mounted - details and scope TBC by specialist and client.

New inbuilt Clerkenwell (handleless) kitchen units by Howdens. Finished in Matt Sandstone with laminate worktop finish in Egger wild oak with bullnose edge and 150mm upstands.
 - 2no. 500w cupboard units.
 - wall mounted wall cupboards high level (to be fitted to suit comms rack)

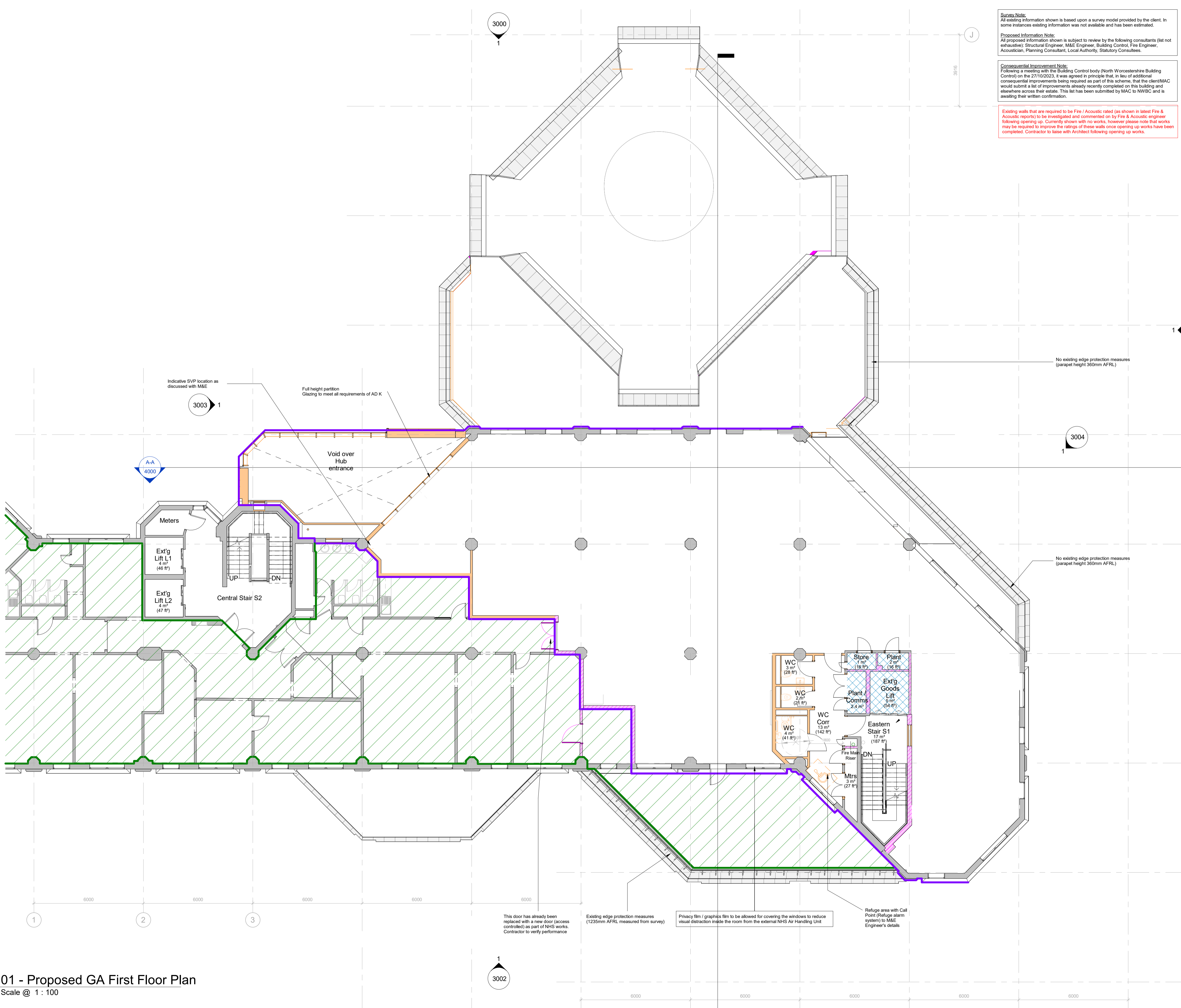
Current layout shown indicatively, as works have been undertaken by NHS since this survey was undertaken.

