Executive
Committee

Wed 1 July
2009
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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- In addition, the public now has a right to be present when the Council determines "Key Decisions" unless the business would disclose confidential or "exempt" information.

- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.

- (Copies of Agenda Lists are published in advance of the meetings on the Council's Website: **www.redditchbc.gov.uk**

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
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Welcome to today's meeting.
Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

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If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on the Ringway Car Park.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests**
(what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided -
a general scattergun approach is not needed

- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.

- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **_and_**

- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

    and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).

Executive

Committee

Agenda

Membership:

Cllrs:

C Gandy (Chair)	W Hartnett
M Braley (Vice-Chair)	N Hicks
	C MacMillan
P Anderson	M Shurmer
J Brunner	
B Clayton	

1.	**Apologies**	To receive the apologies of any Member who is unable to attend this meeting.
2.	**Declarations of Interest**	To invite Councillors to declare any interests they may have in items on the agenda.
3.	**Leader's Announcements**	1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and

2 any other relevant announcements.

(Oral report) |
| **4.** | **Minutes**

(Pages 1 - 8)

Chief Executive | To confirm as a correct record the minutes of the meeting of the Executive Committee held on 10 June 2009.

(Minutes attached) |
| **5.** | **Proposals for Re-investment - Economic Downturn**

(Pages 9 - 20)

Deputy Chief Executive | To consider a range of options which will assist and support individuals and the communities of Redditch affected by the economic downturn.

(Report attached)

(No Specific Ward Relevance) |
| **6.** | **Insurance Premium Savings - Consortium Tender**

(Pages 21 - 24)

Head of Financial Revenues and Benefit Services | To advise Members of the outcome of the consortium tendering exercise and seek approval to the establishment of a risk management fund.

(Report attached)

(No Specific Ward Relevance) |

7.	**Performance Management Framework** (Pages 25 - 78) Head of Strategy and Partnerships	To inform Members of the proposed new Performance Management Framework, which includes the Data Quality Policy. (Report attached – Appendix available on the Council's website, unless a specific request is received from Councillors or others who require a copy) **(No Specific Ward Relevance)**
8.	**Borough of Redditch Local Development Scheme No 3** (Pages 79 - 118) Acting Head of Planning and Building Control	To consider approving the Borough of Redditch Local Development Scheme No 3. (Report attached – Appendix available on the Council's website, unless a specific request is received from Councillors or others who require a copy) **All Wards**
9.	**Redditch Economic Development Strategy** (Pages 119 - 302) Acting Head of Planning and Building Control	To seek endorsement of the Redditch Economic Development Strategy, which provides a means of delivering the adopted Economic Priorities. (Report attached – Appendix A available on the Council's website, unless a specific request is received from Councillors or others who require a copy.) **(No Specific Ward Relevance)**
10.	**Schedule of Buildings of Local Interest** (Pages 303 - 430) Acting Head of Planning and Building Control	To endorse the revised Schedule of Buildings of Local Interest as part of the evidence base for the Local Development Framework. (Report attached – Appendix available on the Council's website, unless a specific request is received from Councillors or others who require a copy) **(No Specific Ward Relevance)**
11.	**Pre-Application Planning Discussion Protocols** (Pages 431 - 448) Acting Head of Planning and Building Control	To consider a protocol for including Members in pre-application discussions. (Report attached) **(No Specific Ward Relevance)**

12.	**Local Validation Checklist Review** (Pages 449 - 516) Acting Head of Planning and Building Control	To receive Officer's annual review of the Local Validation Checklist following its adoption in April 2008 and consider recommendations to amend aspects of the Checklist to improve clarity and usability. (Report attached – Appendix 1 available on the Council's website, unless a specific request is received from Councillors or others who require a copy) **(No Specific Ward Relevance)**
13.	**Delegation to Officers - Enforcement Powers** (Pages 517 - 528) Acting Head of Planning and Building Control	To seek delegation to Officers of additional powers (and confirmation of existing delegations.) (Report attached) **(No Specific Ward Relevance)**
14.	**Leisure and Arts Service - Safeguarding Children's Policy Update** (Pages 529 - 576) Head of Leisure and Arts	To seek Member's approval and adoption of the updated Leisure and Arts Service Safeguarding Children's Policy. (Report attached) **All Wards**
15.	**Abbey Stadium Sports Centre - Fitness Suite** (Pages 577 - 580) Head of Leisure and Arts	To seek Members' approval of the extension to the contract with the current partner for the Fitness Suite at Abbey Stadium Sports Centre. (Report attached) **(Abbey Ward)**
16.	**Hewell Road Swimming Pool - Reallocation of Capital Funding** (Pages 581 - 584) Head of Leisure and Arts	To seek Members' approval to reallocation of capital expenditure at Hewell Road Swimming Pool. (Report attached) **(Batchley & Brockhill Ward)**

17.	**Asset Disposal Programme** (Pages 585 - 628) Head of Legal, Democratic and Property Services	To consider an update on the Asset Disposal Programme and to seek Committee approval to declaring a number of assets surplus. (In view of the fact that they contain information relating to identification of particular sites and provisional terms of land disposal subject to negotiation, Appendices 2 and 3 to this report are not for publication and have been circulated only to relevant Officers and Members of the Council.) (Report attached) **(Various Wards)**
18.	**Corporate Sickness Statistics** (Pages 629 - 652) Head of Human Resources and Communications	To consider the current sickness statistics for the Council for the period April 2008 – March 2009. (Report attached) **(No Direct Ward Relevance)**
19.	**Overview and Scrutiny Committee** (Pages 653 - 662) Chief Executive	To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 27 May 2009. There are no recommendations to consider. (Minutes attached)
20.	**Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups etc.** Chief Executive	To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups, etc. since the last meeting of the Executive Committee, other than as detailed in the items above.
21.	**Advisory Panels - update report** (Pages 663 - 666) Chief Executive	To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee. (Report attached)

22.	**Action Monitoring** (Pages 667 - 668) Chief Executive	To consider an update on the actions arising from previous meetings of the Committee. (Report attached)
23.	**Exclusion of the Public**	It may be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to the following items of business on the grounds that exempt information is likely to be divulged. It may be necessary, therefore, to move the following resolution: **"that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following 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, as amended."**
24.	**Confidential Minutes / Referrals (if any)**	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).

Executive

Committee

10 June 2009

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors P Anderson, J Brunner, B Clayton, W Hartnett, N Hicks, C MacMillan and M Shurmer

Also Present:

M Collins (Vice-Chair, Standards Committee)

Officers:

K Dicks, R Griffin, S Hanley, A Heighway, T Kristunas, A Marklew, S Mullins, Jackie Smith, J Staniland and L Tompkin

Committee Services Officer:

D Sunman

15. **APOLOGIES**

There were no apologies for absence.

16. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

17. **LEADER'S ANNOUNCEMENTS**

The following items of business, scheduled on the Forward Plan to be dealt with at this meeting, had been re-scheduled to a later meeting:

- Revised Constitutional Model;

- Energy Strategy; and

- Asset Disposal Programme.

The Chair also advised that she had accepted the following matters as Urgent Business:

Item 7 – Capital Programme – Outturn 2008/09; and

Item 8 – Consolidated Revenue – Outturn 2008/09.

....

Chair

18.   **MINUTES**

Members noted that the minutes included a correction at Paragraph 300 (1) following publication of the Decision Notice as follows:

"applications be invited from house owners in the Borough aged 60 or over, living in a Council Tax band A to D property and not in full time employment or in receipt of benefits, to have loft and / or cavity wall insulation installed in their homes free of charge;"

RESOLVED that

Subject to the above correction, the minutes of the meeting held on 20 May 2009 be agreed as a correct record and signed by the Chair.

19.   **FUNDING OF VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS - POLICY**

Members considered a report which requested approval for two new policies, which had been produced in line with the recommendations of the Third Sector Task and Finish Group that had been approved by Council in January 2009:

a)   Policy for Funding Voluntary and Community Sector Organisations using the Shopping, Investing and Giving Framework (Appendix 1 of the report); and

b)   Policy for the Award of Grants by Redditch Borough Council to Voluntary and Community Sector Organisations (Appendix 2 of the report).

Officers reported that a number of amendments had been made to each of the policies as follows:

Appendix 1

3.2   **Shopping** refers to the procurement and contractual arrangements with external providers to deliver services on behalf of the Council that the Council has a statutory duty to provide ***or priority areas the Council wishes to invest in***. *(The remainder of this paragraph was unaltered.)*

3.5   The Executive Committee will consider and make a decision on which services and funding mechanisms the Council will seek to provide under the Shopping element of this framework subject to agreement by full Council. ***e.g. Advice Services, Waste Management / recycling services***.

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<u>Appendix 2</u>

3.2   **Shopping** refers to procurement and contractual arrangements with external providers to deliver services on behalf of the Council and that the Council has a statutory duty to provide ***or priority areas the Council wishes to invest in.*** *(The remainder of this paragraph was unaltered.)*

4.3   The Council will require that all grant awards ~~*will*~~ support Council objectives. *(The remainder of this paragraph was unaltered.)*

6.4   ***Full cost recovery will not be considered for any grant awarded projects under £5,000 (small grants).***

9.12   Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application. ~~***and will be signposted to appropriate organisations for support with securing funding from alternative sources.***~~

10.3   *(The following sentence to be added at the end of the paragraph.)* ***The length of the bidding process will be proportionate to the type and value of the grant.***

RECOMMENDED that

1)   **the policy for funding Voluntary and Community Sector organisations using the Shopping, Investing and Giving framework, attached to the report at Appendix 1, be approved subject to amendments to paragraphs 3.2,and 3.5 as detailed above;**

2)   **the policy for the award of grants by Redditch Borough Council to Voluntary and Community Sector organisations, attached to the report at Appendix 2, be approved subject to amendments to paragraphs 3.2, 4.3, 6.4, 9.12 and 10.3 as detailed above; and**

3)   **further work be undertaken on the Council's relationship with the Voluntary and Community Sector, as recommended by the Third Sector Task and Finish Group, in the manner outlined in paragraphs 5.10 to 5.15 of the report.**

20.   **FINANCIAL MANAGEMENT ACTION PLAN**

Members considered a report which detailed a review of the Financial Management processes and arrangements within the Council following the 2009/10 – 2011/12 budget process.

RECOMMENDED that

1)   the Action Plan, as detailed in Appendix 2 to the report, be approved;

2)   the business planning timetable, as detailed in Appendix 3 to the report , be approved;

3)   the proposed format for revenue budget monitoring, as detailed in Appendix 4 to the report, be approved;

4)   any consequential changes to the Constitution arising from the above decisions be made; and

5)   reports to Executive Committee be included in the performance management cycle.

21.   **CAPITAL PROGRAMME -OUTTURN 2008/09**

The Committee received a report on the actual expenditure and funding of the Capital Programme for 2008/09. Officers reported that the approved Capital Programme for 2008/09 totalled £14.2 million and that the Programme included a number of schemes that spanned more than one financial year. Members were informed that Appendix 1 of the report showed actual expenditure of £11.9 million of which £1.4 million had been included for work in progress. Appendix 1 also showed the variances between the budget and actual spend.

Officers advised that there had been an overspend on Disabled Equipment and Adaptations (C1222) because two jobs, both subject to internal audit investigations, had cost significantly more than originally anticipated. It was also reported that a further report on the Redevelopment of Church Hill (C1120) would be prepared for a future meeting of the Committee.

RESOLVED that

1)   the report be noted; and

RECOMMENDED that

2)   the reported overspend of £53,000 on Disabled Equipment and Adaptations be met from the Housing Revenue Account.

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22. **CONSOLIDATED REVENUE OUTTURN 2008/09**

Members considered a report which detailed the Council's overall outturn for the 2008/09 financial year. The report showed the actual income and expenditure for the 2008/09 financial year and compared it to the budget for General Fund Services and the Housing Revenue Account.

Officers reported that savings of £363,000 above estimate had been made. The majority of the additional outturn savings were accounted for as follows:

	£
Corporate Activities - year end accounting adjustment to reserves	36,468
Concessionary Travel - demand led, outturn uncertain. First year of new scheme	132,437
Housing Benefit Subsidy - savings not clarified until last week of March 2009	100,000
Crematorium - additional income due to closure of Oakley Wood Crematorium and increased demand during last quarter	65,658
Total	**334,443**

Members noted that two different formats for figures had been used in the preparation of the report and suggested that there was a need for consistency to ensure clarity.

RESOLVED that

the report be noted.

23. **BENEFITS SERVICE IMPROVEMENT PLAN**

Members received a report which sought approval of an Improvement Plan for the Benefits Service in line with the recommendations made by the Audit Commission following their inspection of the service in February 2009.

Officers were asked amend the Action Plan to include contact with Registered Social Landlords (RSLs) in Redditch with a view to negotiating a similar agreement to that concluded with Redditch Co-operative Homes.

Members congratulated Officers on the work undertaken in the preparation of the Action Plan.

RESOLVED that

the Benefits Services Improvement Plan be approved.

24. PARTNERSHIP GOVERNANCE FRAMEWORK

The Committee considered a report which sought agreement to adopt a Partnership Governance Framework and Toolkit together with a definition of the partnerships to which the Framework and Toolkit would apply. Members were informed that the report had been amended following consideration by the Audit and Governance Committee on 26 May 2009.

Officers reported that the Comprehensive Area Assessment (CAA) would place more emphasis on partnership working.

RECOMMENDED that

the draft Partnership Governance Framework and Toolkit set out at Appendix 1 of the report be adopted.

25. CCTV - AUDIO AND HELP POINT SCHEME - REVIEW

The Committee received a 12 month review of the 6 Audio Points and 1 Help Point linked to the Council's CCTV since its introduction in the Town Centre area in May 2008.

RESOLVED that

1) **the outcome of the review of the Interactive CCTV and the evidence of its effectiveness be noted; and**

2) **the scheme continue with a further review in 12 months time.**

26. SHARED SERVICES BOARD

The Committee received the Minutes of the Shared Services Board held on 28 May 2009. There were no matters for the Executive Committee's decision.

RESOLVED that

the minutes of the meeting of the Shared Services Board held on 28 May 2009 be noted.

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27.   **OVERVIEW AND SCRUTINY COMMITTEE**

Members received the minutes of the Overview and Scrutiny Committee held on 30 April 2009. There were no matters for the Executive Committee's decision.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 30 April 2009 be received and noted.

28.   **MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS, NEIGHBOURHOOD GROUPS ETC.**

There were no minutes of referrals to this meeting.

29.   **ADVISORY PANELS - UPDATE REPORT**

Members considered an update report on the work of the Executive Committee's Advisory Panels and similar bodies.

RESOLVED that

the report be noted.

30.   **ACTION MONITORING**

Members noted the Action Monitoring Sheet. Officers were requested to provide Councillor Hartnett information on employment of agency staff.

The Meeting commenced at 7.00 pm
and closed at 9.00 pm

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Chair

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Executive

All Wards

Committee

1 July 2009

PROPOSALS FOR REINVESTMENT - ECONOMIC DOWNTURN

(Report of the Acting Deputy Chief Executive)

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1.   **Summary of Proposals**

The report provides Executive with a range of options which will assist and support individuals and the communities of Redditch as a result of the economic downturn.

The proposals are summarised in tabular form (Appendix 1 for Member consideration) and if agreed in full would be funded from the £255k set aside by Council, with a balance of £32,500 remaining.

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2.   **Recommendations**

The Committee is asked to RECOMMEND that

1)   **the proposals and projects contained within Appendix 1 be funded for the relevant periods.**

2)   **the funding for the projects/posts be met from the £255,000 currently set aside.**

3)   **Members consider whether the £32,500 remaining balance be held for any future bids.**

3.   **Financial, Legal, Policy Risk and Sustainability Implications**

Financial

3.1   The proposed bids will be funded from the £255k received from the Department of Works & Pensions (DWP) which Council agreed to set aside to fund initiatives/posts which could assist in dealing with the economic downturn.

Legal

3.2   Under Section 137 of the Local Government Act 1972 the Council has the power to incur expenditure which in its opinion is in the interest of, and will bring direct benefit to its area of any part of it or all or some of its inhabitants.

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Policy

3.3 There are no direct policy implications as a result of the proposals, however, consideration is being given to an amendment to the recruitment policy in respect of apprenticeships.

Risk

3.4 There are limited risks if Executive does not agree to the proposals, however, would mitigate against risk in the following areas:-

a) Delivery of Benefits action plan - additional fluctuations in benefits applications/support to delivery of projects.
b) Meeting Government targets for Apprenticeships (2010).
c) Delivery of priority areas within the Economic Development action plan.
d) Delivery of the revised grants policy to the Voluntary and Community Sector organisations.

Sustainability / Environmental

3.5 There will be sustainability issues with regard to the funding of fixed term posts, however, as specifically required to mitigate against the impacts of the economic downturn there is opportunity to review impacts/ longer term requirements of the proposals during the term of operation.

Report

4. **Background**

4.1 The Council were advised in April this year that we had been successful in a claim for "retrospective withheld benefit subsidy" resulting in payment of £255k to the Authority from the Department of Works & Pensions (DWP). This is a "one off payment" and Members agreed that an options paper be brought to enable consideration of the potential to reinvest in services to assist/ mitigate against the impacts of the economic downturn.

4.2 A number of proposals are presented to Members as requests to fund specific fixed term posts/commission works, from the £255k which was set aside. These proposals will positively assist individuals and communities within the borough at a difficult economic time.

4.3 The Corporate Management Team have considered and prioritised all the bids and those presented are viewed to be of significant benefit.

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5. **Key Issues**

5.1 Post/Project Proposals:-

a) Welfare Officers (2 posts)

One of the most pressing needs in the borough is support and assistance to ensure people have access to, and claim the right benefits.

The proposal is to recruit two Welfare Officers (one full time and one part time) for a period of 18 months to assist in income maximisation and referral/signposting to specialist and independent sources of advice and support.

The Officers will work within the Benefits Team and provide a service at clients homes, office or specific benefits surgeries. The cost of the two posts will be £67,500.

b) Project Support - Benefits

At Executive on the 10 June 2009 Members approved an improvement plan for the Benefits Service. The plan sets out the key actions to deliver the recommendations made following an inspection by the Audit Commission which found the service to be "poor with uncertain prospects for improvement".

The Council has already allocated additional resources to the service (£40,000 from 2009/10 revenue bids). The Council was also awarded £54,757 Administration Grant by the Department of Works & Pensions last financial year.

On 17 June 2009 the Authority has been advised that we are to receive a further £36,000 in Administration Grant in respect of our increased benefit caseload. It is proposed that a bid of £4,000 be considered to supplement the £36,000 grant to provide specific project support in the delivery of the benefits improvement plan.

Members acknowledged the plan is ambitious and challenging and were advised that a further bid was being prepared imminently for consideration to support capacity within the team. It is anticipated that the £40,000 (total) will be spent over a year via the secondment to a project officer post/and commission specific project work.

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c) <u>Apprenticeships/Traineeships</u>

The Council currently has a budget of £10k to support apprenticeships, with only one apprentice currently working within the Council as an apprentice electrician.

Over the years there have been a number of posts made available in operational services (landscape, repairs and maintenance, leisure, depot fitter, administrative (human resources) and other posts in environmental health, planning and building control).

The proposal is for £80k to supplement the base budget which will fund a further two apprentices over a three year period. It is likely that additional training funds will be able to be accessed however salary costs will need to be met from the organisation.

By 2010 the Government will be setting targets for all Local Authorities to have a certain number of apprenticeships in place.

Our workforce planning programme will provide the baseline information of our skills shortage and identify areas for apprenticeships.

d) <u>Grant Support Officer</u>

Members have recently agreed two new policies to implement the key recommendations of the Overview & Scrutiny Third Sector Task & Finish Group.

i) Policy for funding voluntary and community sector organisations using the Shopping Investing and Giving framework.

ii) Policy for the award of grants by Redditch Borough Council to voluntary and community sector organisations.

The Third Sector Task & Finish Group made a recommendation to have additional support with a grants administration officer. This bid was not agreed within the budget strategy, however, Members are now asked to reconsider this proposal.

The grants support officer could provide essential support to the grants panel, assist in the community sector advice and provide administration and performance monitoring arrangements.

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The proposal is for a one year fixed term post initially in what is viewed as a critical year in delivery of the new framework and policy.

e) Support to Housing Trailblazer Grant

The Housing service was successful in receiving £180,000 trailblazer grant to deliver enhanced housing options within the borough.

There are two projects within the agreed plan which would benefit from additional funding to be secured to ensure delivery:-

i) Proposals for a private landlord to take on a second 5 bedroom property to provide quality rooms in shared houses within the private rented sector for young singles looking to live independently. The bid of £10k will be used to fund furniture, rent deposit guarantees and rent in advance.

ii) The support to a volunteer befriending and mentoring service to assist those experiencing homelessness/ housing need to find housing and become self sufficient. To also extend the "Homelessness prevention" schools programme. The existing grant will cover the mentoring service. The bid of £5k will be used to fund the training of befrienders and fund travel expenses and activities.

f) Economic Development Projects

Executive on 1 July 2009 will seek the endorsement of the Redditch Economic Development Strategy (REDS).

Whilst the quick wins contained within the action plan are funded, the delivery of first and second priority actions will be subject to a separate bid.

It is considered that four of the first priority actions should be considered for funding from the DWP monies given the potential for support to assist within the economic downturn:-

i) Diversification Park Research Report £10k

Production of a report identifying the needs of businesses that would benefit from diversification away from low value-added manufacturing/automotive industries.

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ii)   Town Centre Improvements £5k

This would be used to address some of the quick wins associated with the Town Centre Strategy and may be match funded by Worcestershire County Council.

iii)   Business Booster Grants £15k (over 3 years)

This is a grant for young businesses (18 months - 3 years) to enhance survival rates. The grant would be £1,000 per business. It is envisaged that Worcestershire County Council would offer match funding up to a maximum of £10,000.

iv)   Redditch Prospectus £1k

This would be produced and also be available on the website to assist with promoting Redditch as a business location.

g)   Supplier Seminars

A number of successful supplier seminars for businesses have been held to assist in the understanding and access to facilitate "doing business with the Council".

A further sum of £5k is requested to deliver a further minimum of 10 sessions. This initiative will assist both local businesses, trades, and the Council.

5.2   The following table provides the anticipated spend over the next three years on the various projects:-

	Anticipated Spend		
Proposal/Bid	**2009/10**	**2010/11**	**2011/12**
Welfare Officers	30,000	37,500	-
Project Support - Benefits	4,000		
Apprenticeships/ Traineeships	20,000	30,000	30,000
Grant Support Officer	13,300	6,700	
Trailblazer Bids	-	10,000 5,000	-
Economic Development Projects	10,000 5,000 1,000	5,000 5,000	5,000
Supplier Seminars	2,500	2,500	
Totals	85,800	101,700	35,000

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TOTAL BIDS   **£222,500**

Should Members agree to all the proposed bids this will leave £32,500 remaining from the original sum set aside.

Members may wish to consider that this sum be held for any future bids to assist with the economic downturn or alternatively return to balances.

6.   <u>**Other Implications**</u>

Asset Management   -   None specific

Community Safety   -   None specific

Human Resources   -   Recruitment to the new fixed term posts will be in accordance with the Council's recruitment policy.

Social Exclusion   -   Agreement to the bids will support both individuals and the community as a result of the economic downturn.

7.   <u>**Lessons Learnt**</u>

7.1   The lessons following the Benefits inspection have been fully considered by the Council. Other learning has been considered from the respective strategies/plans in the development of these bid proposals.

8.   <u>**Background Papers**</u>

Benefits Action Plan
Redditch Economic Development Strategy
Housing Trailblazer Action Plan
Budget Strategy

9.   <u>**Consultation**</u>

This report has been prepared in consultation with the Corporate Management Team.

10.   <u>**Author of Report**</u>

The author of this report is Sue Hanley (Acting Deputy Chief Executive), who can be contacted on extension 3601 (e-mail: sue.hanley@redditchbc.gov.uk) for more information.

11. **<u>Appendices</u>**

Appendix 1 - Summary of Proposals/Bids

Appendix 1

SUMMARY OF PROPOSALS/BIDS

Post Title/Project	Post Detail/Proposal	Time Period	Funding Request	Strategic Links	Lead Officer(s)
a) Welfare Officer(s) Fixed Term 18 months 2 posts	1 full time and 1 part time posts (Scale 6) Based within Benefits Team • Advice and support - Benefits/ arrears/ budgetary advice • Income maximisation • Signposting specialist and independent action	August 2009 to January 2011	£67,500	Enterprising Community • Benefits Action Plan • Local Area Agreement • Customer Access Strategy • NIs (Corporate Plan/ Service Plan)	T Kristunas/ D Taylor/ J Bough
b) Project Support - Benefits Fixed Term 12 months	1 Project Support Officer (Scale SO1/SO2) - via secondment/Officer project work. Support delivery of Benefits action plan. • Take up campaign • Overpayment recovery • Service standards • Performance monitoring • £4k to supplement £36k Administration Grant to total £40k spend	August 2009 to July 2010	£4,000	Enterprising Community • Benefits Action Plan • Local Area Agreements • Customer Access Strategy • N.I.s (Corporate Plan/ Service Plan)	T Kristunas/ D Taylor

Appendix 1

c)	Apprentice-ships/ Traineeships	2 x Operational/Front Line Apprentices/ Trainees Supplement to current funding of £10k per annum	September 2009 to August 2012	£80,000	Enterprising Community Well Managed Organisation	E Storer
d)	Grant Support Officer	Administrative support to Voluntary & Community Sector via Grants Panel • Community advice and support • Grants administration • Performance management/ monitoring and outcomes	August 2009 to July 2010	£20,000	Enterprising Community (Referral Third Sector Task & Finish Group)	A Heighway/ M Bough
e)	Second property for 5 units of accommodation for young single people Support to Mentoring scheme	Addition to Trailblazer grant capital Befriending scheme to support mentoring	Feb 2011 During 2010/ 2011	£10,000 (capital) £5,000	Enterprising Community (Support to Trailblazer bid)	E Hopkins

Appendix 1

f) Economic Development Projects Prioritised from "first priority actions" EDU Strategy	i) Diversification Park Research Report ii) Town Centre Enhancements iii) Business Booster Grants iv) Redditch Prospectus	By March 2010 By March 2011 Sept 2009 to March 2012 By March 2010	£10,000 £5,000 £15,000 (£5,000 pa) £1,000	Enterprising Community Delivery of Economic Development Strategy	R Bamford
g) Supplier Seminars	Series of supplier seminars for local businesses/trades	By Dec 2010	£5,000	Enterprising Community Procurement Strategy	A Haslam
TOTAL			**£222,500**		

£255,000 Set aside
£222,500 Bid proposals
 £32,500 BALANCE REMAINING

Agenda Item 6

REDDITCH BOROUGH COUNCIL

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Executive

No Direct Ward Relevance

Committee

1 July 2009

INSURANCE PREMIUM SAVINGS – CONSORTIUM TENDER

(Report of the Head of Financial, Revenues and Benefits Services)

1. **Summary of Proposals**   To advise Members of the outcome of the consortium tendering exercise and seek approval to utilise some the savings to establish a risk management fund.

2. **Recommendations**

The Committee is asked to RESOLVE that

1) **the success of the tendering exercise be noted;**

2) **a sum of £15,000 per year for the duration of the insurance contract be set aside for risk management purposes; and**

3) **authority be delegated to the Head of Financial, Revenues and Benefits Services, in consultation with the Risk Monitoring Group and the relevant Portfolio Holder, to utilise these monies.**

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 The financial implications are detailed in the report. The report identifies savings that will accrue to the Council as a result of the recent tendering exercise for insurances. Also included in the report is a request to utilise an element of the savings for risk management.

Legal

3.2 There are no legal implications.

Policy

3.3 There are no policy implications.

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Risk

3.4   From time to time events expose the Council to risk that affect the Council insurance cover for example the recent issue with the security fence at Crossgates Depot.

Sustainability / Environmental

3.5   There are no sustainability/environmental implications.

Report

4.   **Background**

4.1   In 2008/09 the six Worcestershire Districts and Staffordshire Moorlands District Council came together, supported by the West Midlands Improvement and Efficiency Partnership to procure insurance for their respective authorities. The collaboration formed part of a regional pilot project to seek to obtain best value on insurance and to stimulate the market place. The total value of the existing contracts for insurance was £2.1 million.

4.2   Contracts were awarded to Zurich Municipal on the 13th March 2009 to commence on the 1st April 2009 to run for 3 years, with an option to extend for a further 2 years.

5.   **Key Issues**

5.1   The outcome of the above exercise for the Council is a 19% saving on existing premiums. This is equivalent to £100k. The actual figure of savings is dependant upon renewal data. The above exercise was undertaken based on data prepared for 30th June 2008 renewals.

5.2.   The savings will accrue to the General Fund and Housing Revenue Accounts in an approximate ratio of 40/60. This is not because the HRA bears the largest proportion of the premiums but due to the nature of the policies showing the greatest savings.

5.3.   In previous years the contract for insurance has provided for a sum of money (£10-£15k) to be provided for risk management purposes. Indeed this is still the case at some other authorities. At Redditch this practice ceased when our policies ceased to be with a single insurer. These monies were used to implement changes that would minimise risk within the Council. In recent months there have been issues with security at Crossgates Depot that require works to be undertaken to ensure adequate security and maintain insurance cover.

5.4.   Included in the proposal from Zurich Municipal is the provision of a free Risk Management service designed to identify any current operational weaknesses across all operational and strategic risks and to recommend actions to improve. Compliance with Zurich's recommendations will then result in further premium reductions. However, there may also be initial financial implications associated with the recommendations.

5.5.   In order to deal with any agreed improvements recommended by Zurich and to address any issues such as those with security at Crossgates Depot it is recommended that the savings from the recent tender exercise are top-sliced each year for the duration of the contract to provide a fund to deal with emerging risks that have related insurance implications.

5.6.   The Council has recently established a Risk Monitoring Group, comprising officers and the relevant portfolio holder (Councillor Braley). The savings arising from the insurance tender were discussed by this Group and the possibility of establishing a fund for risk management purposes discussed and the proposal is supported by the Group.

5.7.   It is recommended that the allocation of the funds is decided by the Risk Monitoring Group to include the portfolio holder.

6.   Other Implications

Asset Management   -   The establishment of fund could assist in the management of the Council's assets by reducing the exposure to risk.

Community Safety   -   The establishment of fund could assist in reducing the exposure to risk.

Human Resources   -   The establishment of fund could assist in reducing the exposure to risk.

Social Exclusion   -   None identified.

7.   Lessons Learnt

Benefits can be gained from collaborative tendering exercises. Also there is a willingness in the insurance market to participate in such exercises.

8.   Background Papers

Documents relating to the tender exercise. Previous invoices paid for insurance. Records of meetings with insurers.

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9. **Consultation**

9.1 This report has been prepared in consultation with relevant Borough Council Officers, in particular the members of the Risk Monitoring Group.

9.2 Councillor Braley has also been consulted as portfolio holder.

10. **Author of Report**

The author of this report is Teresa Kristunas (Head of Financial, Revenues and Benefits Services), who can be contacted on extension 3295 (e-mail:teresa.kristunas@redditchbc.gov.uk) for more information.

11. **Appendices**

None

Agenda Item 7

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Executive

Committee

No Specific Ward Relevance

1 July 2009

PERFORMANCE MANAGEMENT FRAMEWORK

(Report of the Head of Strategy and Partnerships)

1. **Summary of Proposals** This report outlines the proposed new Performance Management Framework for the Council. The Performance Management Framework document explains what performance management is, how it filters through all aspects of the organisation and the roles of all those involved. It also incorporates the Data Quality Policy and Employee Performance Development Policy.

2. **Recommendations**

   The Committee is asked to RECOMMEND that

   the Performance Management Framework document attached to this report at Appendix 1 be approved.

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

   Financial

3.1 Poor performance management can have a direct impact on the financial resources of the Council and service users.

   Legal

3.2 The Local Government and Public Involvement in Health Act 2007 provides statutory and non-statutory guidance. This guidance places a requirement upon Local Government to have arrangements in place to ensure they perform effectively to achieve their priorities and contribute to those set out in the Local Area Agreement.

3.3 The Sustainable Communities Act 2007 supports the role of local authorities as community leaders and contributes to the broader agenda for partnerships working at a local level, including the negotiation of Local Area Agreements.

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Policy

3.4 The Council requires a Performance Management Framework to ensure that its priorities are supported by good performance, to assess how the organisation is improving and take any appropriate remedial action.

Risk

3.5 The Audit Commission will be carrying out a Comprehensive Area Assessment (which replaces the Comprehensive Performance Assessment) and it is expected that a local authority will have a performance management framework.

3.6 Without adequate performance management the Council cannot review its performance at a corporate or service level adequately, or respond suitably to any identified risks and service failures.

Sustainability / Environmental

3.7 Environmental performance is monitored through the performance management arrangements.

Report

4. **Background**

4.1 Performance management is a key function of the local authority and is an essential component of a well managed organisation. To carry out this function effectively a framework is required.

4.2 This framework will provide guidance to officers and Members on their roles and responsibilities for monitoring and managing performance.

5. **Key Issues**

5.1 The Performance Management Framework document is a useful tool that will be used by all staff to help ensure that the Council is delivering on its priorities. This will be done by:

a) providing clearly defined priorities and objectives.

b) identifying projects to deliver those priorities and objectives with clearly identified milestones and target dates.

c) identifying measures and setting targets for achievements.

d)   allocating ownership of milestones and targets and responsibilities to named officers.

e)   monitoring and reporting progress at timely intervals.

f)   learning from previous performance.

5.2   There is a 'golden thread' of performance which runs through the organisation starting with the Sustainable Community Strategy and which permeates all the way down to individual performance targets.

This golden thread includes:

a)   Local Area Agreement.

b)   Redditch Partnership Sustainable Community Strategy.

c)   Corporate Plan.

d)   Service Plans.

e)   Employee Performance Development.

f)   Project Management.

5.3   The framework explains in detail the roles and responsibilities of members, SMT, Managers and staff with regard to their involvement in the performance management cycle.

5.4   The Policy Team will develop the Council's electronic data collection system and provide training to staff in its use where required and ensure the system remains fit for purpose.

5.5   The Policy Team will work with SMT to decide on the appropriate timing of performance information and the amount of detail required for each tier of management.

5.6   The Policy Team will identify where performance is slipping or not improving in line with expectations by providing analysis and support. In addition the team will actively support 'Think Lean' with Redditch Borough Council in order to capture improvements.

5.7   A Performance Management Group has been set up as part of the Performance Management Framework to discuss and review performance matters. The Group will monitor performance and ensure proactive action is taken to address areas of under achievement.

Executive

Committee

5.8   The Performance Management Framework provides guidance on developing effective performance measures and setting targets, including the criteria for using targets, retained Best Value performance indicators and local indicators.

5.9   The document also incorporates the reporting structure, Data Quality Policy and Employee Performance Development Policy.

6.   Other Implications

Asset Management   -   None specific.

Community Safety   -   None specific.

Human Resources   -   This framework incorporates the Employee Performance Development Policy and Managing and Supporting Performance document with implications for staff appraisal and performance management.

Social Exclusion   -   None specific.

7.   Lessons Learnt

7.1   The direction of travel for the Council during 2007/08 against our corporate priorities and performance indicators showed a downward trend which highlighted poor performance management. Due to this it was recognised that there was a need for robust performance management. This working document has been developed to ensure this is addressed.

7.2   For effective performance management all staff need to understand the role they play and the importance of performance management for the Council and the community.

8.   Background Papers

Redditch Partnership Sustainable Community Strategy
Redditch Borough Council's Corporate Plan

9.   Consultation

There has been no consultation other than with relevant Borough Council Officers.

Executive
Committee

10. **Author of Report**

The author of this report is Tracy Beech, Policy Officer, who can be contacted on ext 3182 (e-mail: tracy.beech@redditchbc.gov.uk) for more information.

11. **Appendices**

Appendix 1 - Redditch Borough Council's Performance Management Framework 2009.

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Redditch Borough Council's Performance Management Framework 2009

REDDITCH BOROUGH COUNCIL

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Leader and Chief Executive's Foreword

When a Council is performing well it indicates that it is a well managed organisation.

Performance management is a useful tool to assess how the organisation is improving and to determine what steps are still required to achieve its objectives.

Redditch Borough Council needs the involvement of all of its staff and Members to achieve its Vision and deliver on the priorities for the Borough. Everyone needs to understand how their contribution fits into the big picture and how their actions and input will help the Council to be a successful organisation.

This performance management framework sets out the role of each individual, the timetable of activity and the outcomes we are trying to achieve.

By recognising the importance of the part that you play, the Council expects that it can achieve its ambitions.

CONTENTS

APPENDICES

1. What is Performance Management?

The Improvement and Development Agency for Local Government (IDeA) defines Performance Management as:

"Taking action in response to actual performances to make outcomes for users and the public better than they would otherwise be."

Since the introduction of the concept of Best Value in the Local Government Act 2000, all Best Value Authorities were required to have in place systems to secure continuous improvement. One of the ways this was monitored was by comparing performance across all Authorities against a range of Best Value Performance Indicators (BVPIs). In 2008-2009 these BVPIs were replaced by National Indicators which also changed the emphasis from the day to day business of the Council to monitoring outcomes for local people. It is expected that projects will be developed in partnership to improve peoples' quality of life in the area. In addition the external audit inspection process changed from Comprehensive Performance Assessment of a Council to Comprehensive Area Assessment of an area covered by a Local Area Agreement. For Redditch Borough Council this means the whole of Worcestershire.

Effective performance management requires:

- Systematically deciding and communicating what needs to be done (aims, objectives, priorities and targets);
- A plan for ensuring that it happens (improvement, action or service plans);
- Some means of assessing if this has been achieved (performance measures); and
- Information reaching the right people at the right time (performance reporting) so that appropriate decisions are made and actions taken.

This means that Redditch Borough Council will:

- clearly define its priorities and objectives;
- identify projects to deliver its priorities and objectives with milestones and target dates;
- identify measures and set targets for achievement;
- identify risks and manage them;
- allocate ownership of milestones, targets and responsibilities to named officers
- monitor and report progress at timely intervals; and
- learn from previous performance

In addition we will put the customer at the heart of all that we do, listening to them, using their suggestions to improve the way we deliver services, and prioritising our actions to address their concerns.

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Performance management is important because it helps us to:

- Concentrate on what matters most,

    ‣ prioritising what is done;
    ‣ ensuring there are sufficient resources to do it ; and
    ‣ making sure that our processes are integrated to enable community and corporate priorities to be delivered;

- Assess whether we are successful in:

    ‣ achieving our goals;
    ‣ identifying and rectifying poor performance at an early stage;
    ‣ learning from past performance; and
    ‣ improving future performance;

- Ensure we provide value for money by;

    ‣ focusing on the right things in the right way;
    ‣ looking for better ways of working; and
    ‣ knowing what works under what conditions;

- Ensure we are listening to our customers and increasing satisfaction;

- Motivate staff by making sure they know how they contribute and what is expected of them; and

- Enable accountability through transparent reporting systems and a robust scrutiny function.

Managers can use performance management to ensure that services are improving and are more efficient.

Members can use performance management to ensure that policy decisions are being carried out and communities are being well served.

Most importantly, our stakeholders can use it to ensure that we carry out our commitments against our priorities each year. They can also use it to monitor how well we are delivering value for money as we improve service delivery and outcomes for residents and local businesses without dramatic increases in Council Tax.

2. The Golden Thread

The way that performance filters up and down through an organisation is often referred to as the golden thread. It starts with the Sustainable Community Strategy and permeates all the way down to individual performance targets set within the annual Performance Review system.
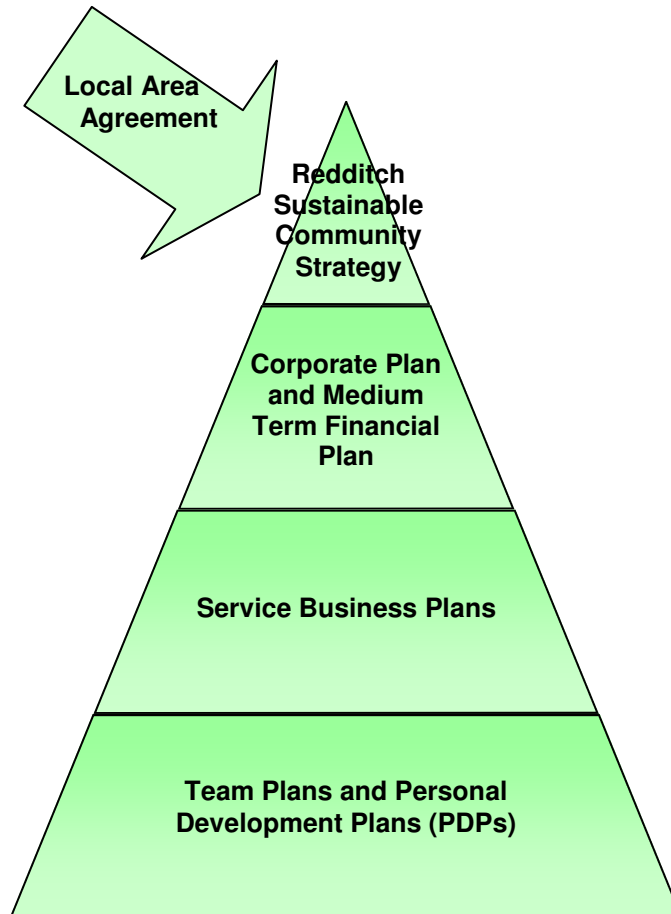
The Local Area Agreement (LAA)

This is a three year agreement between Worcestershire County Council and Government Office West Midlands which includes up to 35 of the National Indicators plus 18 obligatory educational targets.

The selected Indicators have agreed targets with a financial reward attached for achieving them. They are to address the priorities identified within the County-wide Sustainable Community Strategy and not all of them will be readily influenced at a District level. However, for many of them action will be needed at a District level to achieve the required improvement in outcome.

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Redditch Partnership Sustainable Community Strategy

This is the strategy of the Redditch Partnership which, in consultation with partner agencies, residents and local businesses, identifies the priorities for the geographical area of the Borough of Redditch. It has as its vision:

"'*Redditch to be successful and vibrant with sustainable communities built on partnership and shared responsibility. We want people to be proud that they live or work in Redditch*".

Redditch Partnership will be one of the key delivery mechanisms for the achievement of the Local Area Agreement.

Redditch Borough Council's Corporate Plan

The Council's Vision is:

> ## An enterprising community which is safe, clean and green

The Corporate Plan identifies the priorities for the Council. These may also be those of Redditch Partnership but, in addition, include some internally focused priorities to improve the way we work and the way the organisation is run. The Corporate Priorities, which were revised in 2008, are:

  i) **Enterprising Community**
  ii) **Safe**
  iii) **Clean and Green**

These can be linked to the Sustainable Community Strategy and LAA priorities as follows:

CORPORATE PLAN PRIORITIES

RBC	

REDDITCH PARTNERSHIP

LAA

Enterprising Community	Safe	Clean and Green

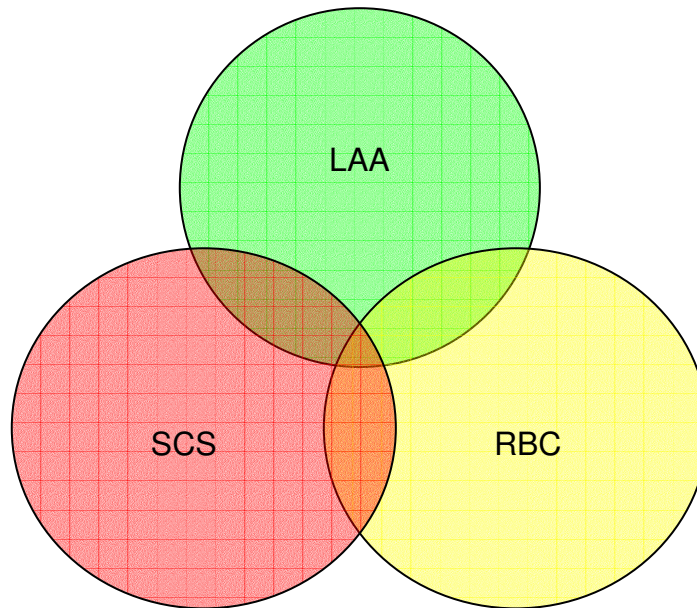| Economic success that is shared by all Meeting the needs of children & young people Stronger Communities	Communities that feel safe and are safe	A better environment for today & tomorrow

Improving health and well being

The LAA and its interaction with the Redditch Partnership and RBC can be depicted as follows:

Service Plans

These describe the actions each Service will undertake to support the Corporate priorities. They report progress against last year's key objectives (actions) and any reasons for under or non-performance. Performance against the targets will be monitored quarterly by Portfolio Holders with the relevant Head of Service as well as being reported to SMT/CMT.

Employee Performance Development Policy

This policy sets out a system of performance appraisal and improvement for employees. As part of the appraisal process objectives and targets are set for individuals and performance against them is monitored on a regular basis. These detail each individual's contribution to corporate priorities and are important in ensuring that staff are involved and understand their role within the organisation. Training and development needs are also identified. The policy is attached to this framework at Appendix 6. In addition a separate policy for managers – Managing and Supporting Performance Policy is attached at Appendix 7.

Project Management Framework

The Project Management Framework, which is currently under development, will set out the Council's approach to the management and delivery of all projects. The framework will provide a structured and consistent process and incorporate good practice based on established methodologies which have been adapted locally to create a model which meets the needs of the Council.

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3. Roles

Members:

Members need to provide a clear vision for the Council, set the priorities and objectives that form the basis for the Corporate Plan and ensure that performance is on track. Full Council approves budgets to align resources to priorities and also approves any realignment of budgets required to address issues which develop throughout the year, such as slippage against key targets.

Executive:

The Executive Committee receives the quarterly monitoring exception report. In addition it will review progress against Service Plans and will also monitor progress against delivery of the Corporate Plan.

Portfolio Holders:

For the purposes of ensuring openness, accountability and transparency, the Council has determined that there shall be appointed from among the membership of the Executive Committee at each Annual Meeting (or otherwise as decided from time to time), Members responsible for

i)   monitoring performance and implementation of Members' decisions and policy; and

ii)   acting as consultees for Officers, and spokespersons, in relation to the agreed Corporate Priorities.

Portfolios should reflect Corporate Priorities for the period of the Corporate Plan.

Overview and Scrutiny:

Overview and Scrutiny will scrutinise performance information to ensure that any under performance is being adequately addressed. It will also challenge Services to ensure they reflect Council priorities and deliver value for money.

Senior Management Team (SMT):

SMT has overall responsibility for delivering the Council's priorities. It develops the Corporate Plan and its supporting Improvement Plan. The Improvement Plan sets out the actions needed to deliver the Corporate Priorities. Some improvements may arise from Service Plans, however other, more cross cutting, ones will be established by SMT. SMT will monitor and manage the delivery of the Improvement Plan on a monthly basis, challenging

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slippage, agreeing different actions to overcome problems and changes to timescales.

It will also monitor progress against Service Plans and will review performance on an exception basis annually, quarterly and monthly as appropriate according to risk and priority.

SMT will agree a basket of indicators which reflect the Council's priorities. Progress against this basket of indicators will give an indication of how well the Council is delivering against its priorities at any given time. SMT will also decide which of the corporate indicators are of interest to our stakeholders, and progress against these will be reported quarterly on the Council's website.

Heads of Service (HOS)/Managers:

Heads of Services and Managers develop Service Plans to deliver the corporate priorities and objectives.

They are also responsible, with the support of the Policy Team, for developing performance indicators which are pertinent, have an agreed definition and calculation methodology and demonstrate progress against the Key Priorities within their Service Plans.   (A template for requesting new performance indicators is attached at Appendix 2.)

- Having agreed their performance indicators, HOS/Managers will establish baselines and then set targets against them.

- Each performance indicator will have a named manager who is responsible for its accuracy, submission on time as per the reporting timetable and the development of any remedial plans to address under performance.

- HOS/Managers will ensure that each locally developed performance measure has a clearly defined definition which includes the denominator and numerator where appropriate as well as any software systems used to produce the data which will ensure that performance is measured in a consistent manner and to enable Internal Audit to develop a rolling programme of review.

- HOS/Managers will report performance measures monthly.

- HOS/Managers will review and revise action plans to address failing performance.

It is also HOS/Managers' responsibility to ensure that performance and the achievement of the Council's vision and objectives is an integral part of everyone's job and that each member of staff understands this and how their role supports this. This will be achieved through the performance appraisal process and linking the actions within individual work plans to service objectives and corporate priorities.

HOS/Managers will also ensure that staff are developed, trained and equipped with the skills and tools to do a job that is well defined and has clear links to corporate priorities. Where data collection or calculation is required, it will be included in the relevant job description and reviewed as part of the appraisal process. (See Appendix 1 for the Data Quality Policy)

All Staff

Every member of staff should have a personal work plan which contributes to their Service Plan and the delivery of its objectives.   They need:

- to be clear about their personal targets and the implications of achieving these effectively

- to actively seek to improve performance within their Service areas. This includes making suggestions about more efficient ways of working, for example by participating in Lean reviews

- to provide full explanations for good and bad performance to enable the organisation to learn from them

- ensure that any data input into the performance monitoring system (EDC) is accurate and timely. Data should be checked by the person who has responsibility for the indicator for accuracy before submission

Anyone who suspects that performance information is being deliberately miscalculated should report this in accordance with the Whistleblowing Policy.

Policy Team

The Policy Team support the performance management process. It is not their responsibility to chase either data submission or explanations for under/over performance. It collates information and records progress against corporate objectives and activities on a monthly, quarterly or annual basis as determined by CMT.

The Policy Team will develop the Council's electronic data collection system (EDC) including any necessary training of officers. It will ensure that the data collection system remains fit for purpose and provides reports in a form that meets the needs of the target audience. (Performance Reporting Timetable attached at Appendix 3).

It will also draw up a Data Quality Policy and drive its implementation across the organisation, including arranging training on new indicators and their collation as required. As the policy becomes embedded a programme of data quality audits will be undertaken throughout the year on all performance data.

The Policy Team will work with CMT to decide on the appropriate timing of performance information and the amount of detail required for each tier of management.   It is anticipated that CMT will receive exception reports of significant under and over achievement.

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It will produce a Performance Bulletin appropriate for all staff. Similarly performance will be reported to residents via the Council's website with sufficient narrative for people to understand what the figures mean.

It will identify where performance is slipping or not improving in line with expectations by providing analysis and support, including identifying other Councils who are delivering strongly in the relevant area so that lessons can be learned.

It will meet with Heads of Service at the end of each year to carry out a review of performance indicators. If, at this review it is deemed a local indicator (including retained BVPI's) is no longer required e.g. no longer providing any useful data, the indicator will be removed and will no longer be reported on.

The Policy Team will actively support 'Think Lean' within RBC in order to capture improvements.

It will also keep the Performance Management Framework under review and communicate it to all staff.

Performance Management Group

The Performance Management Group (PMG) will comprise of a group of Heads of Service/ Managers who will meet on a monthly basis to discuss and review performance matters. This group will report on its work via the Head of Strategy and Partnerships on a quarterly basis and will decide on the Exceptions that will be reported to CMT.

The group will look at new guidance on performance as it emerges and will monitor project delivery as well as performance. It will also capture the overall lessons emerging from Lean reviews.

See Appendix 5 for the Terms of Reference for this group.

4. Guide to Developing Effective Performance Measures

The IDeA recommends the "FABRIC of performance measurement". A performance measure should be:

Focused on the organisation's aims and objectives

Appropriate to, and useful for, the stakeholders likely to use it

Balanced, giving a picture of what the organisation is doing, covering all areas of significant work

Robust, in order to withstand organisational change or individuals leaving

Integrated into the organisation, as part of the business planning and management processes

Cost-effective, balancing the benefits of the information against the costs.

Performance measures may only last for a year, for example, the development of a strategy will provide a yes/no answer but if it is a priority for a particular service then a performance measure will need to be established.

Performance measures can also include progress against project plans.

It is useful to build a performance measure so that the denominator can be included to provide a more balanced picture of the level of demand for a service. For example, a performance level of 0 weeks for the time spent for homeless families in temporary accommodation looks like exceptional performance. However this may mean that there have been no families presenting as homeless or nobody is being accepted as homeless, or it could be that people are being permanently re-housed very quickly due to proactive prevention measures undertaken.

As an interim measure some BVPIs have been retained whilst new performance measures are being developed. As a minimum, a new indicator should be developed for each project which is granted additional resources as part of the budget setting process.

It is vital that all new performance measures have clearly defined methodologies, a copy of which must be filed with the Policy Team. This will enable Internal Audit to provide an independent review of a rolling selection of indicators.

5. Setting Targets

Having agreed the title and definition of the performance measures, appropriate targets must be set. It is important that targets are achievable with an appropriate level of additional effort i.e stretch targets. The useful acronym is that targets need to be SMART:

- **S**pecific

- **M**easurable

- **A**chievable

- **R**ealistic

- **T**ime bound

'The criteria for using a target are:

- the outcome can positively be effected within the target's timescale
- there is enough predictability in the area of performance for a target to be meaningful
- it will help focus attention on a particular area of importance
- it will motivate people to look for new ways to improve
- it will signal commitment to users and stakeholders
- it is possible to monitor progress without disproportionate cost.'

(IDeA Performance Management, Measurement and Information Project)

The revised 198 National Indicators do not have associated targets apart from those negotiated as part of the LAA process. However, as baselines become established, it will be necessary to develop targets to demonstrate achievements within the Service.

Several of the former BVPIs have been retained as they provide useful performance information for the organisation and have well established baselines. These will be monitored as agreed and their definition may be amended slightly to provide more useful information internally. Any alterations to definitions must be recorded on a new LPI request template. The necessity and appropriateness of all PIs will be reviewed annually to ensure that they are still appropriate and provide meaningful information to the organisation.

Local indicators will be developed in support of the key deliverables within the Service Plans. Managers may have additional local indicators which they will use to review performance across their service areas and also to monitor the performance of individuals. So far as reasonable, PIs will need to be submitted with background information such as denominators to provide information around level of demand and workload. This will facilitate bench marking with other Councils. Although the Policy Team will provide support and guidance and will develop an area for local performance indictors on the EDC, it is anticipated that these will be kept within the Service and will only be escalated up to senior management on an exception basis. However local

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indicators referred to within Service Plans will be reported quarterly as part of the performance management arrangements for service delivery. Targets will be set and agreed as part of the approval of the service plans.

6. Reporting Structure.

All performance reporting should help answer the question "What do I need to know to make sure things get better?"

Senior Managers and Councillors need a strategic overview of organisational performance while Managers require information that helps them to manage their Directorate, Service or Team. Individuals also need to know how they are performing. There will be a hierarchy of measures reflecting the structure of the organisation and each of these must be owned by an individual – i.e. a named person must be accountable for the collection of the information and for the performance itself.

It is essential that, to enable value for money assessments to be made, performance information is reported in tandem with financial reporting. Therefore quarterly reporting will be combined with budget updates on the SMT agenda. Similarly, business process re-engineering should provide background information on the cost of service delivery and any savings identified as part of this programme should also be considered as part of this reporting.

For each indicator a reporting timetable needs to be agreed. The current year's timetable is attached at Appendix 3.

As soon as possible after the end of the monitoring period the data must be collated and the indicator calculated. A timetable for reporting will be produced by the Policy team. Prior to submission, the data must be reviewed by the person with nominated responsibility for the indicator in terms of accuracy, who must also provide explanations for over and under performance.

Performance reports will be compiled by the Policy Team. Most reporting will be by exception, which means that only missing data, underperformance and success will be reported to CMT. The Performance Management Group will review the data in its entirety and decide on the exceptions to be reported to CMT.

The time for optimum focus is the second quarter. It is important, therefore, that as often as possible performance is profiled across the year so that comparison can easily be made against the expected outcome. All relevant performance indicators will be examined in depth at quarter 2 and questions will be asked of those responsible for them so that performance can be targeted for improvement against outturn targets. A template for wider underperforming indicators is attached at Appendix 4. A template is requested by the Performance Management Group and targets set on the template will be reviewed in line with the recovery plan.

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Performance will also be substantially reviewed by Members, by:

a)   Portfolio Holders reviewing progress against Service Plans regularly with Heads of Service. A template has been established for this purpose. Appendix 8.

b)   Quarterly Exception Reports to Executive.

c)   Quarterly Exception Reports to Overview and Scrutiny.

A timetable of the performance year can be found at Appendix 9.

APPENDIX 1:

Redditch Borough Council's Data Quality Policy

October 2008

1.   Why do we need a data quality policy?

Redditch Borough Council needs reliable, accurate and timely information with which to manage services, inform users and account for our performance. In addition we are required to share our information with partners and external bodies so that they may use it to either develop an understanding of the place in which we live and/or work or to inform a judgement on how well we are meeting the needs of the people of Redditch.

This means that the integrity of the data both collected and provided is of utmost importance. However at times there needs to be a trade off between getting information quickly and waiting for it to be verified as 100% accurate. Where this is the case the person providing the information needs to stress that it is an estimate or has not been checked for accuracy.

With the Place Shaping agenda we are required to develop an evidence base for each of the priorities we set ourselves local to each area. This means that "data" as referred to in this document is not just performance information but information in its widest context.

The release of incorrect information may lead to political embarrassment, a drop in public satisfaction levels or lead to unfavourable reports from the Audit Commission. For that reason anyone who suspects that the organisation is being deliberately misinformed about data should report to someone senior (if necessary through the Whistle Blowing Policy).

This policy outlines the approach we will take to ensure data quality and is appropriate for all levels of staff and members.

2.   What is data quality?

The Audit Commission has defined six principles of good data quality. These are:

Accuracy: Data should be sufficiently accurate to present a fair picture of performance and enable informed decision making at all levels.

Data should be sufficiently accurate to present a fair picture of performance and enable informed decision making at all levels.

The margin of error should be minimised at all times but the need for accuracy must be balanced against the cost and effort of collection.

Data should represent clearly and in sufficient detail the interaction provided at the point of activity and where possible it should be captured only once, although it may be used many times.

Validity: Data should comply with relevant rules and definitions, whether nationally or locally set.

Data should be consistent to support comparisons over time and with similar organisations.

Reported data is authorised by senior managers.

Reliability: Data should be based on stable and consistent data collection and analysis processes – whether manual or computer-based systems or a combination of both.

Wherever possible manual manipulation of data should be kept to a minimum and systems used to collect data should have good practice data quality standards built in.

Restrictions will be built into the data collection system (EDC) to ensure that only designated people will be able to enter data into designated Performance Indicators.

Once submitted, data can only be amended by the Policy Team and then only on written request by a Head of Service.

Timeliness: Data is timely and is captured as quickly as possible during or after the event or activity.

The data should be available within a reasonable time period to support information needs and to support decision-making.

Relevance: Data captured is relevant to the user and appropriate to the purpose for which it is used.

Information needs will be reviewed regularly at each level of the organisation reflect changing needs.

Completeness: All relevant data is included and missing, incomplete, or invalid records are minimised.

3. Roles and Responsibilities.

3.1 The Chief Executive has overall responsibility for championing data quality at Redditch Borough Council.

3.2 Heads of Service are responsible for the development of any new local indicators; this includes devising the definition and calculation methodology. They also need to ensure that staff who collate and input data understand the purpose of the data and the methodology for

collecting it, and should review any inaccuracies and arrange for training when necessary. Heads of Service are also responsible for checking the data prior to submission for accuracy.

3.3   Staff who input data are responsible for ensuring that they understand the purpose of the information they are entering onto any system. They are also responsible for checking that the information is correct. Responsibility for compiling information must be included in the relevant job description and training will be provided for all relevant staff.

3.4   The Performance Management Group (PMG) will be the second element of review. If PMG are unsure whether data quality is being maintained then they can request a review of the relevant information to be included in the annual work programme of Internal Audit.

3.5   Internal Audit will perform a rolling programme of review on a risk basis. This work will be driven by the Performance Management Group.

3.6   The Policy Team will provide advice and support to Services, facilitate the production of reports on performance indicators and maintain the electronic data collection system. It is also responsible for providing training and up to date guidance to data inputters on the use of the EDCs.

4.   Indicator Definitions

4.1   The Policy Team will maintain a central record of performance indicators. This will include:

- the Service responsible for the indicator;
- the identity of the officer responsible for collecting and reporting the information;
- the performance indicator definition including the method of calculation and data source;
- corporate report

4.2   The definitions to be used for National Indicators and are the latest version of those published by the Audit Commission.

4.3   For local indicators the relevant Head of Service must set out a definition for the indicator using the template provided by the Policy Team. A copy of the definition and any subsequent changes must be forwarded to the Policy Team.

4.4   The indicator must be calculated in accordance with the definition to ensure consistency over time, allowing for comparison of performance over time and national benchmarking.

5.   Systems and Procedures

5.1   The Policy Team will produce a reporting timetable each year detailing timescales for data input and reporting to CMT and Members.

5.2   Data inputters must ensure that accurate data is entered on the relevant electronic data collection sheet (EDC) in compliance with the reporting timetable.

5.3   There must be adequate controls over the collection and input of data to ensure that data is being entered consistently and correctly and to avoid double-counting.

6.   Reporting

6.1   Data will be automatically downloaded from the EDCs into reports. The reports will be circulated to Directors and Heads of Services for comment prior to being presented to CMT and Members.

6.2   Data can only be amended by the Policy Team at this stage on receipt of written authorisation from the relevant Head of Service.

6.3   The Policy Team will produce an exception report for CMT/PMG of indicators where performance has declined.

6.4   Data will be reported to the LAA through a partnership arrangement with Worcestershire County Council.

6.5   The Policy Team will ensure that annual reporting of performance indicators is carried out as required by the Audit Commission and that outturn figures are published on the Council's website.

6.6   Data is managed in line with the COUNT (collect once and use numerous times) principle. Data is sourced by the Policy Team quarterly and is then used for a variety of purposes: reporting to Members, SMT/CMT, the County Council, the public and other interested parties. This data is also used for benchmarking and trend analysis purposes.

7.   Verification

7.1   Data requirements should be designed along the principle of 'getting it right first time'. However, even where there are strong controls over input error can occur. Where it is needed, a verification procedure should exist close to the point of data collection and the frequency of verification should reflect the assessed level of risk associated with the indicator. Having someone close to the data source review the data improves the chance of correcting errors not detected through edits.

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7.2 A number of performance indicators are calculated using information provided by external sources and the Council will work with information providers to ensure that such data is accurate and timely.

7.3 Responsibility for data verification lies within Services but Internal Audit and the Policy Team can offer advice and guidance about suitable verification procedures.

7.4 When entering into contracts with service providers, wherever relevant there must be a requirement to provide timely and accurate performance information. The contractor's responsibilities for performance data quality and how this will be monitored must be clearly set out.

APPENDIX 2:

REQUEST FOR NEW PERFORMANCE INDICATOR

Request made by:		**Telephone No.:**	
Title:		**Date:**	
Service to which new PI relates:			

| **Description of indicator (incl reference No.)** | | **RBC only   Y / N** | |
| | | **National Definition Y / N** | |

NI Y / N	**CMT Y / N**	**Service Plan**	**Y – Ref No:** **N**

To be collected by:		**With effect from:** **(dd/mm/yy)**

Targeted: Y / N	**If yes, please advise if the target is <u>A</u>nnual, <u>Q</u>uarterly, <u>M</u>onthly or <u>S</u>napshot (is the snapshot per year/quarter/month)**

Frequency of reporting / collection: MONTHLY / QUARTERLY / YEARLY*

Rationale for indicator

Explanation for the inclusion of indicator *e.g. To encourage participation in sport*

Full definition of indicator

Formula for calculation

e.g (x/y) * 100   where x = ……. and y = ………
Include description of how the outturn will be calculated as the year progresses where this differs from that used for the first period in the year.   Example – does the outturn accumulate during the course of the year or is it calculated as a snapshot independently in each period?

Data Source	

Good performance is indicated by:

Higher output figure / Lower output figure*

Signed:	**Head of Service /Director**

APPENDIX 3:

<u>2009 – 2010 PERFORMANCE REPORTING TIMETABLE</u>

Qtr	Performance Data to Policy **by 12 noon**	Policy to circulate for comments / amendments at 10.00am	Comments / amendments to be returned to Policy **by 12 noon**	Policy to create exception report	Forward exception report for CMT at 10.00am	CMT date
Q1 (Apr - Jun)	Thu 16/07/09	Fri 17/07/09	Wed 22/07/09	Thu 23/07/09	Mon 27/07/09	Thu 30/07/09
Q2 (Jul - Sep)	Thu 08/10/09	Fri 09/10/09	Wed 14/10/08	Thu 15/10/09	Mon 19/10/09	Thu 22/10/09
Q3 (Oct-Dec)	Thu 14/01/2010	Fri 15/01/2010	Wed 20/01/10	Thu 21/01/10	Fri 22/01/10	Thu 28/01/10
Q4 (Jan - Mar)	Wed 21/04/10	Thu 22/04/10	Tue 27/04/10	Wed 28/04/10	Fri 30/04/10	Thu 06/05/10

These dates may be subject to change. Full details of an up to date reporting timetable will be held in Policy.

APPENDIX 4: **<u>PERFORMANCE INDICATOR - RECOVERY PLAN TEMPLATE</u>**

PI No.	Description	Q1/Q2 Outturn	Position at Same Time Last Year	Target	Impact on Budget	Reason for Slippage

Proposed actions to address the slippage			Date by Which Action Will be Achieved	Name of Officer Responsible for Action

Form completed by:	Title:	Date:

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APPENDIX 5:

Performance Management Group – Terms of Reference

Name – **Performance Management Group**

Purpose – i)   to review performance against performance indicators across the Council and to escalate concerns re underperformance to SMT and CMT

    ii)   ensure that good performance is communicated to SMT/CMT and publicised to raise public opinion of the council

    iii)   to keep a watching brief on new guidance around performance management including new definitions for national indicators, emerging issues around Comprehensive Area Assessment

    iv)   to assist in the development of recovery plans for areas of underperformance

    v)   to monitor implementation of recovery plans

    vi)   to ensure that lessons learned from recovery plan development are communicated across the organisation

    vii)   to consider issues highlighted from external inspections and ensure that plans are in place to address them

    viii)   to perform a risk assessment of performance indicators from a data quality perspective to inform the work of Internal Audit

Membership – The group will need to include representatives from at least the following areas:

Finance, IT, HR, Customer Service, Housing, Policy, Audit, Environmental Services and Housing Benefit

Frequency of meetings – Monthly

Appendix 6

Employee Performance Development

1.   Introduction

Redditch Borough Council is committed to managing and developing high levels of performance in all of its employees. Developing performance is important because:

- it helps create efficiencies and value for service users
- it improves overall capacity and capability
- it helps us to cope with and facilitate change
- it increases motivation and engagement

The Council has two formal policies through which employee performance is appraised, managed and developed. These two processes are 1) the 'Appraisal Process' and 2) 'Managing and Supporting Performance'. The latter primarily seeks to support those employees whose performance is not meeting the standards needed to carry out their role.

Both of these processes are supported by separate policy documents. The **'Employee Appraisal Scheme – a guide for all employees'** and **'Managing and Supporting Performance'**, both of which are available on the HR and Communications site on the Intranet, within 'Organisational Development'.

The Employee Performance Development policy (this policy) provides an overview of these two processes. It lays down the responsibilities of managers, employees and human resources, along with the role they will each play in enabling effective performance, and encourages all employees to take this role seriously.

Employee performance development has two clear focuses:
1) Align the individual's performance with corporate and service objectives
2) Set standards for behaviour that will support high levels of performance

Our performance development processes are built to support and reinforce these foci, and are underpinned by the performance management cycle:

- **plan:** clearly identify what performance is required and how it will be measured
- **do:** encourage performance to the required standard and provide support and development
- **review:** assess and evaluate performance against a variety of measures
- **revise:** seek improvements where performance standards have not been achieved and make adjustments as necessary

2.   Equalities Statement

This policy is intended to operate within the Council's commitment to equalities and diversity including:

- Equal treatment regardless of race, gender, age, disability, sexual orientation, religion or belief, with reasonable adjustments where necessary in line with the Disability Discrimination Act.

- Working to eliminate **unlawful** discrimination.

- ***Promoting equal opportunities***

- Promoting community cohesion***, including good relations between people from different racial groups***.

- Providing reasonable access to interpretation or support on request.

- Responding to the needs of all, and working to engage all sections of the community.

This policy will be assessed as part of a rolling programme of reviews to ensure that it does not have a detrimental or disproportionate effect on any group.

Any concerns that the policy is operating in a way that could be construed as discriminatory should be passed to the responsible Manager and will be dealt with as part of the official Complaints Procedure, in line with the Council's Equality Schemes.

3.   Responsibilities

It is the responsibility of the line manager to:
- Ensure that all employees understand the procedures to be followed.

- Ensure the fair and consistent application of the processes under this policy.

- Ensure that each of the stages and the intentions defined within this policy are carried through.

- Translate department and service objectives into individual targets for their staff

- Agreeing job descriptions and targets with their teams

- Conduct regular (e.g. monthly) one-to-one meetings with each staff member to review ongoing performance and support

- Identify training, development and other support needs and to determine priorities for meeting these

- Encourage staff discussion concerning career progression and personal development

- Ensure that annual and six-monthly reviews take place for all staff

- Recognise and communicate achievements

- Evaluate developmental activity and ensure that training evaluation forms are completed

It is the responsibility of the individual employee to:
- Attend all meetings as detailed within this policy.

- Check that their individual objectives fit with council, service and team objectives

- Regularly and honestly communicate with their manager about their performance and development issues

- Identify personal development needs and ways to achieve them

- Adequately prepare for meetings and appraisals

- Attend any training, development and other support opportunities offered

- Reflect on how development opportunities have improved the way they work and that this learning is shared with others

It is the responsibility of the Human Resources Department to:
- Provide specialist advice and training to managers/supervisors to assist them to manage and appraise performance.

- Advise line managers and employees on the policy & procedure and how it should be applied.

- Regularly review corporate training and development needs to support effective delivery of performance management objectives

It is the responsibility of Heads of Service / Service Area Managers to:
- Cascade corporate visions, objectives and plans down to team and individual performance level

- Link the management of people's performance with service plans

- Monitor performance against the Council's strategic objectives

- Regularly monitor, review and evaluate the strategy

- Audit the management processes which underpin the strategy

It is the responsibility of Directors/Elected Members to:

- Attend training on the principles and implementation of this policy as required.

- Ensure that each of the stages and the intentions defined within this policy are adhered to.

- Ensure the fair and consistent application of the policy

- Regularly monitor, review and evaluate the strategy

4.   The Appraisal Process

People need to understand both what is expected of them and how what they do contributes to the Council's success.   There are three steps needed to effectively appraise and develop performance:

1) Define performance expectations – i.e. what the individual is required to do, why they are required to do it and to what standard
2) Assess the extent to which the employee is meeting these standards
3) Introduce the training and development required to either bridge any gaps, or to maintain effective performance.

Further information and guidance on the appraisal process can be found in the 'Employee Appraisal Scheme – a guide for all employees', which can be found on the HR and Communications site on the Intranet, under Organisational Development.

4.11   The Appraisal Process - Overview

The Appraisal scheme consists of four elements, each of which is designed to facilitate these three steps:
1. An annual appraisal meeting
2. An interim appraisal meeting (normally after six months)
3. Individual regular / monthly performance meetings
4. Quarterly team performance meetings

The relevant documents are:
- The Appraisal Meeting Form (to be completed at the both the annual and interim appraisal meetings)
- The Employee Pre-Appraisal Form (to be completed by the employee and a copy handed to their line manager no later than one week prior to the Appraisal Meeting)
- Monthly Performance Meeting Form
- The Manager's Guide to Appraisals and Objective Setting
- Employee Appraisal Scheme – A Guide For All Employees

These documents can all be found on the 'Organisational Development' site on the Intranet.

4.12   The Annual Appraisal Meeting

This is a meeting between the line manager and the employee. The employee's performance is appraised against how well they achieved the tasks and objectives set for them during the previous year, and whether they consistently demonstrated the behaviours and performance standards required of them.

New objectives for the forthcoming year are also set, with training and development needs identified.

The annual appraisal is timetabled to take place between in February and March, following completion of the Service Plan. Appraisals are ideally carried out in the following order – Directors, Heads of Service, 4th tier managers, all other employees. This helps to ensure that corporate levels strategic objectives were clearly understood and set for service area managers before these are then linked to individual employee targets.

Manager's guidance to appraisals and objective setting can be found on the HR and Communications site on the Intranet, under 'Organisational Development'.

4.13   The Interim Review

The appraisal process is supported by **an interim review** (usually six months after the main appraisal meeting). At this meeting, the same appraisal form, and appraisal criteria are applied, and performance is appraised to check that the employee is on target to achieve their objectives.

4.14   The Monthly Performance Meeting

To help ensure robust and consistent management and support for good performance, managers should meet with their employees on a monthly basis to discuss the employee's current work, (volume, content etc) and to provide the employee with an opportunity to raise any specific concerns or issues which may be affecting their performance or well being. Examples may be health and safety, stress, problems with work colleagues etc.

The purpose is for suitable, pro active, preventative measures to be put in place to maintain well being and performance before there becomes an issue. It also reinforces to employees the value we place on them, their development and their performance.

If done regularly and effectively, monthly meetings help to support the annual appraisal. They do this by ensuring there are no surprises at appraisal, (which will make that meeting more problematic); by enabling the annual meeting to take less time, (as performance and targets are already well understood), and by providing evidence of performance through out the year.

4.15   Quarterly team meetings

Quarterly team meetings are for the line manager to meet with their team (or specific groups of employees) to update them on corporate and service goals / service plans and service area performance.   The purpose is to help the team understand how their performance adds value to Council, and how they help us contribute to our success.

Although there are no specific forms required for this part of the appraisal process, line managers must ensure they are communicating current Service Plan objectives.

4.16   Appraisal Meeting - Appeals

Employees who believe they have been appraised incorrectly or unfairly will have the right to appeal. Appeals must be made in writing, to the person to whom the employee's line manager reports. Appeals must state which aspects of the appraisal the employee believes has been inaccurately appraised, with a brief explanation and examples given to support this view. Appeals must be lodged within 10 working days of the appraisal taking place. Appeals lodged will be formally responded to within five working days, and the matter investigated as soon as is reasonably practical.

5.   Managing and Supporting Performance

The Employee Performance Development policy (this policy) provides only a brief overview of the process involved in managing and supporting performance. The full policy for this (Managing and Supporting Performance) is available in the 'policies' section of the Human Resources site on the Intranet.

5.1   Overview

'Managing and Supporting Performance' processes should be used in those circumstances where an employee's performance is falling below the standards required, and this is attributable to short to medium term training and development needs.

The process involves the following:
- Agreeing developmental objectives and targets
- Agreeing what training, development and other support will be provided to the employee; by whom and by when
- Agreeing the timescale available to achieve these objectives
- Capturing this information on an 'action plan' – a live, working document used to record agreed actions and progress.

'Managing and Supporting Performance' is supported by the Performance Development action plan (available on the Organisational Development site on the Intranet).

5.2   Disciplinary Action

Where an employee is failing to meet the minimum standards required both the manager and the employee have a mutual obligation to undertake the necessary steps to improve performance; committing the necessary time and resources to achieving this goal.

If, despite all reasonable training and support being made available to the employee, they are still failing to achieve the standards required, it may become necessary to take formal disciplinary action against them, up to and including dismissal. Such an outcome will always be a last resort, considered only where performance can not be improved within a reasonable timescale, and only where the employee has been warned that failure to improve performance might lead to disciplinary action being taken against them.

It is therefore vital that in undertaking any such process managers are robust in identifying the root causes of underperformance and commit to meeting the support and training needs identified wherever it is reasonable to do so.

5.3   Wilful Negligence

All of the processes falling within the remit of this policy are designed to support those performance issues arising from genuine training, development and support needs. They are not suitable for managing any situation where shortfalls in performance result from the wilful negligence or intent of the employee.

These concerns should be dealt with under the Council's Disciplinary policy, and HR guidance should **always** be sought in the very first instance.

6.   Managing Good Performance and Developing Future Performance

Performance development processes, when used well, are highly effective and useful management tools. They are not just about managing underperformance, and it is just as important that managers take the time and effort to manage high and medium levels of performance; ensuring that these employees are stretched and motivated to maximise their potential.

7.   Managers' Checklist

As part of their people management responsibilities, managers should:
- set SMART objectives for all staff
- link personal targets to organisational plans
- monitor overall performance day-to-day
- formally monitor performance against objectives
- review targets on a regular basis
- recognise good performance
- confront poor performance
- identify development needs
- provide all necessary training

- encourage staff development and the sharing of learning
- set targets to stretch ability
- recognise potential and channel it effectively

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: *RBC reserve the right to vary the content of this document with consultation where appropriate.*

Appendix 7

Managing and Supporting Performance

1. Introduction

The process outlined within this policy should be used in those circumstances where an employee's performance is falling below the standards required, and this is attributable to training and development needs. It outlines the specific process through which these needs should be managed, supported and overcome.

The process involves the following:
- Agreeing developmental objectives and targets
- Agreeing what training, development or other support should be provided to the employee; by whom and by when
- Agreeing the timescale available to achieve these objectives
- Capturing this information on an 'action plan' – a live, working document used to record agreed actions and progress.

This process is supported by the following documents:
- The Employee Performance Development Policy
- A 'Performance Development Action Plan', (available on the 'Human Resources and Communications site on the Intranet, under 'Forms')

2. Equalities Statement

This policy is intended to operate within the Council's commitment to equalities and diversity including:

- Equal treatment regardless of race, gender, age, disability, sexual orientation, religion or belief, with reasonable adjustments where necessary in line with the Disability Discrimination Act.

- Working to eliminate **unlawful** discrimination.

- **Promoting equal opportunities**

- Promoting community cohesion**, including good relations between people from different racial groups**.

- Providing reasonable access to interpretation or support on request.

- Responding to the needs of all, and working to engage all sections of the community.

This policy will be assessed as part of a rolling programme of reviews to ensure that it does not have a detrimental or disproportionate effect on any group.

Any concerns that the policy is operating in a way that could be construed as discriminatory should be passed to the responsible Manager and will be dealt with as part of the official Complaints Procedure, in line with the Council's Equality Schemes.

3.   Responsibilities

It is the responsibility of the line manager to:

- Ensure that all employees understand the procedures to be followed.
- Ensure the fair and consistent application of this process.
- Identify the causes of underperformance, as well as reasonable and relevant support to turn this around.
- Commit to, and follow though on any promises of reasonable support and training.
- To hold regular review meetings with the employee.
- Be sensitive to the feelings of employees going through this process; remaining focused on a potentially positive outcome, yet being honest, where appropriate, about any risks of disciplinary action.

It is the responsibility of the individual employee to:

- Attend all meetings as detailed within this policy.
- Work with their line manager to identify the causes of poor performance and the possible solutions.
- Adequately prepare for meetings and appraisals.
- Attend any training, development and other support opportunities offered.

It is the responsibility of the Human Resources Department to:

- Provide specialist advice and training to managers/supervisors to assist them to manage this process.
- Advise line managers and employees on the policy & procedure and how it should be applied.

4.   Overview of Purpose

Where an employee is failing to meet the minimum standards required, both the manager and the employee have a mutual obligation to undertake the necessary steps to improve performance; committing the necessary time and resources to achieving this goal.

If, despite all reasonable training and support being made available to the employee, they are still failing to achieve the standards required it may become necessary to take formal disciplinary action against them, up to and including dismissal. Such an outcome will always be a last resort, considered only where performance can not be improved within a reasonable timescale, only where reasonable support and development has been made available and only where the employee has been warned that failure to improve performance might lead to disciplinary action being taken.

It is therefore vital that in undertaking this process, managers are robust in identifying the root causes of underperformance and commit to meeting the support and training needs identified wherever it is reasonable to do so.

5.   Starting the Process

As soon as ineffective or unsuccessful performance is identified this must be discussed constructively with the employee. The aim is to remedy the problem as soon as possible.

If an issue is believed to be a 'one-off' or of limited significance in terms of the employee's overall performance, an informal chat should be sufficient to identify the support needed and to turn performance around.

Where poor performance is consistently at a level which results in the employee not carrying out their role to the standards required this should be supported via the processes outlined below as soon as is reasonably possible.

Step 1 - The Initial Meeting

The manager should meet with the employee. This meeting should be confidential, supportive and constructive, and should detail the areas of performance which are of concern.

It is not a requirement to give formal, written or advance notice of the meeting to the employee.

The purpose of the meeting is to agree a developmental action plan, supporting the employee to improve their performance within a four week period. (Longer periods can be agreed where training and development needs are more complex, or where there will be a delay in providing the employee with the training and development needed. Where a longer period is required, but this poses a risk to the service area, Human Resources advice should be sought.)

This initial meeting is not a disciplinary, nor will it in itself result in any disciplinary action being taken. The meeting is intended as a non-confrontational manager - employee discussion where the manager is able to outline the reasons for their concerns. A good outcome is that the employee understands their performance is of concern, but is reassured that support is available and that their manager is committed to developing them.

Good practice:
- Managers <u>must</u> have evidence and examples of the performance in question. It helps to achieve improvements when both parties recognise and agree that the behaviour or underperformance has occurred.
- Managers should approach this meeting as an opportunity to understand the causes of underperformance; including whether the employee actually understood what was expected of them. Knowing the cause helps to identify the solution.
- Agree actions that will actually address the root causes and overcome the individual's barriers to good performance. This might include training, or other support and development.
- Training, development and support can only be offered to the employee where it is reasonably practical for the service area or Council to do so. However, every effort should be taken to meet the needs of the employee in turning around poor performance. This commitment should be made clear to the employee.

Step 2 - Agreeing the Action Plan

In order to ensure that the improvements required and the support agreed are clearly and mutually understood, recorded and communicated, a 'Performance Development Action Plan' must be completed. This can be done either during or very soon after the meeting.

Action plans will normally cover a four week period and will target the employee to improve performance by an amount reasonable within that timescale. The action plan will need to be signed by both the employee and the line manager to confirm agreement of its content.

Where the employee's overall development objectives are too numerous to reasonably cover in one action plan, the manager must decide which areas to support first, and focus on these in the first action plan. Remaining areas should still be noted on the action plan as indicated by the action plan template. Once the employee has achieved their first action plan objectives they will be issued with their next action plan and supported to develop the next set of performance objectives.

Good practice:
- Managers should consider the employee's views about what they can realistically improve, by when and by what means. This helps ensure that both parties can agree to the performance targets and objectives set.
- Agreements should be clear, and not open to interpretation.
- Agreements made should be kept. If managers are unable to deliver on the support and training they promise they must advise the employee of the reasons for this, and what they hope to offer instead.

Where the manager has provided evidence to support their concerns and has committed to offering any reasonable support or development needed by the employee, the employee is required to comply with the action plan.

If the employee refuses to sign or act upon the requirements of the action plan Human Resources advice should be sought.

In these circumstances the following will normally occur. The line manager will write to the employee, confirming that their current performance levels are unacceptable and that failure to improve performance within a specified timescale could result in disciplinary action being taken against them, up to and including dismissal. This letter should restate the manager's commitment to offering reasonable support and training. It will also advise the employee that the requirements outlined in the action plan remain as requirements, even though the employee has refused to agree the plan. Therefore, the employee will still be subject to future disciplinary action should they fail to achieve the standards required.

Step 3 – Review Performance Against Target

Timescales to achieve ALL performance objectives overall should balance the development needs of the employee against any risks to the service area. This may entail setting several action plans for the employee over a number of weeks or months.

Review meetings should be held every four weeks. Both the employee and manager should bring along any evidence they have regarding recent performance. Both parties should exchange their views on how successful any training or support offered during the period has been, and it is important that the employee is given clear information about how their progress is being viewed by their manager.

Once an employee has achieved all of their objectives and has improved performance to a satisfactory level they will no longer be supported via this process, and will be slotted back into the standard corporate appraisal process. Managers should write to the employee to formally acknowledge this.

Good practice:
- At every stage the employee's manager should be open with them about where they sit in this process and any risks to their continued employment with the Council.
- Every effort should be taken to provide the support and development needed. Where training and support is needed but cannot be delivered by the department, the line manager should contact their Human Resources Officer. Human Resources will need a copy of the action plan to help them understand if and how the additional support might be delivered.

For many employees this will be the final step in the process.

Step 4 – Employee Not Achieving Action Plan Objectives

First action plan
Where an employee does not achieve objectives set in their first action plan they will normally have the action plan re-issued, with new deadlines set, and any other amendments made as required. Copies of earlier action plans must be retained for reference.

Second action plan
If performance is not yet at the required standard, but it is believed that performance objectives are still achievable within a reasonable timescale, the manager should update and reissue the employee's action plan with the new targets, support and deadlines agreed. Copies of earlier action plans must be retained for reference.

Where an employee does not achieve the requirements of two consecutive action plans, (which will usually cover a two month period) the employee will be subject to potential disciplinary action. HR guidance should be sought before any disciplinary process is started.

Step 5 – Disciplinary Action

Repeated failure to achieve action plan objectives will normally result in disciplinary action being taken against the employee, up to and including dismissal.

Formal written warnings will not normally be issued within the first two months of supporting the employee to improve performance, unless either gross or willful negligence or misconduct is identified. Formal warnings cannot be issued without

following the required disciplinary processes, and Human Resources guidance must be sought.

Disciplinary action will normally involve four stages:
1. Stage one - issuing the employee with a first written warning, supported by a further four week action plan.
2. Stage 2 – issuing the employee with a final written warning, supported by another, final, four week action plan.
3. Stage 3 - where an employee has received their final written warning and performance is still not at the standard required, the employee will be liable to be dismissed for reasons related to their capability to carry out their role.
4. Stage 4 – employee right of appeal

Dismissal will only be invoked where the Council is satisfied that all reasonable training and support has been offered, and it is reasonable to believe that the employee's performance will not reach the standard required within an acceptable timescale.   The employee will have the right of appeal against any decision taken to dismiss.

Disciplinary process

The line manager's manager will normally be the disciplinary meeting manager. This individual should contact their Human Resources Officer to advise that they need to begin this process. Human Resources will then provide support and guidance regarding arranging and conducting the meeting.

The disciplinary meeting manager will write to the employee to invite them to attend the meeting. The employee will have the same rights to representation and appeal as any other disciplinary process.

The following documents must be included with this letter:
- All previous action plans
- Any evidence presented by the line manager at previous review meetings
- Any evidence detailing the impact of the employee's performance on the service area, colleagues, customers etc
- Any other information which will be considered as part of the disciplinary process.

At the meeting the disciplinary manager must assess whether targets set have been reasonable, and whether adequate support and training has been made available to support the employee. They will also consider any mitigating factors presented by the employee at the hearing before making their final decision regarding disciplinary action.

Disciplinary options available to the manager will range from no formal disciplinary action being taken, through first and final written warnings, up to dismissal. Where dismissal is a potential outcome, the disciplinary meeting must be held with a Director.

6. Grievance Process

Where the employee has reason to believe that the action plan or disciplinary process is being initiated unfairly or maliciously they should invoke the Council's formal grievance process.

7.   Wilful Negligence

Performance development is designed to support any issues in performance arising from genuine training, development and support needs. It is not therefore suitable for managing any situation where shortfalls in performance result from the wilful negligence or intent on the part of an employee.

Such issues should be dealt with under the Council's Disciplinary policy, and HR guidance should always be sought in the very first instance.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: *RBC reserves the right to vary the content of this document with consultation where appropriate.*

Appendix 8

PORTFOLIO HOLDERS MEETING ON   20

PORTFOLIO: **PORTFOLIO HOLDER:**

SERVICE: **DIRECTOR/HoS:**

Financial Performance - Revenue

Budget Head	Annual Budget	Profiled Budget	Actual Year to Date	Variance	Estimated Year End Position
Total					

Reasons for variance	
Proposed action to address variance	

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Financial Performance - Capital

Budget Head	Annual Budget	Profiled Budget	Actual Year to Date	Variance	Estimated Year End Position
Total					

Reasons for variance	
Proposed action to address variance	

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Key Deliverable

Monthly Progress Update
Owner :   **Head of Strategy & Partnerships**   **Date:**

	Red
	Amber
	Green

Ref.	Action	Lead	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Comment / Corrective Action
37.1.	**Insert here key deliverable**														
37.1.1	Include specific actions														
37.1.2	Include specific actions														

Performance Indicator Ref:	Summary Definition	Service Area / Manager	2009/10 Target	2008/09 Outturn	Current Performance	2009/10 Forecast Latest	Reporting Frequency

Comments/ Remedial Action to be taken

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Performance Indicator Ref:	Summary Definition	Service Area / Manager	2009/10 Target	2008/09 Outturn	Current Performance	2009/10 Forecast Latest	Reporting Frequency

Comments/ Remedial Action to be taken

Risk Update

Other

- Areas of concern
- Celebration of success
- Key

Portfolio Holder Comments / Agreed Action

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Appendix 9

The Performance Year

Key C – CMT E – Executive Committee P – PMG O – Overview & Scrutiny Committee Pol – Policy Team L – Line Managers Action	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Action by
Review of current year's targets (in light of outturn information)	▓												P
Monthly monitoring of progress against corporate improvement plan (including key projects)	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		C
Monthly monitoring of progress against key priority performance indicators both national and corporate	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		C
Individual Performance Appraisals	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓		L
Service Plans (report on previous year)		▓											E/O
Performance Indicators outturn for previous year		▓											C
Publication of Outturn Data		▓											Pol
Reporting on Corporate Plan / Risk Management			Oct-Mar				Apr-Sep						E
Asset Management Plan (report on PI's)			▓				▓						E
Asset Management Plan and Update			▓				▓						E/O
Quarterly monitoring of progress against corporate improvement plan (including key projects)			Apr-Jun			Jul-Sep			Oct-Dec			Jan-Mar	E
Quarterly monitoring of progress against key priority performance indicators both national and corporate PI's – exception reporting			Q1			Q2			Q3			Q4	E/O
Service planning starts (including CPA, KLOE's, Risk Management)				▓									C
Review of all corporate PI's ahead of new reporting year										▓			Pol
Corporate Plan approved											▓		E
Corporate Improvement Plan approved											▓		E

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Agenda Item 8

REDDITCH BOROUGH COUNCIL

making a difference

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Executive

No Ward Relevance

Committee

1 July 2009

LOCAL DEVELOPMENT SCHEME NO. 3

(Report of the Acting Head of Planning and Building Control)

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1. **Summary of Proposals**

A Local Development Scheme (LDS) is a project plan for producing Development Plan Documents (DPDs). The LDS identifies the path to deliver DPDs. The current Local Development Scheme for Redditch - LDS No. 2, sets out what Development Plan Documents (DPDs) the Council produced and the timescales for producing these DPDs for the period of October 2005 to September 2008. For this reason the LDS No. 2 has been revised and Local Development Scheme No. 3 has been produced (Appendix A).

There are three reasons the LDS needs to be revised. These include:

1. Implications arising from recommendations from the Planning Advisory Service Peer Review;

2. Amendments to the 2004 Town and Country Planning Regulations, in 2008 and 2009 which removed the need for the Preferred Option Stage in DPD production, amongst other things, therefore affecting the timescale of the Core Strategy preparation; and

3. The current LDS (LDS No. 2) is out of date.

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2. **Recommendations**

The Committee is asked to RECOMMEND that

the timescales detailed within the Local Development Scheme No. 3 for a range of Development Plan Documents be agreed and Local Development Scheme No. 3 be submitted to the Government Office for the West Midlands (GOWM) for approval.

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 Implementation of Local Development Scheme No. 3 will be funded from existing Development Plans Budgets.

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3.2 Development Plan Documents (DPDs) and other Local Development Documents (LDDs) that are listed within the LDS may need additional funding in the future, however, these documents would be the subject of further committee reports.

Legal

3.3 Redditch Borough Council is required to produce a LDS under the Town and Country Planning (Local Development) (England) Regulations as amended under Section 6 and 8.

Policy

3.4 Planning Policy Statement 12 'Local Spatial Planning' (2008) requires Local Development Schemes to provide a brief description of all the Development Plan Documents (DPDs) to be prepared and the content and geographic area to which they will relate. The implementation of the DPDs listed in the LDS are important to deliver the Council's Service Plan priorities for example PBC5 - *'To prepare a Local Development Framework'*.

Risk

3.5 If the Local Development Scheme is not submitted to the Government Office for the West Midlands for approval this may affect the progression of some of the Development Plan Documents detailed within the LDS. If these DPDs are not delivered to the agreed timescale then this may affect the Councils receipt of Housing and Planning Delivery Grant (HPDG).

Sustainability / Environmental

3.6 The DPDs detailed within Local Development Scheme No. 3 (Appendix A) will address a range of environmental issues including sustainability and climate change.

Report

4. **Background**

4.1 The existing Local Development Scheme for Redditch (LDS No. 2) sets out what Development Plan Documents (DPDs) the Council produce and the timescales of these DPDs for the period of October 2005 to September 2008. This LDS was approved in July 2006 by GOWM. This LDS is now out of date and a revised LDS is required.

4.2 As well as the need for the LDS to be up-to-date, there are a range of other issues that have led to the LDS being revised. These issues are discussed in the following paragraphs.

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4.3 <u>Implications of the recommendations of the Planning Advisory Service Peer Review</u>. The Spatial Planning Peer Review process provided Redditch Borough Council with the services of a spatial planning peer for a period of an initial four days. The outcome of this culminated in a report prepared by the Spatial Planning Peer giving feedback to Redditch Borough Council on the progress of its Local Development Framework. One of the most significant recommendations was to consider re-aligning the Core Strategy to ensure a significant link between the Vision, Objectives and Policies.

4.4 <u>Town and Country Planning (Local Development) (England) Regulations as amended.</u> The amendments (2008 and 2009) to the Town and Country Planning Regulations necessitate a number of changes to the LDS including;

    a)   removing the need for the Preferred Option Stage of any DPD, therefore affecting the timescale of the Core Strategy DPD; and

    b)   removing the need for the LDS to detail the timetables for producing Statements of Community Involvement and Supplementary Planning Documents.

4.5 <u>Existing LDS (LDS No.2) is out of date</u>. LDS No.2 set out the timescales for producing DPDs for the period of October 2005 to September 2008. It is now necessary to produce an LDS which covers the timescales for the next three years. LDSs are required to be produced to demonstrate the three year rolling programme of DPD production.

5. <u>Key Issues</u>

5.1 The following paragraphs detail the key changes made to the revised Local Development Scheme (Appendix A).

    <u>Core Strategy</u>

5.2 The Core Strategy timetable has been amended following the amendment to the Town and Country Planning Regulations in 2008 and 2009. LDS No. 2 currently schedules the Submission of the Core Strategy for October 2009 and adoption of the Core Strategy for February 2011. Local Development Scheme No. 3 proposes to alter the Submission of the Core Strategy to May 2010 but to keep adoption to February 2011. This change reflects the change in regulation which negates the need for the Preferred Option stage in the Core Strategy preparation. This change allows more time to prepare the Submission document. The Planning Inspectorate have produced procedural guidance (*'Local Development Frameworks Examining Development Plan Documents: Procedural Guidance,*

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November 2008') which recommends the timescales that are required to produce a Core Strategy DPD, these recommendations have been incorporated in to the timescale proposed in Appendix A.

Site Allocations and Policies Development Plan Document

5.3 A Site Allocations and Policies DPD is necessary to show that the Core Strategy will be delivered; however the Core Strategy DPD should be progressed as a priority, as this sets the spatial development strategy for Redditch up to 2026. The timescale for the Site Allocations and Policies DPD has been altered to provide additional time for its production. The timescales have also been amended to ensure that the required time is spent on preparing the Core Strategy DPD and that the required amount of time necessary to prepare for the Examination of the Core Strategy DPD is provided (the recommended time to prepare for the Core Strategy Examination is detailed in the Planning Inspectorate Procedural Guidance(*'Local Development Frameworks Examining Development Plan Documents: Procedural Guidance, November 2008'*)) which has been incorporated into the timescales within the LDS. LDS No.2 schedules adoption of the Site Allocations and Policies DPD for 2011, LDS No.3 proposes to move the adoption date to July 2013.

Other Local Development Documents (LDDs)

5.4 The Town and Country Planning (Local Development) (England) Regulations as amended have removed the need to include documents other than DPDs within the LDS, therefore any reference to documents other than DPDs, has been deleted. This includes reference to a number of SPDs and the Statement of Community Involvement which have been produced. There are however, three exceptions to this; these are the Encouraging Good Design SPD, Land to the rear of the Alexandra Hospital SPD and the Town Centre Strategy SPD. These documents have remained in the LDS for information purposes to ensure that the public are fully aware of significant documents that will definitely be produced by the Development Plans Team, and hence have resource implications.

6. **Other Implications**

Asset Management - No Implications

Community Safety - Development Plan Documents detailed in the LDS consider and promote the enhancement of community safety.

Human Resources - No Implications

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Social Exclusion   -   Development Plan Documents detailed in the LDS consider and aim to minimise social exclusion.

7.   Lessons Learnt

None, this is a new issue.

8.   Background Papers

Local Development Scheme No. 2 October 2005 to September 2008 (July 2006)
Spatial Planning Peer Review Redditch Borough Council Peer Report
Planning Inspectorate Procedural Guidance - Local Development Frameworks Examining Development Plan Documents: Procedural Guidance (November 2008)

9.   Consultation

This report has been prepared in consultation with the Government Office for the West Midlands, The Corporate Management Team (CMT) and Planning Advisory Panel (PAP).

10.   Author of Report

The author of this report is Louise Brockett, who can be contacted on extension 3221 (e-mail: Louise.Brockett@Redditchbc.gov.uk) for more information.

11.   Appendices

Appendix A - Local Development Scheme No. 3 (to follow)

12.   Key to Terminology / Abbreviations

Core Strategy DPD – sets out how we want Redditch Borough to be by 2026 and how this will be achieved. It does not allocate land, but it is one of the most important planning documents at the local level, as it provides a framework approach for the spatial growth of the Borough.

Local Development Scheme (LDS) – A project plan detailing the timescales for producing Development Plan Documents (DPDs).

Site Allocations and Policies DPD – allocates land for a range of uses to support the strategic spatial vision and objectives of the Council's Core Strategy.

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Spatial Planning Peer Review – This process assesses the progress of a Local Authority on the production of the Local Development Framework.

Town and Country Planning (Local Development) (England) Regulations as amended – sets the framework for preparing Local Development Documents (LDDs).

Executive Summary

This Local Development Scheme (LDS) is critical to the successful programme management of the Local Development Framework (LDF). Introduced as a result of the Planning and Compulsory Purchase Act (2004), it is a public statement identifying which Local Development Documents (LDD) will be produced, in what order, when and the resource implications they have. Monitoring an up to date LDS is a key priority for Redditch Borough Council.

This LDS is the starting point for the community and stakeholders to find out about Redditch Borough Council's planning policies in respect of a particular place or issue, and the status of those policies. As part of the preparation of the LDS, decisions have been made as to which documents will be produced and which policies will be saved.

It is intended that this LDS is a concise, accessible and user friendly document. The introduction presents the contents of the document together with a summary of the role of the LDS and an explanation of the terminology used. This leads to a brief description of current planning policy, and the relationship with emerging policy. A description of proposed planning policies and planning guidance appears in table form. The LDS explains how the LDF will be structured; in particular focusing on how different LDD's interrelate, including the relationship between the Regional Spatial Strategy (RSS) and the LDD's. In the transitional period, some policies have been saved, such as those in the Borough of Redditch Local Plan No.3. Reference is made to how the evidence base will be managed and how implementation and review will occur. The LDS provides profiles of each LDD and illustrates the overall programme for its production.

Contents

# West Midlands Region and Redditch Context

Redditch Context

1.1   Redditch is a progressive and popular town, making it the ideal place to live, work or visit. Located in the very heart of England, it is set amongst the beautiful rolling countryside of Worcestershire, near to Stratford-upon-Avon, Warwick, Evesham, Worcester City and Birmingham. The town has excellent transport links. The M42 junctions' just five miles from the town give businesses and residents fast and economic connections with the rest of the country. Birmingham International Airport, the National Exhibition Centre and Birmingham International Train Station are all less than thirty minutes drive away, and a regular train service links the town with Birmingham on the cross city line.

1.2   Redditch is one of six districts which form the County of Worcestershire. Although it is one of the smallest of the districts, covering an area of 5351 hectares, it has one of the largest population densities in the County. Redditch Borough has a population of 78,807 (based on 2001 Census), a 0.9 % increase since 1991. Redditch Borough is divided into two clearly defined areas of urban and rural.

1.3   Redditch is best known for its needle-making and metal based industries. The expansion of these trades in the nineteenth and early twentieth centuries encouraged the population of Redditch to grow quite steadily. New developments in Abbeydale, Batchley and Mayfields were constructed to meet demand for housing. With a population of 32,000 in 1964 Redditch was selected as a New Town to reduce Birmingham's overcrowded housing estates. The designated area covered what is now largely the urban area of Redditch. Church Hill, Matchborough, Oakenshaw and Winyates were transformed to become housing developments. Whilst major industrial estates were developed at Moons Moat, Park Farm and Washford the Town Centre was upgraded and substantially altered, new shopping facilities, schools, road systems and extensive landscaping followed. By 1985 when Redditch Development Corporation dissolved the population had reached almost 80,000 and Redditch had been granted Borough status.

1.4   Today, Redditch is a busy town with a thriving economy. It is a landscaped community, with excellent parks and recreational areas; it has a shopping centre that is well used. It has well organised residential and industrial areas with an efficient road system.

1.5   Improvements continue to be made to all aspects of Redditch. Redditch Borough Council and its Partners are working together to keep Redditch Borough a place where people are proud to live and work.

1.6   The implementation of planning documents will ensure the effective implementation of the Redditch Sustainable Community Strategy and Corporate Plan that relate to the spatial planning system.

Introduction

Requirement for a Local Development Framework (LDF)

2.1 The Planning and Compulsory Purchase Act (the Act) 2004 requires local planning authorities to prepare and maintain a 3-year project plan to be referred to as a Local Development Scheme (LDS). This document constitutes the LDS for Redditch Borough Council.

2.2 In 2009 the Town and Country (Local Development) (England) (Amendment) Regulations were amended, as such the following updates have been applied to this LDS:

- Only Local Development Documents (LDDs) which are Development Plan Documents (DPDs) should be listed in an LDS, therefore Supplementary Planning Documents (SPDs) are not required to be detailed within the LDS; and

- Statements of Community Involvement are not required to be detailed within the LDS.

2.3 The LDF is best described as a folder containing planning policies and planning guidance referred to as Local Development Documents (LDDs). LDDs are of two types; Development Planning Documents (DPDs) and Supplementary Planning Documents (SPDs). Other important documents to be included in the LDF folder include; The Statement of Community Involvement (SCI) and this Local Development Scheme (LDS). Annual Monitoring Reports (AMRs) will be produced which will measure progress in terms of the production of LDDs and the implementation of policies. The key documents which form part of the LDF are illustrated in Figure 1.

Figure 1
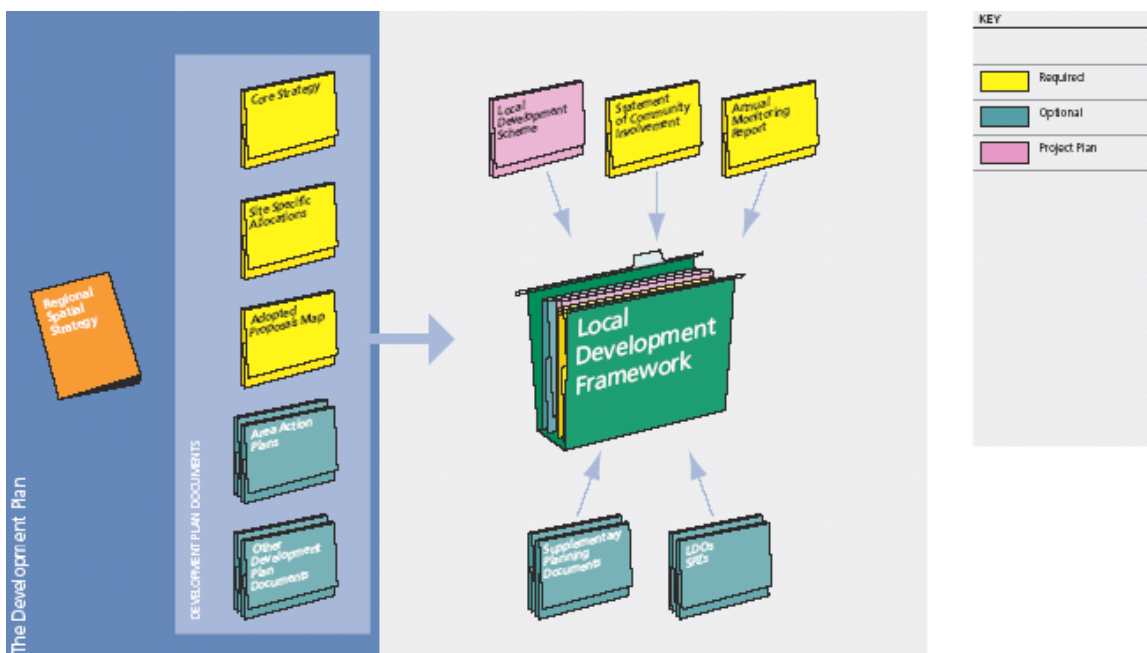
2.4 This LDS is the public statement that allows the community and stakeholders to find out about the emerging planning policies with respect to particular places and issues which affect Redditch Borough. It outlines the status of policies; provides a brief description of each DPD and sets out a timetable for their delivery. Redditch Borough Council recognises that in order to secure consensus in the plan-making process it is necessary to commit itself to continuous community involvement. A Sustainable Community Strategy for the Borough of Redditch was originally produced by the Redditch Partnership in 2003. This document has now been replaced with an updated version published in 2008. Redditch Borough Council has published a Statement of Community Involvement which sets put how and when the Redditch community will be involved in the production of planning documents.

2.5 Although this LDS will be reviewed periodically, Redditch Borough Council may, from time to time, need to update it more frequently. This may happen if, for example, circumstances change in relation to the need for a DPD or there is a sudden change in circumstances requiring an early review of an LDD. When this happens, Redditch Borough Council will consult with the Government Office for the West Midlands (GOWM) (as is required) the Planning Inspectorate (as necessary) and with all Consultees. If you would like to be a consultee please contact the Development Plans Team (contact details are cited at the end of this document).

Consultation

2.6 In producing this LDS, Redditch Borough Council has undertaken detailed discussions with the Government Office for the West Midlands and Redditch Borough Councils Planning Advisory Panel. The Planning Advisory Panel has been established to ensure continuous Member involvement in the production of planning policy.

2.7 The Core Strategy Development Plan Document (DPD) could be prepared in close consultation with neighbouring authorities. The possibility of producing this document jointly or in participation from neighbouring authorities is currently being explored; therefore it may be appropriate to establish joint committees between local authorities to deal with those documents.

2.8 In preparing this LDS Redditch Borough Council has had regard in general terms to the capacity of the community and stakeholders to be involved and to respond at the formal stages.

Appendix 1 provides an explanation of the terminology related to the production of an LDF and also the planning terminology used in this document.

Relationship between Existing and Emerging Planning Policy

3.1 This section provides an overview of how this LDS fits with existing or emerging planning policy documents. In essence, when determining planning applications, Local Plan No.3 saved policies will be used until formally replaced by a number of Development Plan Documents (DPDs) and Supplementary Planning Guidance (SPGs) will continue to be used as "material consideration" in the determination of planning applications until replaced by the Supplementary Planning Documents (SPDs).

The Regional Spatial Strategy

3.2 The regional context for planning within the Borough of Redditch is provided by the Regional Planning Guidance for the West Midlands (RPG11) which was issued in June 2004 (updated January 2008). RPG 11 became the Regional Spatial Strategy for the West Midlands following the commencement of Local Planning provisions of the Planning and Compensation Act on 28 September 2004. The RSS forms part of the statutory development plan for the area and the Core Strategy and any other LDDs will have to be in general conformity with it. The West Midlands Regional Assembly is carrying out a phased review of the RSS to address issues which have been identified by the Secretary of State. The review is split into the following three phases:

- Phase One – Black Country Study – submitted to the Secretary of State in May 2006. Examination in Public was held between the 9 January and the 19 January 2007. Phase one amendments have been incorporated into the January 2008 edition of the RSS.

- Phase Two – Spatial Options – sets out further development choices for the Region up to 2026 and covers housing growth, employment land, waste management and some aspects of transport. The Examination in Public was held between April to June 2009.

- Phase 3 – is scheduled to consider a range of issues including critical rural services, provision for gypsies and travellers, recreational provision and quality of the environment.

3.3 Further details relating to the review of the RSS can be viewed at the following web address
http://www.wmra.gov.uk/Planning_and_Regional_Spatial_Strategy/RSS_Revision/RSS_Revision.aspx.