New artificial planting to existing recess to ramp build up. See furniture schedule 12905-AEW-XX-XX-SH-40003

00 - Proposed GA Ground Floor Plan
 Scale @ 1 : 100

Rev	Date	Description	Drawn By	Checked By
Status Purpose of Issue				
Feasibility				
drawing stage				
client				
Redditch & Bromsgrove Borough Council				
project				
Redditch Town Hall				
drawing title				
Proposed GA Ground Floor Plan				
date 08/07/24 drawn MAC				
scale @ A1 As indicated checked MAC				

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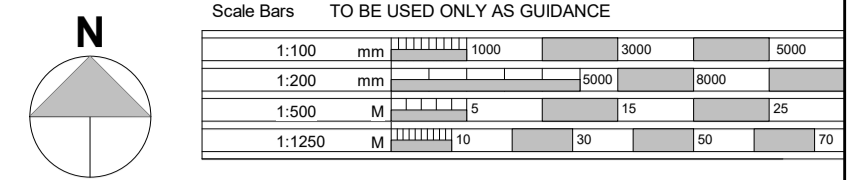


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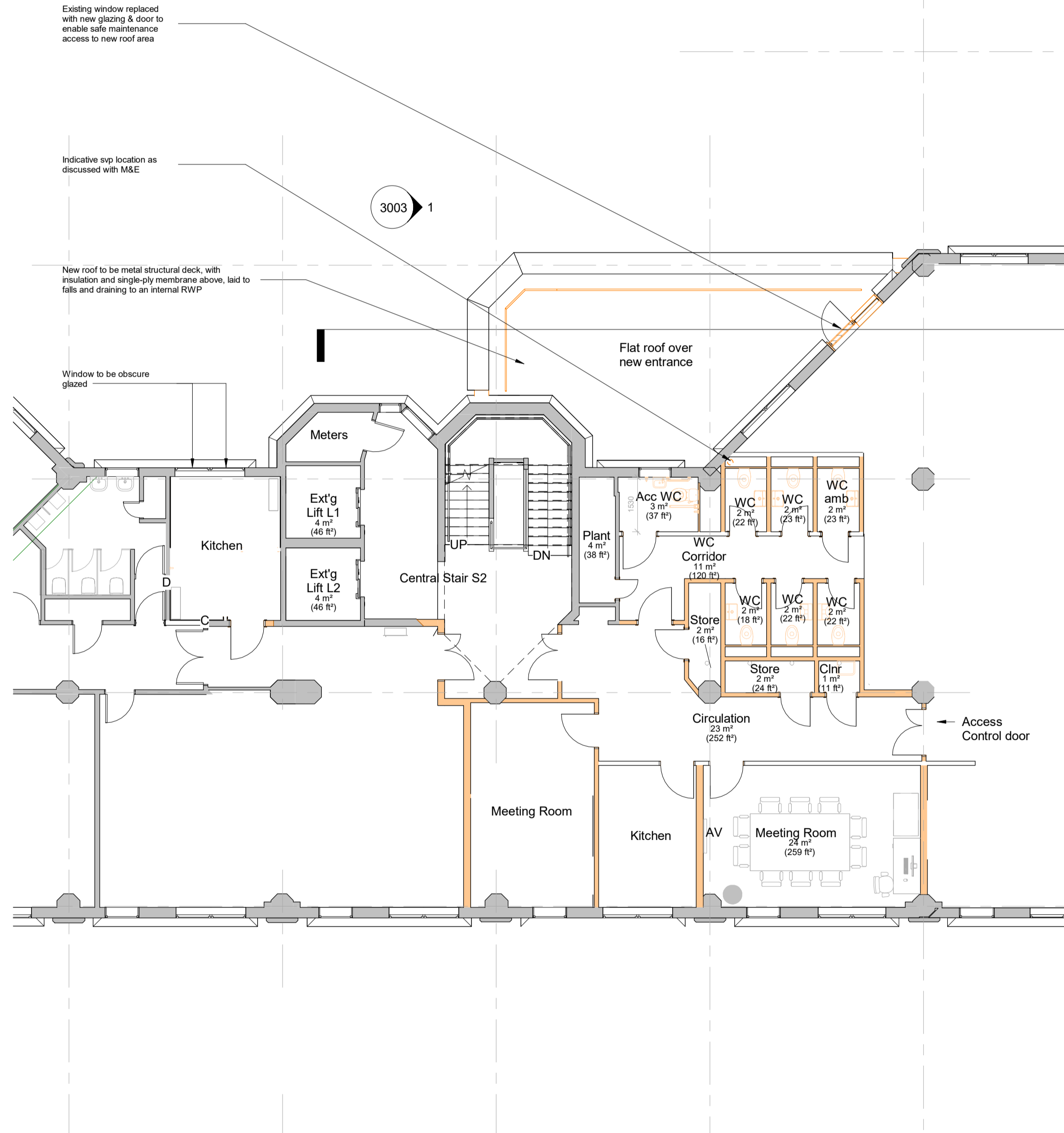
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project				
		Redditch Town Hall		
drawing title				
		Proposed GA First Floor Plan		
date	08/07/24	drawn	MAC	
scale @ A1	As indicated	checked	MAC	