Saved Plans

3.4 Under the transitional arrangements attached to new legislation it has been possible to save existing policies for a period of three years after the commencement of the new Planning Act. The following documents have been amended since their adoption to include only those saved polices.

3.5 The **Worcestershire Structure Plan 1996-2011** was adopted by the County in June 2001. It identifies the key strategic policies for the County in terms of planning and development control and provides a framework for development plans (Appendix 2 lists the saved Worcestershire County Structure Plan Policies).

3.6 The **Hereford and Worcestershire Minerals and Waste Plans** were adopted in 1997. Both documents are currently under review.

3.7 The **Borough of Redditch Local Plan No.3 (2001-2011)** was adopted 31st May 2006. The Local Plan is saved for a period of three years from adoption; therefore its policies remained in force until May 2009. As it is not possible to replace Local Plan No. 3 by May 2009 Redditch Borough Council has had permission from the Secretary of State to save and continue to use policies and proposals contained in Local Plan No. 3 beyond May 2009 (Appendix 3 lists the Saved Local Plan No 3 Policies).

Supplementary Planning Guidance / Documents

3.8 There are a number of existing documents which the Council has adopted as Supplementary Planning Guidance/ Documents (SPG/SPD). These SPGs / SPDs provide greater detail on the policies in DPDs and are used as a material consideration in the determination of planning applications.

Statement of Community Involvement (SCI)

3.9 The Borough of Redditch SCI was adopted in June 2006; it was subject to independent examination but does not form part of the statutory development plan. The SCI sets out the standards which the authority will achieve with regards to involving the community in the preparation, alteration and review of all its local development documents and in consideration of planning applications.

Adopted Local Development Documents

3.10 The Council has adopted a number of Local Development Documents (LDDs), which can be used as material considerations in the determination of planning applications, including:

- Affordable Housing Provision Supplementary Planning Document

- Church Hill District Centre Development Brief

- Edward Street Supplementary Planning Document

- Land to the rear of the properties 1 – 11 Auxerre Avenue, Greenlands, Redditch Development Brief

- Prospect Hill, Town Centre Supplementary Planning Document

- Land to the rear of Alexandra Hospital Development Brief

- Church Road, Town Centre (formally known as the North West Quadrant)

- Open Space Provision Supplementary Planning Document

- Designing for Community Safety Supplementary Planning Document

Proposed Local Development Documents

4.1   The Borough of Redditch Local Plan No.3 was adopted on 31 July 2006. Under the transitional arrangements, Local Plan No.3 was saved for a period of three years from adoption. The Council sought approval from the Secretary of State to save a number of the Local Plan No.3 policies.

4.2   In addition, the Council intends to prepare a Core Strategy DPD to replace the strategic policies of Local Plan No.3. This DPD will set out the Strategic Vision, objectives and policies for Redditch post 2011.

4.3   A Site Allocations and Policies DPD is intended to be prepared, which will review existing allocations of land. The timetable for the production of the Site Allocations and Policies DPD has been carefully determined following consideration of the importance of adopting a sound Core Strategy for Redditch. Production of the DPD has not been scheduled until the Core Strategy has been submitted to the Secretary of State. In addition, the staff resources at Redditch Borough Council mean that limited resource can be allocated to the Site Allocations and Policies DPD when examination of the Core Strategy is in progress

4.4   The Council will also prepare a proposals map alongside each DPD adopted.

Delivering the Local Development Framework

5.1   This section details how the Council will produce its Local Development Documents.

Supporting Documents

5.2   The LDDs will establish Redditch Borough Council's planning policies. However, in preparing these documents Redditch Borough Council has and will continue to undertake a range of background research and review existing background material. This work will be produced in the form of Topic Papers, which will be made publicly available.

Evidence Base

5.3   A range of technical studies and research will underpin the preparation of the LDDs. Outlined below are a number of technical studies and research areas that will feed into the preparation of the LDDs, however others may be added to in due course:

- **Sustainability Appraisal** – A Sustainability Appraisal (SA) has been undertaken as part of the preparation of the Core Strategy DPD and will continue to inform its production. The Scoping Report consultation has been undertaken for the Core Strategy DPD and will be revised, when appropriate as part of the Core Strategy process.

- **Strategic Housing Land Availability Assessment** – To inform the LDF, the Council has completed a Strategic Housing Land Availability Assessment. It will form the basis for assessing the scope to provide new housing in the Borough.

- **A Strategic Housing Market Assessment for the South Housing Market area of the West Midlands Region** – This document provides technical and policy advice that will inform the LDDs.

- **Local Housing Needs Assessment** – This provides a clear indication of the local housing needs which the LDF should aim to address.

- **Employment Land Review** – A study has been undertaken to inform employment land requirements which the LDF will seek to meet.

- **Open Space Needs Assessment** – An audit of open space was completed in 2009. This will need to be reviewed in order to feed into the LDF.

- **Strategic Flood Risk Assessment and Water Cycle Study**– The Level 1 Strategic Flood Risk Assessment (SFRA) for Bromsgrove District and Redditch Borough Council has been undertaken to provide a robust assessment of the extent and nature of the risk of flooding and its implications for land use planning. The Water Cycle Strategy (WCS) for the Bromsgrove District Council and Redditch Borough Council assesses the constraints and requirements that will arise from the scale of proposed growth on the water infrastructure of the Borough and District.

- **Town Centre and Retail Study** – The Council commissioned consultants White Young Green to undertake a Town Centre and Retail Study. The objectives of the study were to assess retail expenditure capacity up to 2026, to undertake a household shopping survey to establish shopping patterns and to inform the health checks of Redditch Town Centre and the District Centres in Redditch, to provide an assessment of commercial leisure facilities available to the Borough's residents, to present a appraisal of alternative sites for retail development in accordance with the requirements of the sequential approach set out in PPS6 and to provide a town centres and retailing strategy for the Borough in the context of the wider sub-regional hierarchy.

- **Study into the Future Growth Implications First Stage and Second Stage Reports –** The Council jointly commissioned two studies to assess the implications for Redditch of achieving each of three growth scenarios then being considered by the West Midlands Regional Spatial Strategy Phase Two Revision.

- **Public Open Space Standards in the Borough –** This study examines the background and reason for the establishment of high levels of open space provision within the Borough of Redditch.

- **A Study Green Belt Land & Areas of Development Restraint within Redditch Borough –** The purpose of this study is to demonstrate the acute sensitivities of the Redditch Green Belt and the various constraints and drawbacks it poses against development.

- **Accessibility Study and Settlement Hierarchy -** The accessibility study considers whether new development can help to enhance facilities and services in some settlements in Redditch Borough and is primarily a tool for justifying a suitable Settlement Hierarchy.

In carrying out its scrutiny of the LDD, an Inspector will assess whether the evidence base that Redditch Borough Council assembles to support the DPD's is sufficiently comprehensive.

Adoption of Local Development Documents

5.4   All LDDs are taken to Executive Committee and Full Council to obtain Member approval. In the case of DPDs, these are subsequently submitted to the Secretary of State for consideration.

Monitoring

5.5   Progress against the LDS, for example, pre-submission and adoption dates, will be monitored. An Annual Monitoring Report (AMR) is produced annually. It assesses the implementation of the LDS and the extent to which policies in LDDs are being achieved. AMRs cover the period 1 April to 31 March and are submitted to the Government Office for the West Midlands (GOWM) in December.

5.6   The content of the AMR includes:

- Review actual progress, in terms of Local Development Document (LDD) preparation, against the timetable and milestones in the Local Development Scheme;

- Assess the extent to which policies in LDDs are being implemented;

- Where policies are not being implemented, explain why and set out what steps need to be taken to ensure that the policy is implemented; or where a policy is to be amended or replaced;

- Identify the significant effects of implementing policies in LDD's and whether they are as intended; and

- Detail whether policies are to be amended or replaced.

Resources and Risk Assessment

5.7   There will always be a level of uncertainty associated with a document such as this LDS. It is therefore considered worthwhile to ask how reasonable and achievable are the targets, and what issues may affect the overall delivery of this LDS:

- **Level of Public Engagement.** An assumption has been made about the amount of time that will need to be allocated to public and stakeholder involvement. Whilst this has been based on past experience, it can not accurately predict how many people will wish to engage with Redditch Borough Council on a particular project.

- **Capacity of the Planning Inspectorate (PINS).** We have made assumptions about the ability of PINS to service the requirements from this LDS. This relates to the Core Strategy DPD. If PINS cannot meet the requirements of this LDS, then there will be some slippage in the programme. The Development Plans Team will adhere strongly to the advice and schedules provided by PINS with regard to DPD production.

- **Staff Turnover.** There is a degree of flexibility within the LDS to allow for staff to be re-deployed to meet key targets.

- **Additional Unforeseen Pressures on Staff Time.** These can never be predicted in advance.

- **Additional Resource Requirements.** The LDF will be central to Redditch Borough Council's Vision and Strategy for Redditch Borough and will influence a wide range of policy and investment decisions. Therefore it is critical that there are adequate resources for the LDF process. Most of the resources required for the production of the selected LDD's outlined within this LDS can be met through Redditch Borough Council based budgets. Where consultancy work may be required this is specified in Appendix 6, which provides individual profiles for the proposed LDDs.

- **Over-Ambitious Timetable**. Redditch Borough Council believes that it is able to meet the timetable for LDD production that this LDS outlines.

- **Regional Spatial Strategy** – Development Plan Documents are required to 'build in' flexibility to ensure they can cope with changing situations. The Regional Spatial Strategy has and will be subject to three revisions. It is necessary for Redditch Boroughs Development Plan Documents to cope with this, however there is the risk that the DPDs flexibility cannot cope with the changes posed by the RSS.

Concluding Comments

6.1 The committed and enthusiastic Development Plans Team at Redditch Borough Council embraces the challenge and opportunity presented by The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009. Redditch Borough Council firmly believes that everyone who has an interest in planning matters should be able to get involved in the process of preparing planning policies. This LDS will act as an effective point of reference for local communities and stakeholders to find out about Redditch Borough's LDF. Redditch Borough Council is keen that local people and stakeholders take an early lead in contributing to the formulation of planning policies and supplementary planning material.

6.2 A robust approach has been taken in the preparation of this LDS and Redditch Borough Council believes that the result is an overall programme which sets out a deliverable and realistic timetable supported by sufficient resources in terms of funding and manpower. It is considered that this LDS outlines a comprehensive approach to LDD production based upon programme management principles; and offers a comprehensible guide to the nature and deadline of LDDs to be produced.

6.3 In setting out the subject matter, chain of conformity and outlining the timescales for implementing each LDD, within this LDS, significant steps have been taken towards the achievement of the Vision for Redditch Borough as detailed in the Sustainable Community Strategy:

> **"Our vision is for Redditch to be successful and vibrant with sustainable communities built on partnership and shared responsibility. We want people to be proud that they live and work in Redditch."**

6.4 All LDDs will be in conformity with West Midlands RSS. Redditch Borough Council will play its part in achieving the RSS for the West Midlands.

> **"The overall vision for the West Midlands is one of an economically successful, outward looking and adaptable Region; which is rich in culture and environment, where all people, working together, are able to meet their aspirations and needs without prejudicing the quality of life of future generations".**

6.5 For details about how you can get involved in the planning process and for queries regarding this LDS please contact:-

Email: devplans@redditchbc.gov.uk

Development Plans Team
Walter Stranz Square
Alcester Street
Redditch, Worcs. B98 8AH
Tel: (01527)64252 (Extension Number 3034)

Appendix 1 Local Development Framework terminology

Annual Monitoring Report (AMR)	This is part of the LDF; the AMR will assess the progress towards the implementation of the LDS and the extent to which policies in the LDF are being successfully implemented.
Area Action Plan	A DPD which concentrates on a specific location or an area subject of conservation or significant change.
Sustainable Community Strategy	A Sustainable Community Strategy is a wide ranging strategy focusing on needs, aspirations and priorities of local communities. The intention is that LDFs will provide the spatial expression to elements of the Sustainable Community Strategy which relate to development.
Core Strategy	A DPD which sets out the strategic vision and strategy for the Borough.
Development Plan	A Development Plan comprises the Regional Spatial Strategy and DPDs contained in the LDF. Decisions on planning applications should be made in accordance with the Development Plan unless material considerations indicate otherwise.
Development Plan Document (DPD)	A Local Development Document which forms part of the Development Plan, it is therefore a primary consideration in determining planning applications. Appendices 6 and 7 illustrate the DPD preparation process.
Examination	All DPD's are subject to examination by a Planning Inspector to consider their soundness.
Inspector's Report	*A report issued by a planning inspector regarding the planning issues debated at the independent examination of a development plan or a planning inquiry. Reports into Development Plan Documents (DPDs) will be binding upon local authorities* (Source: http://www.planningportal.gov.uk/england/government/en/11153 10689278.html 31/08/07).
Local Development Documents (LDDs)	This is any document contained within the LDF including DPDs and SPDs.

Local Development Framework (LDF)	This is a non-statutory term used to describe a folder of documents, this includes all LDDs.
Local Development Scheme (LDS)	This sets the timetable for the production of LDDs, in particular DPDs.
Planning and Compulsory Purchase Act 2004	Legislation that introduced the new plan system.
Planning Policy Guidance (PPG)	Issued by Central Government setting out national land use policies, these are gradually being replaced by PPSs.
Planning Policy Statement (PPS)	Statement of national planning policy which provides guidance on the preparation of LDDs.
Proposal Map	Illustrates local policies and proposals in Local Plan No.3.
Regional Spatial Strategy (RSS)	Replaces Regional Planning Guidance. It sets out the regional spatial strategy and policies. It forms part of the Development Plan under the new system. Any new LDDs have to be in accordance with the RSS.
Site Specific Allocations and Policies DPD	Allocated housing, employment and retail/office allocations with appropriate policies on those allocations.
Statement of Community Involvement (SCI)	Outlines the Council's policies for the public involvement in the preparation of LDDs and planning applications.
Strategic Environmental Assessment (SEA)	An Environmental Assessment of certain plans and programmes which complies with the European SEA Directive 2001/42/EC which are likely to have significant effects on the environment.
Structure Plan	This a land use document giving broad guidance on development plans.
Supplementary Planning Documents (SPD)	An LDD that can cover a range of issues, thematic or site specific. SPDs do not form part of the Statutory Development Plan. They replace SPGs.

Sustainability Appraisal (SA)	Appraisal of economic, environmental and social effects of a plan from the outset of preparation process in order to allow for decisions to be made in line with sustainable development.
Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009	Regulations setting out the requirements for the operation of the LDF system.

Appendix 2 Saved Worcestershire County Structure Plan 1996-2011

Policy Number	Policy Name	Policy Number	Policy Name
SD.1	Prudent Use of Natural Resources	CTC16	Archaeological Sites of National Importance
SD.2	Care for the Environment	CTC17	Archaeological Sites of Regional or Local Importance
SD.3	Use of Previously Developed Land	CTC18	Enhancement & Management of Archaeological Sites
SD.4	Minimising the Need to Travel	CTC19	Areas and Features of Architectural Significance
SD.5	Achieving Balanced Communities	CTC20	Conservation Areas
SD.8	Development in Sustainable Rural Settlements	CTC21	Re-use and Conversion of Buildings.
SD.9	Promotion of Town Centres	D.5	The Contribution of Previously Developed Land to Meeting the Housing Provision
CTC1	Landscape Character	D.6	Affordable Housing Needs
CTC2	Skylines and Hill Features	D.8	Affordable Housing for Local Needs in Rural Areas
CTC3	Area Of Outstanding Natural Beauty (AONB)	D.10	Housing in the Open Countryside Outside the Green Belt
CTC 5	Trees, Woodlands and Hedgerows	D.12	Housing in the Green Belt
CTC 6	Green Open Spaces and Corridors	D.14	Housing Development in Rural Settlements Beyond, and Excluded from, the Green Belt
CTC 7	Agricultural Land	D.16	Re-use and Conversion of Buildings
CTC 8	Flood Risk & Surface Water Drainage	D.17	Residential Mobile Homes
CTC 9	Impact on Watercourses and Aquifers	D.18	Gypsy Sites
CTC 10	Sites of International Wildlife Importance	D.19	Employment Land Requirements
CTC 11	Sites of National Wildlife Importance	D.24	Location of Employment Uses in Class B8
CTC 12	Sites of Regional or Local Wildlife Importance	D.25	Use of Employment Land for Specific Uses within Class B
CTC 14	Features in the Landscape of Nature Conservation Importance	D.26	Office Development (Class A2 and Class B1)
CTC 15	Biodiversity Action Plan	D.27	New Building for Business Uses Outside the Green Belt

Policy Number	Policy Name	Policy Number	Policy Name
D.28	New Building for Business Purposes in the Green Belt	T.16	Accident Reduction
D.29	Change of use of Buildings in Rural Areas for Employment Purposes	T.17	Retention of Rail Policy
D.31	Retail Hierarchy	T.18	River Severn
D.32	Preferred Locations for Large Scale Development	T.19	Airfields
D.33	Retailing in Out-of-Centre Locations	RST.1	Criteria for the Development of Recreation and Sports Facilities
D.34	Retail Developments in District and Local Centres	RST.2	Location of Informal Countryside Recreation Developments
D.35	Retailing in Rural Settlements	RST.3	Public Rights of Way
D.36	Farm Shops	RST.4	Recreational Walking Routes
D.37	Shops in Community Buildings in Rural Settlements	RST.5	Recreational Cycling Routes
D.38	General Extent & Purposes of the Green Belt	RST.6	Horse Riding Routes
D.39	Control of Development in the Green Belt	RST.7	Recreation in Areas of Outstanding Natural Beauty
D.40	Green Belt Boundary Definition	RST.9	Waterways and Open Water Areas
D.43	Crime Prevention and Community Safety	RST.11	Major Sports Facilities
D.44	Telecommunications	RST.12	Recreation Provision in Settlements
T.1	Location of Development	RST.13	Golf Courses
T.2	Resources	RST.14	Tourism Development
T.3	Managing Car Use	RST.15	Development of Tourism Potential
T.4	Car Parking	RST.16	Tourist Accommodation
T.5	Bus Facilities	RST.17	Holiday Chalets
T.6	Rail Facilities	RST.18	Holiday Caravan Sites
T.7	Interchange Facilities	RST.19	Touring Caravan Sites
T.8	Interchange Facilities in the Green Belt	M.1	Regional Production
T.9	Rural Transport	M.2	Safeguarding of Deposits
T.10	Cycling and Walking	M.3	Mineral Extraction
T.11	Assessment of New Roads	M.4	Restoration and Aftercare
T.12	Road Schemes	M.5	Abberley and Malvern Hills
T.13	Motorway Service Areas	M.6	Recycled Materials
T.15	Freight /Goods Transfer	EN2	Wind Turbines

Policy Number	Policy Name	Policy Number	Policy Name
EN3	Waste to Energy	WD.3	Waste Management Facilities
WD.1	Waste Hierarchy	WD.4	Landfill
WD.2	Location of Waste Handling and Treatment Facilities	IMP.1	Implementation of Development

Appendix 3 Saved Local Plan No. 3 Policies

The following is the list of Policies to be saved beyond May 2009.

Policy Number	Policy Name	Policy Number	Policy Name
CS.1	Prudent Use of Natural Resources	B(BE).18	Advertisements
CS.2	Care for the Environment	B(BE).19	Green Architecture
CS.5	Achieving Balanced Communities	B(BE).20	Public Art
CS.6	Implementation of Development	B(BE).22	Temporary Buildings and Uses
CS.7	The Sustainable Location of Development	B(BE).25	Undergrounding of Telephone and Electricity Lines
CS.8	Landscape Character	B(BE).28	Waste Management
H.1	Alexandra Hospital	B(BE).29	Construction Waste
H.2	Homes for the Elderly	B(NE).1	Overarching Policy of Intent
S.1	Designing Out Crime	B(NE).1a	Trees, Woodland and Hedgerows
B(HSG).5	Affordable Housing	B(NE).3	Wildlife Corridors
B(HSG).6	Development within or adjacent to the Curtilage of an Existing Dwelling	B(NE).10a	Sites of National Wildlife Importance
B(HSG).10	Gypsy Sites	B(NE).10b	Sites of Regional or Local Wildlife Importance
B(BE).9	Streetscapes in Conservation Areas	B(RA).1	Detailed Extent of and Control of Development in the Green Belt
B(BE).11	Buildings of Local Interest	B(RA).2	Housing in the Open Countryside Outside the Green Belt
B(BE).13	Qualities of Good Design	B(RA).3	Areas of Development Restraint
B(BE).14	Alterations and Extensions	B(RA).4	Change of Use of Buildings in Rural Areas for Employment Purposes
B(BE).16	Shop fronts	B(RA).5	Reuse and Conversion of Buildings
B(BE).17	Shop front Security	B(RA).6	Farm Diversification

Policy Number	Policy Name	Policy Number	Policy Name
B(RA).8	Development at Astwood Bank	E(TCR).9	District Centres
B(RA).9	Development at Feckenham	E(TCR).10	District Centre Redevelopment
B(RA).10	Exceptions Housing at Astwood Bank and Feckenham	E(TCR).11a	Retail Sales at Petrol Filling Stations
L.1	Children's Day Nurseries	E(TCR).12	Class A3 Uses
L.2	Education Provision	C(CF).1	Community Facilities
E(EMP).1	Employment Provision	C(CF).2	Cemeteries
E(EMP).2	Design of Employment Development	C(T).2	Road Hierarchy
E(EMP).3	Primarily Employment Areas	C(T).7	Public Transport Infrastructure
E(EMP).3a	Development Affecting Primarily Employment Areas	C(T).8	Transport Interchange
E(EMP).4	Locational Criteria for Development within Primarily Employment Areas	C(T).11	Road Schemes
E(EMP).5	Edward Street Site	C(T).12	Parking Standards
E(EMP).6	North West Redditch Master Plan Employment	R.1	Primarily Open Space
E(TCR).1	Vitality and Viability of the Town Centre	R.2	Protection of Incidental Open Space
E(TCR).2	Town Centre Enhancement	R.3	Provision of Informal Unrestricted Open Spaces
E(TCR).3	Peripheral Zone	R.4	Provision and Location of Children's Play Areas
E(TCR).4	Need and the Sequential Approach	R.5	Playing Pitch Provision
E(TCR).5	Protection of the Retail Core	R.6	Protection and Provision of Allotments
E(TCR).6	North West Quadrant	R.7	North West Redditch Master Plan -Abbey Stadium
E(TCR).8	Coach Parking within the Town Centre		

Appendix 4 Existing Plans, Policies and Programmes

Worcestershire County Structure Plan	
Period Covered	1996 – 2011
Spatial Dimension	County of Worcestershire
Adoption Date	4 June 2001
Status	Forms part of the current Development Plan for Redditch. Policies have been saved as detailed in Appendix 2.
Target Date for Replacement	Will not be replaced by Worcestershire County Council
Date for Beginning Process of Replacement	N/A. New planning legislation makes no provision for Structure Plans.
Discussion – Re: Replacement	As above.

Borough of Redditch Local Plan No.3	
Period Covered	2001 – 2011
Spatial Dimension	Borough-wide
Adoption Date	31 May 2006
Status	Will continue to be used as part of the Development Plan for Redditch Borough, no change to saved version.
Target Date for Replacement	N/A New planning system makes no provision for Local Plans. A number of policies contained within the Core Strategy DPD and other DPDs will replace polices within the Local Plan.
Date the Process of Replacement Began	N/A
Discussion – Re: Replacement	Local Plan No.3 will be saved for three years from adoption date. A number of polices within the Local Plan have been saved indefinitely following application to the Government Office for the West Midlands as detailed in Appendix 3.

Appendix 5 Schedule of Proposed Development Plan Documents

This section provides an outline of what Development Plan Documents will be contained within the LDF for Redditch Borough by October 2014. A series of A4 sized sheet profiles providing further information on the production of each DPD is provided in Appendix 6.

Table One: Schedule of Proposed Local Development Documents

Document Title	Status	Role and Content	Geographical Coverage	Dates for pre-submission consultation	Date for Publication of DPD or Draft SPD	Date for Submission to Secretary of State	Proposed date for adoption
Core Strategy	DPD	Aligned with the Councils Sustainable Community Strategy, this DPD will set out the Strategic Vision, Objectives and policies for Redditch post 2011. The process of Sustainability Appraisal will be part of the decision making process of the Core Strategy. It will provide guidance on Strategic issues in the Borough such as the Environment, Sustainable Development, Strategic locations or allocations of land and climate change.	Borough-wide	June 2007– May 2010	February 2010	May 2010	February 2011

Document Title	Status	Role and Content	Geographical Coverage	Dates for pre-submission consultation	Date for Publication of DPD or Draft SPD	Date for Submission to Secretary of State	Proposed date for adoption
Proposals Map	DPD	To illustrate the core policies of the Core Strategy DPD and subsequent DPDs.	Borough-wide	The Proposals map will be maintained and updated when a DPD is adopted.	The Proposals map will be maintained and updated when a DPD is adopted.	The Proposals map will be maintained and updated when a DPD is adopted.	The Proposals map will be maintained and updated when a DPD is adopted.
Site Specific Allocations and Policies DPD	DPD	The purpose of the Site Allocations and Policies Development Plan Document (DPD) is to allocate land for a range of uses to support the strategic spatial vision and objectives of the Council's Core Strategy. The DPD must be in conformity with the Core Strategy as it will demonstrate how the vision, objectives and spatial strategy will be implemented and delivered. It will include sites for development, for	Borough - wide	February 2010 – February 2014	November 2013	February 2014	October 2014

Document Title	Status	Role and Content	Geographical Coverage	Dates for pre-submission consultation	Date for Publication of DPD or Draft SPD	Date for Submission to Secretary of State	Proposed date for adoption
		example housing and employment. The Site Allocations and Policies DPD is concerned with how the Core Strategy will be delivered.					

Appendix 6 Development Plan Document Profiles

1. Core Strategy Development Plan Document

Role and Content	Aligned with the Councils Sustainable Community Strategy, this DPD will set out the Strategic Vision, objectives and policies for Redditch post 2011. The process of Sustainability Appraisal will be part of the decision making process of the Core Strategy. It will provide guidance on Strategic issues in the Borough such as the Environment, Sustainable Development, Strategic locations or allocations of land and climate change.
Status	DPD
Chain of Conformity	The DPD will be in conformity with the Sustainable Community Strategy and general conformity with the RSS and other relevant guidance.
Geographical coverage	Borough-wide
Relevant Local Area Agreement themes	
Relevant RBC Corporate Plan Priorities	Enterprising Community Safe Clean and Green
Target Adoption Date	February 2011
Timetable (Stage) Regulation 25	**Date**
Production stage	June 2007– April 2008
Issues and alternative options consultation	May - June 2008
Consultation on Preferred Draft Core Strategy [1]	October 2008 - May 2009
Representations on Preferred Draft	June 2009

[1] On the 27th June the Town and Country Planning Amendment Regulations came into force, which removed the need to undertake a Preferred Option stage in the Core Strategy production (previous Regulation 26). Under the transitional arrangements supplied by CLG, Redditch Borough have taken Route two. The current (amendment) requirement is to ensure that *'public participation in the preparation of a development plan document'* is undertaken, in accordance with Regulation 25.

Core Strategy Regulation 27 Publication of proposed submission DPD Regulation 30	 February 2010
Submission to Secretary of State	May 2010
Pre – Examination Meeting	July 2010
Examination Hearings Period	September 2010
Inspectors Report	December 2010
Adoption	February 2011
Arrangements for Production	
Organisational Lead	Director of Environment and Planning
Political Management	Planning Advisory Panel, Executive Committee and Full Council[2].
Resources Required	Can be managed by Development Plans Team within existing budgets[3].
External Community and Stakeholder Involvement	As per SCI
Post-Production	AMR to monitor and review DPD implementation.

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[2] The Political management could be more than just the Borough of Redditch with possibility of Joint Working.

2. Site Allocations and Policies Development Plan Document

Role and Content	The purpose of the Site Allocations and Policies Development Plan Document (DPD) is to allocate land for a range of uses to support the strategic spatial vision and objectives of the Council's Core Strategy. The DPD must be in conformity with the Core Strategy as it will demonstrate how the vision, objectives and spatial strategy will be implemented and delivered. It will include sites for development, for example housing and employment. The Site Allocations DPD is concerned with how the Core Strategy will be delivered.
Status	DPD
Chain of Conformity	The DPD will be in conformity with the Core Strategy and will be in general conformity with the RSS and other relevant guidance
Geographical coverage	Borough-wide
Relevant Local Area Agreement themes	
Relevant RBC Corporate Plan Priorities	Enterprising Community Safe Clean and Green
Target Adoption Date	October 2014

Timetable (Stage)	**Date**
Regulation 25	
Production stage	February 2010 – December 2011
Issues and alternative options consultation	February 2012 – March 2012
Consultation on Preferred Draft Site Allocations DPD	July 2012 – February 2013
Representations on Preferred Draft Site Allocations DPD	March 2013
Regulation 27	

Publication of proposed submission DPD Regulation 30	November 2013
Submission to Secretary of State	February 2014
Pre – Examination Meeting	April 2014
Examination Hearings Period	June 2014
Inspectors Report	September 2014
Adoption	October 2014
Arrangements for Production	
Organisational Lead	Director of Environment and Planning
Political Management	Planning Advisory Panel, Executive Committee and Full Council[4].
Resources Required	Can be managed by Development Plans Team within existing budgets[5].
External Community and Stakeholder Involvement	As per SCI[6]
Post-Production	AMR to monitor and review DPD implementation.

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[4] The Political management could be more than just the Borough of Redditch with possibility of Joint Working.
[5] May need more than Redditch Borough Council budget and Government funding with possibility of Joint Working.
[6] May be more than Redditch Borough Council SCI with possibility of Joint Working.

3. Proposals Map DPD

Role and Content	To illustrate the Core policies of the Core Strategy and other DPDs and when appropriate indicate proposed land use policies.
Status	DPD
Chain of Conformity	The DPD will be in general conformity with the RSS and other relevant guidance.
Geographical coverage	Borough-wide
Relevant Local Area Agreement themes	
Relevant RBC Corporate Plan Priorities	Enterprising Community Safe Clean and Green
Target Adoption Date	The Proposals Map will be produced and amended following the adoption of relevant DPDs.
Timetable (Stage) The Proposals Map will be produced and amended following the adoption of relevant DPDs.	**Date** The Proposals Map will be produced and amended following the adoption of relevant DPDs.
Arrangements for Production	
Organisational Lead	Director of Environment and Planning.
Political Management	Planning Advisory Panel, Executive Committee and Full Council.
Resources Required	Can be managed by Development Plans Team within existing budgets.
External Community and Stakeholder Involvement	As per SCI
Post-Production	AMR to monitor and review DPD implementation.

Appendix 7 Other Local Development Documents to be produced

This section provides information on other Local Development Documents that will be produced by Redditch Borough Council. Although it is not necessary to detail these documents within the LDS, they have been listed for information purposes, as it is appropriate to indicate where staff resources are likely to be used.

Land to the rear of the Alex Supplementary Planning Document	
Role and Content	To update the existing SPD to take account of potential changes to the site designation following its inclusion as a Strategic Site in the Core Strategy DPD.
Timetable	
Consultation on Draft	June 2011
Final Report	October 2011
Executive. Committee	October 2011
Full Council	October 2011

Town Centre Strategy	
Role and Content	The strategy will articulate a vision for the Town Centre and establish a common goal which will guide its development and growth. The strategy will also establish an Action Plan to implement the Strategy.
Timetable	
Stakeholder Consultation	18th May 2009
Draft Report	Week commencing 20th July 2009
Final Report	8th September 2009
Executive. Committee	16th September 2009
Full Council	26th October 2009

Encouraging Good Design SPD

Role and Content	To update the existing SPD.
Timetable	
Draft SPD	Not yet determined
Consultation of Draft SPD	Not yet determined
Final SPD	Not yet determined
Executive. Committee	Not yet determined
Full Council	Not yet determined

Public Art SPD

Role and Content	To update the existing SPD.
Timetable	
Draft SPD	Not yet determined
Consultation on Draft SPD	Not yet determined
Final SPD	Not yet determined
Executive. Committee	Not yet determined
Full Council	Not yet determined

Appendix 8: Process for Preparing a Development Plan Document

The DPD preparation process is illustrated below, including the relationship with the key SA stages.

Agenda Item 9

REDDITCH BOROUGH COUNCIL

making a difference

www.redditchbc.gov.uk
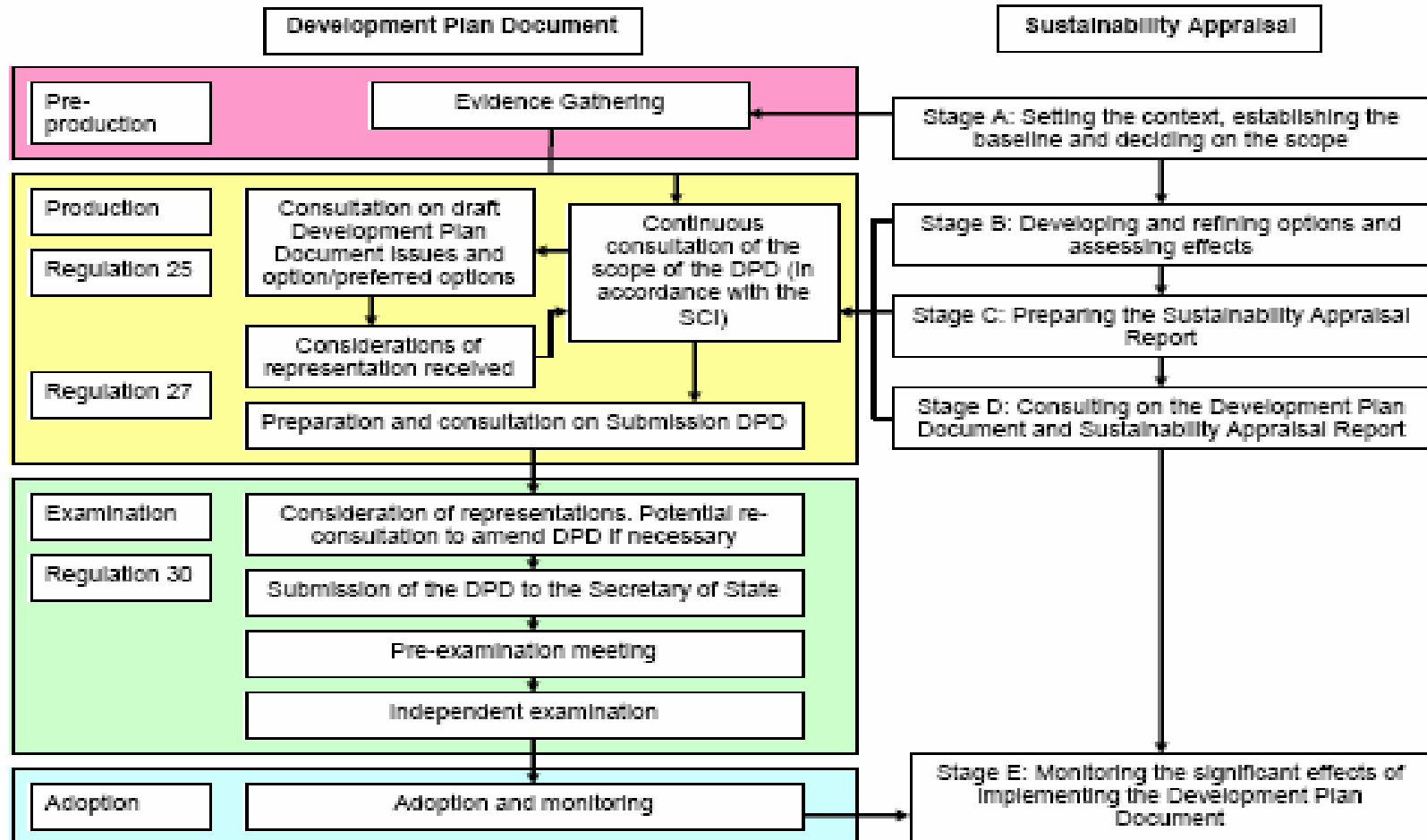
Executive

No particular Ward Relevance

Committee

1 July 2007

REDDITCH ECONOMIC DEVELOPMENT STRATEGY

(Report of the Director of Environment & Planning)

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1. Summary of Proposals

The report seeks the endorsement of the Redditch Economic Development Strategy (REDS) and the endorsement of the Executive Summary of the Strategy which has been produced by students of Trinity High School and Sixth Form Centre.

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2. Recommendation

The Committee is asked to RECOMMEND that

1) **subject to the outcome of a separate budget bid, the Redditch Economic Development Strategy as detailed in Appendix A be endorsed; and**

2) **the Executive Summary of the Redditch Economic Development Strategy as prepared by students of Trinity High School and as detailed at Appendix B be endorsed.**

3. Financial, Legal, Policy and Risk Implications

Financial

3.1 Details of the financial implications of the recommendations are included in the Action Plan in Appendix A. These will be pulled together to form a separate budget bid.

Legal

3.2 Under Section 2 of the Local Government Act 2000, the Council has the power to do anything which it considers is likely to achieve the promotion or improvement of the economic well-being of its area.

Policy

3.3 The Redditch Economic Development Strategy details proposals for activities that Officers will undertake to support the Council's economic priorities, which are included in the Constitutional Policy Framework.

Executive
Committee

Risk

3.4   The Redditch Economic Development Strategy identifies the key economic issues facing the Borough. Failure to address these issues could result in the continuation of the problems, or their exacerbation.

Sustainability / Environmental

3.5   During the preparation of the Redditch Economic Development Strategy, consideration has been given to environmental sustainability when developing responses to Redditch's economic needs and opportunities.

Report

4.   Background

4.1   On the 19 January 2009, the Council adopted a new set of economic priorities. The priorities were structured around Business, People, Place and a Powerful Voice in order to align with the Regional Economic Strategy and the Worcestershire Economic Strategy.

4.2   Officers were asked to prepare a Redditch Economic Development Strategy (REDS) for consideration by this committee. The strategy details the key economic issues facing the Borough; the process of identifying draft economic priorities and the consulting on these with stakeholders; the adoption of the economic priorities; and an action plan containing details of proposed activities to support the economic priorities.

4.3   One of the activities included in the action plan is to set up a programme whereby young people visit a business and learn about the organisation. The students will then be given a project by the company related to their business activity and the company will provide feedback and evaluation of the finished project.

4.4   As a pilot for this programme, students from Trinity High School and Sixth Form Centre were asked to produce an executive summary of the REDS which could be used to publicise the strategy and promote the Council's economic vision for the Borough. The details of the task given to the students is contained in Appendix C.

4.5   In response to the task, three teams of 5 students developed executive summaries of the Redditch Economic Development Strategy as part of their Business Studies A level course. A group of Members and Officers judged the work and the winning Executive Summary is detailed in Appendix B.

Executive
Committee

4.6 A prize of a free meal for each of the winning team's members has been donated by Rilys restaurant.

5. Key Issues

5.1 The action plan contains proposals for activities to support the economic priorities. However, some of the activities will require additional resources.

5.2 Appendix A includes an Action Plan detailing proposed activities. These activities are divided into 3 groups: Quick Wins, First Priority and Second Priority.

5.3 The Quick Win actions are those activities that are currently being carried out by Officers or can be carried out within existing resources and budgets.

5.4 The First Priority actions are those activities that will have the greatest impact in relation to investment. In order to deliver these actions the allocation of additional budgets is required.

5.5 The Second Priority actions are those activities that require more development or have a lesser impact in relation to investment. In order to deliver these actions the allocation of additional budgets is required.

6. Other Implications

Asset Management : None

Community Safety : None

Human Resources : Some of the activities in the Action Plan will be carried out by Officers in other Service Teams. Where this is the case, these activities are included in their Service Plans.

Social Inclusion : The Council's economic priorities aim to tackle social exclusion by encouraging a strong local economy and creating opportunities for all residents to benefit from the local economy.

Executive
Committee

7. **Lessons Learnt**

Not applicable

8. **Background Papers**

None

9. **Consultation**

There has been informal consultations with some stakeholders and also with relevant Borough Council Officers.

10. **Author of Report**

The author of this report is Georgina Harris (Development Support Officer), who can be contacted on extension 3229 (email: georgina.harris@redditchbc.gov.uk) for more information.

11. **Appendices**

Appendix A – The Redditch Economic Development Strategy

Appendix B – Executive Summary of the Redditch Economic Development Strategy

Appendix C – Project brief for Trinity High School Students

**REDDITCH BOROUGH COUNCIL
ECONOMIC DEVELOPMENT STRATEGY 2009 – 2018**

Contents

Mission Statement

"To encourage a thriving local economy with diverse successful businesses supported by a skilled local workforce and to ensure that Redditch's economic interests are always effectively represented."

Introduction

What is an Economic Development Strategy?

The overarching purpose of the Economic Strategy is to articulate a strategy for enhancing economic growth in the Borough of Redditch, by supporting local business growth and attracting higher value-added inward investors to the Borough. The Borough of Redditch can be considered to be a microcosm of the West Midlands region, demonstrating a number of traits that are reflective of the region as a whole. One of the key issues for the West Midlands region, and importantly Redditch, is to close the output gap of the local economy in line with the UK average. In seeking to achieve local business growth and attracting higher value-added inward investors to the Borough, the Borough will go some way to reducing the output gap and improving efficiency. If successful, the Strategy will also result in an increase in the quality of employment opportunities for residents.

An important aim of the Economic Development Strategy is to ensure that the benefits of economic growth/recovery impact on all sectors of the community across the Borough. Therefore, Officers of the Council will be monitoring the Strategy, in order to ensure that it is achieving these requirements.

The Strategy itself is underpinned by an Action Plan which sets out the means of delivering the components of the Strategy. The mechanisms of delivery identified in the Action Plan will be monitored. Where it is deemed that a particular mechanism is not successful, or needs amending to reflect changes in the economic climate, then the Council will alter the mechanism accordingly to ensure that the Strategy is still being met. In addition to this a number of the actions included within the Action Plan can be considered to be long term, and specifically can not be delivered without significant support from other bodies. Therefore the Action Plan details the initial steps behind the formulation of these Actions. The Strategy intends to ensure that equality and diversity are key features of the content, and consequently if you or your organisation feel that you should be represented in certain Actions please do not hesitate in contacting the Economic Development Unit to identify a suitable approach forward.

Redditch Context

Redditch Borough is within the County of Worcestershire and borders Warwickshire County to the east and southeast. It is within close proximity to the economic 'powerhouse' of Birmingham, and has strong links to the city. Immediately surrounding the Borough is Bromsgrove District to the west and north, Stratford-on-Avon District to the east and southeast, and Wychavon District to the southwest. The Borough offers easy access to Birmingham and its hinterlands, which subsequently offers excellent connections with major

business locations across the country. Birmingham International Airport is a mere 25 minutes drive from the Borough and provides quick access to both European and international destinations. In addition, the Borough offers easy access to the countryside and prominent local areas, including culturally rich areas such as Stratford upon Avon and naturally rich areas such as the Cotswolds.

The Borough itself consists of the main town of Redditch, and the picturesque villages of Astwood Bank and Feckenham, as well as several other hamlets. The Borough covers an area of 5, 435 hectares (13, 430 acres) with a population of 78, 807 (2001 census).

The Borough is split into the urban area of Redditch in the north, accounting for 50% of the area and 93% of the population; and the rural area to the south with 7% of the population.

Strategic Objectives

As part of the Economic Development Strategy the Council has established the following strategic objectives:

Business

- Encourage businesses to seize market opportunities, improve competitiveness and harness knowledge.

People

- Raise economic aspirations and encourage residents to obtain the skills needed to realise those aspirations.

Place

- Optimise the benefits for the Borough of being located adjacent to the economic powerhouse of Birmingham City.
- Ensure appropriate infrastructure is in place to create a thriving business environment.
- Deliver the economic aspirations today without significantly affecting the aspirations of future generations.

Powerful Voice

- Ensure that Redditch's economic interests are effectively represented at all levels.

The relationship between these strategic objectives and the regional and County strategic objectives is set out in 'Regional and Sub-Regional context section' of this report.

What are some of the key economic issues in the Borough?

In developing the Redditch Economic Development Strategy the Council identified some of the main economic issues within the Borough. These are listed below:

➤ The proportion of jobs in manufacturing in Redditch is high (24.8%).

➤ There is an over-reliance on low value-added manufacturing, particularly automotive manufacture.

➤ There is a risk of the potential relocation of manufacturing companies to lower waged economies, e.g. China.

➤ There is a risk of the relocation of companies, particularly key employers, to other locations.

➤ Young people in Redditch have low educational attainment and there are low skill levels in the workforce.

➤ Those young people in Redditch with a high educational attainment often move out of the area taking their skills and expertise to other locations and depriving Redditch of a skilled local workforce.

➤ There is a lack of suitable sites to attract national and multi-national companies.

➤ There is a perceived lack of facilities to attract inward investors.

➤ A significant number of businesses located in the Borough consider security to be an issue.

These key issues have been informed by a variety of sources, including:

➤ Key economic indicators for the Borough
➤ Officer input
➤ Consultation with Members of the public and key Stakeholders
➤ Redditch Borough Council Employment Land Review and associated consultation (Appendix A sets out the responses to consultation, the Employment Land Review can be viewed in its entirety at www.redditchbc.gov.uk)
➤ Redditch Borough Council Local Development Framework Scoping Report
➤ Redditch Economic Assessment – Key Facts and Figures (Appendix B)

National, Regional and Sub-regional Context

Flow of overarching strategies

The need to delegate economic responsibility and resources to the sub–region to deliver agreed economic priorities has gained significance in recent times. The Government's Sub-National Review of Economic Development has reinforced this requirement.

The relationship between the fundamental Regional, County and Local level strategies is summarised below:

Figure 1

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┌─────────────────────────────────────────────────┐
│              Sub National Review                 │
└─────────────────────────────────────────────────┘

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   Single Integrated Strategy (anticipated from April 2010 –
   commencement on integrating regional strategies)
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West Midlands Economic Strategy		Regional Spatial Strategy

Worcestershire Economic Strategy		Local Area Agreement

Worcestershire Sustainable Community Strategy		➤ West Midlands' Regional Delivery Framework ➤ Worcestershire Delivery Framework

Redditch Borough Council Local Development Framework		

Redditch Economic Development Strategy

Redditch Economic Development Action Plan (Appendix C)

In addition to those sources identified above, there are numerous other plans, programmes, policies, strategies and initiatives that inform and must be accounted for in this Economic Development Strategy. The purpose of this report however is not to provide a long list of documents which have a relationship to Economic Development in the Borough, but rather to recognise and respond to a continually challenging economic environment. Therefore it is not considered necessary to set out how all overarching documents relate to this Strategy, but rather, within the strategy, to identify key issues and extrapolate, where necessary, key data from relevant sources.

Key building blocks

At this point it is considered important to outline the Redditch Economic Development Strategy.

The Redditch Economic Development Strategy is structured around the 3 main components of the economy – Business, People, Place – plus the need for a "Powerful Voice". This structure ensures that the Economic Strategy for the Borough is aligned with the framework established by the West Midlands Regional Economic Strategy (RES) and the Worcestershire Economic Strategy (WES).

Strategic Objectives

The table below places the Borough's strategic objectives alongside those of the RES and WES.

Regional Economic Strategy	Worcestershire Economic Strategy	Redditch Economic Strategy
Business Seizing market opportunities Improving competitiveness Harnessing knowledge	**Business** Promoting technology-led growth benefiting all sectors and parts of the County	**Business** Encourage businesses to seize market opportunities, improve competitiveness and harness knowledge.
People Sustainable living Raising ambitions and aspirations Achieving full potential & opportunities for all	**People** Removing barriers to employment and improving skills	**People** Raise economic aspirations and encourage residents to obtain the skills needed to realise those aspirations.

Regional Economic Strategy	Worcestershire Economic Strategy	Redditch Economic Strategy
Place Increasing Birmingham's competitiveness Improving infrastructure Sustainable communities	**Place** Supporting the sustainable development of the County through infrastructure development (especially transport) and establishing Worcester as an accessible West Midlands Growth Point.[1]	**Place** Optimise the benefits for the Borough of being located adjacent to the economic powerhouse of Birmingham City. Ensure appropriate infrastructure is in place to create a thriving business environment. Deliver the economic aspirations today without significantly affecting the aspirations of future generations.
Powerful Voice Improving the evidence base for policy Engaging UK and International decision makers Position the West Midlands as a global centre where people and businesses choose to connect	**Powerful Voice** Ensuring that Worcestershire's economic interests are effectively represented at all levels	**Powerful Voice** Ensure that Redditch's economic interests are effectively represented at all levels.

Cross-Border Working

The West Midlands Regional Spatial Strategy (RSS) sets out cross-border growth implications for the Borough of Redditch. The Phase Two Revision of the Strategy has recently completed a period of public consultation. Comments received during this consultation period will be considered during an Examination in Public. Therefore it is appropriate to acknowledge that

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[1] This strategic objective will be amended when a decision is made as to whether Redditch will be designated as a Settlement of Significant Development in the Regional Spatial Strategy.

elements of this draft may change as a consequence of this consultation. However in order to be accurate, it is necessary to set out the cross-border growth implications as they stand currently. The draft version of the RSS identifies cross-border growth implications for housing and employment land requirements as follows:

- Redditch Borough housing requirement 2006 – 2026 amounts to 6600 dwellings. The RSS states that the *Redditch Figure of 6, 600 includes 3, 300 in Redditch and 3, 300 adjacent to Redditch town in Bromsgrove and/or Stratford-on-Avon Districts.*

- Redditch Borough indicative long term employment land requirement 2006 – 2026 amounts to 51ha. The RSS states *Of which 24ha will be provided within Bromsgrove and/or Stratford the distribution to be determined through discussions and agreement on preparation of Core Strategies.*

Given the interdependence implied by the allocations in the RSS, there is the need for the three Councils of Redditch, Bromsgrove and Stratford-on-Avon to work together formally or informally regarding these issues. From an Economic Development point of view, the cross-border growth plans are intended to meet the needs of Redditch and it will be necessary to work with neighbouring authorities in the delivery of this strategy in order to meet the future growth expectations for the Borough. In addition, where there are considered to be advantages of working with other authorities on the implementation of Economic Development, these opportunities will be seized.

Economic Priorities

The Council has established a set of Economic Priorities which are grouped under the strategic objectives. These Economic Priorities have been subject to a period of public consultation (Appendix D sets out the medium by which Officers consulted on the priorities). The Economic Priorities, along with the key economic issues provide the basis of the Redditch Economic Development Strategy. The adopted Economic Priorities are set out below:

Business

EP1   Support for manufacturing companies.

EP2   Encourage diversification away from low value-added manufacturing / automotive industries.

EP3   Business retention.

EP4   Support business start-ups.

EP5   Establish and maintain a reputation for Redditch Borough Council as a "Business Friendly Council".

EP6   Exploit opportunities created by the Central Technology Belt and Cluster Development.

EP7   Monitor Government requirements with regard to the single business account.

People

EP8   Encourage entrepreneurialism in young people.

EP9   Foster economic ambition in young people.

EP10 Improve links between education providers and employers.

EP11 Reduce out-migration of skilled young people.

EP12 Minimise the impact of the loss of highly skilled, older workers.

EP13 Encourage continual skills development in the workforce.

EP14 Minimise Worklessness in order to assist in creating prosperous communities.

Place

EP15 Promote Redditch as a business location.

EP16 Protect employment land.

EP17 Assist businesses to improve their environmental performance.

EP18 Work with businesses to address their issues regarding security.

EP19 Provide a commercial property service to assist businesses in finding suitable premises.

EP20 Encourage business tourism.

EP21 Promote allocated employment sites that are not currently on the market in order to encourage their development.

EP22 Retain and enhance vitality of the town centre

EP 23 Powerful Voice

Actions

- Keep abreast of Regional and Sub-Regional economic development matters and funding opportunities.

- Work with partner organisations to maximise the benefit to Redditch of any opportunities, e.g. attend WEP meetings.

- To promote the skills needs of residents and businesses in Redditch to strategic bodies such as the Learning & Skills Council.

EP 23 Powerful Voice

Redditch Economic Development Strategy – Business

Introduction

Businesses represent the backbone to economic growth and development for any area. In this continually challenging economic climate, businesses represent the fundamental means of driving the economy and prosperity of the area. It is fundamental that this strategy provides a solid grounding for existing businesses in the Borough, and for new businesses entering the Borough.

This section of the strategy contains the detail behind the economic priorities that have been adopted under the business section.

Strategic Objectives - Business

- To encourage businesses to seize market opportunities, improve competitiveness and harness knowledge.

What are the Economic Priorities?

EP1   Support for manufacturing companies.

EP2   Encourage diversification away from low value-added manufacturing / automotive industries.

EP3   Business retention.

EP4   Support business start-ups.

EP5   Establish and maintain a reputation for Redditch Borough Council as a "Business Friendly Council".

EP6   Exploit opportunities created by the Central Technology Belt and Cluster Development.

EP 7   Monitor Government requirements with regard to the single business account.

Deployment and justification of Business priorities

EP1 Support for manufacturing companies

Historically, Redditch Borough has a strong manufacturing base. Therefore, it is paramount that manufacturing firms in the Borough are supported and given the appropriate opportunities to thrive in a competitive environment.

The 2001 Census provides an initial basis for identifying the high proportion of Redditch inhabitants working in the manufacturing industry. The table below illustrates that the manufacturing industry employed more of the Borough residents than any other industry, demonstrating Redditch Borough's association with the manufacturing trade.

Industry of employment (people aged 16-74 in employment)	Number	%
Agriculture, hunting and forestry and fishing	313	0.8%
Mining and Quarrying	22	0.1%
Manufacturing	11129	27.6%
Electricity, gas and water supply	251	0.6%
Construction	2500	6.2%
Wholesale & retail trade, repairs	7545	18.7%
Hotels and catering	1372	3.4%
Transport, storage & communication	2239	5.6%
Financial Intermediation	1245	3.1%
Real estate, renting & business activities	4607	11.4%
Public admin & defence	1596	4.0%
Education	2378	5.9%
Health and social care	3702	9.2%
Other	1359	3.4%

In addition, a survey carried out by the Council (Appendix A) provides further indication that Redditch has a strong manufacturing base. The graph below has been extracted from the Council's survey and again reflects the dominance of the manufacturing industry in the Borough.

Breakdown of Industry (Borough)
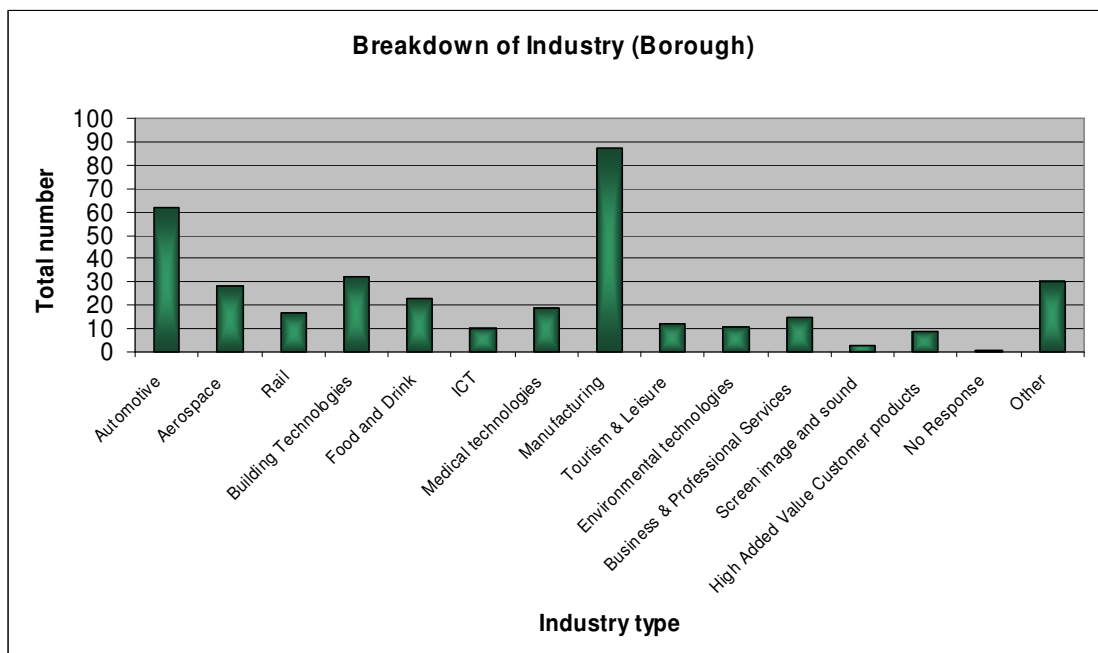
This graph indicates the current situation in the Borough. In addition, it is also useful to identify the number of enquiries from manufacturing companies seeking to locate in the Borough in order to ascertain the state of the industry. The table below depicts the number of enquiries from manufacturing companies potentially looking to relocate in the Borough received annually from 2003 to 2007 as a percentage of total enquiries for premises.

Industry Type	2003	2004	2006	2007
Manufacturing	34%	29%	20%	18%

The table illustrates that enquiries in the manufacturing sector have been consistently decreasing. Whilst the causes of this decline are diverse, in general the decline experienced in manufacturing in the UK as a whole is likely to have an impact at the local level with fewer manufacturing companies setting up or moving around the UK. Given, the importance of manufacturing in the Borough and the threats which are posed to it, the need to support those existing manufacturing businesses and any new manufacturing businesses moving into the Borough is crucial.

Action Plan responses 1.1 and 1.2 set out how the Council seeks to implement *Economic Priority 1 Support for Manufacturing Companies.*

EP2 Encourage diversification away from low value-added manufacturing / automotive industries.

The data outlined above indicates Redditch Borough's historical alliance with the manufacturing industry. In addition, the Council's survey showed high levels of economic activity revolving around the automotive industry. There is a growth aspiration for the Council to be entering new markets which are higher value added than the current primary industries in the Borough (this is set out in Appendix E). This aspiration fits well with the region's strategic objective of reducing the output gap and is considered to be achievable for the Borough. When interrogating the Council's survey (Appendix A), it is clear that there are a significant number of companies within the Borough who are looking to enter into new markets, with Park Farm in particular being a very positive location for growth. Although it is not detailed whether these new markets are high value added, the ambition demonstrates a willingness in the Borough to explore new business activities which could lead to an increase in high value added industry, particularly where such positive diversification is encouraged.

The graphs below are extracted from the Council's survey and reflect current expectations for diversification.

Are you expecting to enter new markets (Borough)
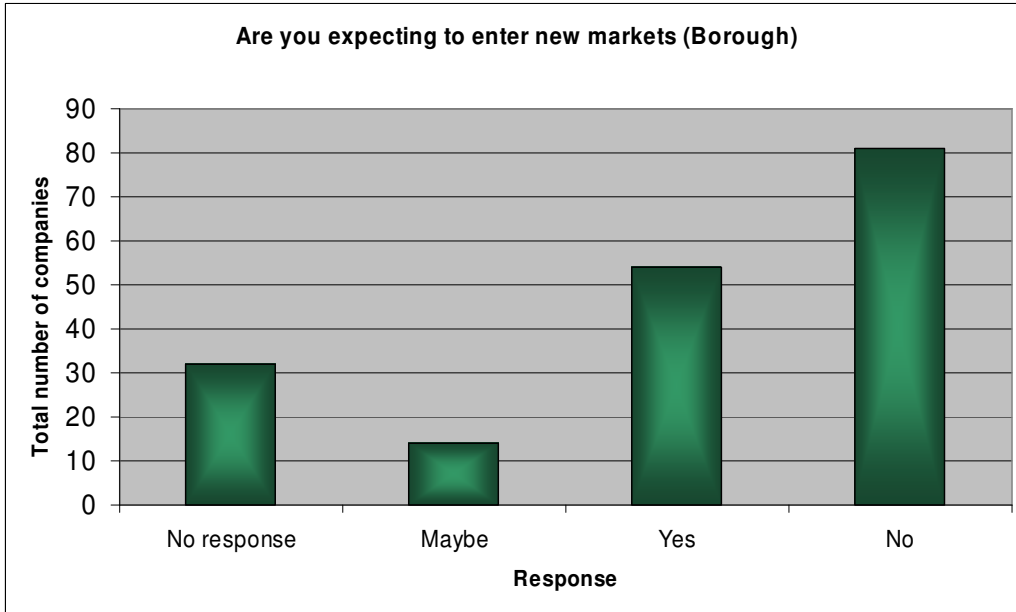
Although Borough-wide, the trend is for companies not to be anticipating diversification, the large number of companies expecting to or considering diversifying is positive. Particular employment zones within the Borough are more focused on growth, such as in the case of Park Farm illustrated below.

Are you expecting to enter into new markets (Park Farm)
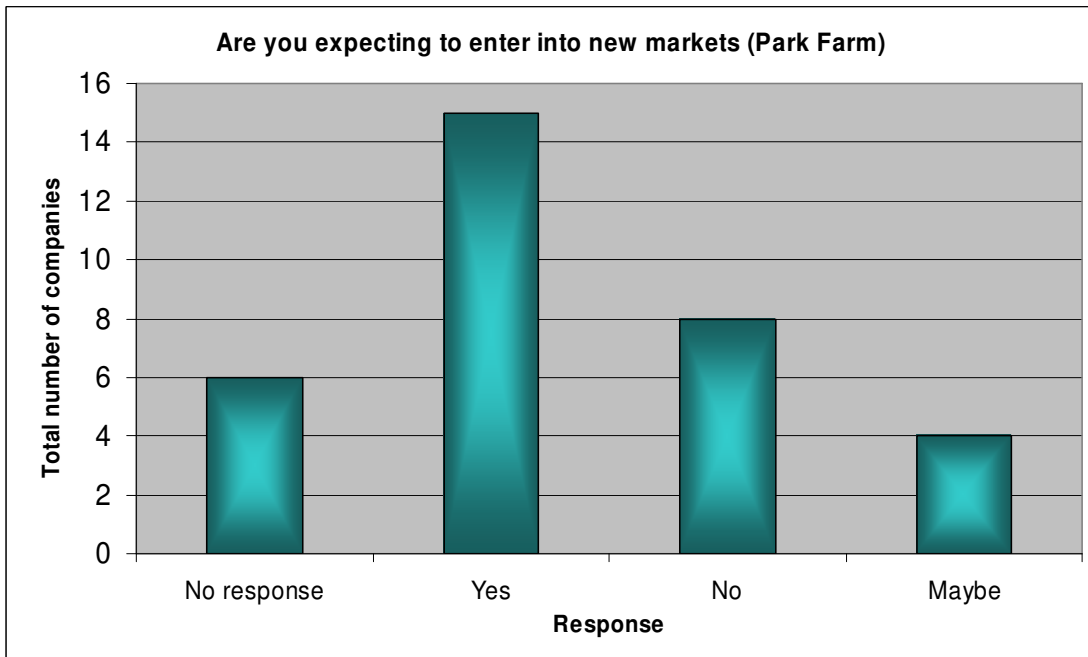
The need for Redditch to diversify its economy, and seek to attract high value added businesses is somewhat of a necessity. The reliance on manufacturing in the Borough is high risk given the falling trends in manufacturing across the UK. To some extent the need to address the output gap is accentuated in the West Midlands, as set out in the Regional Economic Strategy. The flow chart overpage illustrates key factors that help justify the Council's priority for diversification.

West Midlands Regional Economic Strategy – Emphasises a need to reduce the output gap between the West Midlands Region and England

Worcestershire Economic Strategy: The vision for the Strategy encompasses the desire to increase the base of high value added companies in the County: *"In ten years time, technology-led growth will have contributed to the sustainable development of Worcestershire and strengthened its role as an economic driver for the region – acting as a catalyst for all sectors of the economy and areas of the County to benefit and providing well paid and highly skilled jobs and high quality of life for residents"*

Redditch Community Strategy sets a priority *To look at ways of diversifying working opportunities to reduce reliance on traditional industries.*

Preferred Draft Core Strategy seeks to *create links with local and Higher Education Establishments and businesses to see how the employment opportunities can be enhanced by encouraging high technology technologies … and research clusters.*

Redditch Economic Priority 2 Encourage diversification away from low value-added manufacturing / automotive industries.

Action Plan response 2.1 sets out how the Council seeks to implement *Economic Priority 2 Encourage diversification away from low value-added manufacturing/automotive industries.*

EP3   Business retention.

In order to offer a thriving business environment to any new businesses who may wish to locate in the Borough, it is a necessity to retain the Borough's existing business base. In order to achieve this, the Council needs to offer a service to businesses located in the Borough.

In terms of identifying data which illustrates some dissatisfaction from existing businesses within the Borough that would justify a priority of business retention, the survey undertaken by the Council outlines a few key issues. The graph below demonstrates that some businesses are looking to relocate outside the Borough, and although no specific details can be extracted regarding the reasoning for this it does suggest that the Borough is not delivering on key features for businesses.

If looking to relocate where could this be? (Borough)
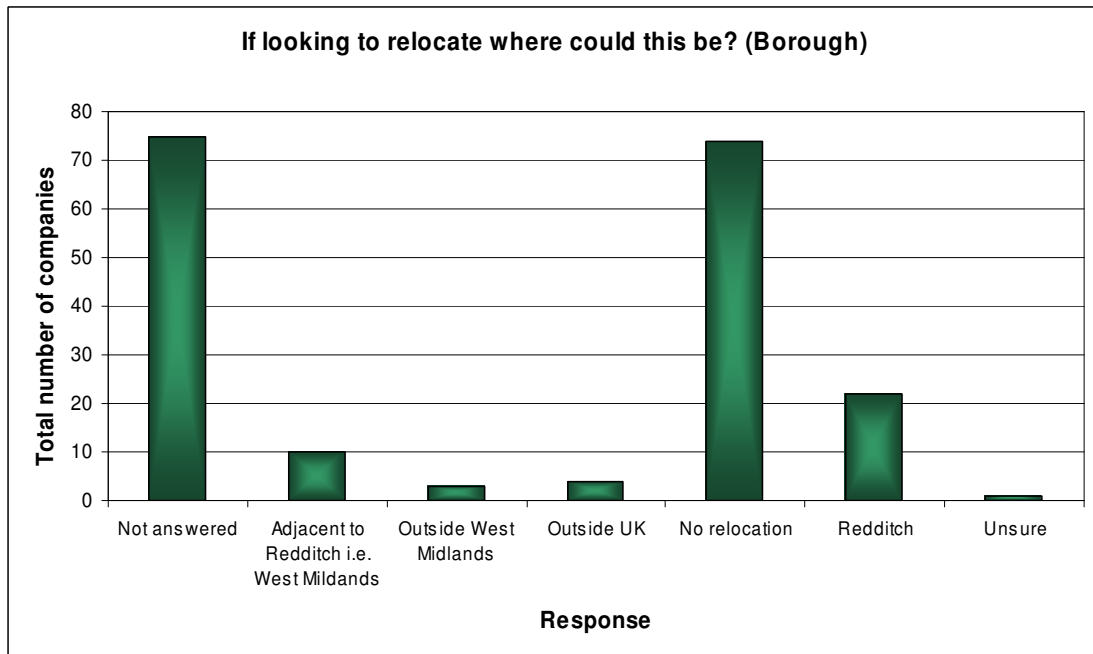
The graph below, taken from the Council's survey, shows that there is some dissatisfaction regarding site security, which could be a factor in pushing businesses away from the Borough.

Security of site (Borough)
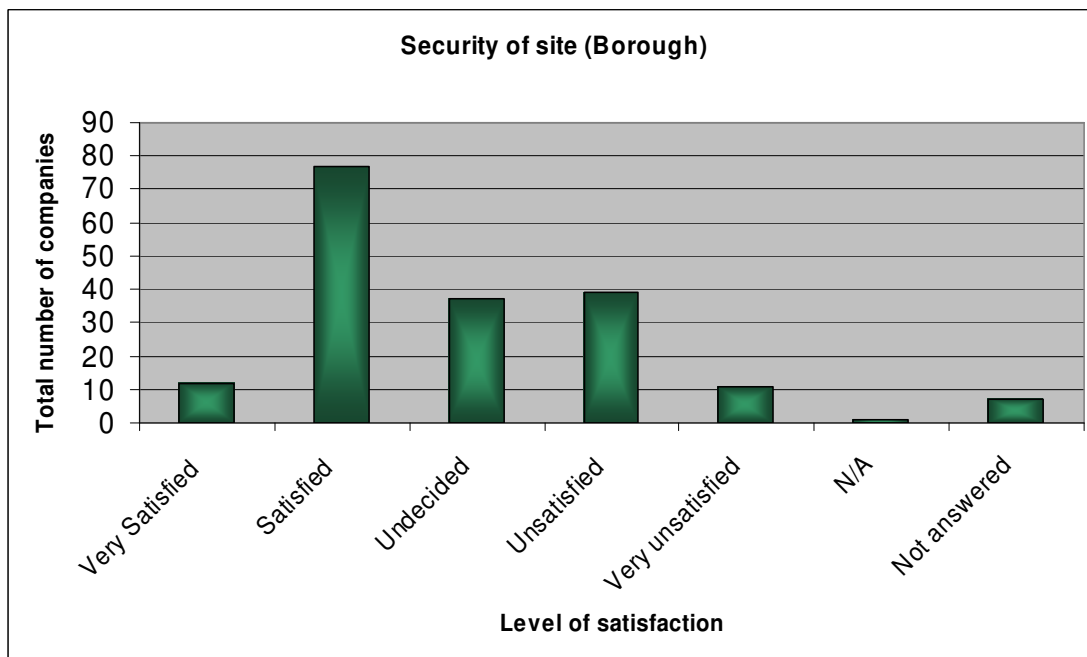
Despite some dissatisfaction, the stock of Redditch businesses has gradually increased, as displayed in the table below. The Council would like to continue to see business stock levels increase, and try to help retain the current business levels in the Borough.

Area	2000	2001	2002	2003	2004	2005	2006	2007
Redditch	2,125	2,130	2,195	2,245	2,270	2,330	2,370	2,455

Source: Department for Business Enterprise and Regulatory Reform, 2008.

Action Plan response 3.1 sets out how the Council seeks to implement *Economic Priority 3 Business Retention.*

EP4   Support business start-ups.

There is a need to support the creation, growth and survival of new businesses, particularly in high value added sectors. The table below indicates the level of new business registration in the Borough. In 2007, Redditch Borough had the lowest business registration rate in the County, it is also well below the Regional and National averages. During the period 2002 – 2007 Redditch Borough has consistently performed below the National average for business registration, with the exception of 2005. This is a concern for the Borough and is an area that requires some attention.

New business registration rate, 2002-7

Area	2002	2003	2004	2005	2006	2007
Bromsgrove	64.9	71.9	63.0	72.5	63.8	70.5
Malvern Hills	64.9	68.8	63.4	68.9	68.7	61.6
Redditch	44.2	57.6	46.2	61.8	48.0	50.9
Worcester	44.4	55.0	51.0	47.4	53.1	51.4
Wychavon	60.7	69.3	67.3	68.9	68.4	80.8
Wyre Forest	47.5	51.6	46.3	54.6	45.7	52.8
Worcestershire	54.5	62.4	56.5	62.3	58.1	62.4
West Midlands	46.7	52.2	54.1	53.9	48.8	55.5
England	54.0	59	61.6	59.2	54.8	64.2

Rate calculated by dividing the number of enterprise births by the population aged 16+/10,000.
Enterprise births are defined as new businesses registering for either VAT and / or PAYE for the first time.

Source: Office for National Statistics, 2008.

Action Plan responses 4.1, 4.2, 4.3 and 4.4 set out how the Council seeks to implement *Economic Priority 4 Support Business Start-ups.*

EP5   Establish and maintain a reputation for Redditch Borough Council as a "Business Friendly Council".

As a Council, and particularly within the Economic Development Unit, we realise that for the Strategy to be successful there needs to be a close relationship with businesses. The Council wants to be easily accessible and approachable to businesses. With this aspiration, the Council is confident that business liaison will be efficient and productive for all parties concerned.

Action Plan responses 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7 and 5.8 set out how the Council seek to implement *Economic Priority 5 Establish and maintain a reputation for Redditch Borough Council as a "Business Friendly Council".*

EP6   Exploit opportunities created by the Central Technology Belt and Cluster Development.

What is a High Technology Corridor?

"Advantage West Midlands has identified three geographical areas where the mix of business activity, academic expertise, research capability, infrastructure and development opportunities exist to encourage the growth of high technology businesses.

These are:

- The Central Technology Belt
- The Coventry, Solihull and Warwickshire Technology Corridor
- The Wolverhampton to Telford Technology Corridor"

The role of the High Technology Corridors

Each corridor is managed by a partnership team consisting of local organisations, such as local authorities, universities, training providers and financial specialists, who can help with development.
The role of the High Technology Corridors is to:

- **develop and improve the infrastructure of the corridors**, so that they offer a complete range of high quality accommodation that satisfies the demands of technology-led businesses;
- **promote and enable collaboration** between businesses, academic providers and research institutions, to ensure that businesses have access to, and benefit from, the local skills and knowledge base;
- **provide integrated business support services and investment funds** to support design, research and development and the commercialisation of research to create new products and services;
- **improve workshop and leadership skills** so that existing and incoming businesses can recruit the high quality, highly skilled workforce they need;
- **market the corridors as prime locations** for technology-related, design, manufacturing and professional service businesses.

To date, these types of activity have led to:

- 100 businesses created;
- 700 businesses assisted;
- 3,100 jobs created and safeguarded;
- 250 people assisted with their skills."

Central Technology Belt

"This Corridor runs from central Birmingham to north Worcestershire and follows the line of the A38, drawing on the strengths of existing businesses, the universities of Birmingham and Aston and the former Defence Evaluation and Research Agency, QinetiQ, in Malvern.

Identified areas of expertise include medical sciences, materials engineering and environmental technologies.

Among the key projects funded through the Central Technology Belt are Longbridge Technology Park, Malvern Hill Science Park and the National Nanotechnology Centre."[2]

Clusters

"The objective of business clusters is to grow regional industries to exploit attractive markets where the region has existing or potential strengths. Clusters encourage businesses to work together to achieve this.

Over the last three years, businesses have collaborated with each other in cluster market exploitation, technology transfer, skills development, supply chain improvement, product development, overseas trade, and strategy planning. In many cases this has led to tangible increases in innovation and sales.

Clusters have recently published their three year plans for 2008 to 2011. Each plan targets specific markets which will deliver critical mass and greater investment."[3]

Local strategic policy relevance

At a strategic level, a priority of the Sustainable Community Strategy is to "look at ways of diversifying working opportunities to reduce reliance on traditional industries". The Preferred Draft Core Strategy Document takes this one step further by developing a policy on High Technology Development. Draft Policy ES.3 states:

"The Borough Council will seek to create links with local Higher Education Establishments and businesses to see how the employment opportunities can be enhanced by encouraging emerging high technology industries which foster innovation and help develop high technology and research clusters, particularly towards the western side of the Borough. These include:

i.   healthcare, biomedical and biotechnology development;

ii.   higher education and related research institutes;

iii.   computer software and services;

iv.   telecommunications;

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[2] Source: http://www.advantagewm.co.uk/working-with-us/high-technology-corridors.aspx 19/03/09
[3] http://www.advantagewm.co.uk/working-with-us/business-clusters/default.aspx

other high technology clusters as they emerge".

This overarching policy focus on diversifying the Borough's economy provides a sound basis for taking forward the economic priority of exploiting opportunities offered by the Central Technology Belt. Whilst it is inevitable that such opportunities will arise, the requirement of the Council is to create an environment that allows these opportunities to be taken up.

Action Plan response 6.1 sets out how the Council seeks to implement *Economic Priority 6 Exploit opportunities created by the Central Technology Belt and Cluster Development.*

EP 7 Monitor Government requirements with regard to the single business account.

The Single Business Account (SBA) is created by the Council and enables businesses to have a single point of contact. The SBA is managed by the Council using Customer Relations Management systems and processes. The costs associated with SBA are absorbed by the Council.

The importance of SBA for the Council is paramount; hence the need to implement any required changes in an efficient manner.

Action Plan response 7.1 sets out how the Council seeks to implement *Economic Priority 7 Monitor Government requirements with regard to the single business account.*

Redditch Economic Development Strategy – People

Introduction

As of 2001 (Census) the population of Redditch was 78807, this figure is increasing. Worcestershire County Council produce population projections for the Borough up to 2026, these are set out below.

Table X – Population projection 2007 – 2026

Year	2007	2008	2009	2010	2011	2016	2021	2026
Redditch	76,600	80,000	80,300	80,700	81,100	82,900	84,800	86,600

Source: Worcestershire County Council (http://worcestershire.whub.org.uk/home/wcc-pep-ri-index-population-popprojections-district 27/02/09)

Clearly, the projections, which foresee continuous population growth, offer opportunities for the Borough with the potential for a greater workforce. However, in order for the Business and Place aspirations to be successful, there is a particular need for a highly skilled workforce. Redditch needs to attract, retain and develop an enterprising and innovative workforce.

This section of the Strategy contains the detail behind the economic priorities that have been adopted under the people section.

Strategic Objectives – People

- Raise economic aspirations and encourage residents to obtain the skills needed to realise those aspirations.

What are the Economic Priorities – People?

EP8   Encourage entrepreneurialism in young people.

EP9   Foster economic ambition in young people.

EP10 Improve links between education providers and employers.

EP11 Reduce out-migration of skilled young people.

EP12 Minimise the impact of the loss of highly skilled, older workers.

EP13 Encourage continual skills development in the workforce.

EP14 Minimise Worklessness in order to assist in creating prosperous communities.

Deployment and justification of People priorities

EP8   Encourage entrepreneurialism in young people.

Entrepreneurialism is fundamental to the economic success of an area. Without entrepreneurs it would be difficult, if not impossible, for the Borough to progress economically. However, aspiring to be an entrepreneur is a challenging prospect for any individual. Therefore encouraging this ambition at an early age is considered to be fundamental to the long term economic advancement of the Borough.

Action Plan responses 8.1, 8.2 and 8.3 set out how the Council seeks to implement *Economic Priority 8 Encourage entrepreneurialism in young people.*

EP9   Foster economic ambition in young people.

To some extent this priority has a relationship with economic priority EP8 detailed above. Clearly, in order for the Borough to economically thrive in the future there is an absolute need to ensure that employees of the future are driven to succeed in their chosen field. Unlike priority EP8, this priority solely relates to the general ambition of seeking economic success, rather than targeting entrepreneurialism.

There is a perception, informed by liaison with key stakeholders that in Redditch there is a low level economic ambition for the general student. This is not to say students in the Borough do not want to succeed in a particular field, however there are concerns that students are not always aware of how to achieve their goal, and what obstacles may be in the way to achieving this goal. It is only armed with this knowledge that a young person can map out their potential routes to personal economic success, and in so doing identify ways of overcoming potential problems. It is envisaged that where this is carried out successfully, there will be significant positive outcomes for both the individual and the Borough as a whole.

Action Plan responses 9.1, 9.2, 9.3, 9.4, 9.5, 9.6 and 9.7 set out how the Council seeks to implement *Economic Priority 9 Foster economic ambition in young people.*

EP10 Improve links between education providers and employers.

This priority is borne out of detailed discussions with key stakeholders. The priority itself is simple enough in that employers need appropriate resources to meet the needs of their corporation, and education providers have to be aware of these demands in order to tailor their courses appropriately. In developing the priority, it is also clear that its ultimate outcome marries up with other local priorities/strategies, for example an improvement in the skills base in the Borough. This is a priority of the Sustainable Community Strategy. In addition, the Preferred Draft Core Strategy states the following in a draft policy:

High Technology Developments	
Policy ES.3	**The Borough Council will seek to create links with local Higher Education Establishments and businesses to see how the employment opportunities can be enhanced by encouraging emerging high technology industries which foster innovation and help develop high technology and research clusters, particularly towards the western side of the Borough. These include:**
	v. **healthcare, biomedical and biotechnology development;**
	vi. **higher education and related research institutes;**
	vii. **computer software and services;**
	viii. **telecommunications;**
	ix. **other high technology clusters as they emerge.**

Clearly this policy outlines a common theme with Economic Priority EP9.

Action Plan responses 10.1, 10.2, 10.3 and 10.4 set out how the Council seeks to implement *Economic Priority 10 Improve links between education providers and employers.*

EP11 Reduce out-migration of skilled young people.

Another recurring theme that arose during discussions on the subject of economic ambition among young people was the view that there is a high proportion of highly qualified individuals who leave the Borough to seek work elsewhere. There could be several reasons for this trend, for example there may not be the type or number of jobs available in Redditch that are suitable for the needs of the graduate, similarly alternative locations may appear more attractive etc. Some of the reasoning behind the out migration of skilled young individuals was identified at a Student Council where it was found that

students held the perception that there were not the opportunities in the Borough for progression into large companies which were likely to require their projected skills (Appendix F provides the Student Council minutes).

Addressing this economic priority is a challenge, but is an absolute necessity. There is no point creating a Borough which can thrive economically if there is a continued out migration of skilled young people from the Borough.

Action Plan responses 11.1 and 11.2 set out how the Council seeks to implement *Economic Priority 11 Reduce out-migration of skilled young people.*

EP12 Minimise the impact of the loss of highly skilled, older workers.

In an article posted on 'Personnel Toady'[4] Professor Mike Campbell, director of strategic research at Skills for Business stated:

"Employers have got to deal with the workforce they have now. What we are trying to say is that it is part of improving business performance, productivity and growth prospects as a whole,"

Therefore the loss of highly skilled staff to retirement is not a phenomenon solely experienced in Redditch, as the article notes, there is a national situation, known as the 'Skills timebomb'

However, as stated, Redditch is considered to be a microcosm of Birmingham City. On November 23rd, 2006, Birmingham Post produced an article discussing the skills time bomb in Birmingham, specifically in relation to the manufacturing sector[5]. With manufacturing being the predominant industry in Redditch, the possibility of a loss of highly skilled, experienced workers from the manufacturing sector is considered to be a serious issue. The article from the Birmingham Post relating to manufacturing stated:

"The average age of people working in this sector is older than the rest of the economy, with people not being replaced'.

Given the prolificacy of manufacturing companies in Redditch Borough, the loss of older worker due to retirement and the failure to develop these skills locally in a new generation of workers would potentially result in the break down of the economy over the long term.

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[4] http://www.personneltoday.com/articles/2005/10/04/32379/skills-timebomb-threatens-uk-workforce-productivity.html
[5] Article is located at http://www.birminghampost.net/birmingham-business/birmingham-business-news/manufacturing-and-skills-business/2006/11/23/skills-timebomb-in-our-factories-65233-18146705/

Action Plan response 12.1 sets out how the Council seeks to implement *Economic Priority 12 Minimise the impact of the loss of highly skilled, older workers due to retirement.*

EP13 Encourage continual skills development in the workforce.

A considerable element of this strategy has focused on the up skilling of the future workforce. Clearly those currently in employment have the ability to add greater value to the local economy. The advantages of having a highly skilled workforce often means they are more adaptable to change and potentially more efficient where change occurs. The aim here is not for a business to lose employees because they become over-qualified, but to allow a business to expand into new sectors, or become more advanced in their current sector.

Action Plan responses 13.1, 13.2 and 13.3 set out how the Council seeks to implement *Economic Priority 13 Encourage continual skills development in the workforce.*

EP14 Minimise Worklessness in order to assist in creating prosperous communities.

Advantage West Midlands have developed a programme entitled 'Connection to Opportunities'. Fundamentally this programme seeks to address worklessness within the region. It is intended that the Worcestershire Partnership lead the programme for Worcestershire, with the County Council administering the programme for the County. At this stage the Partnership have submitted a letter of intent to Advantage West Midlands setting out the aspiration of the Partnership to obtain funding to address worklessness within the County. The County faces significant challenges, with some of its communities amongst the most economically and socially disadvantaged in the country. These are the people who are farthest from employment and who are therefore economically inactive and workless. The number of people falling within the definition of worklessness living in Worcestershire is shown in the table below:

Table: Claimants of key out-of-work benefits, August 2008

Authority	Working age[6] population from Annual Population Survey	Jobseekers	Incapacity Benefits	Lone Parent	Others on income related benefit	Total Key out-of-work benefits	Proportion of the working age population claiming key out-of-work benefits (%)
Bromsgrove	54,300	740	2,230	440	150	3,570	6.6
Malvern Hills	41,400	500	2,200	450	160	3,410	8.2
Redditch	51,100	1,230	3,100	980	260	5,550	10.9
Worcester	59,000	1,360	3,450	1,060	310	6,210	10.5
Wychavon	68,800	1,060	3,090	740	250	5,220	7.6
Wyre Forest	59,100	1,250	4,080	980	350	6,630	11.2
Worcestershire	333,600	6,150	18,150	4,660	1,480	30,440	9.1

The table above indicates that for the Borough of Redditch the problem of unemployment is pronounced, therefore an active approach to tackling this issue is required.

Action Plan responses 14.1, 14.2 and 14.3 set out how the Council seeks to implement *Economic Priority 14 Minimise Worklessness in order to assist in creating prosperous communities.*

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[6] **Working age is 16-64 for males, 16-59 for females.**

Redditch Economic Development Strategy – Place

Introduction

The context behind Redditch's location is set out in the introduction of the Strategy, and it is not necessary to repeat it here. Fundamentally the Borough can play to its current strengths e.g. its excellent transport links, its proximity to the economic powerhouse 'Birmingham' etc, to develop its economy. However, in addition, the Borough needs to emphasise its other strengths, which are less pronounced e.g. the opportunities for business tourism.

Place is a fundamental part of this strategy, because having an excellent place i.e. an excellent Redditch, results in an area where businesses and residents coexist, resulting in economic prosperity.

This section of the strategy contains the detail behind the economic priorities that have been adopted under the place section.

Strategic Objectives – Place

- Optimise the benefits for the Borough of being located adjacent to the economic powerhouse of Birmingham City.

- Ensure appropriate infrastructure is in place to create a thriving business environment.

- Deliver the economic aspirations today without significantly affecting the aspirations of future generations.

What are the Economic Priorities – Place?

EP15 Promote Redditch as a business location.

EP16 Protect employment land.

EP17 Assist businesses to improve their environmental performance

EP18 Work with businesses to address their issues regarding security.

EP19 Provide a commercial property service to assist businesses to find suitable premises.

EP20 Encourage business tourism.

EP21 Promote allocated employment sites that are not currently on the market in order to encourage their development.

EP22 Retain and enhance vitality of the town centre

Deployment and justification of Place priorities

EP15 Promote Redditch as a business location.

In order for the Borough to develop economically there is an obvious need to ensure that the Borough is promoted correctly. The table below indicates the level of enquiries from companies looking to locate business within the Borough.

	2003	**2004**	**2006**	**2007**	**Total**
Number of Enquiries	242	364	410	405	1421

From 2003 to 2007, enquiries for commercial properties in the Borough increased by 67%. Demand increased with each consecutive year before experiencing a slight fall from 2006 to 2007. However, the figures demonstrate that Redditch is continually attracting a healthy and significant number of business enquiries to the locality.

It is not clear how many of the enquiries are converted, but it is clear that, if promoted suitably during the enquiry stage, there is likely to be an uplift in conversion from enquiry to locating in the Borough.

There are clear challenges for the Council, the proximity to the economic powerhouse of Birmingham City means that the Borough will always struggle to compete with the neighbouring city both in attracting businesses and employees. In addition, the Borough's immediate neighbours in Worcestershire and Warwickshire offer direct competition for winning businesses. However, proper promotion of Redditch as a business location will help to encourage companies to the Borough.

Action Plan responses 15.1 and 15.2 set out how the Council seeks to implement *Economic Priority 15 Promote Redditch as a business location.*

EP16 Protect employment land.

The importance of Employment Land

Ensuring there is an adequate supply of Employment Land is an essential element of ensuring a continually expanding business base in any locality.

There is a need to have a balanced portfolio of employment sites that meet the needs of prospective occupiers. Where this is achieved there is the potential to attract diverse businesses, facilitate job creation, and in doing so, diversify the Borough business base.

How is Employment Land Designated and why protect it?

In the past, Employment Land in the Borough of Redditch was designated through the medium of Local Plans, most recently Local Plan No.3. The role of the Economic Development Unit in this process was to provide specific guidance on the designation and protection of employment land for economic purposes. Following the implementation of the Planning and Compulsory Act 2004, fundamental changes were implemented to the Planning system. Crucially, the Act removed the need to prepare a Local Plan and required all Local Planning Authorities to prepare a Local Development Framework (LDF). The Core Strategy sets out the spatial vision for the Borough up to 2026. Currently the document is on public consultation, and the intention is to adopt the Core Strategy by 2011. In terms of Employment Land, the Preferred Draft Core Strategy itself does not set out specifically where future employment land should be designated. This is achieved through the Council's Employment Land Review which forms part of the Council's evidence base for its LDF. At present this land has not been formally adopted as future employment land. Therefore land designated as part of Local Plan No.3 needs to be protected for employment purposes (as long as still deemed suitable for this use), and any future employment land designated through the planning process needs to be protected. Where employment land is lost to alternative development, this removes the opportunity to achieve some of the goals in this economic strategy.

Redditch is not immune to losing employment land to alternative purposes, critically this loss is not always recovered, and from an economic development point of view this prohibits economic development in the area. This is an area that the Economic Development Unit must have the ability to influence in the future.

Action Plan response 16.1 sets out how the Council seeks to implement *Economic Priority 16 Protect Employment Land.*

EP17 Assist businesses to improve their environmental performance

It is envisaged that where businesses improve their environmental performance this will have environmental benefits for the Borough as a whole. Every business has to comply with Environmental legislation which covers the following areas:

- Emissions into air;

- Proper storage or disposal of business waste;
- Storing and handling hazardous substances;
- Discharges of wastewater;
- Packaging.

Action Plan responses 17.1 and 17.2 set out how the Council seeks to implement *Economic Priority 17 Assist businesses to improve their environmental performance.*

EP18 Work with businesses to address their issues regarding security.

As part of the consultation with local businesses, carried out as part of the Employment Land Review process, there were a number of concerns regarding security of site. The graph below illustrates the response to a question in the survey which asked respondents to outline their level of satisfaction regarding the security of their employment site.

Security of site (Borough)

Although the responses indicate that there is a general level of satisfaction, there is a significant proportion of responses that are 'undecided', 'unsatisfied' and 'very unsatisfied'. This indicates that security is an issue for the Borough. It should be noted that in some employment areas such as Enfield and Lakeside there was a higher proportion of respondents who were satisfied with security, in other areas this pattern was reversed with a higher proportion of respondents dissatisfied by security. Consequently, in order to ensure current and new businesses coming into the Borough consider their

surroundings secure, the Council needs to identify suitable measures which can lead to businesses feeling more secure.

Action Plan response 18.1 sets out how the Council seeks to implement *Economic Priority 18 Work with businesses to address their issues regarding security.*

EP19 Provide a commercial property service to assist businesses to find suitable premises.

The Economic Development Team have consistently provided a commercial property service by which businesses looking to move into the Borough, or relocate from one location in the Borough to another, can use to assist them in finding suitable premises. The service allows the enquirer to identify where in the Borough there are suitable premises/land to meet their particular requirements. Although considered a necessary tool, the service represents a resource issue for the team because there is a need to maintain the commercial property database by liaising with agents and keeping up to date with monitoring of planning applications and land development. Feedback of the service however indicates that this resource helps to promote the Borough as an area to locate and remain in for the long term. When a business enquires about premises/land in the Borough, it is likely that this service is one of the first points of contact for businesses with the Borough Council, and the Economic Development Team. Where this contact is positive, it is likely that future liaisons can be positive for all parties concerned.

Action Plan response 19.1 sets out how the Council seeks to implement *Economic Priority 19 Provide a commercial property service to assist businesses to find suitable premises.*

EP20 Encourage business tourism.

Business tourism can offer a lot of opportunities for the Borough, not only can it bring money into the area directly through business days out etc. it is also a means of promoting the area. There is limited evidence of business tourism significantly occurring in the Borough. However, there are a number of benefits that can arise from business tourism, for example, it is a means of promoting the Borough for potential investors/occupiers and thus can help to bolster the Borough's economic profile. Business tourism brings in capital into the Borough improving an area's spending power. With these benefits in mind, there is a need to develop business tourism in Redditch, and in order for this to be achieved the Borough needs to put the appropriate services/facilities in place.

Action Plan responses 20.1, 20.2 and 20.3 set out how the Council seeks to implement *Economic Priority 20 Encourage business tourism.*

EP21 Promote allocated employment sites that are not currently on the market in order to encourage their development.

The value of Employment Land has been set out in Economic Priority 'PLP 2 Protect Employment Land', therefore it is not considered necessary to repeat this dialogue here. However there are numerous reasons why it is important for the future prosperity of the Borough to promote allocated employment sites that are not currently on the market for development. First and foremost where an allocated site has not come forward, this obviously rules out any opportunity on this land for job creation or any value added for the Borough as a whole. It is important to consider Planning Policy Statement 4 (PPS4) which was published as a consultation document[7] by Communities and Local Government. PPS4 emphasised that where employment sites had been designated for employment purposes and no take-up had occurred over a 5 year period, the site should be reviewed as to its suitability for employment purposes. Therefore, where employment sites are not taken up over the medium term, there is the real risk of these designated sites being lost to alternative forms of development. As a consequence, potential capital and investment for an area is lost.

In order to prevent the loss of employment land and its subsequent detriments to the local economy, there is the need to promote employment sites such that they come forward and are taken up for employment purposes. However, Economic Development would stress that a site may be suitable for employment purposes but may not come forward for numerous reasons e.g. a stagnant market. In such circumstances, Economic Development would look to support these sites over the long term and protect them from any other forms of development, which may add less value to the Borough over the long term.

Action Plan response 21.1 sets out how the Council seeks to implement *Economic Priority 21 Promote allocated employment sites that are not currently on the market in order to encourage their development.*

EP22 Retain and enhance vitality of the town centre

The town centre plays an important role in the local economy of Redditch. The Council are currently preparing a Town Centre Strategy which outlines the importance that the Council are placing on this objective. At the time of writing

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[7] As the document has been subject to a period of public consultation it has weight. At the time of writing Communities and Local Government could not indicate when the document was likely to be published.

it is not possible to outline any detail contained within the Strategy. However, it is anticipated that the Economic Development Unit will be a key partner in deploying some of the actions set out in the Strategy.

This also follows on from the vision of the Preferred Draft Core Strategy which encompasses the town centre. Within the vision it is stated:

"The Town Centre will be vital and vibrant, supported by regenerated District Centres at Church Hill, Matchborough, Winyates and Woodrow. In particular, the regeneration of the Town Centre will improve connectivity between key sites".

This vision clearly emphasises the need for proactive action to be taken in the Town Centre.

Action Plan responses 22.1, 22.2, 22.3 and 22.4 set out how the Council seeks to implement *Economic Priority 22 Retain and enhance vitality of the town centre.*

Redditch Economic Development Strategy – Powerful Voice

Introduction

In order to be economically successful the Borough needs to strengthen its reputation, sub-regionally, regionally, nationally and internationally. Providing a Powerful Voice for the Borough will go some way in achieving this. The Council needs to use appropriate information effectively in order to influence decision makers at all levels. Significantly, a Powerful Voice is considered absolutely imperative in order to change perceptions of the Borough, with the aim of attracting investors, businesses, tourists, residents and students alike.

This section of the strategy contains the detail behind the economic priorities that have been adopted under the powerful voice section.

Strategic Objectives – Powerful Voice

- Ensuring that Redditch's economic interests are effectively represented at all levels.

What are the Economic Priorities – Powerful Voice?

Actions

- Keep abreast of Regional and Sub-Regional economic development matters and funding opportunities.

- Work with partner organisations to maximise the benefit to Redditch of any opportunities, e.g. attend WEP meetings.

- To promote the skills needs of residents and businesses in Redditch to strategic bodies such as the Learning & Skills Council.

Deployment and justification of Powerful Voice priorities

The above Priorities are essentially Actions. There is a clear need to ensure the Council has an effective powerful voice in terms of the economy because there is a need to articulate and deliver information to decision makers at other Government bodies etc. Indeed AWM have a remit to represent the

West Midlands regional at a 'UK, European and international' level, consequently in order for the Borough to ensure local issues are fed up appropriately to 'UK, European and international' bodies, there needs to be a clear message presented to AWM.

Action Plan responses 23.1 and 23.2, set out how the Council seeks to implement the *Economic Priorities in relation to Powerful Voice.*

Conclusion

Redditch Borough has some major assets, particularly in relation to its connectivity, regionally, nationally and internationally. However there are clearly challenging times ahead for the Borough, in terms of the recession and addressing the issues detailed within this Strategy. It is anticipated that this Strategy will help guide the local economy over the coming year. It is paramount that the constraints explored within this Strategy are overcome in order to deliver the Economic Priorities within the Strategy.

Monitoring

Rigorous monitoring of the Redditch Economic Development Strategy is absolutely paramount in order to ensure that the actions set out are effective. The Action Plan (Appendix C) sets out the specific monitoring methods that are employed in this strategy which will help us deliver economic success in the Borough.

For some elements of the delivery package, there are a number of monitoring measures. It is anticipated that a report will be produced annually which charts and annotates the monitoring process for each of the indicators. This will allow the Council to fully explore why certain elements of the Strategy are performing well and others less so. The monitoring process will also allow the Council to review those actions which are not performing, and also replace actions which are no longer appropriate to the economy. Therefore to some extent the Strategy can be seen as a fluid and iterative process.

Glossary

Core Strategy:

A Core Strategy sets out the long term spatial vision for a Local Planning Authority's area, and in addition to this the spatial objectives and policies that will deliver this vision. The Core Strategy is a component of the Local Development Framework and has status as a Development Plan Document (DPD).

Customer Relationship Management:

A class of software application design to help a company collect and use information about its customers more effectively.
Development Plan Document:

Planning policy documents that a Local Planning Authority must prepare, and which have to be subject to rigorous procedures of community involvement, consultation and examination.

Employment Land Review:

Assesses the suitability of sites for employment development, safeguards the best sites in the face of competition from other higher value uses and helps identify those which are no longer suitable for other uses.

Evidence Base:

A collection of research projects or studies that are undertaken to look at specific factors or areas that may influence the future development of Redditch Borough. It allows a thorough understanding of local needs, opportunities and constraints to direct decisions and policies and can be made up of the views of stakeholders and background facts about the area.

Local Development Framework:

A non-statutory term used to describe a portfolio of documents, this includes all LDDs. The LDF provides the Local Planning Authorities with policies for meeting the community's economic, environmental and social aims for the future of their area, which collectively deliver the spatial planning strategy for the Local Planning Authority's area.

Planning Policy Guidance Notes and Planning Policy Statements:

A series of documents produced by the Government covering a wide range of planning issues. PPGs provide advice on the implementation of the law and Government policy regarding the purpose and function of the planning system. Under the new planning legislation, PPGs are being replaced by PPSs.

Preferred Draft Core Strategy:

Sets out what the preferred options for spatial development are as well as giving some detail as to how this approach will be achieved by proposing policy wording which will be further established in the Published DPD.

Regional Spatial Strategy:

This is the Government's Planning for the administrative regions. It sets the regional context for planning and shows how a region should look in 15-20 years time and possibly longer. It identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, housing, infrastructure, economic development, agriculture, minerals and waste treatment and disposal. The RSS forms part of the Development Plan for the area (as well as the LDF) and replaces previous Regional Planning Guidance. The current RSS is the Regional Spatial Strategy for the West Midlands (2004).

Single Business Account:

The Single Business Account is an account that can be created by a Local Authority to enable businesses to have a single point of contact. The account is managed by the Local Authority using CRM systems

Sustainable Community Strategy:

Sets out the key themes which Redditch Borough Partnership and its partner organisations will concentrate on to improve the environmental, economic and social well being of Redditch Borough and contribute to sustainable development in the next ten to fifteen years.

Appendix A – Section 3 of Redditch Borough Council Employment Land Review – Stage 1: Summary of Responses to Employment Land Review questionnaire

Introduction

This section provides a summary of the responses to the Employment Land Review questionnaire undertaken with local industries in the Borough. In total 730 questionnaires were sent out and 184 were received back - a response rate of 25%. Therefore this section does not cover the whole industrial constitution of the Borough, however the information can be seen as representative of this community. The purpose of the section is to provide additional baseline information for the Employment Land Review and build upon existing economic data for the Borough. This section solely focuses on the Employment related responses and not those questions relating to the views of the Council[8]. Once responses were received they were grouped into the following locations:

- Arrow Road (Total responses = 4)
- Enfield (Total responses = 27)
- Hunt End (Total responses = 3)
- Lakeside (Total responses = 46)
- Moons Moat (Total responses = 42)
- Oakenshaw (Total responses = 2)
- Park Farm (Total responses = 33)
- Ravensbank (Total responses = 2)
- Washford (Total responses = 25)

As part of the Redditch Borough Structure Plan requirement of 65 hectares of employment land (1996 – 2011), a component of this was to be provided in Bromsgrove District. This component was to be met in Ravensbank, for this reason Ravensbank has been included within this survey. The positive factors of locating in the Borough have been excluded because there were no clear comparisons between the responses and therefore it was not possible to meaningfully group any of the data. The responses made with regard to the satisfaction with the Council have been excluded because this is solely for internal purposes.

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[8] Where there were queries which the Council needed to respond to the relevant company was contacted.

This section sets out the overall responses for the Borough and highlights any significant differences or any major issues within specific employment locations.

Analysis

Employment sectors

The questionnaire sought to establish the existing industrial sectors and their proportionality within Redditch Borough. It should be noted that respondents were not restricted to selecting one business sector.

Graph 8

Breakdown of Industry (Borough)
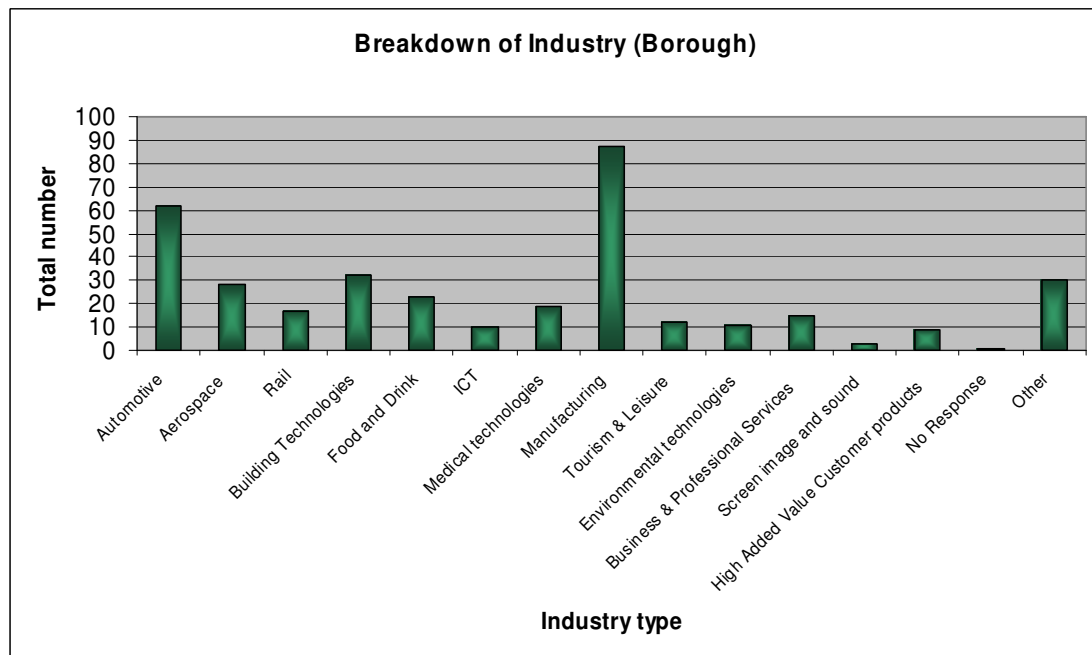
The graph above illustrates that the predominant industry within the Borough is manufacturing. The Borough also demonstrates a high amount of automotive and building technology industries. However, the Borough does not specialise in ICT or high-added value customer products, and the smallest sector, and the only industry with less than ten respondents, is that of screen, image and sound.

These responses are reflected in each of the employment areas across the Borough. The only exception is Oakenshaw, as illustrated below, in which industry is dominated by building technologies, environmental technologies and business and professional services rather than manufacturing. This is not

surprising given that the commercial area of Oakenshaw is an office development. However, there were only two responses received for Oakenshaw and therefore it is not considered to be a suitable sample size nor a true representation of the employment area.

Graph 9

Breakdown of Industry (Oakenshaw)
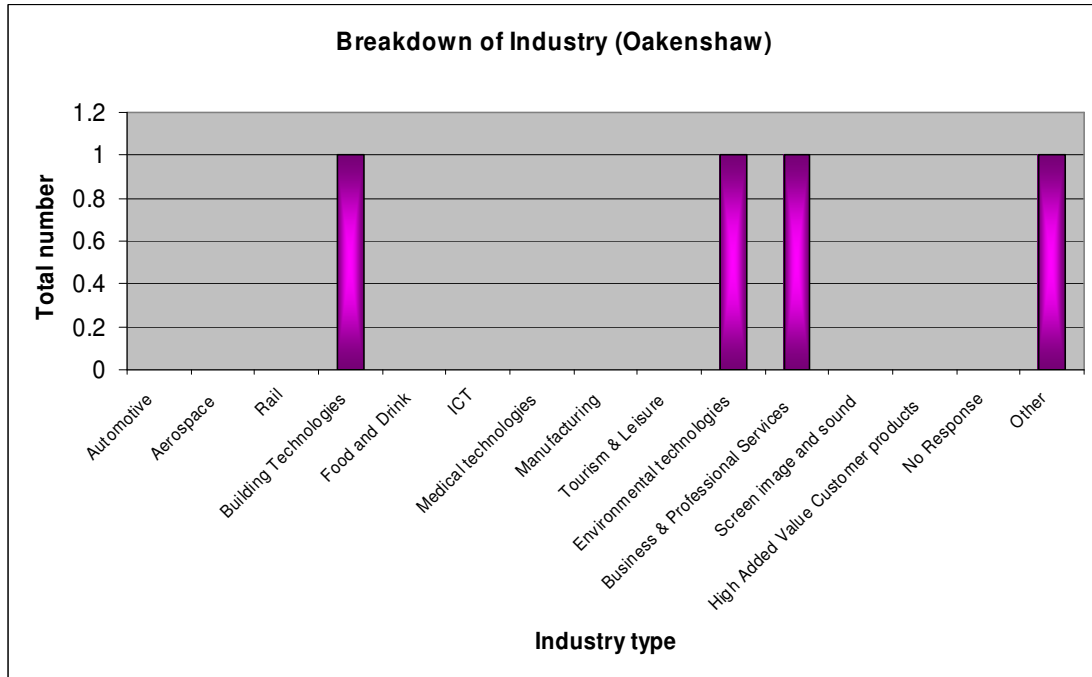
Ownership

The questionnaire asked respondents to specify the nationality of the companies' owner in order to identify the sources of industry within the Borough.

The graph shows that the predominant nationality of owners within the Borough is British, with a limited number of owners from a variety of other nations. Arguably this indicates that there is limited inward investment within the Borough, particularly from international sources, this also correlates with the lack of enquires from international sources detailed in the previous section.

Graph 10

Nationality of owner (Borough)

Graph showing total number by nationality of owner.

- British: ~130
- Japanese: ~4
- American: ~5
- No Response: ~34
- Other European: ~8
- South American: ~1
- Other Asia: ~1
- Austrailian: ~1

Y-axis: Total number (0 to 140)
X-axis: Nationality
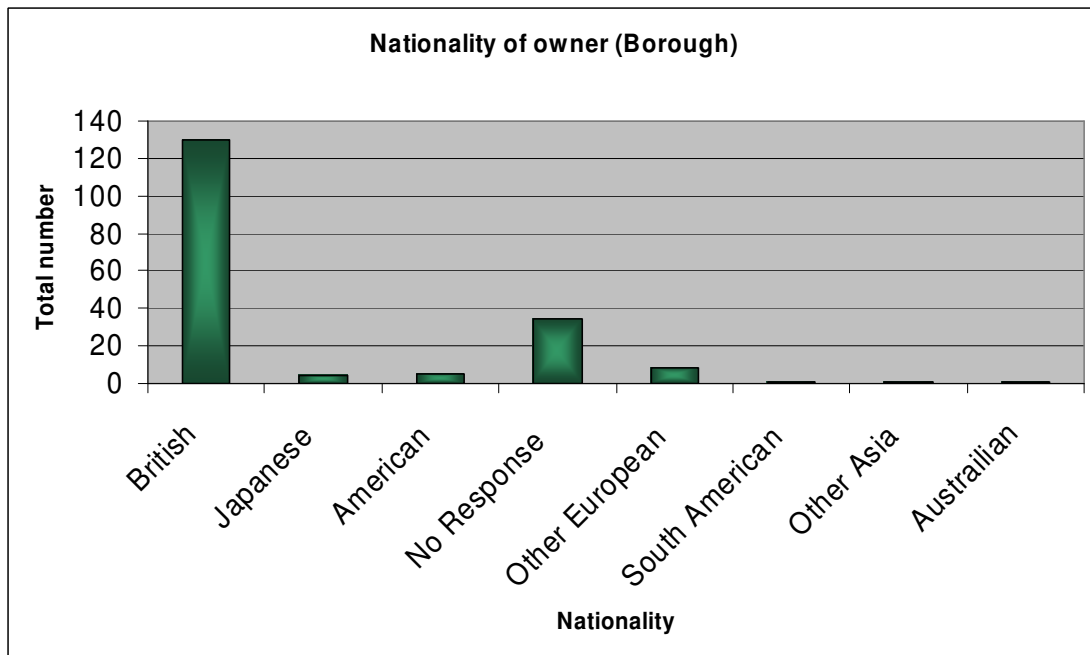
Employment

In terms of considering the size and status of the various industries within Redditch borough, the number of full and part time employees was established.