01 - Proposed GA First Floor Plan
 Scale @ 1 : 100

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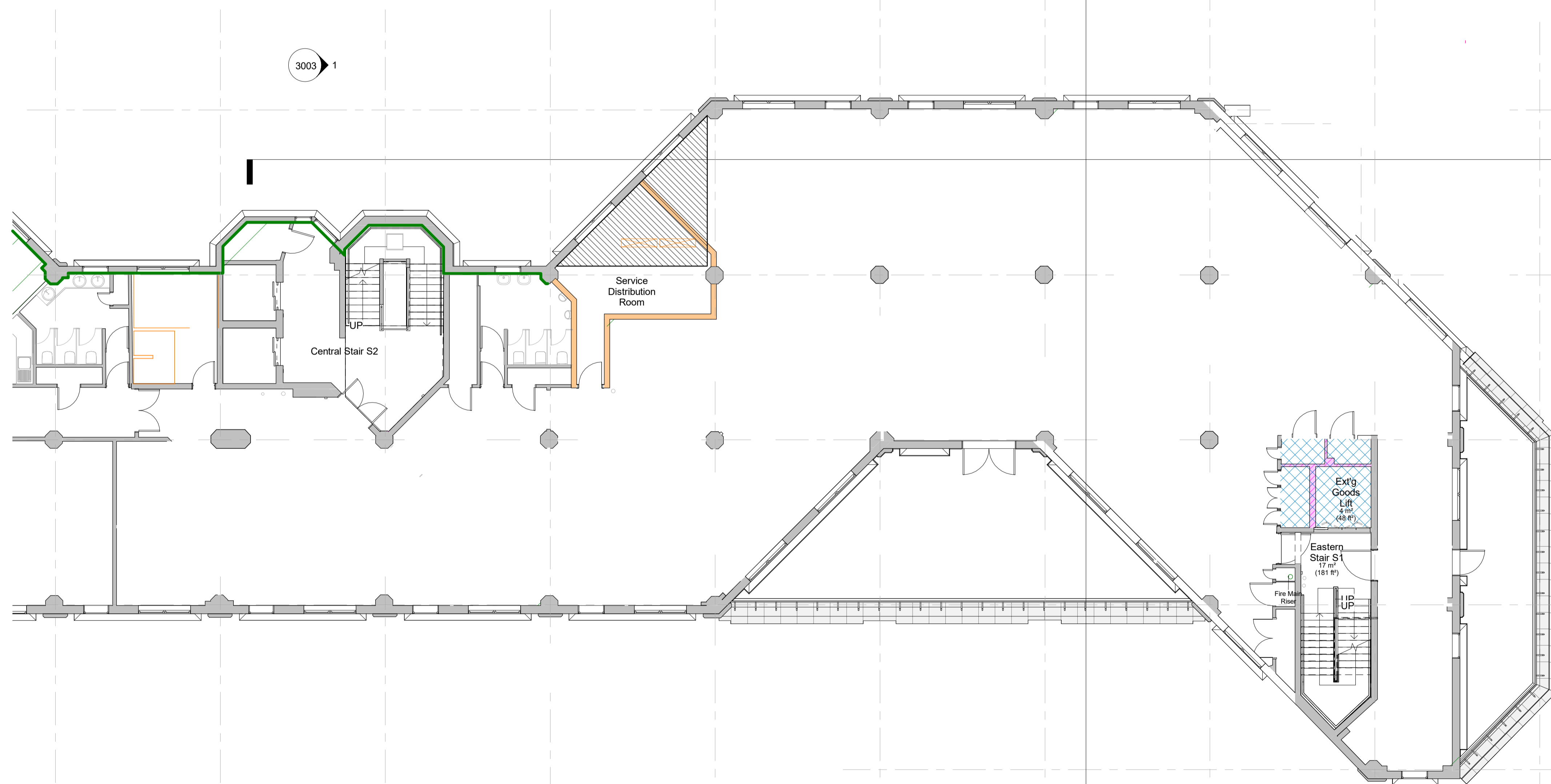
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project				
		Redditch Town Hall		
drawing title				
		Proposed GA Second Floor Plan		
date	08/07/24	drawn	MAC	
scale @ A1	As indicated	checked	MAC	