In relation to full and part time employees within the Borough, the questionnaire established that most companies only employ between 1 and 9 staff members. This indicates that the bulk of industries within the Borough are small enterprises. This is not necessarily an issue as this pattern is reflected nationally; the Federation of Small business states that "over 97% of businesses employ less than 20 people and often rely heavily on temporary and agency workers to cover unexpected gaps in employment."[9]

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[9] http://www.fsb.org.uk/news.asp?REC=4625 (FSB News Release **-** PR/2008/30 - Issue date: Tuesday May 20 2008)

Graph 11

Number of full time employees in individual companies (Borough)

Number of employees

Graph 12

Number of part time employees in individual companies (Borough)

Number of employees
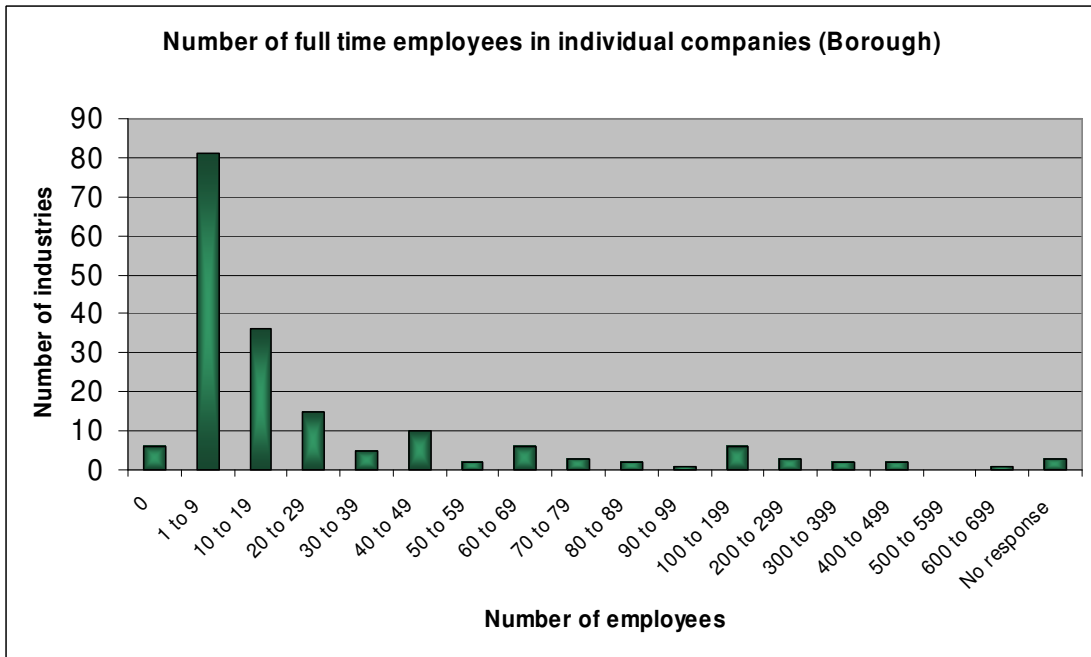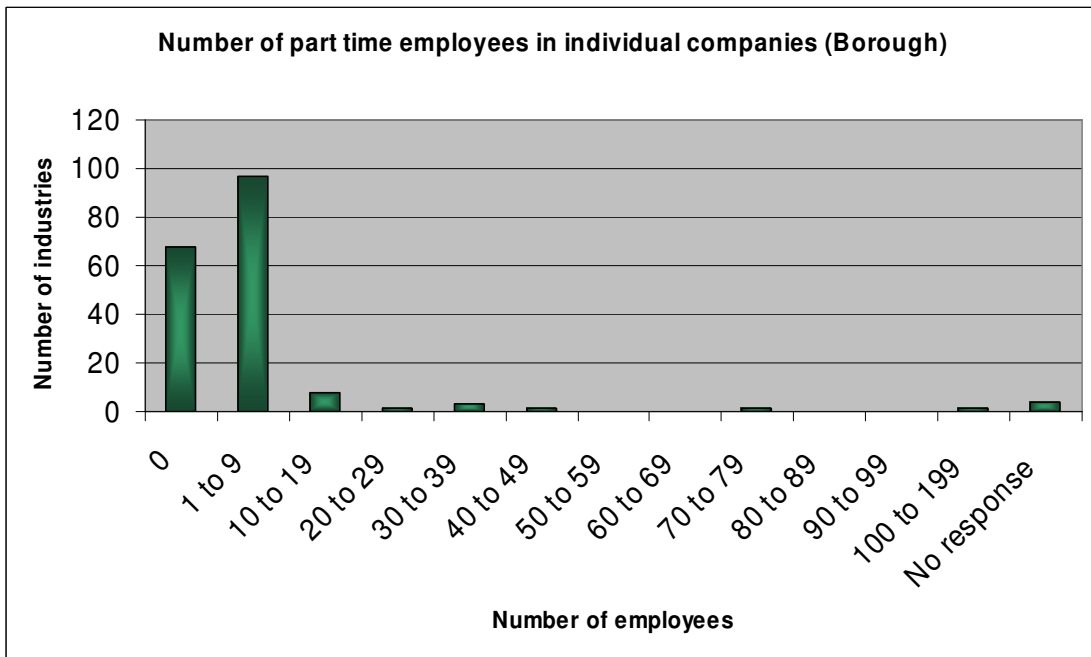
Although Park Farm shows a slight difference in this trend, with companies more likely to employ between 10 and 19 full time staff members, generally, throughout the Borough, company size is small, with a high proportion of industries in Washford, Moons Moat, Lakeside and Park Farm employing no part time staff. The only employment area that is significantly different is Ravensbank which has both a large full time workforce, as illustrated below, and part time workforce. This is to be expected given that the smallest property on Ravensbank is 17,000 sq ft and Ravensbank is the location of the largest commercial property in the Borough.

Graph 13

Number of full time employees in individual companies (Ravensbank)
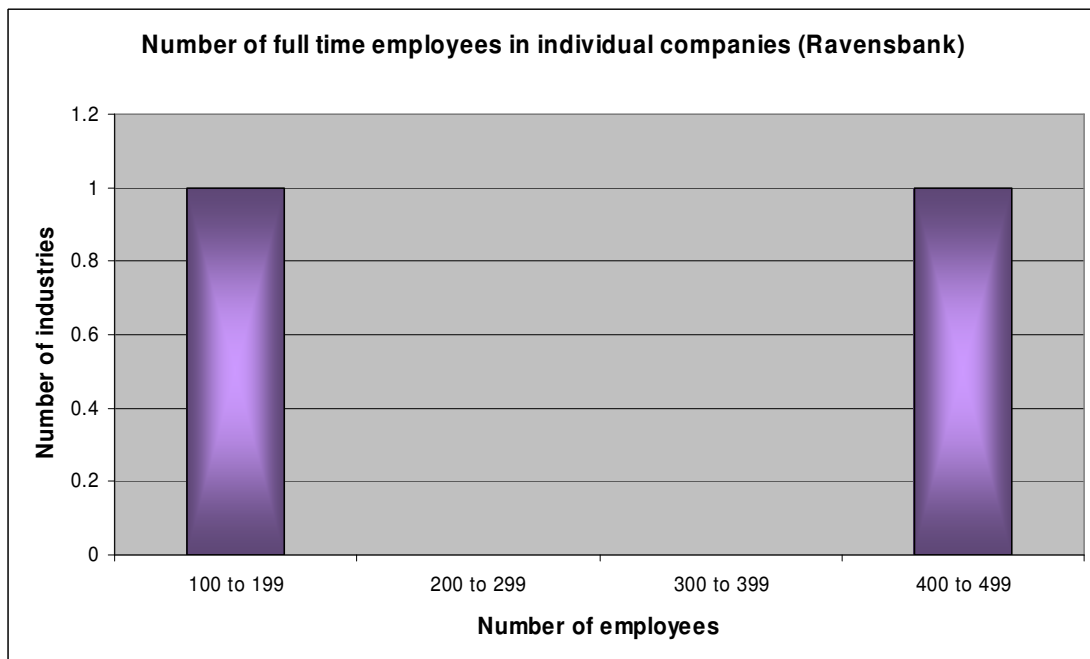
Overall, businesses within the Borough were identified as small in terms of their personnel. This may be advantageous as smaller firms are often more dynamic and the potential for growth in jobs is generally higher than in larger companies.

Company Set-up

The employment questionnaire was used to assess the employment history and development of industries within the Borough by ascertaining the period in which a company located in Redditch.

Graph 14

Start date of company locating (Borough)
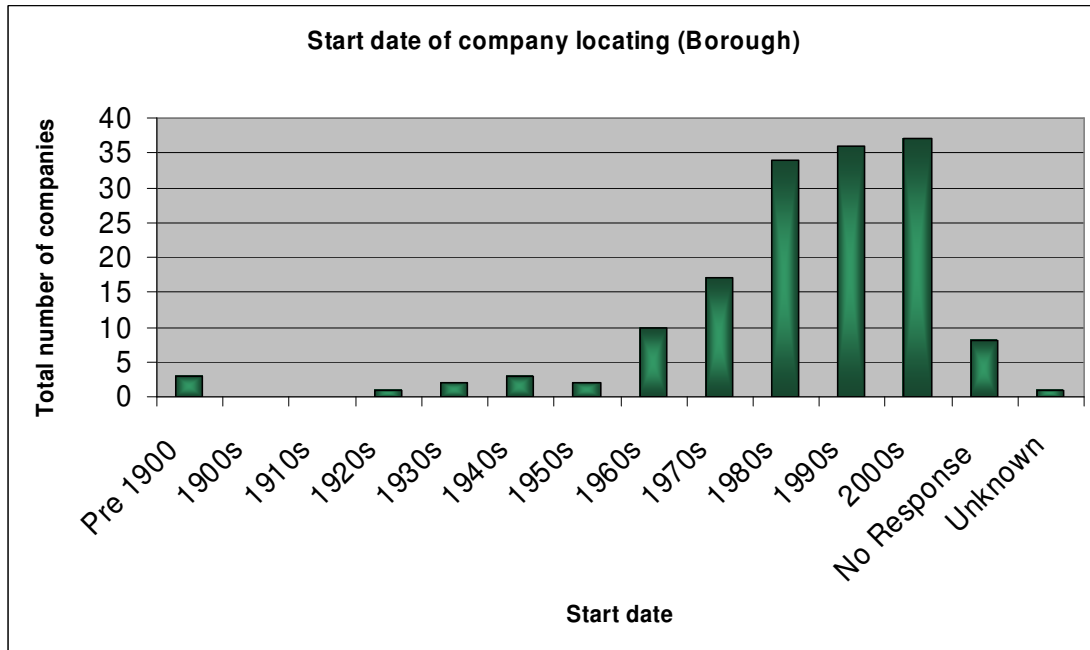
The above graph illustrates the continued expansion of Redditch's industrial portfolio. Whilst the development of industry was sporadic and slight in the early 1900's, from 1950 development has been progressive and significant. Thus it follows that the highest proportion of industries started their operations in Redditch in the 2000s, whilst the 1980s and 1990s also witnessed high proportions of industries locating in the Borough. The fact that Redditch has a high proportion of industries locating in the Borough in the 2000s is not to be deemed an issue. Indeed, it demonstrates both that the Borough is growing economically and that it has the ability to attract companies to the area. It should also be noted that because the question specifically related to locating in Redditch Borough and not the start date of the firm some of the firms locating in the Borough would be well-established companies.

Whilst some of the employment areas in the Borough are more traditional and have companies dating back to the pre-1900s, for example Lakeside, generally the pattern of a developing industrial profile is reflected in all of Redditch's employment areas, with the 1990s and 2000s particularly dominant in terms of companies starting up in Redditch.

Turnover

As part of the Employment Land Review, the turnover for local businesses was also assessed in the questionnaire and the feedback is summarised in the graph below.

Graph 15
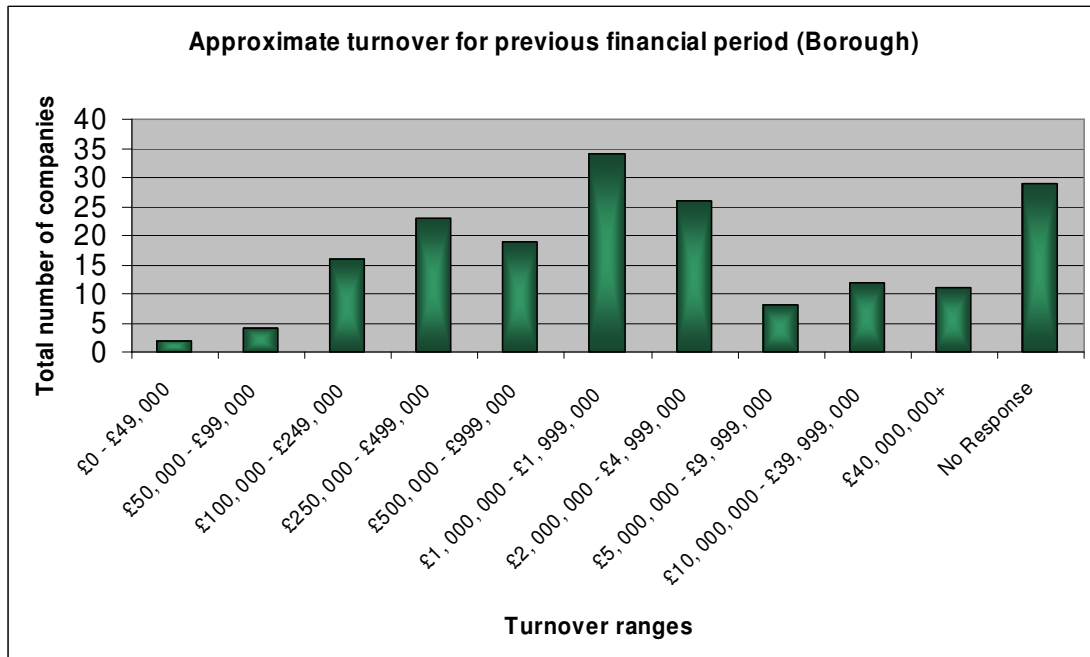
The turnover ranges across the Borough are very varied, and it should be noted that a high proportion of those businesses that did respond preferred not to disclose their turnover for the previous financial period. The graph indicates that the most common turnover range for companies in the Borough is £1, 000, 000 to 1, 999, 000. The majority of local businesses occupy the mid-range for turnover, whilst only a few companies fall in the highest and lowest brackets. This pattern is duplicated in a number of the employment areas in the Borough, most notably Enfield and Moons Moat. However, there are also a number of areas that show distinctly different turnover compositions from the Borough norm. Whilst the patterns in Hunt End, where the turnover consists only of 250,000 to 499,000 and 500,000 to 999,000, Ravensbank where turnover occupies only the maximum range of 40,000,000+ and Oakenshaw where the turnover is equally distributed between the 2,000,000 to 4,999,000 and 40,000,000 ranges, can be explained by the low response rate of the businesses in the area, more telling patterns emerge in Park Farm and Washford.

Graph 16

Approximate turnover for previous financial period (Park Farm)
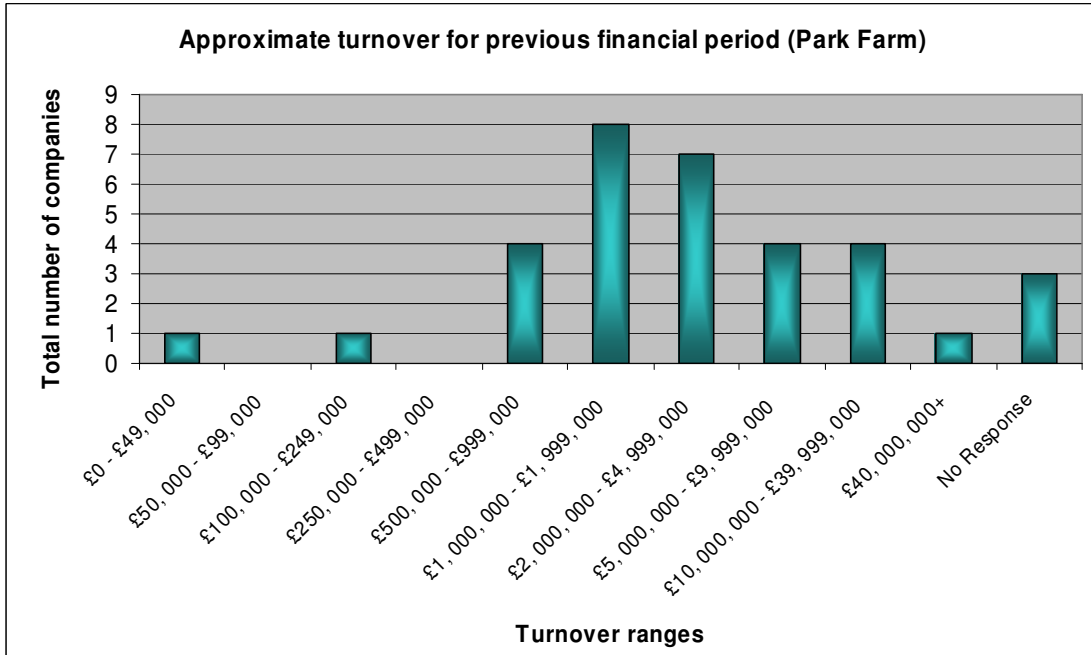
In Park Farm, whilst the most common turnover for businesses correlates with the Borough norm of 1,000,000 to 1,999,000, the overall pattern differs, with a concentration of businesses in the upper parameters of turnover and a dearth of businesses in the lower parameters.

Graph 17

Approximate turnover for previous financial period (Washford)
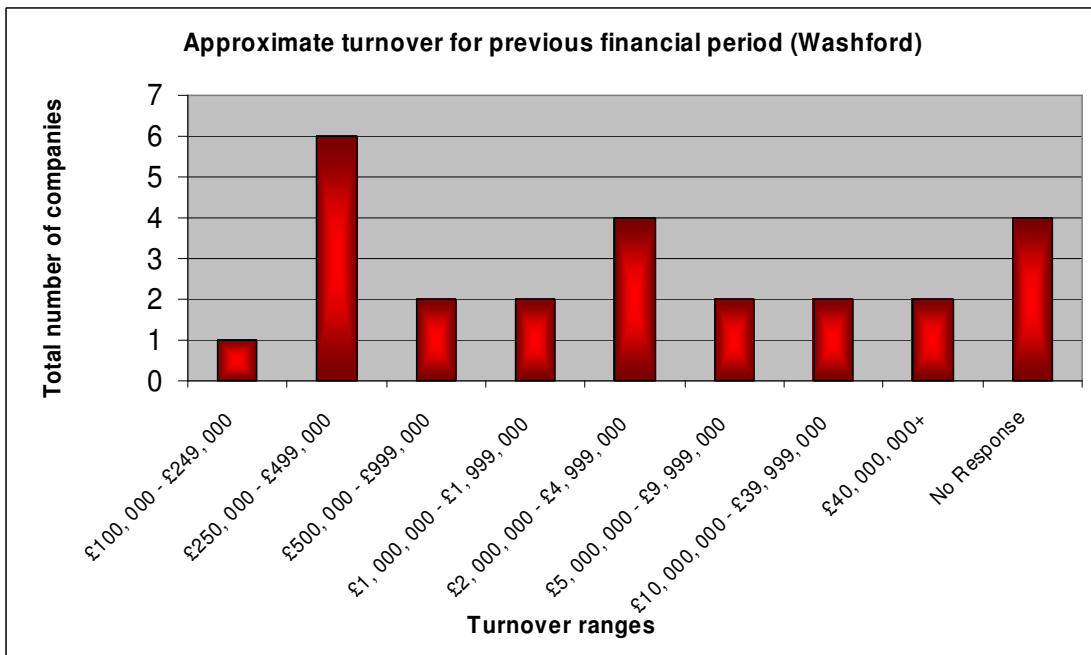
In terms of the composition of Washford, the entire pattern varies from that dominant in the Borough. Indeed, there were no recorded businesses with a turnover less than 100,000 and, apart from slight peaks in 250,000 to 499,000 and 2,000,000 to 4,999,000; the area shows a more evenly spread of turnovers than is demonstrated Borough-wide. Overall, industries within the Borough tend to produce a healthy turnover that is conducive to economic stability.

Location

In order to ascertain the appeal for businesses in locating in Redditch, the questionnaire posed why a company chose the area for their operations.

The graph below details the responses relating to why each company decided to locate in Redditch Borough. It should be noted that each respondent could provide as many reasons as they deemed necessary. There were no set responses therefore, based on the most common themes, the responses were grouped into categories. The response relating to 'unknown' signifies that the respondent did not know why they had located in the Borough. As the graph illustrates, the most common response for the Borough related to the origin of the company. Other key responses were the central location of Redditch and the residence of the workforce. This pattern was generally reflected in the individual employment areas with the majority of these areas citing origin as the most important reason for their location. Although there were slight differences in some areas which could be accounted for by response rate to the questionnaire (Oakenshaw and Ravensbank), a notable difference emerged in Moons Moat in which logistics, a relatively insignificant factor across the Borough, was deemed the equal most important factor with origin.

Arguably, these results suggest that many companies do not necessarily choose to locate in Redditch but often their choice is dictated by history or circumstance. This suggests that Redditch has few "push factors" which would prompt businesses that are located here to relocate elsewhere. This is reflected in the high levels of satisfaction with Redditch as a business location expressed by the respondents. However, it appears that the Borough currently relies on companies starting up in Redditch rather than attracting companies from elsewhere. Therefore, Redditch needs to be promoted and made more appealing to outside companies and investors if employment is to continue to grow.

Graph 18

Why is the company located in Redditch?
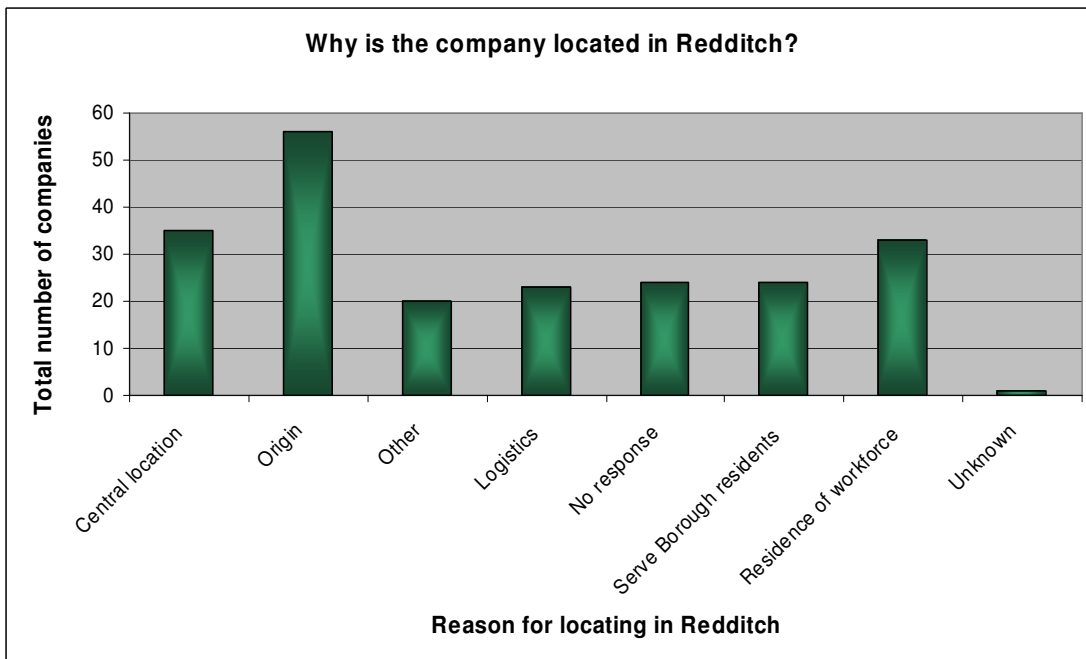
Satisfaction of site

A series of questions were asked about the satisfaction levels of the site where the company is located. These related to:

- Ability of staff to get to work
- Ability to recruit new staff
- Quantity of parking space
- Access to road/transport network
- Security of site
- Proximity to customers/suppliers
- Quality of utilities and telecommunication links
- Nearby amenities

Results for each of these individual measures of satisfaction are collated in the various graphs below.

In terms of the ability of staff to get to work, the responses from across the Borough indicate that the majority of companies (over 85%) are satisfied or very satisfied with the location of their site. This pattern is reflected in the feedback from individual employment areas.

Graph 19

Ability of staff to get to work (Borough)

Graph 20

Ability to recruit new staff (Borough)
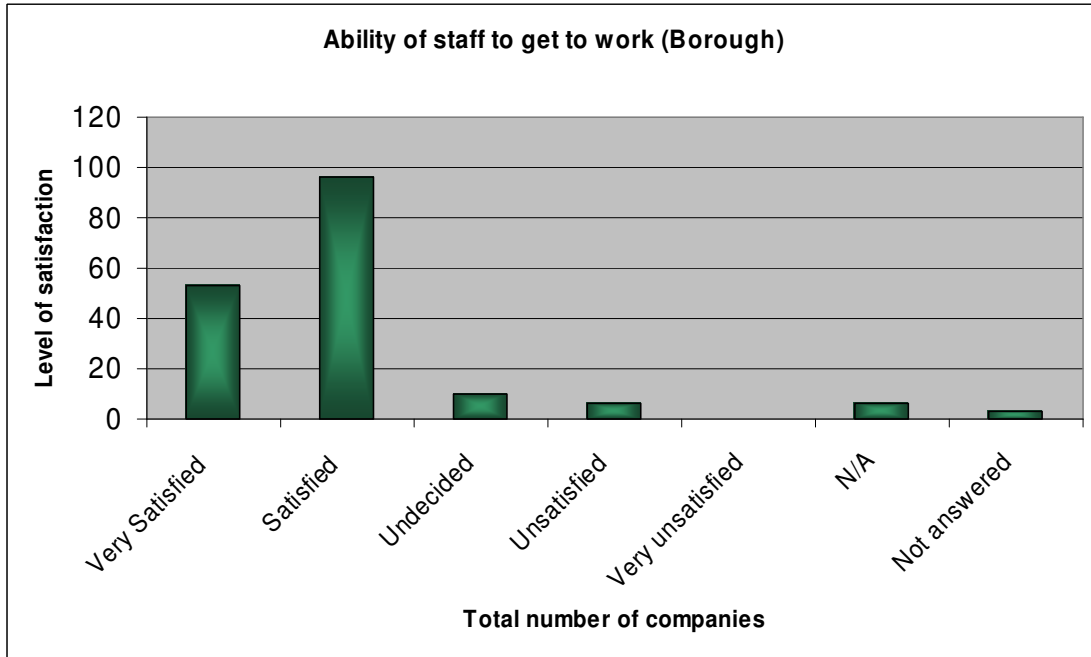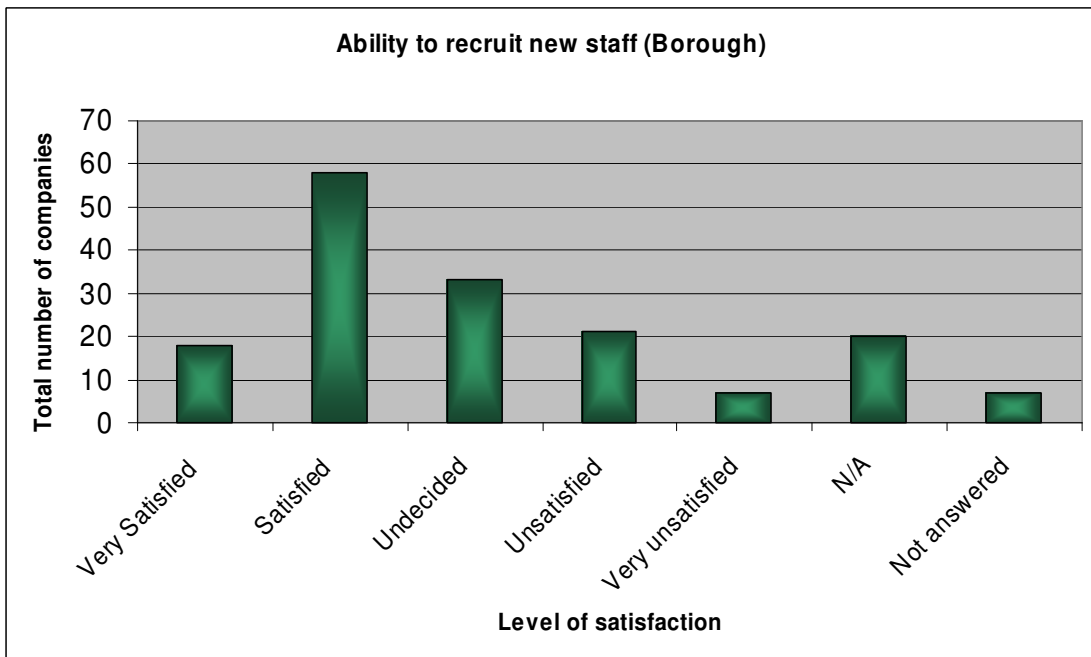
In terms of the ability to recruit new staff, companies within the Borough are generally satisfied that the location of their site facilitates recruitment. However, there are also a number of mixed responses both of a more positive and negative manner. Indeed, whilst 46% of respondents claimed to be satisfied or very satisfied with the site, a comparative 37% of respondents

were undecided, unsatisfied or very unsatisfied, suggesting that there is a need to improve recruitment opportunities within the Borough's employment areas. Moons Moat and Park Farm showed particularly mixed responses, with 43% of respondents in Moons Moat satisfied or very satisfied and 40% undecided, unsatisfied or very unsatisfied with recruitment, whilst in Park Farm 48% of respondents were satisfied or very satisfied and 39% were undecided, unsatisfied or very unsatisfied. Thus it follows that these areas need particular attention with regard to improving recruitment.

Graph 21

With regard to the quantity of parking space, Borough-wide responses tended to show general satisfaction with the site location of companies. This pattern was replicated in the individual employment areas.

In terms of access to the road or transport network, over 90% of responses from across the Borough show that companies are satisfied or very satisfied with their site location. The most common response for the individual employment areas saw companies considering themselves as satisfied with accessibility, in Washford 72% of respondents were very satisfied with accessibility and the remaining 28% satisfied. All of the negative responses towards accessibility came from three particular areas - Enfield, Lakeside and Park Farm – and although these responses were relatively insignificant in the general overview of the Borough, it does suggest that in terms of these specific sites accessibility is an issue.

Graph 22

Access to road/transport network (Borough)
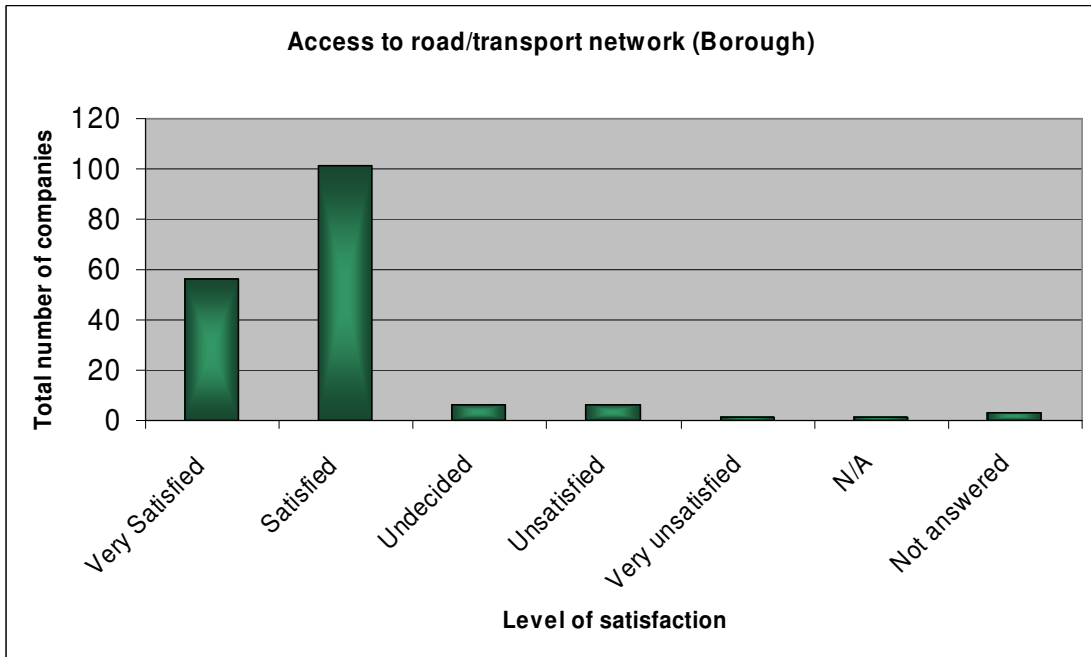
In terms of site security, although respondents were predominantly satisfied across the Borough, the graph illustrates that there was a high level of respondents who were undecided, unsatisfied and very unsatisfied. Therefore this is an issue within the Borough.

Graph 23

Security of site (Borough)
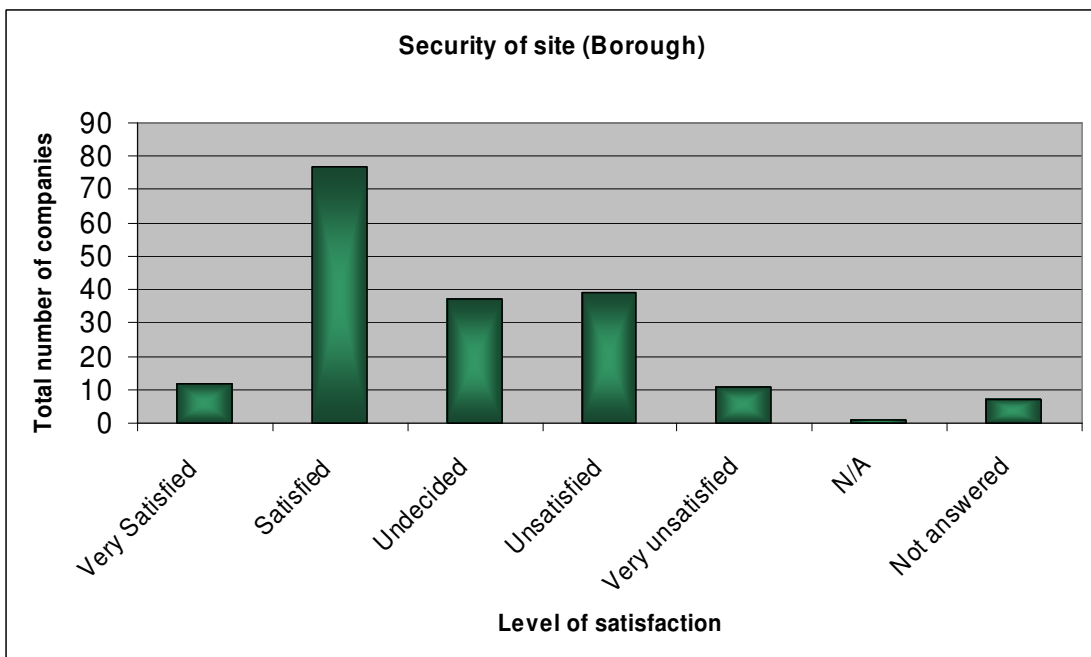
Within individual employment areas, whilst some areas including Enfield and Lakeside had higher proportions of respondents who were satisfied with security, in other areas this pattern was reversed with a higher proportion of respondents dissatisfied by security. In Hunt End this phenomenon was exemplified, with no respondents being satisfied with security.

Graph 24
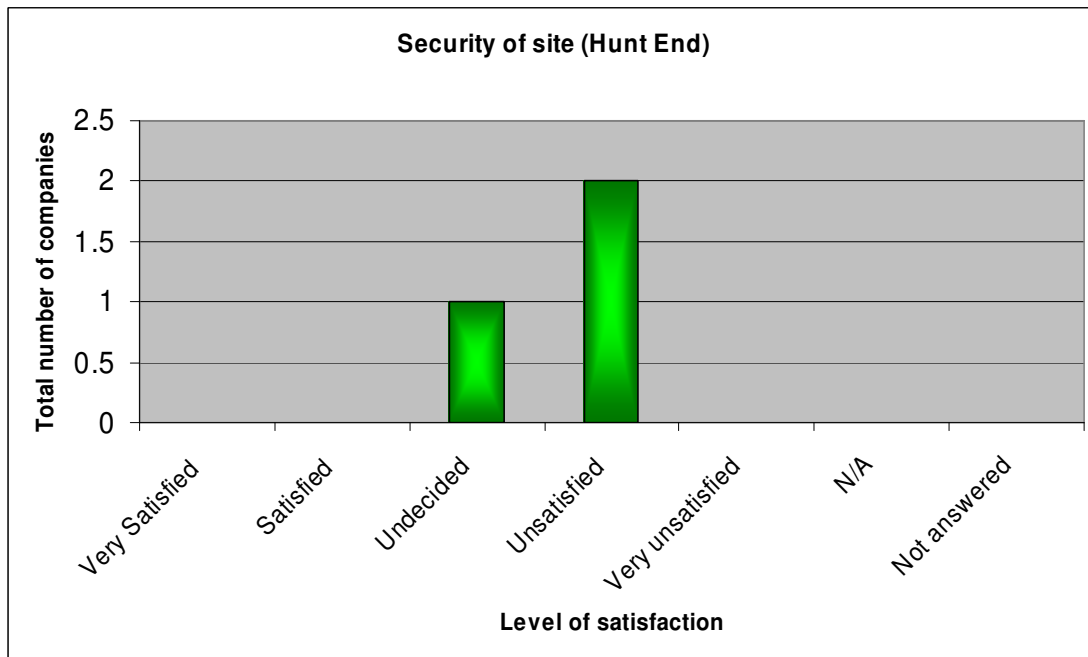
The issue was also prevalent in the responses from Washford, Moons Moat and Park Farm, all of which had a greater proportion of dissatisfied to satisfied respondents: 60% dissatisfied compared to 36% satisfied in Washford, 57% compared to 38% in Moons Moat and 55% compared to 45% in Park Farm. Therefore whilst it is important to consider the issue of security at a Borough-wide level, it is also necessary to focus on improving these individual employment sites.

With regard to the proximity of the employment area to customers and suppliers, the majority of companies in the Borough were satisfied with their site. Indeed, this pattern was reflected in the responses for individual employment sites, with Park Farm, Arrow Road, Oakenshaw and Ravensbank recording no dissatisfied responses.

Graph 25

Proximity to customers/suppliers (Borough)

Graph 26

Quality of utilities and telecommunication links (Borough)
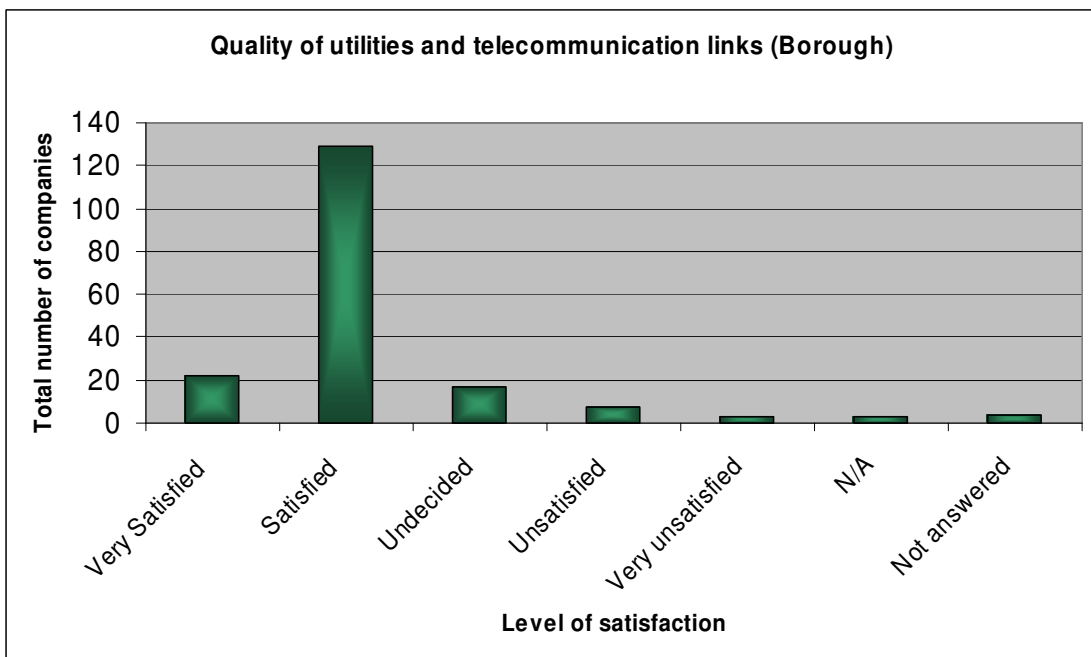
In terms of the quality of utilities and telecommunication links, the predominant response across the Borough shows companies to be satisfied with their employment site. These results are replicated in each of the individual employment areas.

Graph 27
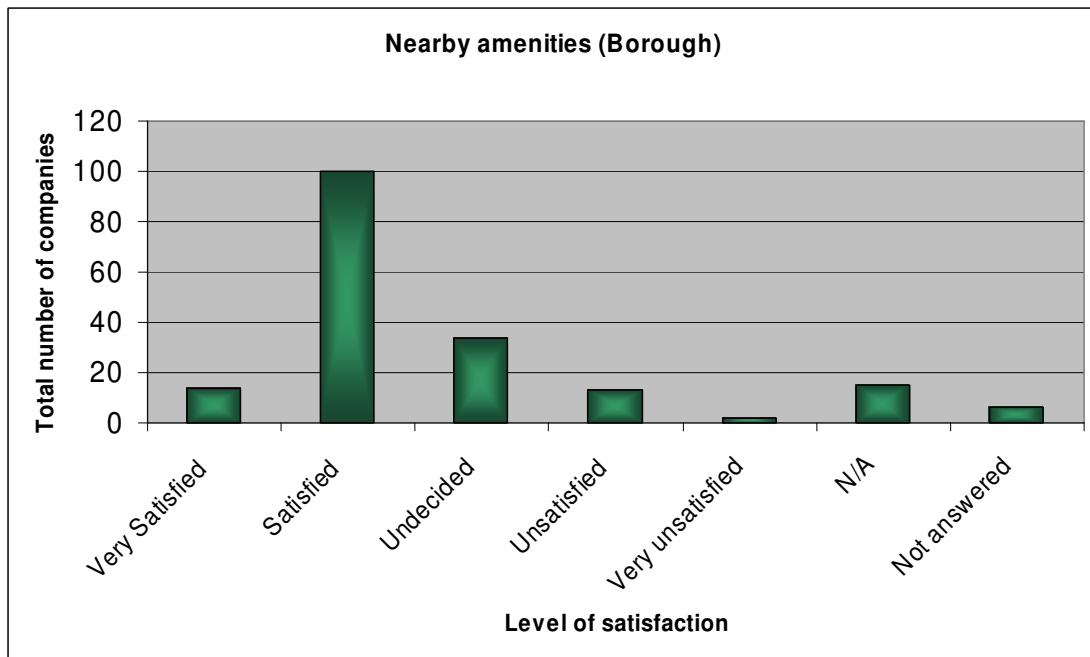
Companies within the Borough tended to express satisfaction towards their location in terms of nearby amenities. Most of the individual employment areas replicated this trend, however in Moons Moat responses were the most diverse, with 45% of respondents satisfied with nearby amenities, whilst a comparative 38% of respondents were dissatisfied.

In relation to all of the indices of satisfaction that were measured by the questionnaire, responses generally suggested that, both in the Borough as a whole and in the individual employment zones that comprise the area's industrial provision, companies are satisfied with the various factors. Whilst it can be assumed that satisfaction levels are high, the responses highlight specific anomalies relating to individual sites. Indeed, responses from Moons Moat suggest the site has various issues that need addressing, whilst respondents from Park Farm also raised a number of concerns and companies in Washford showed a particular dissatisfaction towards security. Borough-wide the main concern with the employment sites appears to be security and this warrants action. However, individual sites also have their own specific issues that should not be overlooked.

Disadvantages of Location

Having identified the satisfaction levels of companies in the Borough on a number of indices, the questionnaire sought to establish the main disadvantages of locating in Redditch.

Graph 28

Main negative factors of locating in Redditch (Moons Moat)

Total number of companies (y-axis: 0, 5, 10, 15, 20, 25)

Breakdown of negative factors (x-axis: No Response, Cost, Poor Council (Grants), Poor skills base, N/A, Competition, Other)
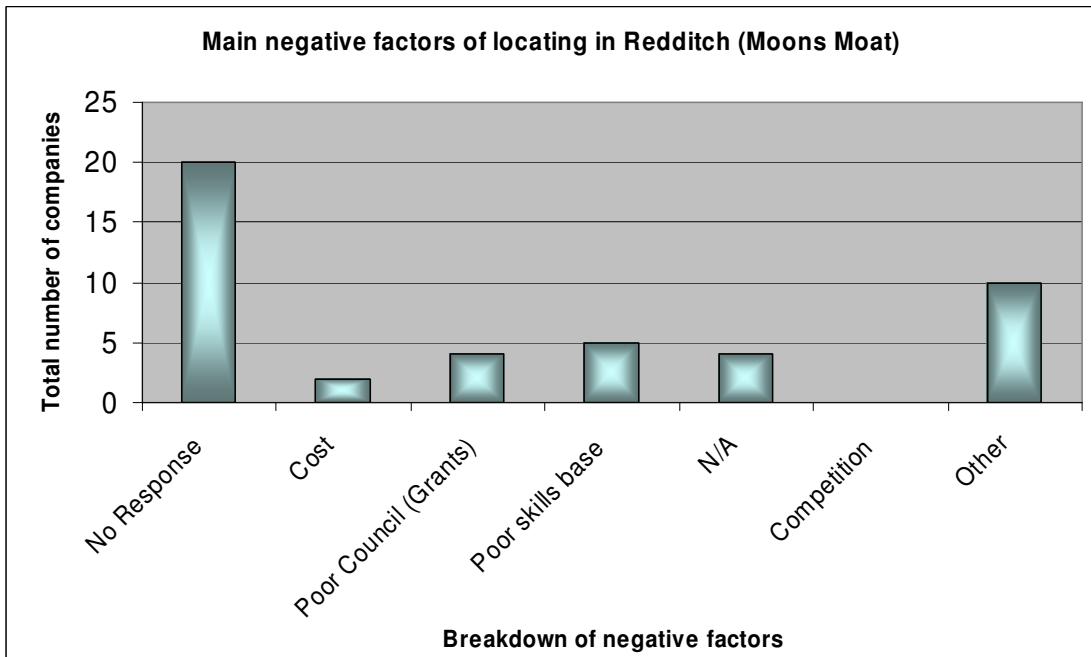
The above graph details the responses relating to the negative factors of locating in Redditch Borough. It should be noted that each respondent could provide as many reasons as they deemed necessary. There were no set responses therefore, based on the most common themes, the responses were grouped into categories. The most recurrent issue related to the Borough's skills base; a pattern that was replicated in the responses from Washford and Lakeside. However, Moons Moat and Park Farm were particularly noticeable for the variety of responses.

Graph 29

Main negative factors of locating in Redditch (Borough)

Total number of companies (y-axis: 0, 10, 20, 30, 40, 50, 60, 70, 80, 90)

Breakdown of negative factors (x-axis: No Response, Cost, Poor Council, Poor skills base, N/A, Competition, other)

Graph 30

Main negative factors of locating in Redditch (Park Farm)
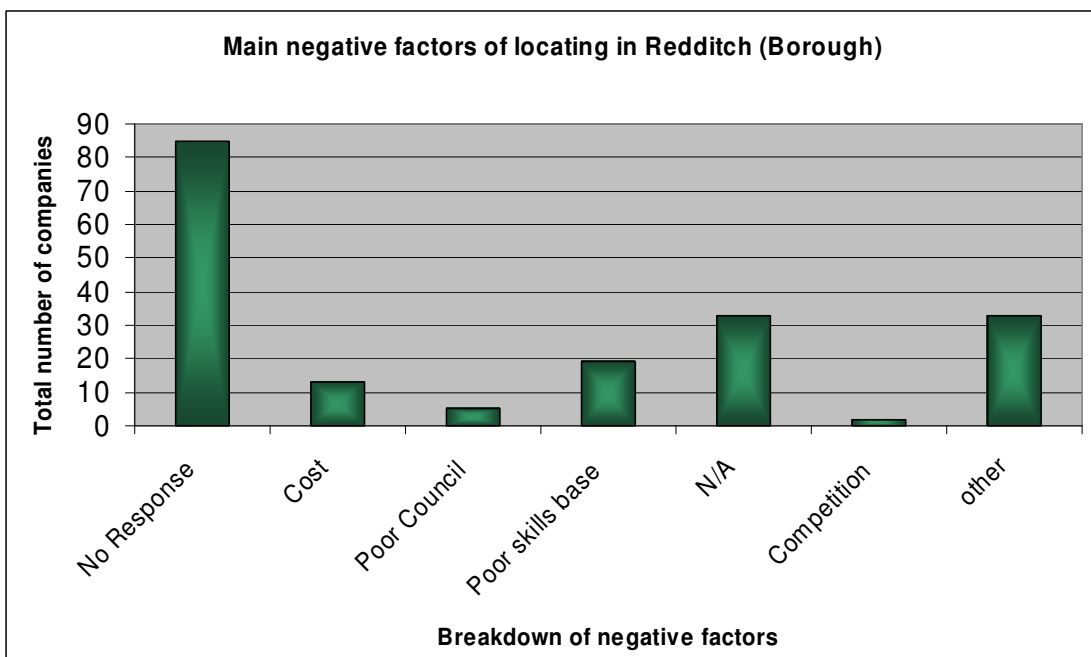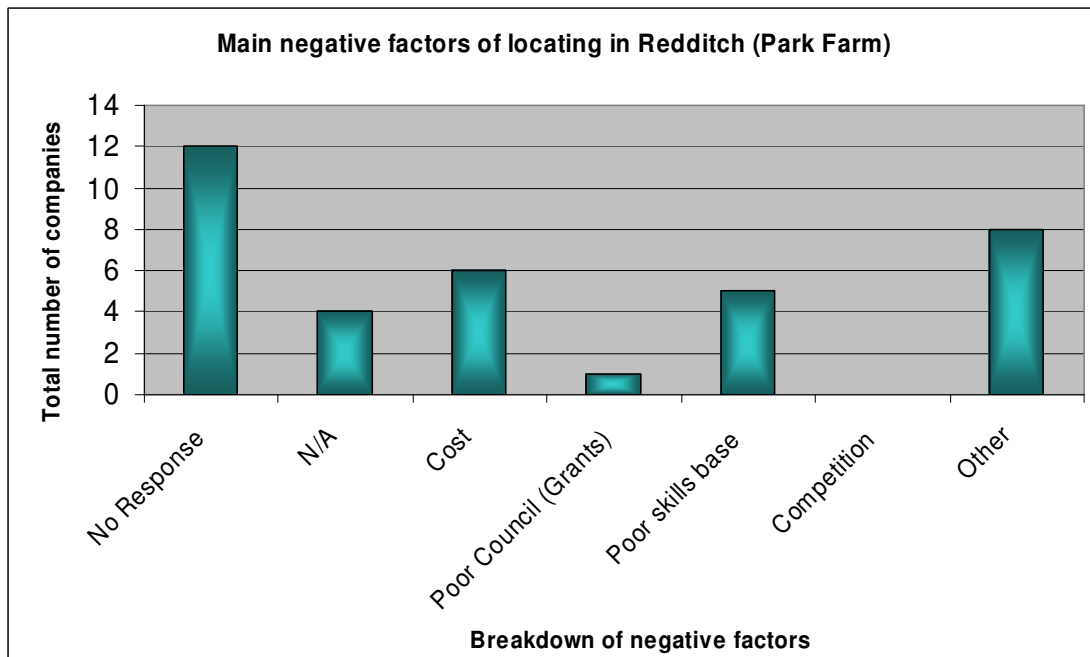
The graphs show that both of these sites differ from the Borough pattern. In Moons Moat, although a poor skills base was the most common categorised response, other negative factors were prevalent and included poor links with public transport and proximity to other amenities. There is also less of a differentiation between the various indices than was portrayed across the Borough. Indeed, in Moons Moat there were 5 votes for a poor skills base, 4 votes for poor council input and 2 votes for cost.

In Park Farm, not only were results mixed, but, also, in contrast to the Borough norm, the main negative factor to emerge was that of cost. Like Moons Moat, Park Farm also gained a high number of other responses.

The high rate of no responses is also worth consideration. In the Borough, almost 45% of respondents did not identify a negative factor for locating in Redditch, and this would suggest that such respondents are generally satisfied. Therefore, whilst it is indicated that there are generic problems with skills and cost in the Borough that could be improved, relatively speaking negative factors were not prevalent amongst respondents.

Size

In order to assess the Borough's existing employment requirements and to cater for future delivery, consideration was given to floorspace.

According to the results outlined in the graph above, the most common range of employment space occupied by companies in Redditch is 1,000 to 5,000 sq ft. From a floorspace of 5,001 sq ft to 100,000+ sq ft there is a negative correlation, as such that for each increasing employment space range there are fewer units within the Borough. Indeed, companies tend to occupy the lower middle ranges in terms of size, with only few businesses in the highest and lowest parameters. This would suggest that business operations in Redditch are generally of a small scale.