02 - Proposed GA Second Floor Plan
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Following a meeting with the Building Control body (North Worcestershire Building Control) on the 27/10/2023, it was agreed in principle that, in lieu of additional consequential improvements being required as part of this scheme, that the client/MAC would submit a list of improvements already recently completed on this building and elsewhere across their estate. This list has been submitted by MAC to NWBC and is awaiting their written confirmation.

Existing walls that are required to be Fire / Acoustic rated (as shown in latest Fire & Acoustic reports) to be investigated and commented on by Fire & Acoustic engineer following opening up. Currently shown with no works, however please note that works may be required to improve the ratings of these walls once opening up works have been completed. Contractor to liaise with Architect following opening up works.

Scale Bars TO BE USED ONLY AS GUIDANCE

1:100	mm	0	1000	2000	3000	4000	5000
1:200	mm	0	500	1000	1500	2000	2500
1:500	M	0	10	20	30	40	50
1:1250	M	0	10	20	30	40	50

- NOTES**
- All dimensions and levels are to be checked on site.
 - Any discrepancies are to be reported to the architect before any work commences
 - This drawing shall not be scaled to ascertain any dimensions. Work to figured dimensions only.
 - This drawing shall not be reproduced without express written permission from AEW.
 - Title overlay drawings and ownership boundaries are produced using all reasonable endeavors. AEW cannot be responsible for the accuracy or scale discrepancy of base plans supplied to them.
 - All works are to be undertaken in accordance with Building Regulations and the latest British Standards.
 - All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.
- This drawing contains the following model files:-
12905-AEW-XX-XX-M3-A-0001
2564-01-CIV-XX-ZZ-M-S-00000-V23 (P05)

CDM 2015

Client notified of duties: **11/04/22**
Principal Designer: **MAC Consulting**

Unless noted below, all known hazards have been highlighted on the drawing.

Rev	Date	Description	Drawn By	Checked By
Status		Purpose of Issue		
		Feasibility		
drawing stage				
client				
B		Redditch & Bromsgrove Borough Council		
project		Redditch Town Hall		
drawing title		Proposed GA Third Floor Plan		
A				
date	08/07/24	drawn	MAC	
scale @ A1	As indicated	checked	MAC	

03 - Proposed GA Third Floor Plan
Scale @ 1 : 100

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of the Local Government Act 1972.

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