Graph 31
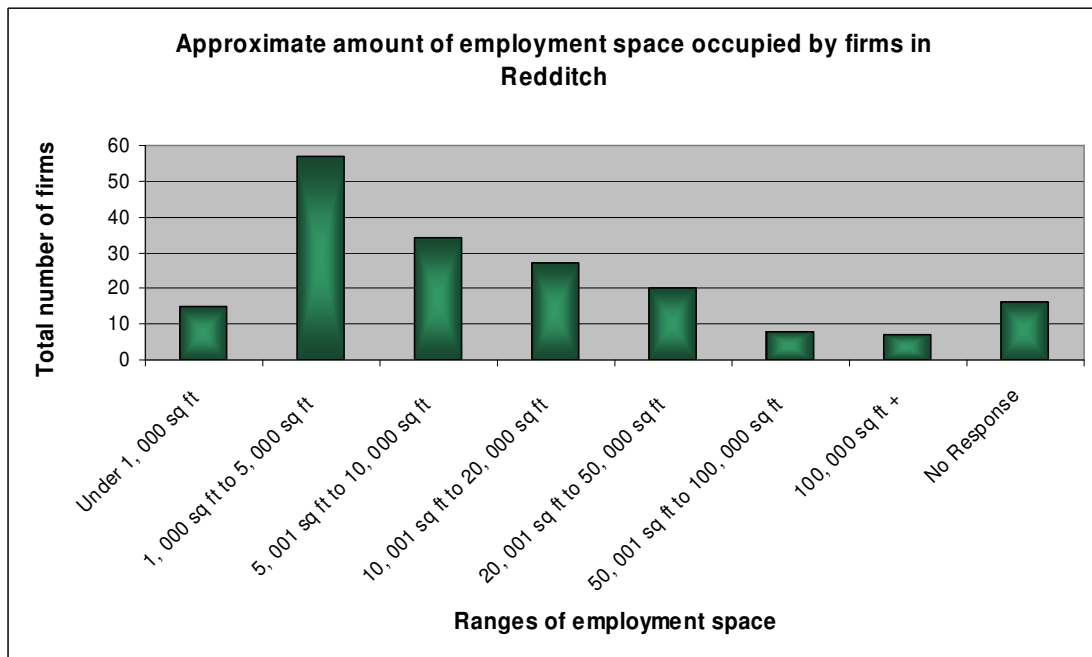
As individual employment areas have different types and statuses of companies, the range of employment spaces is specific to individual sites. In Arrow Road and Washford, the pattern of floorspace is comparative with that of the Borough. In Oakenshaw, the only floorspace ranges are 5,001 to 10,000 sq ft and 100,000+ sq ft, whilst in Ravensbank all responses fell in the range of 50,001 to 100,000 sq ft. Although these results suggest that Oakenshaw and Ravensbank are particularly incongruent with the Borough norms, only two responses were provided from each site, therefore more information would need to be accrued in order to establish whether these rudimentary findings are indeed representative of the areas as a whole. More pertinent findings were gained from Park Farm and Lakeside, as illustrated below.

Graph 32

Approximate amount of employment space occupied by firms in
Redditch (Park Farm)

Ranges of employment space

Graph 33

Approximate amount of employment space occupied by firms in
Redditch (Lakeside)
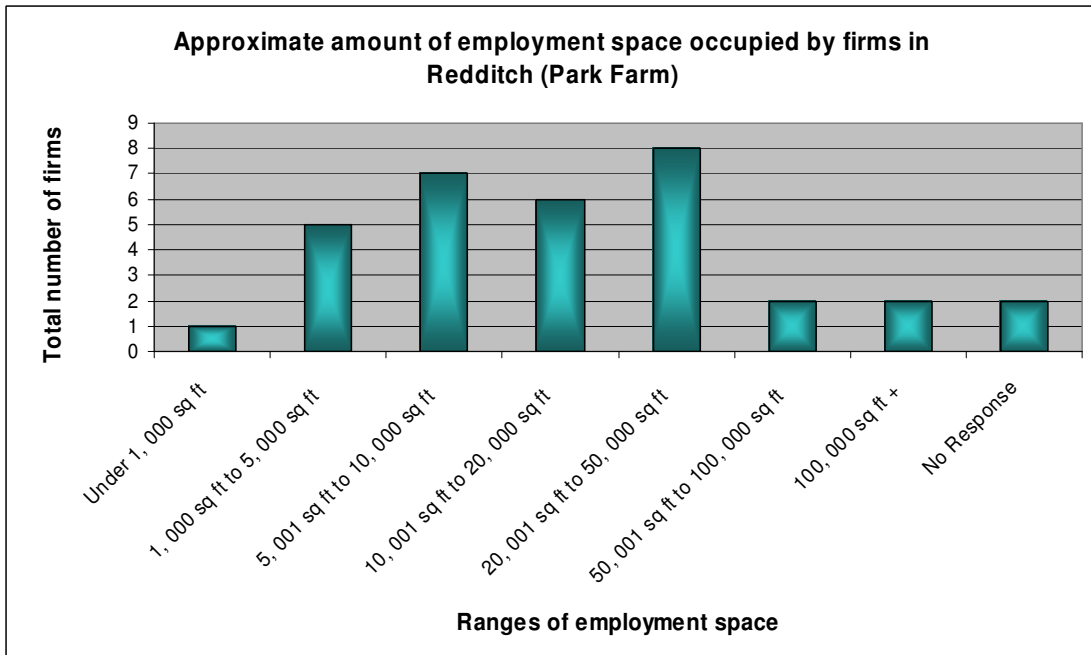
Ranges of employment space
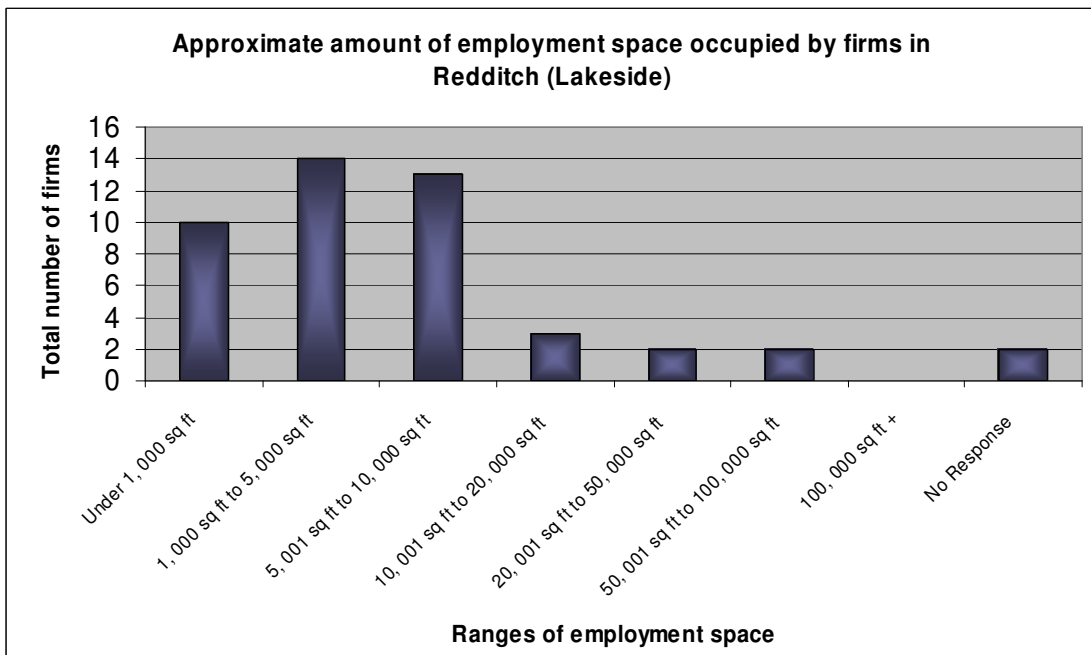
In Park Farm, unlike the tendency within the Borough for the number of units to decrease as floorspace increases, there is a positive correlation as such that generally as employment space increases from 1,000 sq ft to 50,000 sq ft so too does the number of companies. In contrast to the Borough findings, in Lakeside there is a concentration of companies occupying the lower scale of employment space, with 80% of all respondents identifying their premises sizes as less than 10,001 sq ft.

Although it has been identified that floorspace is unique to the individual employment areas in Redditch, arguably in the Borough as a whole findings have indicated that companies run small scale operations.

Premises

The questionnaire asked companies whether they considered their current premises to be adequate for their future, and results are depicted in the graph below.

Graph 34

Do you consider your premises to be adequate for the immediate future of the company (Borough)
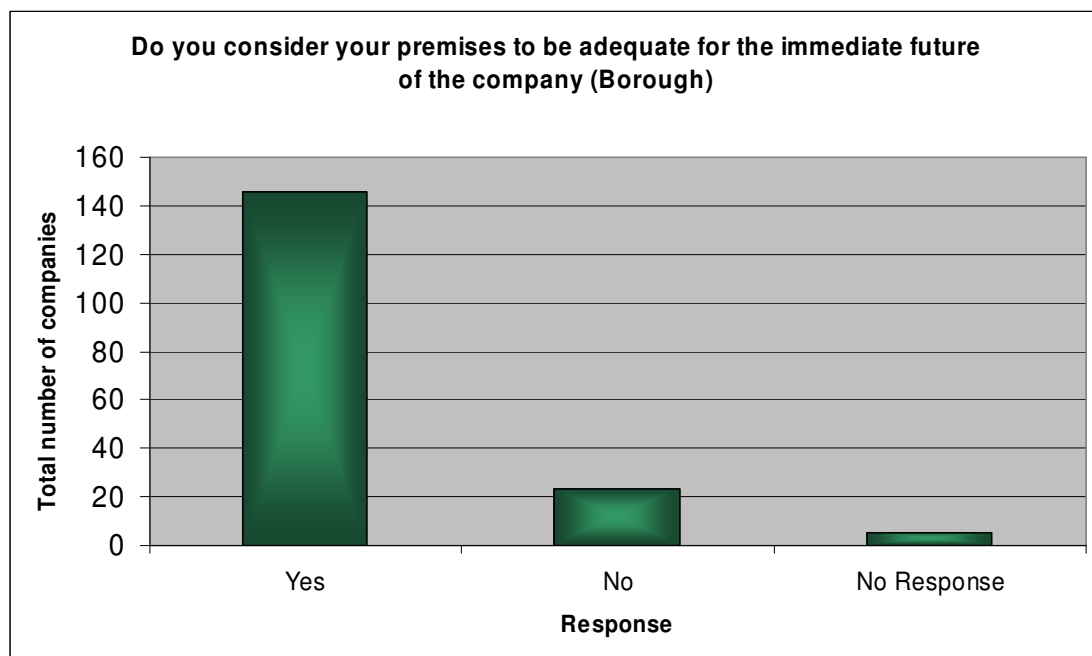
The graph indicates that across Redditch the general consensus amongst the Borough's companies is that their premises are sufficient for the future. Indeed, 84% of respondents replied positively. In all but one of the employment zones percentages equilibrated to that of the Borough, ranging from 81% in Park Farm to 100% in Arrow Road, Oakenshaw and Ravensbank. In Hunt End, the majority of respondents also considered their premises to be adequate for the immediate future of the company, however at 67% the percentage was considerably lower, although this is affected by the limited number of respondents.

Employment Creation

Continuing with the assessment of the Borough's future employment needs, the questionnaire sought to establish expected employment creation.

Graph 35
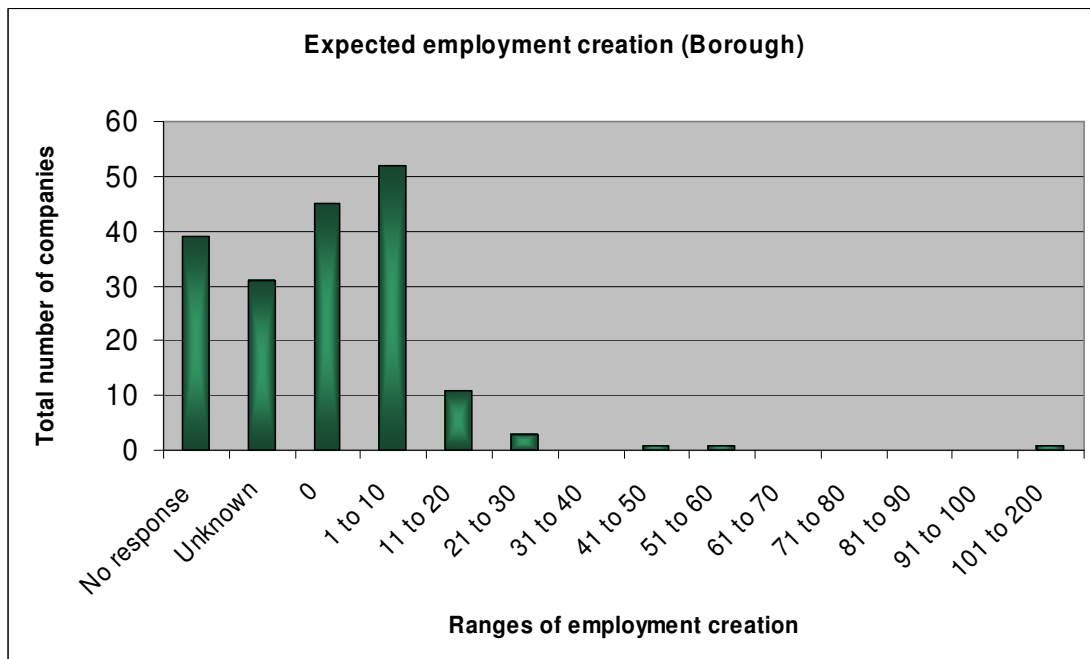
Whilst a number of respondents were unable to anticipate employment creation, the graph highlights that the most expected ranges of employment creation were 1 to 10 opportunities and no opportunities. This suggests that in general across the Borough only minimal employment creation is anticipated and this pattern was echoed within the individual employment areas. However, the actual amount of employment creation is difficult to predict given the uncertainty of future economic and industrial patterns and the results are offered just as a guideline. It is possible to suggest from the findings however, that given that there were few responses at the middle or higher end of the scale, it should be expected that employment creation in the Borough will be progressive and modest rather than drastic.

Company Future

Companies were also questioned as to their future plans in terms of their business activities and markets.

Graph 36

Are you expecting to enter into new areas of activity (Borough)

Graph 37

Are you expecting to enter new markets (Borough)
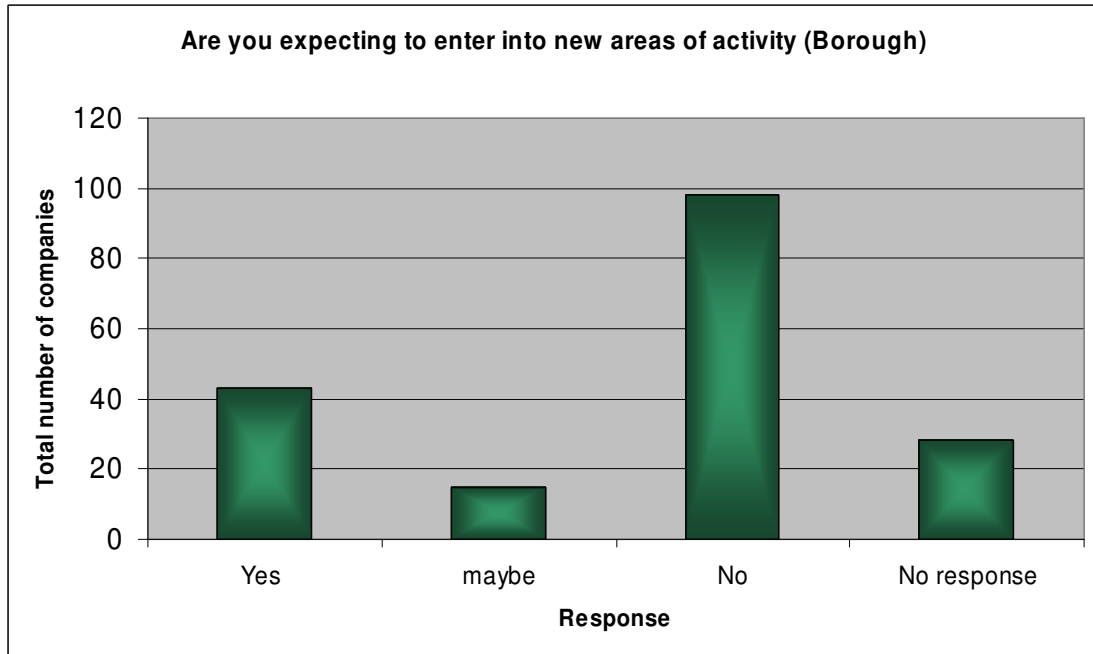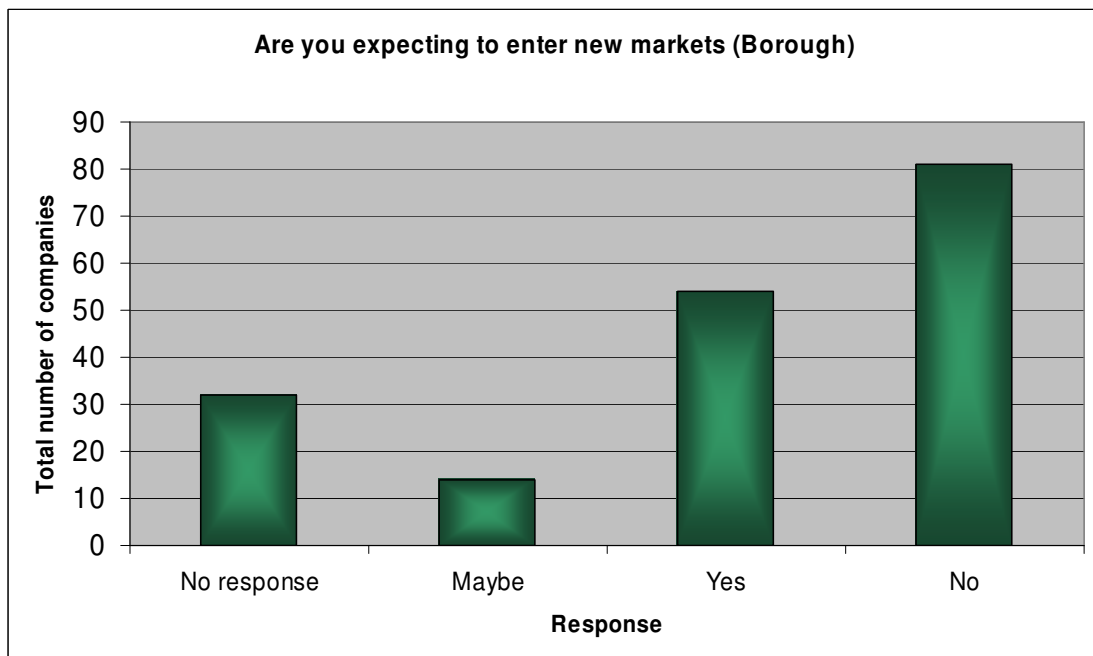
These graphs show that, both in terms of entering into new areas of activity and new markets, the predominant response for companies within the Borough is negative. This response is more accentuated with regard to

entering new areas of activity and companies in Redditch find it more viable to enter new markets.

These responses are reflected in the majority of employment areas across the Borough. However, in Oakenshaw all respondents replied positively to the possibility of entering into new areas of activity which contrasts with the Borough norm, however as only two responses were received the sample may be unrepresentative of the area. With regard to the possibility of entering into new markets, results were more telling. In Washford and Lakeside the discrepancy between positive and negative responses was only 5, with 7 yes and 12 no responses and 13 yes and 18 no responses in the two areas respectively. This suggests that in these employment zones the prospect of entering new markets is less clear-cut than that demonstrated generally in the Borough. However, the most distinctive results came from Park Farm (shown below), which was the only employment area within the Borough in which positive responses towards entering new markets outweighed negative responses.

Graph 38
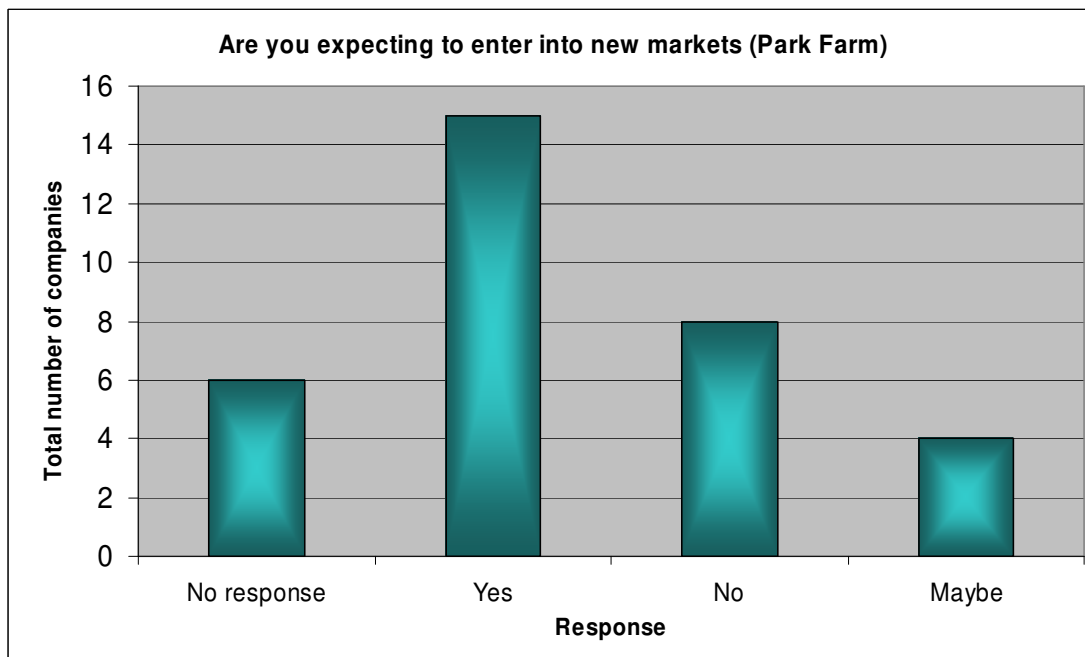
Arguably, the findings in the Borough indicate that companies plan to continue their current operations rather than broaden their portfolios. This may be an issue if the current activities and markets that they specialise in are declining as over-reliance on low value added manufacturing is generally perceived as a problem for the Borough. It does suggest that companies in Redditch may be limiting their prospects by not seeking out relevant opportunities.

Inward Investment

Inward investment plays an important role in the development of businesses, thus the potential impact of inward investment for businesses within Redditch Borough was estimated and is summarised by the graph below.

Graph 39

Do you anticipate any inward investment in your business activity (Borough)
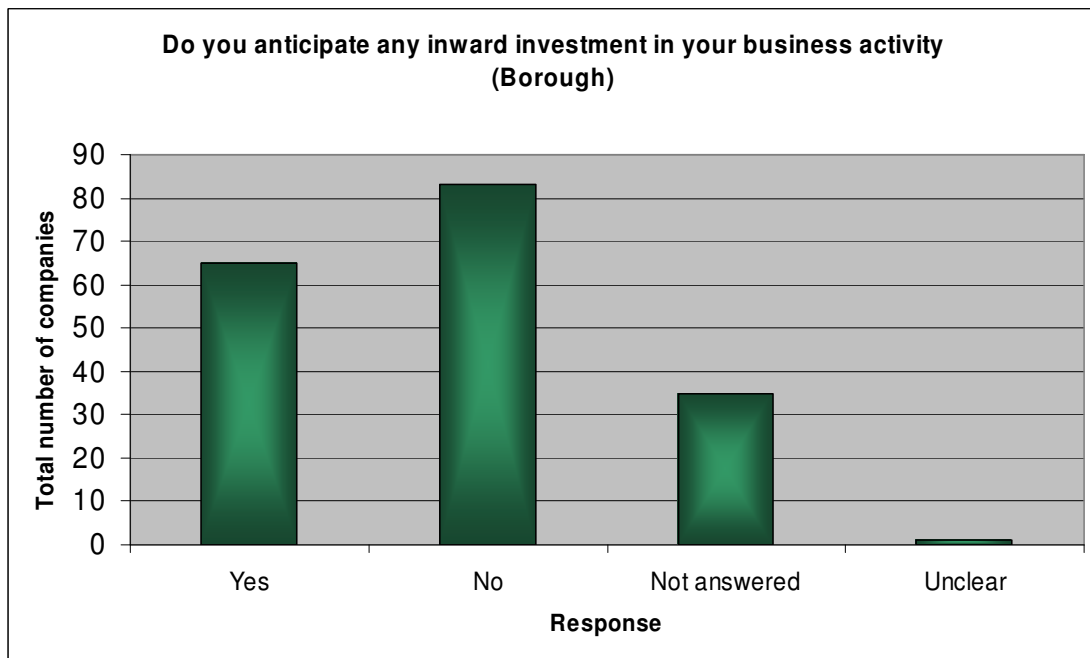
Whilst a number of companies were unable to offer a conclusive response with regard to the potential for inward investment, the number of positive (65) and negative (83) responses obtained for the Borough were relatively similar with the negative responses slightly higher. This relationship was apparent in the responses from a number of the area's employment zones, with the main exceptions being Washford and Lakeside in which the positive responses narrowly outweighed the negative responses. Generally, the findings suggest that investment for a number of companies in the Borough may be an issue.

Growth Prospects

Companies were also questioned on their attitudes towards growth prospects in order to create a vision of the potential development of the Borough's existing employment portfolio.

Graph 40

Views on growth prospects for own sector (Borough)
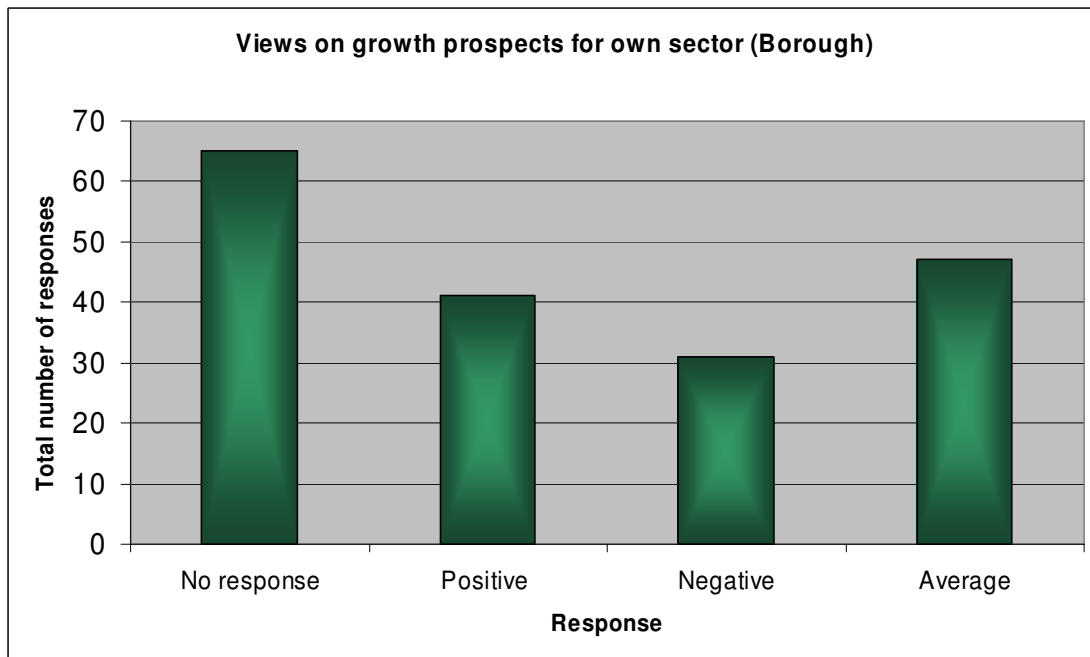
The graph demonstrates that across the Borough there was no clearly dominant response with regard to growth. Although the most common response from businesses towards growth was average, positive responses were not far behind and subsequently neither were negative responses. Indeed, attitudes towards growth were characterised in the Borough by their variation. The general pattern of responses, as shown in the graph, were replicated in a few of the employment areas in Redditch, however for other areas decidedly different results were obtained. For example in both Oakenshaw and Ravensbank only positive responses were received, however as it has been suggested elsewhere due to the limited response rate in these areas a more representative sample is needed before a definitive conclusion can be made on their attitudes towards growth. In both Lakeside and Enfield, which had greater feedback, results were more noticeable.

Graph 41

Views on growth prospects for own sector (Lakeside)

Graph 42

Views on growth prospects for own sector (Enfield)
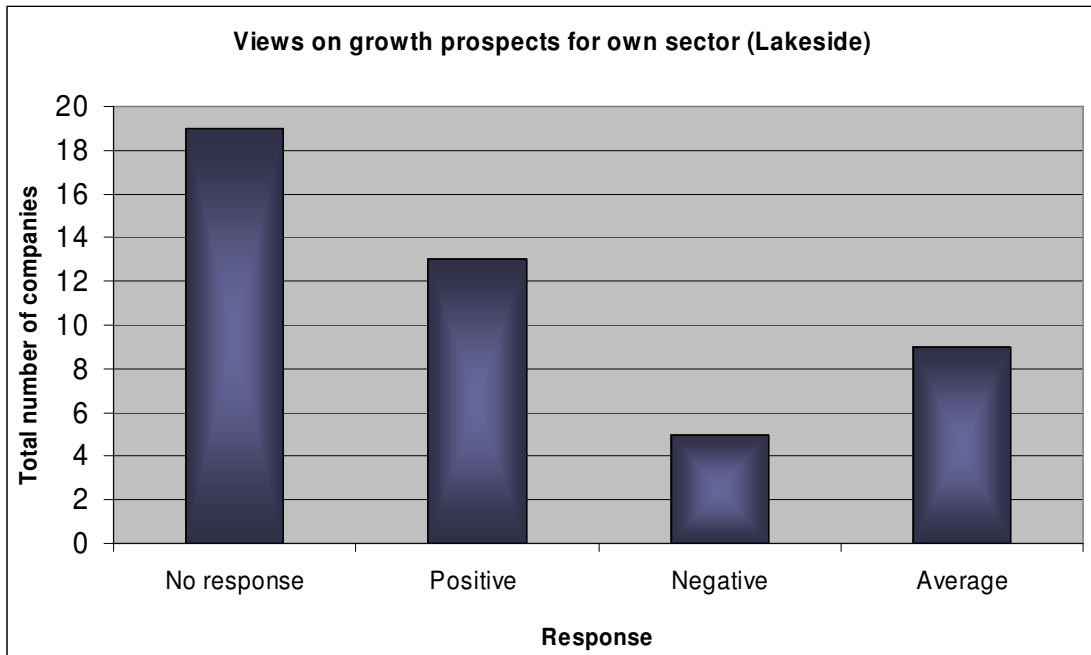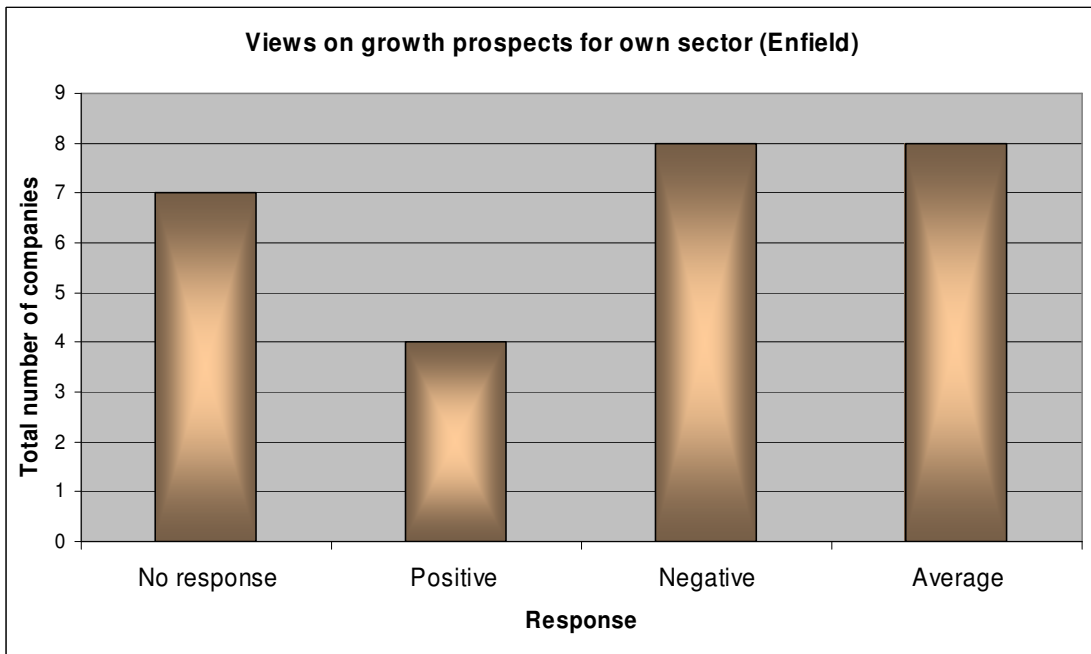
The graphs highlight a greater discrepancy between positive and negative responses in Lakeside than was demonstrated Borough-wide. Meanwhile, in Enfield, the entire pattern of responses is in contrast to that generally experienced in Redditch, with negative responses matching average responses and both doubling the number of positive responses. This may suggest that businesses in Enfield are particularly limited in terms of growth

opportunities and therefore sustainability. That positive responses to growth opportunities outweighed negative responses across the Borough is promising. However, that such a significant number of responses were negative does suggest that growth is not a prospect for all of the Borough's businesses and as such is an employment issue for in the area.

Relocation

In order to establish how companies perceive Redditch in comparison with other potential employment locations, the issue of relocation was raised in a series of related questions.

The graph illustrates that the majority of companies in the Borough are not considering relocation, which is promising for Redditch. For those companies considering relocation, Redditch was the most popular destination, which further suggests that companies are satisfied with the Borough as a location for their operations. These results were echoed throughout the individual employment areas.

Graph 43
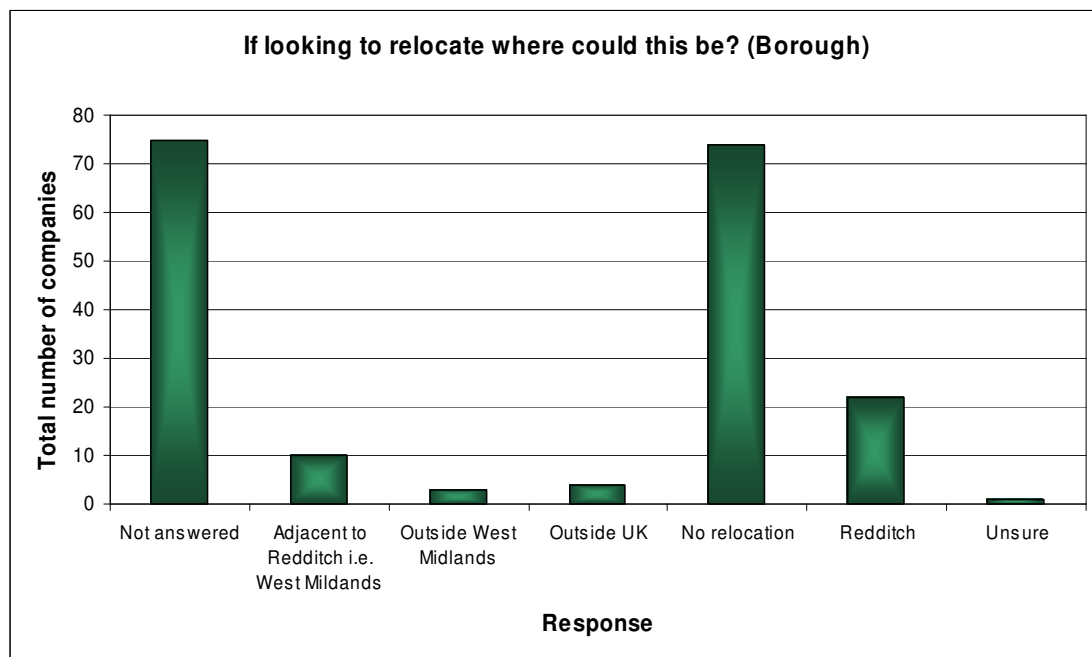
Continuing with the theme of relocation, the spatial demands of companies considering moving from their current locations was ascertained and is useful in assessing Redditch's potential to attain and deliver such allocations.

Graph 44
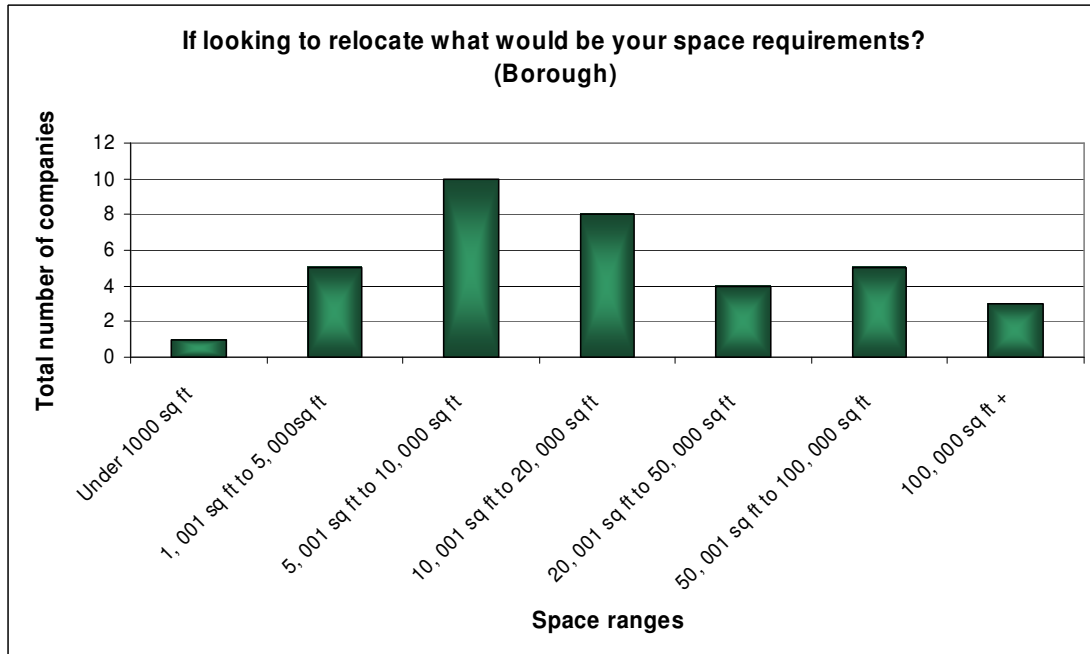
Whilst the graph above outlines the various spatial requirements of local companies, it is important to note that 138 respondents did not answer this question. From the feedback of the 36 companies who replied to this question, it is shown that units in the ranges of 5,001 to 10,000 sq ft and 10,001 to 20,000 sq ft are the most sought after. However, the requirements were very diverse and there was little discrepancy between the various space ranges, with only the requirement for units under 1,000 sq ft particularly low. This would suggest that in its delivery of employment spaces the Borough needs to cater for a wide range of spatial requirements to suit small, medium and large scale enterprises. Furthermore, working to a maximum requirement based on these responses, over 1,000,000 sq ft of employment space is sought after.

Having identified the spatial requirements for companies considering relocation, other factors were determined that would encourage relocation.

Graph 45

The graph shows the various aspects that would attract companies currently located in Redditch Borough to relocate. It should be noted that each respondent could provide as many reasons as they deemed necessary. The predominant reasons for relocating are affordable rent and an accessible location. However, all of the factors are well-represented. Whilst the responses from the individual employment areas tended to reflect the Borough pattern, in Moons Moat the most important factor was land to construct purpose built facilities to suit the firm's own requirements and in Lakeside the incorporation of flexible modular units was a particularly attractive feature when considering relocating. However, in general all of the factors are important to most companies in some degree and thus should be considered important to Redditch as a means of keeping existing companies from relocating and encouraging new companies to move to the Borough.

Building on the earlier question of possible areas suitable for relocation, a more specific breakdown of locations was sought.

Graph 46

If not relocating in Redditch where would you relocate (Borough)
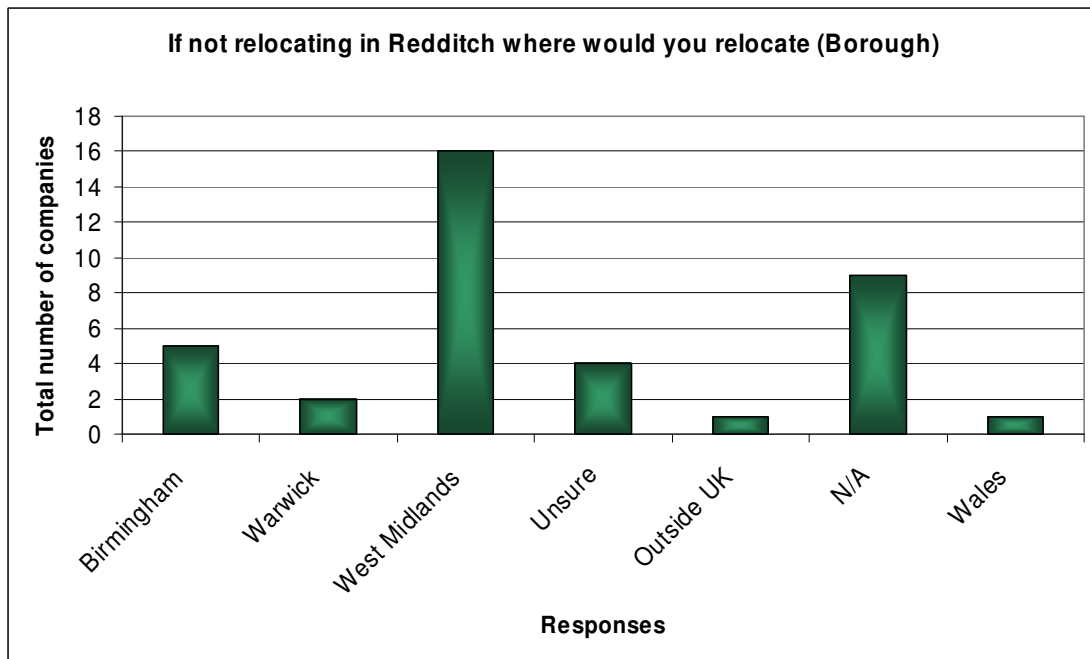
Although 145 respondents did not answer the question, it is clear from the results that the most popular destination outside of the Borough for relocation amongst companies in Redditch would be the West Midlands. Responses were characteristically low and homogenous across the individual employment areas. Indeed, only one respondent, a company located in the Washford employment area, opted for relocating outside of England in Wales and similarly only one respondent, located in the Park Farm area, chose relocation outside of the UK.

In order to establish the attractiveness of different locations within Redditch for businesses, respondents were asked to identify any areas that they would consider relocating to and the results are reproduced in the graph below.

Graph 47
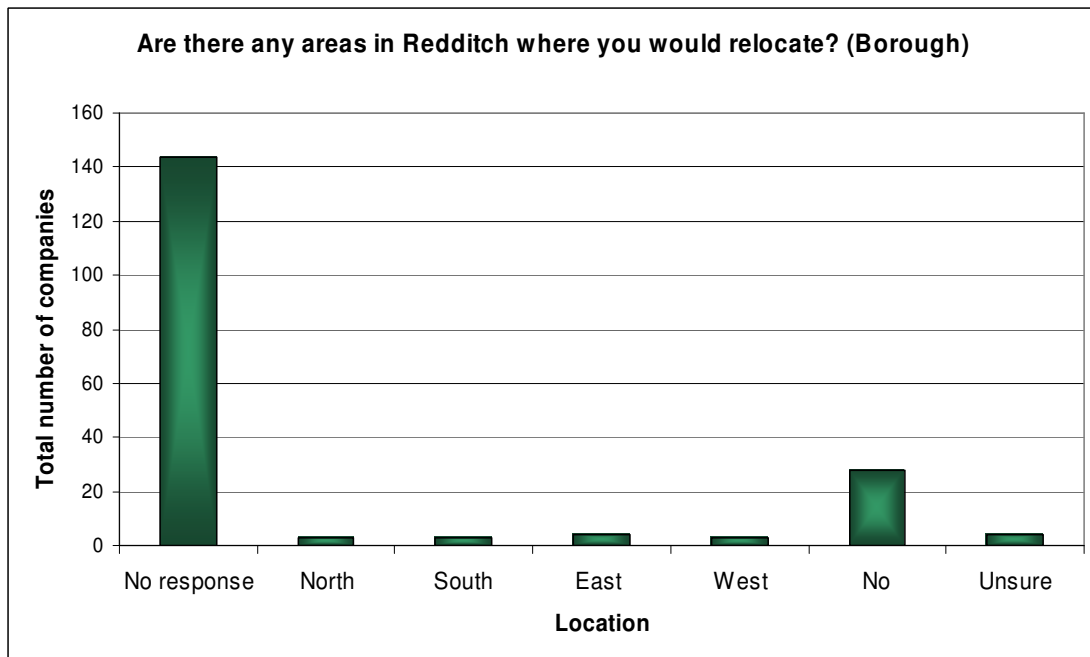
As with the other relocation questions, for the majority of respondents within the Borough relocation was not a consideration, thus the results were limited to 45 responses. From these results the resounding response was that companies within the Borough would not want to relocate to another employment area in Redditch. However, 13 companies expressed a desire to relocate within Redditch, with the different locations receiving similar, if not identical, interest. Moons Moat, Park Farm and Lakeside had the widest spread of results, which is indicative of the higher response rates in these areas. However, all of the industrial areas shared a similar breakdown of responses to that characterised in the Borough as a whole.

In terms of providing an overall assessment of attitudes to relocation amongst companies within the Borough based on the various issues raised in the questionnaire and subsequent feedback, it is apparent that for the majority of industries within Redditch relocation is neither an issue nor a priority. In the few instances where relocation was an option, Redditch itself remained the most popular location suggesting that Redditch has strong appeal for its current occupants. This is not to say that in the future companies will be detracted from the Borough, but at present Redditch appears to be fulfilling the needs of its industrial residents.

Advantage West Midlands

Finally, the questionnaire reviewed the affiliations between businesses in Redditch and the region's development agency, Advantage West Midlands who work to support new and existing businesses by attracting investment, developing key industries, raising skills levels and providing financial and strategic support.

Graph 48
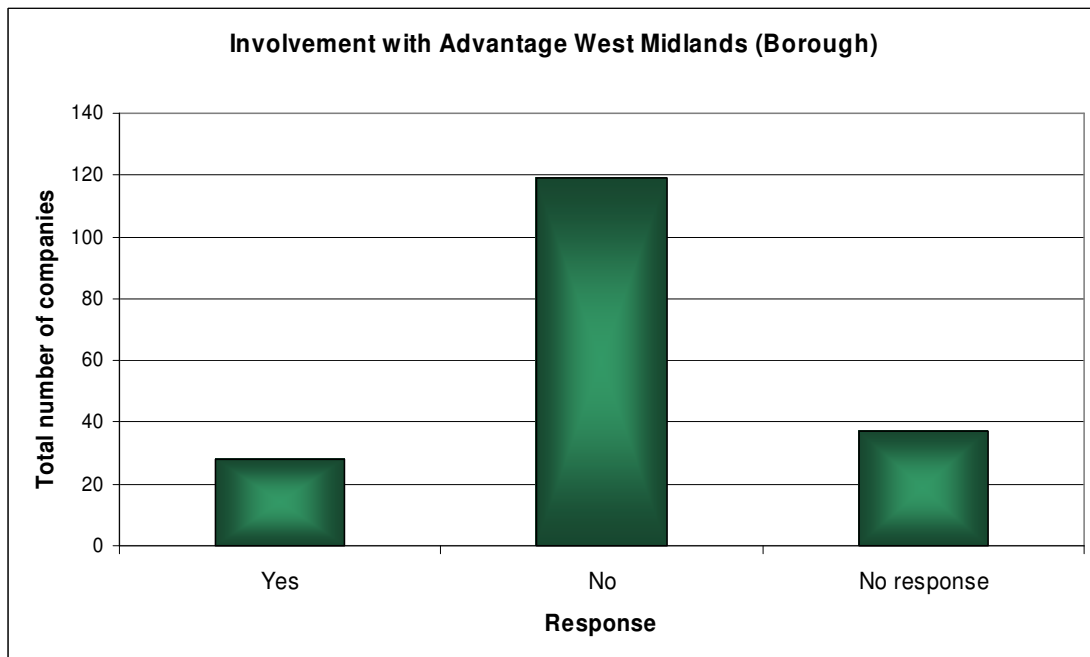
The graph shows that predominantly within the Borough, businesses are not involved with, and therefore not benefiting from the input of, Advantage West Midlands. Indeed, only 19% of respondents are involved with the development agency. The discriminate proportionality in the Borough between those companies affiliated with Advantage West Midlands and those not is replicated across the various employment zones and therefore is an issue. Concerns over a poor skills base in the Borough as well as cost and recruitment issues emerged in this consultation process and greater involvement with Advantage West Midlands could help to reduce the impacts of some of these problems.

Conclusion

In conclusion, this section has sought to engage with feedback from consultation with the Borough's businesses to provide important background

information on Redditch's economic and industrial portfolio. It has generated a portrait of the activities and attitudes of industry within the Borough as a whole, as well as identifying key issues or variances within the constituent employment areas.

Appendix B – Redditch Economic Assessment – Key Facts and Figures

Redditch – Approximate drive time to major conurbations

Town	Birmingham (Minutes)	London (Hours)	Manchester (Hours)	Cardiff (Hours)	Edinburgh (Hours)
Redditch	30	2¼	2	2	5¾

<div align="right">Source: AA, 2003.</div>

Redditch's central location within the West Midlands ensures that drive time to major conurbations is relatively satisfactory.

Within Worcestershire, the Local Transport Plan (2)[10], published in March 2006 for the period 2006-2011, aims "to deliver a transport system within Worcestershire that is safe to use, and which allows people to easily access the facilities that they need for their day-to-day life in a sustainable and healthy way."

The plan highlights the need to work in partnership with core organisations, for example the Highways Agency to maintain key roads through the county, and Network Rail to ensure that the county has reliable rail services.

The Strategy has seven key principles:

1. Ensure that all residents, visitors and workers in Worcestershire can access the facilities they need to carry out day-to-day activities by the safest, most efficient and convenient mode of transport available to them.
2. Minimise the impact of all modes of transport upon the local environment, and seek to reduce vehicle emissions arising from transport activity within Worcestershire.
3. Ensure that traffic congestion within Worcestershire does not constrain economic activity within the County. Reduce the impact of congestion upon local communities, and ensure that the environmental impact of congestion is minimised.

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[10] Worcestershire County Council, 2006. http://worcestershire.whub.org.uk/ltp-2006/wcc-transport-ltp-final-2006-2011.pdf

4. Create a transport network within Worcestershire that is even safer for people to use.
5. Ensure that land use decisions take full account of transport issues and that community facilities are located to minimise the need for travel for their users.
6. Support the future development of the County through initiatives such as the Central Technology Belt, and Market Towns Transportation Initiative.
7. Undertake major transportation studies for the Worcester and Wyre Forest areas to identify the most appropriate future transport strategy to allow future development of these areas.

Proportion (%) of dwellings in each council tax band (as of 15 September 2008)

Area	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total properties
Bromsgrove	8.4	18.2	21.5	19.3	16.8	8.5	6.6	0.8	**38,828**
Malvern Hills	11.1	20.4	21.6	16.0	13.9	10.0	6.6	0.4	**32,881**
Redditch	21.3	33.0	20.4	12.0	8.9	3.2	1.2	0.1	**34,836**
Worcester	18.6	33.1	25.3	11.8	7.4	3.0	0.9	0.0	**42,392**
Wychavon	11.4	20.5	22.1	14.9	12.9	10.4	7.3	0.4	**51,014**
Wyre Forest	24.2	24.3	24.3	13.4	7.2	3.7	2.6	0.3	**44,440**
Worcestershire	15.9	24.8	22.7	14.5	11.1	6.5	4.3	0.3	244,391
West Midlands	31.5	25.1	19.2	11.0	6.9	3.7	2.3	0.2	2,340,770
England	25.0	19.5	21.7	15.3	9.5	5.0	3.5	0.6	22,595,697

Source: Valuation Office Agency, 2008.

A property's Council Tax band is determined by its price (or estimated price) as of April 1991. Band A properties are the lowest priced and have the smallest Council Tax bills, while Band H has the highest priced properties and thus are subject to the largest

Council tax bills. The table above indicates that, when compared to the rest of Worcestershire, Redditch has a high proportion of Band A and B properties, and a comparatively low proportion of G and H properties.

Proportion (%) of properties in Local Authority in Band A (as of 15 September 2008)

Redditch Borough has the second highest percentage of properties in Council Tax bands A and B, as the graph below illustrates.

Housing numbers proposed in the West Midlands Regional Spatial Strategy Preferred Option

	Total dwellings (2006-2026)	Dwellings per year
Redditch	6,600	330

The table above indicates that Redditch is proposed to be hit by a large amount of housing growth up to 2026.

Mean, median and lower quartile house prices, 2007

Area	Mean	Median	Lower quartile
Bromsgrove	£237,599	£203,750	£152,500
Malvern Hills	£266,234	£226,000	£170,000
Redditch	£169,867	£147,750	£120,000
Worcester	£188,401	£167,000	£142,500
Wychavon	£250,211	£210,000	£155,000
Wyre Forest	£182,808	£155,000	£125,000
Worcestershire	**£213,510**	**£178,975**	**£139,950**
West Midlands	**£175,464**	**£147,000**	**£114,950**
England	**£222,619**	**£178,000**	**£127,000**

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Since July 2007, the housing market in the United Kingdom has suffered a major downturn. Following a prolonged period of growth, property prices fell in 2008. This is intrinsically associated with the so-called 'credit crunch'. Until the summer of 2007, house prices had risen markedly in recent years. The table above shows that mean, median and lower quartiles prices in Worcestershire in 2007, at what is likely to be the house price peak, were generally above regional and national averages. In relation to Redditch, the mean, median and lower quartile are consistently below these County averages, and there is no clear relationship between house prices across the County and Redditch. However, the 2008 annual house price figures are not yet available, so an assessment of the initial impact of the decline requires other data.

Average property prices by dwelling type, Q3 2007 and Q3 2008

Authority	Detached Q3 2007	Detached Q3 2008	Semi-Det Q3 2007	Semi-Det Q3 2008	Terraced Q3 2007	Terraced Q3 2008	Flat/Mais Q3 2007	Flat/Mais Q3 2008	Total Averages Q3 2007	Total Averages Q3 2008
Bromsgrove	£357,964	£364,901	£208,177	£194,191	£159,453	£164,518	£150,110	£108,215	**£253,541**	**£252,347**
Malvern Hills	£378,387	£342,609	£213,780	£208,539	£193,678	£170,477	£168,501	£143,566	**£277,020**	**£253,828**
Redditch	£251,777	£229,367	£161,164	£151,521	£136,294	£126,648	£111,292	£108,805	**£169,730**	**£163,140**
Worcester	£276,450	£259,081	£179,301	£175,041	£160,887	£151,140	£128,823	£135,945	**£190,346**	**£177,049**
Wychavon	£370,693	£362,825	£212,033	£210,054	£164,530	£157,731	£131,959	£136,625	**£258,101**	**£263,882**
Wyre Forest	£298,543	£299,275	£166,749	£158,143	£138,892	£124,269	£114,257	£116,111	**£191,271**	**£182,011**
Worcestershire	**£332,629**	**£322,102**	**£190,273**	**£182,702**	**£154,716**	**£145,881**	**£132,241**	**£128,463**	**£222,633**	**£214,515**

Source: Land Registry, 2008.

The trend demonstrated in the table above illustrates that Redditch Borough's property prices are all lower than the other Local Authorities across Worcestershire, for all property types, with the exception of flats and maisonettes during Q3 2008. The table also provides solid evidence of the decline in property prices for the corresponding quarters for 2007 and 2008; this is also expressed in the table below.

Change in average property prices by dwelling type, Q3 2007 and Q3 2008

District Name	% change Q3 2007- Q3 2008				
	Detached	Semi-Detached	Terraced	Flat/Maisonette	All properties
Bromsgrove	1.9	-6.7	3.2	-27.9	-0.5
Malvern Hills	-9.5	-2.5	-12.0	-14.8	-8.4
Redditch	-8.9	-6.0	-7.1	-2.2	-3.9
Worcester	-6.3	-2.4	-6.1	5.5	-7.0
Wychavon	-2.1	-0.9	-4.1	3.5	2.2
Wyre Forest	0.2	-5.2	-10.5	1.6	-4.8
Worcestershire	-3.2	-4.0	-5.7	-2.9	-3.6

The table confirms the fall in housing prices in Redditch across 2007 to 2008. Notably, the percentage falls in prices are, excluding flats and maisonettes, consistently more drastic than price falls in Worcestershire.

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Ratio of median income to median house prices, 2007 and 2008

Chart: Ratio of median income to median house price by Local Authority

Legend: ■ 2007 ■ 2008

Local Authority	2007	2008
Bromsgrove	9.8	10.0
Malvern Hills	10.5	8.8
Redditch	7.4	6.8
Worcester	7.7	7.1
Wychavon	10.4	9.5
Wyre Forest	7.0	7.2
Worcestershire	8.3	8.0
West Midlands	6.5	6.1
England	7.3	6.9
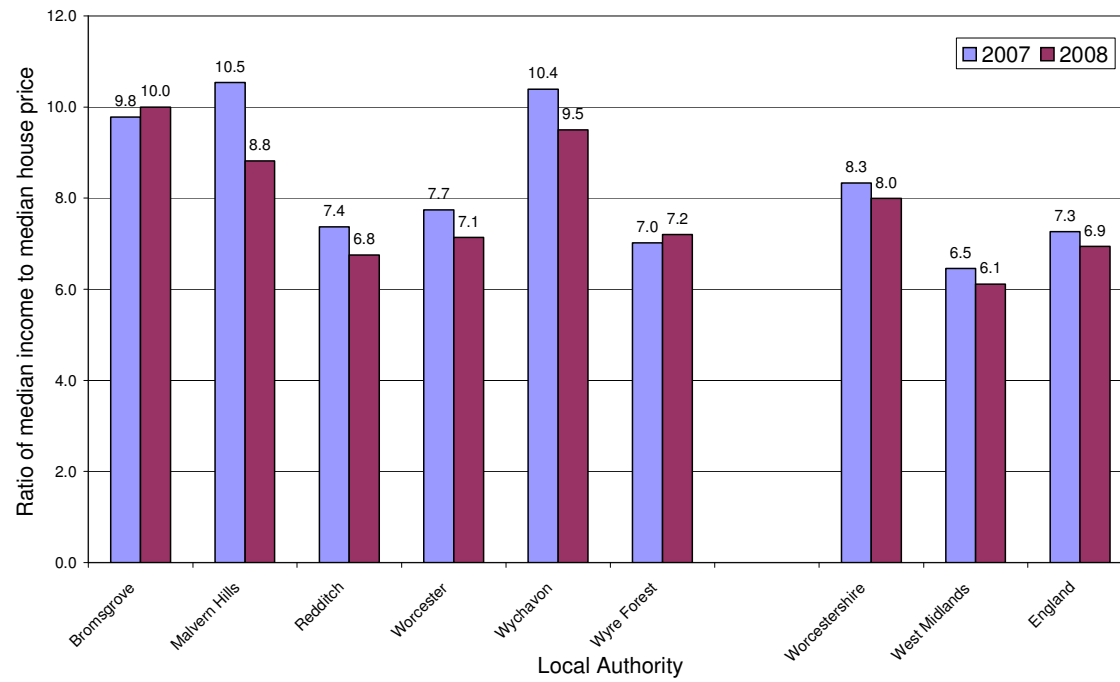
The ratios presented above are based on house sales and income data from the first half of the year. Although this shows that affordability ratios improved from 2007 to 2008, it is expected that the improvement will be much more marked in 2009 as house prices currently are considerably lower than they were at the start of 2008. As of 2008, Redditch has the best ratio of median income to median house price in the County, and is more in touch with the national ratios depicted in the graph.

Mid-2007 Population Estimates: Selected age groups; estimated resident population (thousands)

Area	All Ages	Children 0-15	%	Working age (16-64M/59F)	%	Older people (65+M/60+F)	%
Redditch	79.6	15.7	19.7	50.9	63.9	12.9	16.2

The County average for Working age population (16-16M/59F) is 60.4%, therefore Redditch (63.9%) is considered to have a healthy proportion of working age population (16-16M/59F) when compared to the County.

Population change over time, 1985-2007

Area	1985	1990	1995	2000	2005	2006	2007	Change (%) 1985-2007	Change (%) 2006-2007

Area	1985	1990	1995	2000	2005	2006	2007	Change (%) 1985-2007	Change (%) 2006-2007
Redditch	73.4	78.9	78.3	78.6	79.2	79.5	79.6	8.4	0.1
Worcestershire	490.1	509.6	526.7	539.6	550.8	552.9	555.4	13.3	0.5
West Midlands	5181.5	5218.4	5256.9	5269.6	5350.7	5366.7	5381.8	3.9	0.3
England	47057.4	47699.1	48383.5	49233.3	50465.6	50762.9	51092	8.6	0.6

Source: Office for National Statistics, 2008. Mid-year population estimates.

The population of Redditch from 1985 to 2007 has increased by 8.4%, this is considerably higher than in the West Midlands, but lower than the County average, and in line with the English average.

Population of Redditch Local Authority by age, 2007

Age	Redditch	%
Aged under 1 year	1,100	1.4
Aged 1 - 4 years	4,000	5.0
Aged 5 - 9 years	4,700	5.9
Aged 10 - 14 years	4,900	6.2
Aged 15 - 19 years	5,300	6.7
Aged 20 - 24 years	4,900	6.2
Aged 25 - 29 years	5,200	6.5
Aged 30 - 34 years	5,300	6.7

Age	Redditch	%
Aged 35 - 39 years	6,000	7.5
Aged 40 - 44 years	6,000	7.5
Aged 45 - 49 years	5,500	6.9
Aged 50 - 54 years	5,600	7.0
Aged 55 - 59 years	5,800	7.3
Aged 60 - 64 years	4,800	6.0
Aged 65 - 69 years	3,000	3.8
Aged 70 - 74 years	2,500	3.1
Aged 75 - 79 years	2,200	2.8
Aged 80 - 84 years	1,400	1.8
Aged 85 and over	1,400	1.8
Total	**79,600**	**100.0**

Source: Office for National Statistics, 2008. Mid-year population estimates 2007.

The table indicates that just under 75% of Redditch's population is aged 20 or over. An ageing population has a number of implications. An increasing number and proportion of older people is likely to increase demand for services used by that group, for example, health services, support at home and public transport. As people live longer, the demands on these services will last for a longer period of time, while the burden of paying taxes to provide such services will fall on a smaller number of people of working age.

NINo registrations in respect of non-UK Nationals, 2002/3 to 2007/8

Local Authority	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08

Local Authority	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Bromsgrove	80	100	140	180	200	160
Malvern Hills	100	80	220	320	280	260
Redditch	200	220	400	880	860	900
Worcester	440	460	670	920	990	970
Wychavon	220	240	600	970	1,000	950
Wyre Forest	110	120	210	360	390	330
Worcestershire	1,150	1,220	2,240	3,630	3,720	3,570
West Midlands	23,420	23,500	28,010	42,040	47,230	46,630
England	309,970	331,980	388,030	579,520	607,950	636,880
UK	346,230	373,500	435,350	663,060	705,840	733,090

Source: DWP, 2008. National Insurance Recording System.

The demographic structure of Redditch is also influenced by migration from overseas. The arrival and employment of migrant workers is a contentious issue, and one that receives much media attention as the extra demand on local services in particular is scrutinised, however migrant workers form an increasingly important and substantial body of the population and it is therefore necessary to consider their contribution. The table demonstrates that from 2002/03 to 2007/08 Redditch has seen the steadiest proportion increase in national insurance number registrations when compared to the rest of the Local Authority areas in Worcestershire and similar patterns are reflected in the change in NINo registrations documented below.

However, as the recession becomes deeper, and unemployment rises, so moving to the UK in search of work may become less attractive and the make-up of the local population may significantly alter.

Change in the number of NINo registrations in respect of non-UK Nationals in Worcestershire districts, 2002/3 to 2007/8

Local Authority	Change on the previous year (%)					
	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
Bromsgrove	-	25.0	40.0	28.6	11.1	-20.0
Malvern Hills	-	-20.0	175.0	45.5	-12.5	-7.1
Redditch	-	10.0	81.8	120.0	-2.3	4.7
Worcester	-	4.5	45.7	37.3	7.6	-2.0
Wychavon	-	9.1	150.0	61.7	3.1	-5.0
Wyre Forest	-	9.1	75.0	71.4	8.3	-15.4
Worcestershire	-	6.1	83.6	62.1	2.5	-4.0
West Midlands	-	0.3	19.2	50.1	12.3	-1.3
England	-	7.1	16.9	49.3	4.9	4.8
UK	-	7.9	16.6	52.3	6.5	3.9

According to the table, Redditch experienced significant increases on the number of NINo registrations from Non-UK nationals between 2003 and 2006. Changes have generally been greater in Redditch than in other areas of Worcestershire. However, the extent of these changes has decreased significantly in 2006-2007 and 2007-2008, perhaps suggesting a plateau in migration figures.

Change in the number of NINo registrations in respect of non-UK Nationals by Region, 2002/3 to 2007/8

Region	Change on the previous year (%)

	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08
London	-	5.2	7.8	38.7	2.3	13.2
South East	-	16.3	17.3	57.3	-1.1	4.4
Yorkshire and the Humber	-	7.0	5.6	82.7	13.2	2.0
Scotland	-	8.4	46.9	76.6	25.3	1.0
North West	-	8.9	31.9	56.3	4.7	0.1
West Midlands	-	0.3	19.2	50.1	12.3	-1.3
East of England	-	2.0	30.7	52.5	-0.1	-1.8
Wales	-	34.3	41.6	65.7	0.5	-2.2
East Midlands	-	24.9	42.4	64.3	5.2	-5.6
South West	-	4.2	40.4	50.9	21.1	-5.7
North East	-	7.3	25.2	48.5	22.0	-8.3
Northern Ireland	-	0.7	-41.6	98.0	22.5	-10.4
All	-	7.9	16.6	52.3	6.5	3.9

Source: DWP, 2008. National Insurance Recording System.

The table above shows that the annual rate of increase in NINo registrations has reduced in most regions, with the exception of London and the South East, with many areas, the West Midlands among them, seeing the number of new arrivals starting to fall. It is too early to tell whether this trend will continue, extend to other regions, or be reversed in coming years.

Population projections, 2006-2015

Area	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	% change 2006-2015
Redditch	79.5	79.7	80.1	80.4	80.8	81.1	81.5	82.0	82.4	82.8	4.2

Source: Office for National Statistics, 2006. Sub-national population projections (2006-2015)

The Office for National Statistics produces sub-national population projections, which estimate the likely population growth in an area over time. According to the 2006-based population estimates, the population of Redditch is set to increase from 79500 in 2006 to 82800 in 2015, a 4.2% increase. Increases in population, combined with demands of an ageing population will lead to an increased demand on services in the Borough.

Median Household Income, 2004-8

Area	2004 Value	2005 Value	2006 Value	2007 Value	2008 Value	Change 2007-8 Value	%
Bromsgrove	£33,280	£36,906	£35,689	£37,085	£38,690	£1,605	4.3
Malvern Hills	£30,889	£32,431	£32,413	£33,870	£34,733	£863	2.5
Redditch	£29,275	£31,529	£33,155	£34,799	£35,448	£649	1.9
Worcester City	£28,279	£30,662	£32,465	£34,034	£34,584	£550	1.6
Wychavon	£33,096	£34,824	£34,341	£35,853	£37,128	£1,275	3.6
Wyre Forest	£28,974	£29,666	£31,144	£32,629	£33,120	£491	1.5
Worcestershire	£30,687	£32,699	£33,227	£34,738	£35,656	£918	2.6

This data source indicates that the Borough's median household income is generally comparable with the standard for Worcestershire, however increases in income have not risen dramatically in the Borough, unlike areas such as Bromsgrove and Wyre Forest. The following four graphs complement this data.

Workplace-based earnings for full-time employees, 2008

Area	Weekly pay - gross		Hourly pay - gross		Annual pay - gross	
	Number	CV %	Number	CV %	Number	CV %
Bromsgrove	£406.20	9.3	£9.94	9.7	£22,342.00	12.0
Malvern Hills	£477.20	16.0	£11.26	16.0	£27,094.00	18.0
Redditch	£411.60	9.8	£10.14	9.2	£21,067.00	18.0
Worcester	£442.60	6.7	£10.92	4.7	£22,419.00	6.9
Wychavon	£403.40	5.8	£9.71	5.0	£20,317.00	12.0
Wyre Forest	£399.40	8.6	£9.75	8.8	£22,422.00	9.7
Worcestershire	£419.90	3.8	£10.32	3.3	£21,853.00	4.4
West Midlands	£448.90	0.9	£11.09	1.1	£23,820.00	1.9
England	£483.10	0.2	£12.11	0.3	£25,514.00	0.4

The earnings estimates show the earnings in pounds for employees who are on adult rates of pay and whose pay was not affected by absence.

The quality of an estimate can be assessed by referring to its coefficient of variation (CV) which is shown next to the earnings estimate. The CV is the ratio of the standard error of an estimate to the estimate. Estimates with larger CVs will be less reliable than those with smaller CVs.

In their published spreadsheets, ONS use the following CV values to give an indication of the quality of an estimate:

CV Value

5% or lower = Precise

over 5%, up to 10% = Reasonably precise

over 10%, up to 20% = Acceptable, but use with caution

over 20% = unreliable, figures suppressed

Source: Office for National Statistics, 2008. Annual Survey of Hours and Earnings.

The table shows that average workplace-based earnings in Redditch on an hourly, weekly and annual scale are all below the County figures. Furthermore, the differential between the earnings in Redditch and those in the West Midlands and England are even greater. However, the accuracy of these figures makes comprehensive conclusions unviable.

Workplace-based median gross weekly pay for full-time employees, 2004-8

Area	2004		2005		2006		2007		2008		Percentage change	
	Number	CV %	Number	CV %	Number	CV %	Number	CV %	Number	CV %	2004-8	2007-8

| Area | 2004 | | 2005 | | 2006 | | 2007 | | 2008 | | Percentage change | |
	Number	CV %	Number	CV %	Number	CV %	Number	CV %	Number	CV %	2004-8	2007-8
Bromsgrove	£389.20	11.0	£379.20	10.0	£383.20	6.6	£376.00	7.5	£406.20	9.3	4.4	8.0
Malvern Hills	£372.90	11.0	£397.20	11.0	£416.70	13.0	£402.70	14.0	£477.20	16.0	28.0	18.5
Redditch	£351.80	7.6	£376.00	7.3	£366.00	5.9	£368.30	7.3	£411.60	9.8	17.0	11.8
Worcester	£392.80	8.0	£405.90	6.6	£409.10	5.4	£408.60	5.1	£442.60	6.7	12.7	8.3
Wychavon	£368.40	7.5	£372.80	7.4	£380.70	7.5	£375.80	5.2	£403.40	5.8	9.5	7.3
Wyre Forest	£349.30	9.1	£351.60	11.0	£377.50	7.4	£418.50	7.4	£399.40	8.6	14.3	-4.6
Worcestershire	£371.70	3.3	£383.30	3.1	£388.10	2.6	£395.80	2.6	£419.90	3.8	13.0	6.1
West Midlands	£392.00	1.0	£402.40	0.9	£412.50	1.0	£430.10	1.0	£448.90	0.9	14.5	4.4
England	£425.00	0.3	£436.00	0.3	£449.80	0.3	£463.60	0.3	£483.10	0.2	13.7	4.2

The earnings estimates show the earnings in pounds for employees who are on adult rates of pay and whose pay was not affected by absence.

The quality of an estimate can be assessed by referring to its coefficient of variation (CV) which is shown next to the earnings estimate. The CV is the ratio of the standard error of an estimate to the estimate. Estimates with larger CVs will be less reliable than those with smaller CVs.

In their published spreadsheets, ONS use the following CV values to give an indication of the quality of an estimate:

CV Value

5% or lower = Precise

over 5%, up to 10% = Reasonably precise

over 10%, up to 20% = Acceptable, but use with caution

over 20% = unreliable, figures suppressed

The table shows that workplace-based median gross weekly pay has increased from 2004 to 2008, generally with annual increases on the previous year. These increases in workplace weekly pay have been greater than the changes experienced at county, regional or national level. However, despite the rise in gross weekly pay, Redditch figures are consistently below those of the county, region or England. The CV values suggest that these figures are relatively precise.

Residence based earnings for full-time employees, 2008

Area	Median Weekly pay - gross		Median Hourly pay - gross		Median Annual pay - gross	
	Number	CV %	Number	CV %	Number	CV %
Bromsgrove	£570.00	9.9	£13.62	9.7	£29,016.00	14.0
Malvern Hills	£521.70	15.0	£13.41	17.0	£30,342.00	16.0
Redditch	£411.20	9.4	£9.99	8.2	£20,255.00	9.2
Worcester	£471.40	7.1	£11.30	8.1	£24,453.00	9.7
Wychavon	£422.70	7.6	£10.73	7.9	£23,295.00	9.7

Area	Median Weekly pay - gross		Median Hourly pay - gross		Median Annual pay - gross	
	Number	CV %	Number	CV %	Number	CV %
Wyre Forest	£405.00	7.6	£10.47	7.6	£21,739.00	8.6
Worcestershire	£454.00	3.5	£11.11	3.6	£23,682.00	5.1
West Midlands	£450.00	1.0	£11.11	1.2	£23,807.00	1.8
England	£484.00	0.2	£12.13	0.3	£25,520.00	0.4

The earnings estimates show the earnings in pounds for employees who are on adult rates of pay and whose pay was not affected by absence.

The quality of an estimate can be assessed by referring to its coefficient of variation (CV) which is shown next to the earnings estimate. The CV is the ratio of the standard error of an estimate to the estimate. Estimates with larger CVs will be less reliable than those with smaller CVs.

In their published spreadsheets, ONS use the following CV values to give an indication of the quality of an estimate:

CV Value

5% or lower = Precise

over 5%, up to 10% = Reasonably precise

over 10%, up to 20% = Acceptable, but use with caution

over 20% = unreliable, figures suppressed

The table highlights that hourly, weekly and annual figures for residence-based earnings in Redditch are generally low, and even the poorest, in comparison to the rest of the local authority areas in Worcestershire. Furthermore, the figures for Redditch are significantly less than the country, regional or national levels. The CV values suggest that these figures are reasonably precise.

Residence-based median gross weekly pay for full-time employees, 2004-8

Area	2004		2005		2006		2007		2008		Percentage change	
	Number	CV %	Number	CV %	Number	CV %	Number	CV %	Number	CV %	2004-8	2007-8
Bromsgrove	£535.40	6.5	£503.80	9.5	£523.20	8.6	£523.80	8.6	£570.00	9.9	6.5	8.8
Malvern Hills	£439.70	12.0	£436.30	14.0	£476.40	11.0	£471.70	13.0	£521.70	15.0	18.6	10.6
Redditch	£379.00	8.4	£403.40	7.0	£382.80	7.0	£377.80	8.5	£411.20	9.4	8.5	8.8
Worcester	£402.60	6.4	£413.90	6.5	£463.70	5.3	£440.90	5.9	£471.40	7.1	17.1	6.9
Wychavon	£396.10	7.5	£408.20	8.2	£408.60	7.2	£411.10	8.7	£422.70	7.6	6.7	2.8
Wyre Forest	£346.40	7.7	£377.30	7.1	£385.10	6.7	£408.90	6.1	£405.00	7.6	16.9	-1.0
Worcestershire	£411.70	3.4	£421.60	3.5	£433.80	3.3	£433.20	3.4	£454.00	3.5	10.3	4.8
West Midlands	£392.90	1.0	£404.70	1.0	£416.20	1.1	£431.10	1.0	£450.00	1.0	14.5	4.4
England	£425.90	0.3	£437.30	0.3	£450.40	0.3	£464.00	0.3	£484.00	0.2	13.6	4.3

The earnings estimates show the earnings in pounds for employees who are on adult rates of pay and whose pay was not affected by absence.

The quality of an estimate can be assessed by referring to its coefficient of variation (CV) which is shown next to the earnings estimate. The CV is the ratio of the standard error of an estimate to the estimate. Estimates with larger CVs will be less reliable than those with smaller CVs.

In their published spreadsheets, ONS use the following CV values to give an indication of the quality of an estimate:

CV Value

5% or lower = Precise

over 5%, up to 10% = Reasonably precise

over 10%, up to 20% = Acceptable, but use with caution

over 20% = unreliable, figures suppressed

Source: Office for National Statistics, 2008. Annual Survey of Hours and Earnings.

The table shows that residence-based median gross weekly pay in Redditch has increased from 2004 to 2008, despite annual fluctuations. The figures are generally below those of other local authority areas in Worcestershire and are consistently lower than the county, regional and national averages. The CV values suggest that these figures are reasonably precise.

Highest qualification held by people 19-59/64: qualified to at least level 2, 2001-7

Area	2007 Total Population aged 19-59/64 (000s)	2007 Number (000s)	2007 %	2007 CI	2006 %	2005 %	2004 %	2003 %	2002 %	2001 %
Redditch	49	35	70.7	6.6	69.6	71.9	63.2	51.8	58.9	59.7
Worcestershire	312	223	71.3	2.9	70.0	68.4	66.1	63.2	67.2	68.6
West Midlands	3,043	1,989	65.4	0.8	64.9	63.8	63.4	61.8	61.6	60.3
England	29,519	20,341	68.9	0.2	68.2	67.3	66.6	66.0	65.1	63.9

Source: Office for National Statistics. Annual Population Survey 2004-2007, Annual Local Area Labour Force Survey 2001 to 2003.

Level 2 qualifications are defined as those providing a good knowledge and understanding and include GCSE's obtained at grades A* to C, as well as diplomas. The table shows that the percentage of the total population of Redditch who are qualified to at least level 2 has increased from 2001 to 2007, meaning that Redditch has moved from operating below regional and national levels to surpassing them. However, figures for Redditch have consistently been below county figures.

Highest qualification held by people 19-59/64: qualified to at least level 3, 2001-7

Area	2007 Total Population aged 19-59/64 (000s)	2007 Number (000s)	2007 %	2007 CI	2006 %	2005 %	2004 %	2003 %	2002 %	2001 %
Redditch	49	22	44.1	7.2	44.5	47.5	44.4	32.8	40.7	34.9
Worcestershire	312	157	50.2	3.2	51.2	46.3	45.4	45.1	47.4	46.6

Area	2007 Total Population aged 19-59/64 (000s)	2007 Number (000s)	2007 %	2007 CI	2006 %	2005 %	2004 %	2003 %	2002 %	2001 %
West Midlands	3,043	1,365	44.8	0.8	44.0	42.7	43.0	41.5	40.8	39.5
England	29,519	14,472	49.0	0.3	47.9	47.0	46.4	45.7	44.5	43.6

Source: Office for National Statistics. Annual Population Survey 2004-2007, Annual Local Area Labour Force Survey 2001 to 2003.

Level 3 qualifications are defined as those which provide a range of knowledge, skills and understanding, at a detailed level and include A levels and AEAs. The table demonstrates that the percentage of the total population of Redditch who are qualified to at least level 3 has generally increased from 2001 to 2007, however the percentage shows that over half of the population are not qualified to this level. The figures show that Redditch has become more consistent with regional and national figures, but has generally failed to match county figures.

Highest qualification held by people 19-59/64: qualified to at least level 4, 2001-7

Area	2007 Total Population aged 19-59/64 (000s)	2007 Number (000s)	2007 %	2007 CI	2006 %	2005 %	2004 %	2003 %	2002 %	2001 %
Redditch	49	13	25.7	6.3	22.6	26.2	26.0	13.3	21.3	17.6
Worcestershire	312	93	29.6	2.9	31.7	28.4	29.3	25.9	27.1	27.0
West Midlands	3,043	800	26.3	0.7	25.6	24.6	24.3	22.6	22.1	21.5
England	29,519	8,902	30.2	0.2	29.0	28.0	27.6	26.7	25.5	25.0

Level 4 qualifications are defined as those which provide specialist learning of a high level of information and knowledge and include BTEC professional diplomas. The table shows that the percentage of the total population of Redditch who are qualified to at least level 4 has increased significantly from 2001 to 2007. However, the figure still only represents just over a quarter of the population having achieved this level of qualification. Whilst the figures for Redditch have moved closer to the regional and national levels, they are still some way off the county level.

A highly educated and skilled workforce is key to providing Redditch with a competitive advantage. It allows individuals and businesses to adapt to rapidly changing economic conditions, and to identify and maximise new opportunities. As such, it is essential that formal education services provide excellent teaching and opportunities for development, and that residents and businesses have access to high-quality training to support life-long learning. For Level 3 and Level 4 qualifications Redditch lags behind the County and English average. This is concerning if the Borough aims towards an economy based on higher level skills and militates against diversifying into more proficient economies. Therefore the move to higher skills based economy needs to work hand in hand with the improvement qualifications attained and maintained in the Borough.

Economic Indicators for the United Kingdom

PRICES AND INFLATION	Period	Release date		Monthly change	Annual change
Consumer Prices Index (CPI) (base 2005 = 100) (In UK published as HICP prior to 10/12/03)	Dec-08	20-Jan-09	109.5	-0.4	3.1
Retail Prices Index (all items) (index Jan 1987 = 100)	Dec-08	20-Jan-09	212.9	-1.4	0.9

RPI excluding mortgage interest - RPIX (base January 1987 = 100)	Dec-08	20-Jan-09	209.2	-0.5	2.8
Producer Prices Index - PPI Output (2005=100)	Dec-08	09-Jan-09	112.2	0	4.7
Producer Prices Index - PPI Input prices (materials and fuel) (2005=100)	Dec-08	09-Jan-09	129.1	-2	4.3
LABOUR MARKET	**Period**	**Release date**		**Change on 3 months[1]**	**Change on 1 yr ago[2]**
Employment rate (%)	Sep-Nov 08	21-Jan-09	74.2	-0.2	-0.5
Unemployment rate (%)	Sep-Nov 08	21-Jan-09	6.1	0.4	0.9
AEI Headline rate 3 month average (SA) - including bonuses	Sep-Nov 08	21-Jan-09	3.1	-0.3	-0.9
AEI Headline rate 3 month average (SA) - excluding bonuses	Sep-Nov 08	21-Jan-09	3.6	0	0
Claimant count (Jobseeker's Allowance) (Thousands)	Dec-08	21-Jan-09	1,157.20	212.8	349.5
Vacancies (Thousands)	Oct-Dec 08	21-Jan-09	530	-69	-153
NATIONAL ACCOUNTS/ECONOMIC ACTIVITY	**Period**	**Release date**		**Quarterly change**	**Change on 1 yr ago[3]**
UK Gross Domestic Product (chained volume measure £ billion)	Q4 08	23-Jan-09	314.3	-1.5	-1.8
Private Non-Financial Corporations Net Lending (£ billion)	Q3 08	23-Dec-08	7.2		
Household Saving Ratio (%)	Q3 08	23-Dec-08	1.8		
Public Sector current budget (£ billion)	Dec-08	Jan-09	-11.4		

Public Sector net debt as a % of GDP	Dec-08	Jan-09	47.5		
Public Sector net borrowing (£ billion)	Dec-08	Jan-09	14.9		
Public Sector net cash req't (£ billion)	Dec-08	Jan-09	44.2		
BALANCE OF PAYMENTS AND TRADE	**Period**	**Release date**			
UK's trade balance (£ billion)	Nov-08	13-Jan-09	-4.5		
Balance of Payments current account - BoP (£ billion)	Q3 08	23-Dec-08	-£7.70		
of which: EU			-£0.50		
non-EU			-£7.20		
Goods export volumes - excluding oil and erratics (Index 2003 = 100)	Nov-08	13-Jan-09	102.8		
Goods import volumes - excluding oil and erratics (Index 2003 = 100)	Nov-08	13-Jan-09	115.5		
SHORT TERM INDICATORS	**Period**	**Release date**		**Change on 3 months**[1]	**Change on 1 yr ago**[2]
Retail Sales Volume Seasonally Adjusted (2000=100)	Dec-08	23-Jan-09	142.4	0.6	2.4
Index of Manufacturing (2003=100)	Nov-08	09-Jan-09	96.9	-3.3	-5.2
Index of Production (2003=100)	Nov-08	09-Jan-09	94.2	-2.7	-5
Whole economy productivity	Q3 08	23-Dec-08	107.4	-0.4	-0.2
Manufacturing productivity	Q3 08	23-Dec-08	121.2	-0.4	0.5
Index of Services (2003=100)	Nov-08	23-Jan-09	114.3	-0.4	-0.1

1. Three months on previous three months
2. Three months on corresponding period one year ago
3. Quarter on corresponding period one year ago

The independent forecasts for the UK Economy demonstrate just how rapidly economic conditions have deteriorated. While in February 2008, forecasts expected GDP growth of 2.0% in 2009, by January 2009 forecasts were far less optimistic. It is now expected that the economy will shrink by -2.1% this year.

Working Age Economic Activity Rate, 2005/6-2007/8

Area	Jul 2005-Jun 2006			Jul 2006-Jun 2007			Jul 2007-Jun 2008			Percentage point change 2005/6 to 2006/7	Percentage point change 2006/7 to 2007/8
	Number	%	CI	Number	%	CI	Number	%	CI		
Redditch	40,300	79.1	5.6	44,400	86.9	4.8	41,400	81.0	5.7	7.8	-5.9
Worcestershire	273,000	82.1	2.2	276,000	82.8	2.3	269,200	80.7	2.5	0.7	-2.1
West Midlands	2,502,300	76.9	0.7	2,518,800	77.2	0.7	2,525,400	77.4	0.7	0.3	0.2
England	24,504,700	78.5	0.2	24,718,800	78.7	0.2	24,898,100	78.8	0.2	0.2	0.1

CI = 95% confidence interval of percent figure (+/-).

Economic Activity rates provide a measure of the proportion of the population who are either active, or potentially active, members of the labour market, including those who are in employment, on Government-supported employment/training programmes, or unemployed but actively seeking work.

Low economic activity rates indicate a large number of people unavailable for training, either by choice or through circumstance. Figures for Redditch indicate that the Borough has a similar economic activity rate, as a percentage of its population, to the rest of the County, West Midlands region and England. Although the economic rate in the Borough has improved from 2005 to 2008, it experienced a significant decrease from 2007 to 2008. It is important to note the confidence intervals (CIs) that have been provided alongside the data by the Annual Population Survey (APS). These figures give a measure of the reliability of the statistics. In comparison to the county, regional and national figures, data for Redditch has larger CIs indicating a lower reliability. CIs are particularly affected by sample size, thus more care must be taken with Redditch data because the sample size for Redditch is considerably lower than Worcestershire and the other sample areas. These larger CIs make it difficult to draw meaningful conclusions from the data.

Working Age Employment Rate, 2005/6 to 2007/8

Area	Jul 2005-Jun 2006			Jul 2006-Jun 2007			Jul 2007-Jun 2008			Percentage point change 2005/6 to 2006/7	Percentage point change 2006/7 to 2007/8
	Number	%	CI	Number	%	CI	Number	%	CI		
Redditch	39,200	76.9	5.8	42,300	82.8	5.4	39,300	77.0	6.1	5.9	-5.8
Worcestershire	262,800	79.0	2.3	265,800	79.8	2.4	259,000	77.6	2.6	0.8	-2.2
West Midlands	2,363,600	72.7	0.7	2,369,200	72.7	0.7	2,362,300	72.4	0.7	0.0	-0.3
England	23,183,200	74.3	0.2	23,372,500	74.4	0.2	23,551,700	74.5	0.2	0.1	0.1

CI = 95% confidence interval of percent figure (+/-).

In terms of working age employment rates, the table suggests that as a percentage of its population, Redditch is operating in line with county, regional and national levels. However, the CIs indicate that caution must be taken when analysing the figures for Redditch.

Number and distribution of employees in Worcestershire, 2003-7

Authority	2003	%	2004	%	2005	%	2006	%	2007	%	% change in number of employees 2003-7	Percentage point change in proportion of employees 2003-7
Bromsgrove	30,400	13.4	32,400	13.9	31,400	13.7	33,900	14.4	33,500	14.3	10.2	1.0
Malvern Hills	26,800	11.8	27,000	11.6	26,700	11.7	28,000	11.8	27,000	11.6	0.7	-0.2
Redditch	41,300	18.2	43,200	18.5	43,200	18.9	43,500	18.4	41,500	17.8	0.5	-0.4
Worcester	52,300	23.0	52,700	22.6	49,000	21.4	50,100	21.2	50,900	21.8	-2.6	-1.2
Wychavon	45,300	19.9	45,900	19.6	45,800	20.0	48,200	20.4	49,400	21.2	8.9	1.2
Wyre Forest	34,100	15.0	35,600	15.2	35,400	15.5	35,600	15.1	34,000	14.6	0.0	-0.4
Worcestershire	**227,300**	**100.0**	**233,500**	**100.0**	**228,700**	**100.0**	**236,200**	**100.0**	**233,200**	**100.0**	**2.6**	

Figures rounded to the nearest 100.
Employees are assigned to an authority based on the location of their place of work.

The Annual Business Inquiry (ABI) shows that in 2007 there were 41, 500 people employed in Redditch. From 2003 to 2005 Redditch witnessed increased employment growth, however following this period up to 2007 the Borough has seen a negative slide in employment growth.

What is ABI?

"The ABI is a two-part survey of a representative sample of employers in the UK. ABI/1 collects information on employment and ABI/2 collects financial information. Completion of the survey is compulsory under the Statistics of Trade Act 1947.

The ABI replaced the Annual Employment Survey (AES) in 1998, which itself replaced the Census of Employment in 1995.

The ABI samples approximately 78,000 businesses each year, with the sample being drawn from the Inter-Departmental Business Register (IDBR). The sample is stratified by industry, using Standard Industrial Classification SIC 92/ SIC 2003, and by six size bands. The largest size band (250 or more employees) is completely surveyed. Enterprises in lower bands are sampled, with the proviso that those employing fewer than 10 people are replaced annually and half of the sample in the intermediate four bands is replaced each year. For Wales and Scotland, the company size threshold at which all businesses are sampled is lower.

The survey requests information for a specific date in December of each year, and the results of the inquiry are published in December of the following year. Results from the data are consistent year-on-year, since the first ABI in 1998, and data from the 1997 AES are also available and are consistent with later ABI results. The survey achieves a response rate of about 85 per cent, although the response of the largest employers, who make up the bulk of the statistical data, is closer to 100 per cent.

Results from the ABI are used by the ONS in the compilation of the National Accounts, and are also used in the calculation of estimates of the number of employees in the UK. Other government departments use ABI results to develop and monitor policies. Local authorities use the data to monitor local employment levels."[11]

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[11] http://www.ons.gov.uk/about-statistics/user-guidance/lm-guide/sources/business-surveys/abi/index.html

Workplace-based employment by industry, 1998 and 2007

Industry	Redditch				Change 1998-2007		
	1998	%	2007	%	No.	%	Proportion of employees in industry: Percentage point
Agriculture and fishing	*	*	*	*	*	*	*
Energy and water	*	*	*	*	*	*	*
Manufacturing	13,100	34.4	9,500	22.8	-3,700	-28.0	-11.7
Construction	1,100	3.0	1,200	3.0	100	9.8	0.0
Distribution, hotels and restaurants	8,500	22.2	9,200	22.2	800	9.1	0.1
Transport and communications	1,400	3.6	1,700	4.2	400	26.2	0.6
Banking, finance and insurance, etc	6,500	16.9	10,200	24.6	3,800	58.4	7.7
Public admin., education and health	6,800	17.7	8,100	19.6	1,400	20.2	1.8
Other services	800	2.1	1,400	3.5	600	81.1	1.4
Total	**38,100**	**100.0**	**41,500**	**100.0**	**3,400**	**8.8**	

Figures rounded to the nearest 100.
* suppressed to prevent disclosure of confidential information.

Source: Office for National Statistics, 2008. Annual Business Inquiry.

In terms of the most significant developments in industry from 1998 to 2007, the table above shows that Redditch saw a 28.0% decrease in the number of people employed in 'manufacturing' and a 58.4% increase in those employed in the 'banking, finance and insurance' sector. Transport and communications industries as well as public administration, education and health services also experienced noticeable rises.

Workplace-based employment by status and gender (1), 2007

Area	Total	Full Time Workers	% of total	Part Time Workers	% of total	Male	% of total	Female	% of total
Redditch	41,500	27,300	65.8	14,200	34.2	21,800	52.5	19,700	47.5
Worcestershire	233,200	154,500	66.2	78,700	33.8	116,800	50.1	116,500	49.9
West Midlands	2,359,000	1,627,100	69.0	731,900	31.0	1,214,500	51.5	1,144,500	48.5
England	23,004,900	15,910,000	69.2	7,094,900	30.8	11,699,400	50.9	11,305,400	49.1

Figures rounded to the nearest 100.

The table above indicates that as of 2007 there was a slightly higher proportion of male workers in Redditch to female workers, although there is not a significant split. The table also shows that the higher proportion of male workers in Redditch was higher than the County, Region and English average.

Workplace-based employment by status and gender (2), 2007

Area	Male Full Time Workers	% of total	% of full time	Male Part Time Workers	% of total	% of part time	Female Full Time Workers	% of total	% of full time	Female Part Time Workers	% of total	% of part time
Redditch	18,100	43.5	66.2	3,700	9.0	26.2	9,200	22.3	33.8	10,500	25.3	73.8
Worcestershire	98,400	42.2	63.7	18,400	7.9	23.4	56,100	24.1	36.3	60,400	25.9	76.6

Area	Male Full Time Workers	% of total	% of full time	Male Part Time Workers	% of total	% of part time	Female Full Time Workers	% of total	% of full time	Female Part Time Workers	% of total	% of part time
West Midlands	1,034,600	43.9	63.6	179,900	7.6	24.6	592,400	25.1	36.4	552,000	23.4	75.4
England	9,853,400	42.8	61.9	1,846,100	8.0	26.0	6,056,600	26.3	38.1	5,248,800	22.8	74.0

Figures rounded to the nearest 100.

In Redditch males account for 66.2% of the Full time workforce; this is not distinctly different from County, Regional and English averages. However 33.8% of Full Time workers are female, this is considered to be reasonably lower than all the County, Regional and English averages. In terms of Part time workers by gender, Redditch is more in line with the English average for both males and females. The average for both male and female part time workers is not so closely aligned with the County or Regional averages.

Claimant count by Local Authority, December 2006-December 2008

Area	December 2006		December 2007		December 2008		Change in rate Dec 2006-Dec 7	Change in rate Dec 2007-Dec 2008
	Number	Rate	Number	Rate	Number	Rate	Percentage points	Percentage points
Bromsgrove	1,088	2.0	926	1.7	1,426	2.6	-0.3	0.9
Malvern Hills	510	1.2	432	1.0	729	1.8	-0.2	0.8
Redditch	1,130	2.2	955	1.9	1,802	3.5	-0.3	1.6
Worcester	1,376	2.3	1,217	2.0	1,846	3.1	-0.3	1.1

Area	December 2006		December 2007		December 2008		Change in rate Dec 2006-Dec 7 Percentage points	Change in rate Dec 2007-Dec 2008 Percentage points
	Number	Rate	Number	Rate	Number	Rate		
Wychavon	1,047	1.5	834	1.2	1,575	2.3	-0.3	1.1
Wyre Forest	1,206	2.0	1,061	1.8	1,792	3.0	-0.2	1.2
Worcestershire	6,357	1.9	5,425	1.6	9,170	2.7	-0.3	1.1
West Midlands	107,508	3.3	94,053	2.9	132,700	4.0	-0.4	1.1
England	772,738	2.4	659,908	2.1	959,419	3.0	-0.3	0.9

Source: Office for National Statistics, 2009. Claimant Count.

As the UK economy has entered recession, so the number of people who are unemployed has started to increase. From 2007 to 2008 claimant counts in Redditch have risen considerably, higher than any other authority in the County, and higher than the County, Region and English average. With the continuing pressures on businesses this trend could continue.

Claimant count by gender, December 2008

Area	Male	Female

	Number	Rate	Change in number	Change on rate in December 2007: percentage points	Number	Rate	Change in number	Change on rate in December 2007: percentage points
Redditch	1,381	5.2	693	2.6	421	1.7	154	0.6
Worcestershire	6,865	3.9	2,944	1.7	2,305	1.5	801	0.5
West Midlands	100,418	5.8	30,793	1.8	32,282	2.1	7,854	0.5
England	715,138	4.3	233,856	1.4	244,281	1.6	65,655	0.4

Source: Office for National Statistics, 2009. Claimant Count.

In Redditch the rate of claimant count is highest amongst males, the figures for 'change on rate in December 2007: percentage points' are high, and it is important to note that this is higher than the County. Regional and English average. This change is mirrored in the female population, although not to such an extreme extent.

Claimants aged 24 and under, December 2007 and December 2008

Area	December 2007		December 2008		Change 2007-2008		
	Number	% of all claimants	Number	% of all claimants	Number	%	% of all claimants: percentage points
Redditch	290	30.4	485	26.9	195	67.2	-3.5
Worcestershire	1,555	28.7	2,640	28.8	1,085	69.8	0.1
West Midlands	29,150	31.0	40,955	30.9	11,805	40.5	-0.1

Area	December 2007		December 2008		Change 2007-2008		
	Number	% of all claimants	Number	% of all claimants	Number	%	% of all claimants: percentage points
England	201,235	30.5	291,605	30.4	90,370	44.9	-0.1

Figures rounded to the nearest 5.

Although, the number of claimants aged 24 and under in Redditch has increased from December 2007 to December 2008, the number, as a percentage of total claimants, has decreased. This indicates a rise in the overall level of claimants, which is a concern for the Borough. As of December 2008, the percentage of claimants aged 24 and under was lower than the County, Regional and National averages.

Claimants of key out-of-work benefits, May 2007 and May 2008

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	3,520	6.4	3,450	6.3	-70	-2.0	-0.1
Malvern Hills	3,350	8.1	3,220	7.7	-130	-3.9	-0.4
Redditch	5,470	10.7	5,370	10.5	-100	-1.8	-0.2
Worcester	6,100	10.3	5,950	10.0	-150	-2.5	-0.3
Wychavon	5,050	7.3	4,930	7.1	-120	-2.4	-0.2
Wyre Forest	6,570	11.1	6,360	10.7	-210	-3.2	-0.4

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Worcestershire	30,060	9.0	29,290	8.7	-770	-2.6	-0.3
West Midlands	429,140	13.1	421,830	12.8	-7,310	-1.7	-0.3
England	3,632,210	11.4	3,568,230	11.2	-63,980	-1.8	-0.2

Figures rounded to the nearest 10.
Rates calculated using the resident working age population from the mid-2007 population estimates.
This dataset is based on 100% of claims so is not subject to any sampling error.

Source: Department for Work and Pensions, 2008.

A number of different benefit schemes exist in the UK to provide support to those who are out of work, or who need assistance with illness or disability.

Data from the Department for Work and Pensions (DWP) enables an assessment of the number of people claiming key out of work benefits, namely: Jobseekers Allowance; Lone Parents on Income Support; Incapacity Benefits customers; and other income-related benefits.

Each Local Authority in the county saw a fall in the number of claimants between May 2007 and May 2008, contributing to a total reduction of –770 claimants. However, as the latest data available at the time of writing is for May 2008, prior to the more recent increases in Jobseekers Allowance claimants, it is expected that the overall number of claimants will increase in future releases.

Proportion of resident working age people claiming key benefits, May 2007 and May 2008

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	4,580	8.3	4,510	8.2	-70	-1.5	-0.1
Malvern Hills	4,280	10.3	4,150	10.0	-130	-3.0	-0.3
Redditch	6,810	13.4	6,740	13.2	-70	-1.0	-0.2
Worcester	7,400	12.4	7,310	12.3	-90	-1.2	-0.1
Wychavon	6,440	9.3	6,360	9.2	-80	-1.2	-0.1
Wyre Forest	7,960	13.4	7,770	13.1	-190	-2.4	-0.3
Worcestershire	37,470	11.2	36,840	11.0	-630	-1.7	-0.2
West Midlands	513,340	15.6	508,540	15.5	-4,800	-0.9	-0.1
England	4,317,150	13.6	4,274,640	13.4	-42,510	-1.0	-0.2

Figures rounded to the nearest 10.

The table above shows the number of people claiming a wider range of benefits, specifically the numbers claiming at least one of: Jobseekers Allowance; Incapacity Benefit/Severe Disablement Allowance Income Support; Carers Allowance; Other income support; Pension Credit; Disability Living Allowance, Attendance Allowance, Widow Benefit, and Bereavement Benefit.

Again the data shows a fall in the number of claimants, but figures should be treated with caution due to the timing of the release and the subsequent changes in economic conditions.

Attendance Allowance Claimants, May 2007 and May 2008

Area	May 2007	May 2008	Change 2007-8

	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	2,650	15.6	2,780	16.4	130	4.9	0.8
Malvern Hills	2,590	15.9	2,720	16.7	130	5.0	0.8
Redditch	1,920	18.3	1,960	18.7	40	2.1	0.4
Worcester	2,260	16.4	2,350	17.0	90	4.0	0.7
Wychavon	3,380	15.0	3,480	15.4	100	3.0	0.4
Wyre Forest	2,970	16.2	3,050	16.7	80	2.7	0.4
Worcestershire	15,770	16.0	16,340	16.6	570	3.6	0.6
West Midlands	158,190	17.9	162,000	18.3	3,810	2.4	0.4
England	1,255,590	15.4	1,290,480	15.8	34,890	2.8	0.4

Figures rounded to the nearest 10.
Rates calculated using the resident population aged 65+ from the mid-2007 population estimates.
This dataset is based on 100% of claims so is not subject to any sampling error.

Source: Department for Work and Pensions, 2008.

Attendance Allowance (AA) is "…a tax-free benefit for people aged 65 or over who need help with personal care because they are physically or mentally disabled"[12]. Between May 2007 and May 2008 the number of claimants of AA increased in Redditch by 2.1%.

State Pension Claimants, May 2007 and May 2008

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[12] Source: DirectGov, 2009. Attendance Allowance. [online], last accessed 13 February 2009 at URL: http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DG_10012425

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	19,590	84.4	20,060	86.5	470	2.4	2.0
Malvern Hills	18,580	84.5	19,010	86.4	430	2.3	2.0
Redditch	12,500	81.7	12,960	84.7	460	3.7	3.0
Worcester	16,140	85.9	16,440	87.4	300	1.9	1.6
Wychavon	25,840	82.8	26,530	85.0	690	2.7	2.2
Wyre Forest	21,270	81.8	21,930	84.3	660	3.1	2.5
Worcestershire	**113,930**	**83.5**	**116,940**	**85.7**	**3,010**	**2.6**	**2.2**
West Midlands	**1,010,110**	**84.1**	**1,028,800**	**85.6**	**18,690**	**1.9**	**1.6**
England	**9,219,650**	**83.3**	**9,388,230**	**84.9**	**168,580**	**1.8**	**1.5**

Figures rounded to the nearest 10.
Rates calculated using the resident population aged 60+ from the mid-2007 population estimates.
This dataset is based on 100% of claims so is not subject to any sampling error.

Source: Department for Work and Pensions, 2008.

The basic State pension is "…a government-administered pension…based on the number of qualifying years gained through National Insurance contributions (NICs)"[13]. Between May 2007 and May 2008 the number of claimants of State Pension increased by 3.7% in Redditch, this was higher than any other Local Authority in the County, and higher than the Regional and National increases.

Disability Living Allowance Claimants, May 2007 and May 2008

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	3,070	3.3	3,180	3.4	110	3.6	0.1
Malvern Hills	2,840	3.8	2,910	3.9	70	2.5	0.1
Redditch	3,910	4.9	4,080	5.1	170	4.3	0.2
Worcester	4,160	4.4	4,260	4.5	100	2.4	0.1
Wychavon	4,280	3.7	4,450	3.8	170	4.0	0.1
Wyre Forest	4,790	4.9	4,920	5.0	130	2.7	0.1
Worcestershire	23,050	4.2	23,800	4.3	750	3.3	0.1
West Midlands	277,770	5.2	287,310	5.3	9,540	3.4	0.2
England	2,329,680	4.6	2,411,760	4.7	82,080	3.5	0.2

Figures rounded to the nearest 10.
Rates calculated using the total resident population from the mid-2007 population estimates.
This dataset is based on 100% of claims so is not subject to any sampling error.

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[13] Source: DirectGov, 2009. State Pension. [online], last accessed 13 February 2009 at URL:
http://www.direct.gov.uk/en/MoneyTaxAndBenefits/PensionsAndRetirement/StatePension/DG_10014671

Disability Living Allowance (DLA) is "…a tax-free benefit for children and adults who need help with personal care or have walking difficulties because they are physically or mentally disabled"[14]. The number of claimants in Redditch increased by 170 between May 2007 and May 2008, this is the joint largest increase in the County.

Incapacity Benefit/Severe Disablement Allowance Claimants, May 2007 and May 2008

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	2,320	3.9	2,280	3.8	-40	-1.7	-0.1
Malvern Hills	2,300	5.0	2,240	4.9	-60	-2.6	-0.1
Redditch	3,190	5.9	3,130	5.8	-60	-1.9	-0.1
Worcester	3,490	5.5	3,450	5.5	-40	-1.1	-0.1
Wychavon	3,190	4.2	3,150	4.2	-40	-1.3	-0.1
Wyre Forest	4,220	6.6	4,150	6.4	-70	-1.7	-0.1
Worcestershire	18,710	5.2	18,390	5.1	-320	-1.7	-0.1
West Midlands	242,580	6.9	239,070	6.8	-3,510	-1.4	-0.1
England	2,166,470	6.4	2,135,890	6.3	-30,580	-1.4	-0.1

Figures rounded to the nearest 10.
Rates calculated using the 16-64 resident population from the mid-2007 population estimates.

[14] Source: DirectGov, 2009. Disability Living Allowance. [online], last accessed 13 February 2009 at URL: http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DG_10011731

Claimants whose disability or illness began on or after 27 October 2008, will receive the Employment and Support Allowance, which replaces Incapacity Benefit and Income Support. Employment and Support Allowance figures should be available for the next Economic Assessment.
This dataset is based on 100% of claims so is not subject to any sampling error.

Source: Department for Work and Pensions, 2008.

Incapacity Benefit/Severe Disablement Allowance (IB/SDA) is an allowance for people who "…can't work because of illness or disability which started before 27 October 2008…(it) is a weekly payment for people who become incapable of work while under State Pension age". From May 2007 to May 2008 there was a decrease in the percentage of people claiming incapacity benefit in Redditch. This pattern is common with that experienced in the County, West Midlands and England.

Income Support Claimants, May 2007 and May 2008

Area	May 2007		May 2008		Change 2007-8		
	Number	Rate	Number	Rate	Number	%	Percentage points
Bromsgrove	1,320	2.4	1,330	2.4	10	0.8	0.0
Malvern Hills	1,460	3.5	1,420	3.4	-40	-2.7	-0.1
Redditch	2,490	4.9	2,520	5.0	30	1.2	0.1
Worcester	2,770	4.7	2,790	4.7	20	0.7	0.0
Wychavon	2,020	2.9	2,040	2.9	20	1.0	0.0
Wyre Forest	2,910	4.9	2,930	4.9	20	0.7	0.0
Worcestershire	12,970	3.9	13,010	3.9	40	0.3	0.0
West Midlands	195,670	6.0	195,150	5.9	-520	-0.3	0.0
England	1,784,740	5.6	1,766,780	5.6	-17,960	-1.0	-0.1

Figures rounded to the nearest 10.
Rates calculated using the resident working age population from the mid-2007 population estimates.
This dataset is based on 100% of claims so is not subject to any sampling error.

Income Support is for people who "…can't be available for full-time work and don't have enough money to live on". Qualification for the benefit, and the amount to which someone is entitled, depends upon personal circumstances[15].

In Redditch the number of claimants for Income Support increased by 1.2% between May 2007 and May 2008, this is somewhat higher than the rest of the County, and does not compare favourably with the Regional or National percentage changes.

Notified vacancies, December 2006, 2007 and 2008

Area	December 2006	December 2007	December 2008	Change 2006-7		Change 2007-8	
	Number	Number	Number	Number	%	Number	%
Redditch	354	660	275	306	86.4	-385	-58.3

At a time of rising unemployment it is useful to consider the number of jobs available in the local economy. Jobcentre Plus reported that in December 2008 there were 275 vacancies in Redditch. This is a considerable decrease from previous years with the percentage change from December 2007 to December 2008 being -58.3%.

Notified vacancies, January 2008-December 2008

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[15] Source: DirectGov, 2009. Disability Living Allowance. [online], last accessed 13 February 2009 at URL: http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/On_a_low_income/DG_10018708

Area	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08
Redditch	304	561	717	403	380	486	487	351	371	661	548	275

Source: Office for National Statistics, 2009.

The table above depicts the changes in job vacancies in Redditch advertised by Job Centre Plus over the course of 2008. There is no cumulative trend, rather the figures characterised by monthly fluctuations. For example, periods of decreased vacancies in April-May and August-September are followed by periods of increased vacancies particularly in October and November. These changes may reflect seasonal requirements with, for example, the need for casual staff over the Christmas period. It will be interesting to compare the advertised vacancies at Job Centre Plus from 2008 with those of 2009. It is anticipated that month on month, i.e. when comparing May 2008 with May 2009, there are likely to be decreases in the number of jobs advertised as a reflection of the recession.

Total jobs and jobs density, 2003-6

Area	2003		2004		2005		2006		Change 2005-6		
	Total jobs	Jobs density	Total jobs	Jobs density	Total jobs	Jobs density	Total jobs	Jobs density	Total jobs: number	Total jobs: %	Jobs density: percentage points
Redditch	45,000	0.89	48,000	0.94	48,000	0.94	49,000	0.95	1,000	2.1	0.01
Worcestershire	270,000	0.81	275,000	0.82	271,000	0.81	275,000	0.82	4,000	1.5	0.01
West Midlands	2,636,000	0.81	2,661,000	0.82	2,691,000	0.82	2,847,000	0.87	156,000	5.8	0.05
England	25,838,000	0.84	26,050,000	0.84	26,478,000	0.84	27,888,000	0.88	1,410,000	5.3	0.04

Total jobs is a workplace-based measure of jobs, and comprises:

- employees (from the Annual Business Inquiry),
- self-employment jobs (from the Annual Population Survey),
- government-supported trainees (from DfES and DWP) and
- HM Forces (from MoD).

The number of jobs in an area is composed of jobs done by residents (of any age) and jobs done by workers (of any age) who commute into the area.

Jobs density is the numbers of jobs per resident of working age (f:16-59; m:16-64). For example, a job density of 1.0 would mean that there is one job for every resident of working age.

Total job estimates are rounded to the nearest thousand in outputs. This rounding reflects that the figures are estimates subject to sampling and non-sampling error.

However, maximum precision has been used at each stage of the compilation of the data, and the jobs density figures are calculated from unrounded numbers of total jobs.

Source: Office for National Statistics, 2008.

Job Density provides an estimate of the balance between the number of jobs in an area, and the number of working aged people resident in the area. It is calculated by dividing the number of jobs by the number of people of working age. A density value of 1 would indicate that there was 1 job for every working age resident. A value of less than one indicates that there are more residents of working age than there are jobs. In 2006 Redditch had a favourable job density ratio of 0.95, which compares positively with the

rest of the County, Region and England. However, given the recession and increase in claimants, it is anticipated that this ratio is currently less favourable.

VAT Registrations, 2000-7

Area	2000	2001	2002	2003	2004	2005	2006	2007	Change 2006-2007 (%)
Redditch	210	180	225	225	215	245	215	250	16.3
Worcestershire	1,850	1,695	1,815	1,885	1,810	1,875	1,860	2,050	10.2
West Midlands	14,280	13,835	14,350	15,675	15,090	14,815	14,785	15,720	6.3
England	156,815	148,710	155,170	168,500	160,695	159,555	159,335	179,905	12.9

Source: Department for Business Enterprise and Regulatory Reform, 2008.

The business stock, number of new business registrations and survival of businesses provides an indication of the level of entrepreneurship, and health of the business community in an area.

Data on the number of firms registered for Value-Added Tax (VAT) are published by the Department for Business, Enterprise and Regulatory Reform (BERR). Companies must register for VAT if their annual taxable turnover is expected to exceed £67,000. Consequently, VAT statistics exclude some smaller enterprises.

In Redditch in 2007, there were 250 new businesses registered for VAT, this was an increase of 16.3%, which was higher than that demonstrated by the County, Region and England percentage increases. This demonstrates that Redditch is attracting new businesses to the locale and can compete in a competitive environment. It suggests that Redditch is a favourable location for businesses and poses a number of advantages for businesses.

New business registration rate, 2002-7

Area	2002	2003	2004	2005	2006	2007
Bromsgrove	64.9	71.9	63.0	72.5	63.8	70.5
Malvern Hills	64.9	68.8	63.4	68.9	68.7	61.6
Redditch	44.2	57.6	46.2	61.8	48.0	50.9
Worcester	44.4	55.0	51.0	47.4	53.1	51.4
Wychavon	60.7	69.3	67.3	68.9	68.4	80.8
Wyre Forest	47.5	51.6	46.3	54.6	45.7	52.8
Worcestershire	54.5	62.4	56.5	62.3	58.1	62.4
West Midlands	46.7	52.2	54.1	53.9	48.8	55.5
England	54.0	59	61.6	59.2	54.8	64.2

Rate calculated by dividing the number of enterprise births by the population aged 16+/10,000.
Enterprise births are defined as new businesses registering for either VAT and / or PAYE for the first time.

Source: Office for National Statistics, 2008.

The table above provides an indication of the levels of entrepreneurship across Worcestershire, showing the number of new businesses per 10,000 people aged 16+.

In 2007 the new business registration rate was higher for Worcestershire (62.4) than for the West Midlands (55.5), but marginally below the rate for England (64.2) as a whole. Rates were highest in Wychavon (80.8) and lowest in Redditch (50.9). With Redditch demonstrating the lowest rates for new business registration, this is an obvious concern and an area that needs attention.

VAT De-registrations, 2000-7

Area	2000	2001	2002	2003	2004	2005	2006	2007	Change 2006-2007 (%)
Bromsgrove	305	270	265	290	260	220	255	250	-2.0
Malvern Hills	210	190	210	245	235	250	215	210	-2.3
Redditch	140	180	160	175	185	185	180	165	-8.3
Worcester	260	215	240	270	220	210	255	210	-17.6
Wychavon	325	315	335	410	355	370	380	365	-3.9
Wyre Forest	215	220	235	235	220	200	210	215	2.4
Worcestershire	1,445	1,390	1,440	1,620	1,475	1,430	1,490	1,415	-5.0
West Midlands	11,595	11,775	12,030	12,815	12,345	11,620	12,160	12,050	-0.9
England	129,325	129,330	135,170	134,410	131,335	124,945	126,185	128,800	2.1

On a positive note, the number of VAT De-registrations in Redditch decreased by -8.3% between 2006 and 2007, which was more favourable than the percentage decreases experienced in Worcestershire, West Midlands and England.

Net change in VAT registered businesses 2000-7

Area	2000	2001	2002	2003	2004	2005	2006	2007
Redditch	70	0	65	50	30	60	35	85
Worcestershire	405	305	375	265	335	445	370	635

Area	2000	2001	2002	2003	2004	2005	2006	2007
West Midlands	2,685	2,060	2,320	2,860	2,745	3,195	2,625	3,670
England	27,490	19,380	20,000	34,090	29,360	34,610	33,150	51,105

As a result of the changes in VAT registrations and de-registrations, the net change in businesses in Redditch is positive, with 85 more businesses registering than de-registering in 2007.

Stock of businesses at end of year, 2000-7

Area	2000	2001	2002	2003	2004	2005	2006	2007
Redditch	2,125	2,130	2,195	2,245	2,270	2,330	2,370	2,455

The above table shows that at the end of 2007 there were 2, 455 VAT registered businesses in Redditch. However, although the number of businesses has grown each year since 2000, as the effects of the current economic downturn become more pronounced, it would seem unlikely that this trend will continue when data for 2008 is published

Percentage of small businesses in an area showing employment growth, 2002/3 to 2006/7

Area	2002-3	2003-4	2004-5	2005-6	2006-7
Redditch	8.9	8.6	10.3	12.1	13.6
Worcestershire	10.0	8.2	10.0	12.9	13.1

Area	2002-3	2003-4	2004-5	2005-6	2006-7
West Midlands	9.7	9.0	9.9	12.7	13.0
England	9.5	8.9	10.0	12.8	12.8

Source: Office for National Statistics, 2008.

The Office for National Statistics has recently published a set of statistics that show the proportion of small businesses that have increased the number of people they employ. Between 2006 and 2007, in Redditch, 13.6% of small businesses showed employment growth. The proportion of growing businesses is higher than the County, Region or England.

Appendix C – Action Plan

The Actions contained within this document are split under the relevant economic priorities. However in order to set out a realistic work programme it has been necessary to divide the Actions into the areas set out in the key below. In terms of the Quick Wins, the Actions in here can be delivered by Officer time and/or met from existing budgets. Consequently it is realistic for these Actions to defined as Quick Wins. The short – medium actions are considered to be of such priority, that budget bids for these actions should be prioritised over those in the medium – long term category. It should be noted that it is likely that Redditch Borough Council will be working on the elements of all the priorities is the short term, in order to ensure when resources are in place, the actions can be delivered efficiently.

KEY

Quick win	
First Priority	
Second Priority	

WHAT	WHY	WHO	TARGET	COST
Economic Priority 1: Support for manufacturing companies				
1.1 Promote the services of the Manufacturing Advisory Service to businesses in Redditch	Increase access to MAS' specialist services and improve economic performance of manufacturing	RBC and MAS – WM	10% increase in the number of Redditch businesses	Officer time.

WHAT	WHY	WHO	TARGET	COST
	businesses in the borough.		accessing MAS	
1.2 Provide a grant to assist businesses to implement recommendations by MAS.	To assist manufacturers to become more competitive and successful	RBC and MAS	3 businesses improve production methods or competitiveness	£9, 000
Economic Priority 2: Encourage diversification away from low value-added manufacturing / automotive industries				
2.1 Develop the scheme for a Diversification Park	To allow businesses in the Borough, and new businesses to diversify into growth markets to counteract reliance on low value manufacturing. To meet RES objectives: **Seizing market opportunities, Improving competitiveness** To meet RSS objective: **To support the diversification and modernisation of the Region's economy while ensuring that opportunities for growth are linked to meeting needs and reducing social exclusion** To meet LAA objectives:	The park would probably be best managed by a property agent. The Council would need to identify land for this, potentially a cross border site may be suitable, and therefore partnership working with Bromsgrove and Stratford District Councils would be necessary. Other key features would be the need to promote the site, e.g. it is likely that some incentives will be required for initial take-up.	Produce a report identifying the needs of businesses that would benefit from diversification, Increased business take up at park. Increased growth in sectors demonstrating high value added growth. Increased growth in green collar industries. Increased	£10,000

WHAT	WHY	WHO	TARGET	COST
	Develop a healthy economy in Worcestershire, where there are jobs and opportunities for businesses to start and grow. To meet WES objectives To meet Corporate Plan priority for Enterprise		productivity levels through greater innovation of ICT, more collaboration and entrepreneurial skills. Develop and adopt a Supplementary Planning Document to guide the development of the park.	
Economic Priority 3: Business retention				
3.1 Provide an aftercare service	To encourage businesses to be embedded in the area and minimise the risk of relocation	RBC Senior Management / Partner (HW Chamber?)	Establish high level relationship with key strategic businesses. Develop a programme of company visits which compliments existing provision.	£15,000
Economic Priority 4: Support business start-ups				
4.1 Co-sponsor Redditch & Bromsgrove new business showcase	Provide an opportunity for new businesses to promote their products and to network	RBC / Bromsgrove District Council	40% of new businesses from Redditch attend.	£750

WHAT	WHY	WHO	TARGET	COST
	with other entrepreneurs. To encourage new businesses to continue to access public sector support.		50% of new businesses that attend move from business link enterprise support to general support.	
4.2 Develop the business centres' offer to be more attractive to new businesses	The business centres are ideal for new businesses. Linking tenancy to support services such as Business Link will add value to the offer.	RBC (EDU & Property Services) / Business Link		Reductions in rent would have an impact on revenue.
4.3 Offer a "Business Booster" grant for young businesses (18 months – 3 years)	To enhance survival rates of new businesses	The scheme could be administered by Bromsgrove District Council	NI 171 Monitor of survival rates at 3 and 5 years	£5,000 (5 x £1,000 grant match funded by business)
4.4 Offer a business start-up grant to new businesses within specific sectors that are located in Redditch and have accessed Business Link enterprise support	Encourage more people to start businesses and improve new business survival rates	The scheme could be administered by Bromsgrove District Council	5% increase in new businesses in specified sector. Monitor of survival rates at 18 months Linked to NI 171	£5,000 (10 x £500 grant)
Economic Priority 5: Establish and maintain a reputation for Redditch Borough Council as a "Business Friendly Council"				
5.1 Provide a sign-posting service, for businesses, to public sector business support services	To improve uptake of public sector business support services	RBC	10% growth in Business Link activities in the Borough Increased uptake	Officer time

WHAT	WHY	WHO	TARGET	COST
			of skills training	
5.2 Formalise arrangements to continue to provide accommodation for public sector business support service delivery, e.g. Business Link business start up services	To improve access to public sector business support services	RBC	10% growth in Business Link activities in the Borough	Cost is related to use of physical resources rather than budget. No additional budget implications
5.3 Develop a Young Entrepreneurs and Economic Ambitions in Redditch group on Facebook and Twitter	Social networking sites offer a means to individuals with an interest in the area to keep up with news – network with each other etc.	Officers of the Council can maintain the networks and identify any new networking sites.	Establish the group on Facebook. Develop the content for Twitter	Officer time.
5.4 Attendance at networking events.	Active attendance at business networking events allows the Council to continually mix with the business community, this will allow the Council to obtain businesses view and promote Redditch as business location.	Redditch Borough Council.	Attend 12 events annually	£200 Officer time
5.5 Organise Business Expo	Provide a forum for businesses to access public services and for businesses to promote their products and services to other businesses.	RBC and HW Chamber	60 businesses to book to attend. 80% satisfaction levels of respondents to feedback.	£700 Officer time
5.6 The Procurement Team to streamline the approach to	Ensure that local businesses are in a position to benefit	RBC (The Procurement Team)	As per the Strategy & Partnership Plan	This is in the Strategy and

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WHAT	WHY	WHO	TARGET	COST
purchasing, reduce administration and improve relationships with suppliers. To provide support, advice and training to businesses	from Council contracts.			Partnerships Plan
5.7 Produce a "Redditch Prospectus" providing a single resource detailing services to business, useful contact numbers, opportunities for community involvement. The document to be available electronically and in hard-copy.	To improve access to and up take of public sector business support services. To provide a welcome to new businesses. To provide an easy reference resource for businesses. This publication will support many of the economic priorities.	RBC / Publisher	Production of prospectus. Distribution of prospectus. Levels of satisfaction with prospectus (surveyed)	£1,000
5.8 Develop a programme of events for businesses.	To assist businesses with their requirements.	RBC	Events to be developed from liaison with businesses. 2 events to be held per year	£3000 per annum
Economic Priority 6: Exploit opportunities created by the Central Technology Belt and Cluster Development				
6.1 Respond to any potential activities arising from the Central Technology Belt and Cluster initiatives.	Redditch has a number of companies that can potentially benefit from the Central Technology Belt and Clusters, therefore any new funding or activities coming	Redditch Borough Council and AWM.	Development of schemes to capture the economic benefits of the CTB and cluster initiatives	Officer time. Should any initiatives be developed in order to capture the economic

WHAT	WHY	WHO	TARGET	COST
	from these 'areas' should be monitored in order for Redditch companies to appropriate advantage.			benefits of the CTB, then additional resources may be sought to fund these initiatives.
Economic Priority 7: Monitor Government requirements with regard to the single business account				
7.1 Respond to any changes to the Single Business Account.	To ensure Redditch Borough Council is up to date with the Single Business Account.	Redditch Borough Council	Meet Government requirements.	Officer time
Economic Priority 8: Encourage entrepreneurialism in young people				
8.1 Provide annual sponsorship of a prize for Young Enterprise	To promote entrepreneurialism in young people	RBC / Young Enterprise	Maintaining schools participation in young enterprise. Recruit one business per year to act as a mentor to the groups.	£100
8.2 Create a Redditch Young Entrepreneur of the Year award	To promote entrepreneurialism in young people (under 30 years old)	RBC	5 nominations in year 1 20% increase in nominations annually.	£1000
8.3 Provide a loan fund for business start-ups by young people (30 years or under)	Young people are less likely to have acquired assets and are considered higher risk by traditional lenders. The loan	Prince's Trust / Business Link	Increase in the number of young people starting a business	£20,000 One off payment – the fund would be recycled as

WHAT	WHY	WHO	TARGET	COST
	fund would be available to those who are accessing on-going support and would be limited to those who have been refused credit by mainstream banking.		Survival rates of those businesses	the loans were repaid
Economic Priority 9: Foster economic ambition in young people				
9.1 Facilitate the provision of Prince's Trust XL clubs in High Schools	To identify young people at risk of under-achieving and provide specialist support to prevent them becoming NEET	Prince's Trust	Year 1 – Establish XL clubs in half of the 4 High Schools Year 2 – Prince's Trust to secure alternative on-going funding for XL clubs Year 3 - 80% positive outcomes for first participants	£20,000 Funding already secured
9.2 Provide a representative of RBC to attend Trinity High School's enterprise review meetings	To assist Trinity High School to ensure that enterprise is promoted in all areas of the curriculum.	RBC	Increase in involvement of other organisations with the High School	Officer time
9.3 Create "Best Work Experience Student of the Year" Award	To promote work experience as a positive experience and encourage young people to use the opportunity to explore career options	RBC / Education Business Partnership	10 nominations in Year 1 10% increase in nominations annually.	£100

WHAT	WHY	WHO	TARGET	COST
9.4 Offer work experience placements to local students	To promote work experience as a positive experience and encourage young people to use the opportunity to explore career options	RBC	As per the Human Resource Delivery Plan and the Leisure Services Plan. Have at least 1 work experience student in EDU annually.	This is in the Human Resource Delivery Plan and the Leisure Services Plan.
9.5 Create a pool of Local Government work experience opportunities including other authorities	To ensure that as many young people as possible are able to find work experience placements in Local Government	Business Education Partnership / District Councils / County Council	Collation of data. Distribution of data.	Officer time
9.6 Provide a grant fund for schools (key stage 3 and above) to participate in projects/competitions/activities which provide an insight into the world of industry and commerce e.g. formula schools.	To provide a business context for students and use the experience to explore career options.	RBC / Schools	100% take up of grant. 10% increase in the number of businesses that have links with schools.	£3000
9.7 Arrange a careers fair for Year 8 students	Due to the tertiary system of education in Redditch, students do not receive careers advice until year 9 (first year of high school). Students that achieve well in	RBC	90 students attending. 50% of middle schools involved.	£1,000 This is in the Human Resources Delivery Plan and Leisure

WHAT	WHY	WHO	TARGET	COST
	middle school often under-achieve at high school. A careers fair will help to create links between educational achievement and future employment opportunities whilst young people are still engaged.			Services Plan
Economic Priority 10: Improve links between education providers and employers				
10.1 Provide an officer to sit on the Education Business Partnership	To optimise any opportunities for businesses and education providers to work together	RBC	100% attendance at meetings. 10% increase in the number of Redditch businesses working with schools.	Officer time
10.2 Create a "Best Work Experience Provider of the Year " Award	To recognise businesses contribution to improving young people's aspirations and to encourage more work experience opportunities	RBC / Education Business Partnership	10% increase in the number of work experience placements offered	£300
10.3 Establish RARE partnership (Raising Aspirations in Redditch)	To assist education providers to work more closely with business. The partnership will set up a programme whereby young people will visit businesses and learn	RBC / Trinity High School / Businesses	Establishment of partnership. Annual survey of students measuring awareness of	Officer time

WHAT	WHY	WHO	TARGET	COST
	about those businesses. The students will then be given a project by the company related to their business activity and the company will provide feedback and evaluation of the finished project.		opportunities in Redditch. The availability of 1 project per year.	
10.4 Develop a scheme where young people can access work experience opportunities in the twin towns and agree reciprocal arrangements.	To provide a business context for language / geography students and broaden work experience opportunities	Twinning Bodies / Business Education Partnership / RBC / Businesses	Engage twin association to agree reciprocal arrangements. Offer 5 work experience placements per year.	Officer time
Economic Priority 11: Reduce out-migration of skilled young people				
11.1 Provide higher education opportunities in Redditch	To counteract 'brain drain' To support business growth To improve education attainment To meet RES objectives: **Improving Competitiveness, Harnessing Knowledge.**	RBC / NEW College / Worcester University / Warwick University etc	Provision of degree level courses at NEW College, Redditch campus Increased take up of Open University courses Increased evidence of collaboration	Officer time/Funding for development of Higher Education establishment.

WHAT	WHY	WHO	TARGET	COST
	To meet LAA objectives: **Improve the skills of the residents of Worcestershire.** To meet WES objectives		between local education providers and businesses. More local businesses employing higher skilled individuals Improved education attainment over 5 year periods.	
11.2 Apply for Placement Programme for Local Authorities and Public Sector Organisations (SSWEP).	SSWEP is defined as a Social Science Workplace Experience Programme. The programme is funded by the Economic and Social Research Council and is managed by the Step Enterprise. The programme is used to access the skills and knowledge of undergraduate (and postgraduate if applicable) social science students. The work is designed to move the	Redditch Borough Council / The Economic and Social Research Council	Make a successful application.	£1400

WHAT	WHY	WHO	TARGET	COST
	organisation forward. The programme is subject to application.			
Economic Priority 12: Minimise impact of the loss of highly skilled, older workers due to retirement				
12.1 Mentoring programme	To put in place a programme whereby those individuals who are particularly skilled in certain areas have the opportunity to share their experiences in firms with a need for their skills.	Business Link	To develop the programme.	Officer time
Economic Priority 13: Encourage continual skills development in the workforce				
13.1 Promote train to gain	Train to gain offer employers support to improve their employees skills. Service offers skills advice on everything from Investors in People, basic skills through to leadership and management training.	Redditch Borough Council, Job Centre Plus, Business Link	10% increase in the number of Redditch businesses accessing Train to Gain	Officer time
13.2 Offer surplus training places to businesses	There are numerous courses that the Council run internally. Where the courses do not reach capacity, there is the potential that businesses in the area could fill these places on a first come first served basis.	Redditch Borough Council.	60% reduction in the number of void training places.	Officer time – training costs absorbed by the Council.

WHAT	WHY	WHO	TARGET	COST
13.3 Offer apprenticeship opportunities at Redditch Borough Council	Provide opportunities for young people to receive formal training for a career or trade.	RBC	As per the Human Resources Delivery Plan	This is in the Human Resources Delivery Plan
Economic Priority 14: Minimise worklessness in order to assist in creating prosperous communities				
14.1 Support parents returning to work or training	To help those who have left employment due to parental responsibility re-enter the job market.	Sure Start / Job Centre Plus	As per the Children Centres Service Plan	This is in the Children Centres Service Plan.
14.2 Help with Council's Trailblazer project.	The Housing Options team has secured funding for Trailblazing, this will allow the Options team to work with individuals who could be deemed workless. As part of this Economic Development could help to signpost and support the programme in terms of employability.	Redditch Borough Council	As per the Trailblazer project application.	£10,00 funding secured via the trailblazer project.
14.3 Work with partners to develop projects in response to new schemes designed to help the workless, eg Connection to Opportunities, Future Jobs Fund	To assist those that are furthest from employment to move towards employment	Worcestershire Economic Partnership, JobCentre Plus, Third Sector Organisations	Secure funding for programme Delivery of programme	Officer time
Economic Priority 15: Promote Redditch as a business location				
15.1 Develop and deliver a	To attract new businesses to	RBC and/or marketing	Review marketing	£8,000

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WHAT	WHY	WHO	TARGET	COST
current marketing strategy, which can be tailored to a variety of audiences.	new area and retain existing businesses.	company	strategy on an annual basis.	This is in addition to the current £2,000 budget
15.2 Establish a group consisting of Business and Civic Leaders and Senior Management of RBC to act as "Ambassadors" for the Borough.	To promote the benefits of Redditch as a business location to external businesses.	Businesses / Councillors / RBC Senior Management	Establishment of group. Recruitment of 5 businesses to the group. 20% increase in the number of member businesses.	Member & Officer time. Once the group has been established funding may be required should the group's role be developed.
Economic Priority:16 Protect employment land				
16.1 Actively comment on applications for alternative uses on employment land.	The loss of employment land to alternative uses can have a significant impact not only on the provision of future employment sites, but also the industrial/commercial harmony that currently exists could erode and mean the future loss of jobs within the area if a business decides to move on.	ED Officers and Planning Officers.	100% response rate.	Officer time.
Economic Priority 17: Assist businesses to improve their environmental performance				
17.1 Promote Business Link Environmental Advisory Service	To encourage businesses to access specialist support	RBC / Business Link	10% increase in the uptake of business link	Officer time

WHAT	WHY	WHO	TARGET	COST
			services.	
17.2 Organise a seminar for businesses – "Green Your Business, Reduce Your Costs".	Arrange an event with businesses, whereby clear guidance is provided to them which will help them improve their impact on the environment, and subsequently reduce costs. The event should be arranged so that the business is able to follow up and liaise with environmental advisors	Redditch Borough Council to arrange event.	Event to be arranged Autumn 2009. 30 attendees	The costs for this event are included in the costs associated with Action 5.8
Economic Priority 18: Work with businesses to address their issues regarding security				
18.1 Carry out a survey with businesses to clearly identify what their issues are with site security.	In order to identify any potential Actions to assist businesses with their site security issues, the fundamental issues need to be identified.	Redditch Borough Council.	Develop the survey. Distribute survey and collate responses. Develop actions with the Community Safety Team.	Officer time
Economic Priority 19: Provide a commercial property service to assist businesses to find suitable premises				
19.1 Participate in the Worcestershire Property Service	Provide new and existing businesses with a single point of access to information about available commercial property	RBC, Other District Councils, Chamber of Commerce	90% follow-ups carried out within 6 weeks of enquiry. 90% levels of satisfaction with	Officer time £1000 for software maintenance

WHAT	WHY	WHO	TARGET	COST
			service.	
Economic Priority 20: Encourage business tourism				
20.1 Have a section within the marketing strategy designated to business tourism.	To allow for business tourism to be targeted within the marketing strategy.	Redditch Borough Council.	Identify appropriate avenues for promotion of business tourism. Engage with local providers of facilities. Measurements to be included in the marketing strategy.	The costs for this are included in the costs associated with Action 15.1
20.2 Develop a holistic approach to tourism encompassing business and leisure.	There are a number of establishments/schemes already in place e.g. Destination Worcestershire. There are also a number of facilities in the Borough that have significant potential as part of the tourism economy. However there is not a strategy which clearly sets out a vision for tourism. Clearly developing business tourism in the Borough will be more effective if it is encompassed within a tourism strategy.	Destination Worcestershire, Redditch Borough Council	Strategy to be developed by September 2010.	Officer time.
20.3 Pay for all appropriate hotels	To ensure hotels in the	RBC	25% of hotels fund	£2,600

WHAT	WHY	WHO	TARGET	COST
to be included in conference desk.	Borough are promoted through the medium of destination Worcestershire.		their continuing membership.	
Economic Priority 21: Promote allocated employment sites that are not currently on the market to encourage their development				
21.1 Develop on the Council's website a specific page allocated to employment land opportunities.	There is a need to promote non-marketed employment land, because in line with planning policy there is the risk that employment land could be lost to alternative uses. A webpage on the Council's website offers a means for potential investors to view allocated land. The Council will also need to work with the landowners to try assist with getting the land onto the market.	Redditch Borough Council to maintain website and work with landowners.	Webpage to be developed following endorsement.	Officer time.
Economic Priority 22: Retain and enhance the vitality of the town centre				
22.1 Encourage owners of unoccupied shops to have window displays by schools and community groups.	To minimise the impact of empty shops on the image of the town centre	RBC / Schools / Community Groups / Landlords	Reduction in the number of empty shop fronts	Officer time
22.2 Deliver agreed improvements to the Town Centre in terms of Environmental quality and the	To improve security in the Town Centre	RBC (Environmental Services)	As per the Environmental Services' business plan.	This is in the Environmental Services' business plan.

WHAT	WHY	WHO	TARGET	COST
night time economy				
22.3 Assist in the works associated with the enhancement of St Stephen's church and accompanying area.	The church which is a listed building in the town centre conservation area plays an important role but the Church has a falling congregation. A move to redesign the church, which would encompass economic and social functions at the Church is necessary. However in addition to this wider works will need to be carried out, e.g. linkages from the church yard with the rest of the town centre, to ensure that the work at the church is effective. To meet RES objective: **Improving competitiveness** To meet RSS challenge: **Urban Renaissance** To meet RSS objective: **To ensure the quality of the environment is conserved**	RBC / NEW College / Worcester University / Warwick University	St Stephens continues as a place of worship and civic focus. The building is a resource for residents and visitors The public realm outside St Stephens is improved. There are improved linkages between the church yard and Kingfisher Shopping Centre and other parts of the Town Centre	£5,000 Officer time

WHAT	WHY	WHO	TARGET	COST
	and enhanced across all parts of the Region.			
22.4 Implementation of Town Centre Strategy	The town centre plays an important role in the local economy of Redditch. The Council is currently preparing a Town Centre Strategy which outlines the importance that the Council is placing on this objective. At the time of writing it is not possible to outline any detail contained within the Strategy. However, it is anticipated that the Economic Development Unit will be a key partner in deploying some of the actions set out in the Strategy. To meet RES objective: **Improving competitiveness** To meet RSS objective: **To ensure the quality of the environment is conserved and enhanced across all parts of the Region.**	Redditch Borough Council. Local Strategic Partnership/Town Centre Partners e.g. Kingfisher, landowners etc.	Implement actions set out in the Town Centre Strategy. Redditch to be recognised regionally as supporting the competitiveness of Birmingham	To be established in Town Centre Strategy

WHAT	WHY	WHO	TARGET	COST
23 Powerful Voice				
23.1 Attend regional and sub-regional groups, e.g. Worcestershire Economic Partnership	To promote the needs of Redditch residents and businesses to regional and sub-regional decision makers.	RBC	100% attendance at meetings	Officer time
23.2 Provide a mechanism for meaningful and sustained consultation with businesses.	Any needs identified can be promoted to National/regional and sub-regional.	Develop a public-private partnership to identify and address the needs of businesses in Redditch. The partnership could include Officers of the Council/representatives of the LSP/business representation.	Establish partnership and conduct regular meeting. Targets to be established by partnership.	Officer time.

Appendix D – Consultation process

The Economic priorities have been produced by the Council to provide Worcestershire County Council suitable economic priorities for inclusion in the Worcestershire Economic Strategy and Joint Investment Plan.

In establishing the economic priorities Officers, in the first instance developed a list of priorities, along with reasoned justification for their inclusion. In order to verify and potentially add and/or remove some of the priorities there was a need to consult on the economic priorities. The draft economic priorities were presented to Executive Committee on the 3rd September and were subsequently endorsed for public consultation at Full Council. This report sets out the consultation process undertaken in relation to the economic priorities.

The draft document was placed on deposit for public consultation between 31 October 2008 and 12th December 2008. During this period parties were asked to submit comments. Specifically officers:

➢ Invited comments from the following key economic stakeholders:
- Advantage West Midlands
- Worcestershire County Council
- Bromsgrove District Council
- Malvern District Council
- Worcester City Council
- Wychavon District Council
- Wyre Forest District Council
- Business Link West Midlands
- Education Business Partnership
- Manufacturing Advisory Service
- Chamber of Commerce Herefordshire & Worcestershire
- NEW College
- Balancing Business
- Arrow Vale High School
- Kingsley College
- Trinity High School
- St Augustine's High School
- Learning & Skills Council
- Connexions
- Job Centre Plus
- Federation of Small Businesses
- The Student Council
- Redditch Manufacturers' Association
- John Truslove
- The Prince's Trust
➢ Letter to Consultees on Development Plans database – letter advertised Economic Priorities and Preferred Draft Core Strategy (see Annex 1);

- ➢ Advertised the consultation on the Council's website (see Annex 2);
- ➢ Meetings and/or telephone conversations were held with key stakeholders.

Annex 1 – Joint Planning and Economic Development consultation letter

Dear Sir/Madam,

Preferred Draft Core Strategy (New Regulation 25) Participation 31st October 2008– 8th May 2009

Redditch Borough Council is preparing its Core Strategy Development Plan Document (DPD). The Core Strategy forms part of the Local Development Framework (LDF) and will be the main planning document for the Borough up to 2026 in order to deliver the goals and aspirations of Redditch Borough's community. Once the Core Strategy is adopted it will replace the Borough of Redditch Local Plan No.3.

In June 2008 amended Town and County Planning Regulations[16] were published. The amended regulations required the Core Strategy to be produced under Transitional Arrangements. Under these arrangements New Regulation 25 requires public participation in the preparation of a Development Plan Document. Therefore the Preferred Draft Core Strategy will be subject to a period of continuous public participation from the 31st October 2008 to the 8th May 2009. Representations are invited on the content of the DPD and can include, for example, suggested alterations to draft policy wording or comments on the preferred options selected by the Borough Council.

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[16] The Town and County Planning (Local Development) (England) (Amendment) Regulations 2008.

A Sustainability Appraisal has been completed incorporating the requirements for Strategic Environmental Assessment. This has given a general assessment of the sustainability of the options on which the policies contained within the Preferred Draft Core Strategy have been based. This Sustainability Appraisal is available for consultation and can be viewed on the Redditch Borough Council website (www.redditch.whub.org.uk) or at the locations detailed below.

A number of other background documents have been produced to support the Preferred Draft Core Strategy and can be viewed online at the address below. The participation period for the Preferred Draft Core Strategy runs from Friday 31st October 2008 and ends on Friday 8th May 2009. During this time you can attend the following exhibitions and drop-in sessions.

When		Where
Tuesday 4th November	10am – 3pm	Sainsbury's
Saturday 8th November	9am – 1pm	The Kingfisher Shopping Centre
Thursday 13th November		Morrison's
Friday 21st November	10am – 1pm	Arrow Valley Countryside Centre
Saturday 29th November	TBC	Redditch Library
Thursday 4th December	4pm – 8pm	Committee Room 3 Town Hall
Tuesday 6th January	10am – 8pm	Committee Room 3 Town Hall
TBC	TBC	Joint Event with Bromsgrove and Stratford Districts

From the 13th January until the 5th May 2009 between 10am – 4pm every Tuesday, the Borough Council are providing the opportunity to 'Call a Planner'. If you would like to discuss any aspect of the Preferred Draft Core Strategy you can come to the Town Hall and call a planner from Planning Reception to discuss your comments.

All of the documents can be viewed on the Council's Website www.redditch.whub.org.uk or at the following locations:
- Redditch Town Hall (Planning Reception), Monday-Friday 9am-5pm
- One Stop Shops (Batchley, Winyates and Woodrow) Monday-Friday, opening times vary
- Redditch Library, Woodrow Library and Mobile Library

If you would like to comment on the Preferred Draft Core Strategy please send comments to the postal address detailed above or by email to devplans@redditchbc.gov.uk.

In addition to the Preferred Draft Core Strategy, Redditch Borough Council is taking this opportunity to consult on its economic priorities. In September 2008, the Council agreed its draft economic priorities for the purpose of consultation. The priorities aim to tackle the key economic issues affecting Redditch and are grouped around 4 themes – Business, People, Place and a Powerful Voice. We are seeking your views on these priorities. The consultation runs for period of 6 weeks starting on Friday 31st October and ending on Friday 12th December 2008. Comments on the economic priorities can be made at http://www.redditchbc.gov.uk/consultation
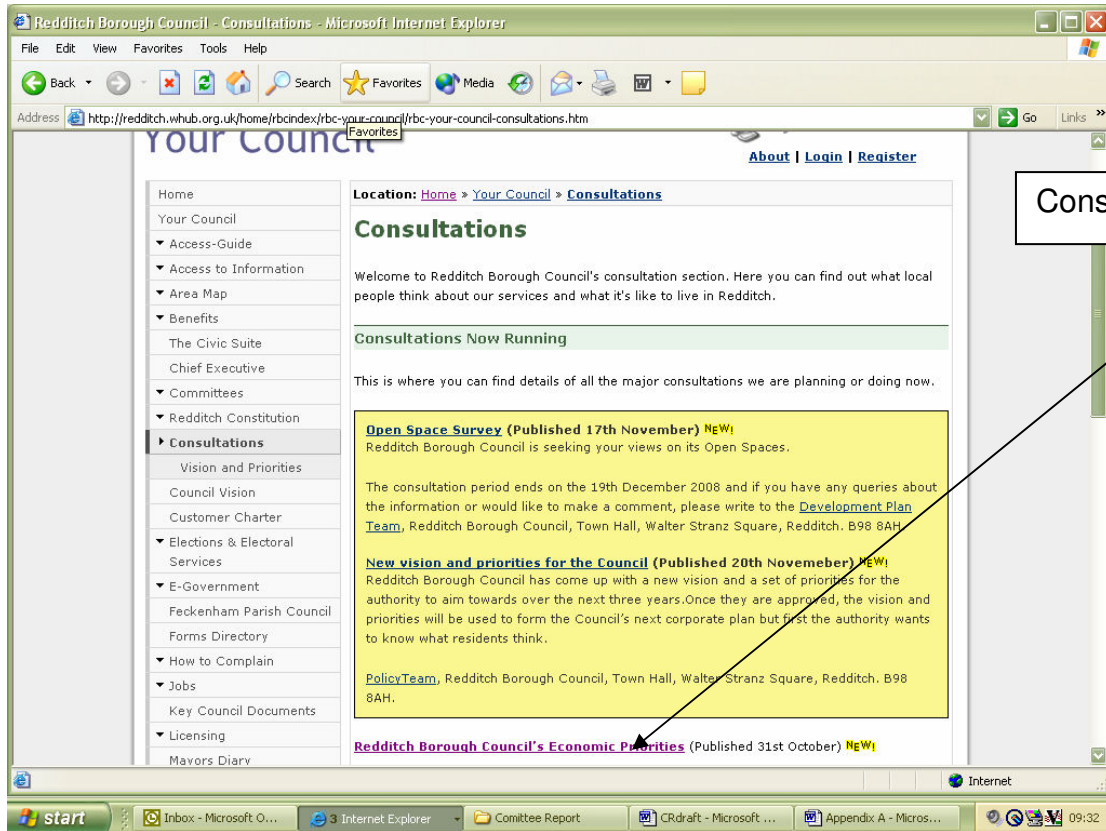
Yours faithfully,

Louise Brockett
Planning Assistant

Annex 2 – Website Extract
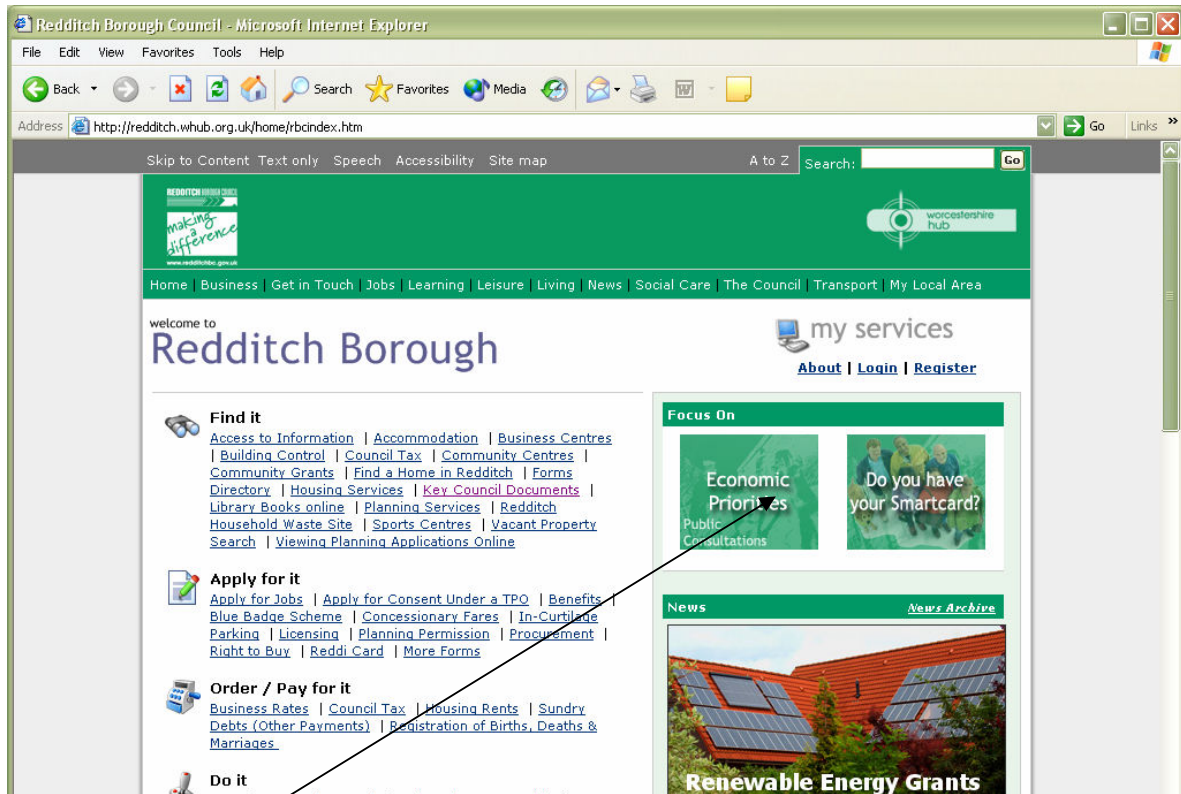
Home page

Appendix E – Growth Aspirations

MANUFACTURING

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Manufacturing	10.9		14.7		24.8

We expect the proportion of people who are employed in manufacturing in Redditch to decline but the number of jobs to remain stable.

CURRENT SITUATION

Historically, manufacturing has always been significant in Redditch. Prior to its designation as a New Town, the town's population expanded and its status developed as local needle and spring industries thrived. Following its designation as a new town, Redditch's reputation as a manufacturing area and its supply of engineering labour resulted in more manufacturing companies being attracted to the town. The close proximity to automotive OEMs (Original Equipment Manufacturers) resulted in an automotive cluster with a strong supply chain. Today, Redditch is home to a number of major general and more specialised manufacturing companies including automotive company UK NSI and medical specialists Surgicraft.

Redditch's reputation as a manufacturing area and its supply of engineering labour resulted in more manufacturing companies being attracted to the town following its designation as a new town and its resultant growth. As well as skilled engineering labour, Redditch has a supply of low and semi-skilled labour which is able to compete with other locations which have low labour costs.

VISION FOR REDDITCH

Nationally, manufacturing is generally in decline. However, it remains very important to the local economy. Thus support for manufacturing is one of the Council's economic priorities. Manufacturing is encouraged locally through the Worcestershire Economic Strategy which aims to support technology-led growth and cluster development, particularly in Medical Technologies. The Regional Economic Strategy also aims to support cluster development in the automotive, medical technologies and aerospace sectors. Regional support for manufacturing aims to make it more knowledge-intensive and recognises the importance of sustaining local manufacturing to support local economies.

All of the support for manufacturing aims to promote up-skilling and growth by increasing the value, rather than the volume, of manufacturing businesses. Therefore it is expected that the number of jobs in manufacturing will remain stable. As the total number of jobs in Redditch increases, this will have the effect of reducing the proportion of local jobs in manufacturing in line with national trends. Manufacturing will still be intrinsic to Redditch, however it will be complemented by a broader and more competitive range of economic activities.

CONSTRUCTION

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Construction	4.8		5		2.6

We expect the proportion of people who are employed in construction in Redditch to increase.

CURRENT SITUATION

In recent years there has been little change in the proportion of people employed in construction in Redditch. However, the influx of economic migrants with construction skills into the region indicates that there are opportunities for growth in this sector.

VISION FOR REDDITCH

In the RSS it is proposed that Redditch be designated a Settlement of Significant Development. This places on the Borough a commitment to cater for, and deliver, increased housing and infrastructure and could potentially result in a significant increase in built development. This demand will necessitate an increase in the demand for skilled construction workers and therefore it is suggested that Redditch nurture the local construction industry through training. The introduction of diplomas for 14 – 19 year olds in Construction and the Built Environment and the construction industry training available through Skills 4 Work allow residents to gain the skills required to benefit from the opportunity created by the RSS requirements. With the training and demand in place, semi-skilled workers in other sectors can also have realistic ambitions to acquire construction industry skills. Given Redditch's proximity to other urban areas and excellent road networks, it would be easy for construction employees based in Redditch to access surrounding areas where they could apply their work.

DISTRIBUTION

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Distribution	16.8		17.2		18.1

We expect the proportion of people who are employed in Distribution in Redditch to increase but would look to restrict the growth in relation to wholesale distribution.

CURRENT SITUATION

The distribution sector includes both wholesale and retail distribution. The number of people employed in distribution has been fairly stable in recent years. Redditch's central location and excellent road network make it particularly attractive to businesses in this sector.

VISION FOR REDDITCH

The development of the town centre, particularly in the Kingfisher Shopping Centre, and the proposed redevelopment of the neighbourhood shopping centres aims to increase the retail offer in the Borough and should result in a corresponding increase in jobs in this sector. This focus recognises the continued importance and necessity of retail to the local economy.

Whilst there is no ambition locally or regionally to increase job numbers in Wholesale Distribution in Redditch, the Borough's central location and excellent road network are attractive to businesses in this sector. However, the limited availability of employment land and low density of jobs means that we would look to restrict growth of employment in this sector.

HOTELS & RESTAURANTS

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Hotels & Restaurants	6.8		6.7		2.8

We expect the proportion of people who are employed in Hotels & Restaurants in Redditch to increase.

CURRENT SITUATION

The number of people employed in the Hotels & Restaurants sector in Redditch has been relatively stable in recent years.

VISION FOR REDDITCH

The aim of all interventions in the economy, both locally and regionally, is to increase economic wellbeing. Redditch Borough Council's economic priorities aim ultimately to increase wages for local residents. An increase in wages results in higher disposable income from which it is anticipated that the local hotel and restaurant businesses will benefit. Also, business tourism has been identified as an economic priority for Redditch Borough Council and in the Worcestershire Economic Strategy and thus any interventions will be intended to facilitate growth in this sector.

TRANSPORT & COMMUNICATIONS

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Transport & Communications	5.9		5.6		4.2

We expect the proportion of people who are employed in Transport & Communications in Redditch to increase but would aim to restrict growth.

CURRENT SITUATION

The number of people employed in Transport & Communications in Redditch has doubled in the past 10 years. Nationally, the proportion of employees in Transport & Communications has remained fairly constant. Despite the growth in job numbers, Redditch still has a lower proportion of jobs in this sector than the West Midlands and Great Britain.

VISION FOR REDDITCH

Whilst there is no ambition locally or regionally to increase job numbers in Transport & Communications in Redditch, the Borough's central location and excellent road network are attractive to businesses in this sector. However, the limited availability of employment land and low density of jobs means that we would look to restrict growth of employment in this sector.

FINANCE, I.T, OTHER BUSINESS ACTIVITIES

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Finance, IT, Other Business Activities	21.2		17.8		25.8

We expect the proportion of people who are employed in Finance, I.T and Other Business Activities in Redditch to increase.

CURRENT SITUATION

More people in Redditch are employed in Finance, I.T. and, Other Business Activities than in any other sector. There has been significant growth in jobs in this sector and growth in Redditch has been greater than growth both regionally and nationally.

VISION FOR REDDITCH

Professional & Business Support services have been identified in both the Regional Economic Strategy and the Worcestershire Economic Strategy as a priority cluster due to the high growth potential. Support for manufacturing, increasing competitiveness and diversification have been identified as priorities both locally and regionally and actions around these priorities focus on businesses accessing and investing in support services. The services required to achieve these priorities include Research & Development and I.T. Additionally, cluster development, diversification and the Central Technology Belt all present opportunities in R&D and I.T.

PUBLIC ADMINISTRATION, EDUCATION & HEALTH

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Public Admin, Education & Health	26.9		26.6		18.5

We expect the proportion of people who are employed in Public Administration, Education & Health in Redditch to increase.

CURRENT SITUATION

The proportion of people employed in Public Administration, Education & Health in Redditch has fluctuated over the last decade. Organisations in this sector provide services primarily to the local population. There are no organisations, such as a University or Government Department, in Redditch that would result in higher pockets of employment in this sector being located in the Borough.

VISION FOR REDDITCH

Any growth in the population of the Borough will result in a corresponding increase in public services and therefore in the number of people employed in this sector. However, there are ambitions for significant up-skilling of the workforce which will require additional education and training services. Therefore there is likely to be an increase in the proportion of people employed in this sector.

OTHER SERVICES

TYPE OF INDUSTRY	CURRENT GREAT BRITAIN %	PREDICTED GREAT BRITAIN CHANGE UP TO 2026	CURRENT REGIONAL %	PREDICTED REGIONAL CHANGE UP TO 2026	CURRENT REDDITCH %
Other Services	5.3		5.1		3.1

We expect the proportion of people employed in Other Services in Redditch to increase.

CURRENT SITUATION

The proportion of people employed in Other Services in Redditch has remained relatively stable over the past 10 years. However, the proportion in Redditch is below the proportion employed regionally and nationally.

VISION FOR REDDITCH

No interventions in this sector are planned in the Worcestershire Economic Strategy or the Regional Economic Strategy. However, this sector includes recreational and sporting activities and the planned redevelopment of the Abbey Stadium should result in growth in the number of people employed in this sector.

Appendix F – Minutes from Student Council meeting

MINUTES   Present:

Connor Morris (Vice-Chair in the Chair) and Dan Allen, Peter Bailey, Luke Barnard, Arlene Brunner, Kimberley Chadwick, Karen Christoffersen, Sally Foxall, Yasmin Steer, Grace Taylor, Natalie Williams and Patrick Yates.

Officers:

Ashley Baldwin (Planning Assistant), Peter Brown (Waste Awareness Officer), Bev Docherty (Treasurer to the Student Council), Georgina Harris (Development Support Officer) and Veronica Allen (Youth Worker for Worcestershire County Council).

Also Present:

Councillor K Banks (Redditch Borough Council).

Clerk to the Student Council:

Janice Smyth.

63.   APOLOGIES

Apologies were received on behalf of Student Councillors Toby Kingsman, James Timney, Karim Mansoor, Ceinwen Stone, Mitchell Davies, April Powell, James Timney and Natalie Williams.

Apologies were also received on behalf of Deputy Student Councillor Emma Bayliss and Borough Councillor Juliet Brunner.

64. DECLARATIONS OF INTEREST

There were no declarations of interests.

65. MINUTES

AGREED that

the minutes of the meeting of the Student Council held on the 17 September 2008 be confirmed as a correct record.

66. SUSTAINABLE DEVELOPMENT AND CLIMATE CHANGE STUDENT SURVEY

The Chair welcomed Peter Brown, the Borough's Waste Awareness Officer. Peter thanked Student Councillors for the opportunity to highlight waste awareness and ascertain young peoples knowledge and views on the subject. Following a short video, a debate ensued during which the following points were highlighted and discussed:

- changes undergone by the earth during the last 50 years;
- climate change results (drought / famine in some areas such as Africa)
- use of fossil fuels (transport/shipping etc) to move goods around the world;
- mitigation – trying not to waste food and improve recycling to use less energy;
- doing something yourself as young people (Red Nose Day / using Fair Trade products);
- more organic farming (less pesticides into the soil / water courses)
- more use of solar panels / wind farms / coal burning /nuclear plants etc.
- investigate / invest in use of biofuels (as fossil fuels run out alternatives will be needed).
- the impact for young people in the future.

Student Councillors completed a short survey on Sustainable Development and Climate Change Awareness that had been provided with their agendas. Peter thanked the Student Council for their time and views on the subject of climate change

67. REDDITCH BOROUGH COUNCIL ECONOMIC PRIORITIES

The Chair introduced Georgina Harris (Development Support Officer) and Ashley Baldwin (Planning Assistant).

Georgina and Ashley thanked the Student Council for their time and briefly outlined the Council's agreed economic priorities, which were to tackle key economic issues affecting Redditch, for consultation purposes. The Student Council's attention was drawn to the information provided with the Agenda on the Council's key issues and draft priorities, including:

- supporting all types of business in the town and promoting Redditch as a business location,
- encouraging and fostering economic ambition amongst all age groups in the town;
- work to retain skilled workers in the Town; and
- improve links between education providers and employers.

A debate followed the introduction and the following key questions and points were highlighted:

Q. What professions do you see yourself in 10 years.

Career Goals included:

- PE Teacher
- Psychology
- Accountancy
- Anthropology
- Chemist

Q. In Redditch ?

- Probably not, no major companies / insufficient opportunities.
- One Student Councillor advised they would like to stay in Redditch if opportunities existed.

Q. Careers Advice provision ?

It was noted from responses that Careers advise and support varied from school to school. The following quotes were provided:

- Some in year 9
- Opportunities for Connexions in Year 10
- Help with UCAS points.
- Career Advice was primarily to stay on in Education but given quite a few options.
- Arrow Vale – Career lessons available but optional if fits into timetable
- Kingsley – some options in general studies to look at careers in 6th form.
- St. Augustines – very good – advice sessions available 3 times a week.

Q. **If / when discussing careers, do you get any feedback on <u>what's available in Redditch</u> –**

- generally more across the board advise but does include Redditch usually.

Q. Advise on industry in Redditch?

<u>Apprentiships in Redditch</u> – have looked at local businesses in Redditch through Connexions**.**

Is your knowledge based on your abilities / what you want to do rather than local knowledge – yes generally.

Q. **Work experience** - responses were as follows:

- very good 10/10 – Connexions got it for him.
- very enjoyable – placement obtained through Mom.
- small business – not related to what wanted to do – School got the placement.

- Bank – very good experience – placed through Connexions.
- Local 1st School – did not really enjoy / bored / not enough to do. - placed through school.
- 1st School – very good – no mention of who placed through.
- British Home Stores – hated the experience and reinforced view that they would never wish to work in retail. Not career linked, placed by school.
- Blue Cross Animal Adoption Centre – not career linked but enjoyed very much – placed through school.
- 1st School – very good / friendly / enjoyed the experience – placed through Mom's friend but supported by school.
- Travel Agency - OK – no mention of who placed through.

The Local economy was briefly discussed and particularly the lack of "brand" shops available. It was generally accepted though, that with retail facilities in Birmingham relatively close by, this was not considered to be a real issue.

Georgina and Ashley thanked the Student Council for their participation in the consultation and advised that the consultation outcomes would become available via a link on the Council's Website Homepage if anyone was interested.

68. MEMBERSHIP REVIEW – KINGFISHER AND PITCHEROAK SCHOOLS

Student Councillors were informed that, as agreed at the Annual Meeting, a review would be undertaken to ascertain the success or otherwise of Kingfisher and Pitcheroak Schools having representation on the Student Council.

Officers reported that both Kingfisher and Pitcheroak were happy to continue with the current arrangements they have – two nominated representatives each - as this was more manageable from the schools' point of view particularly relating to transport and teacher supervision. It was further advised that, Pitcheroak were considering extending the terms of their current representatives, Gemma and Sophie, for a second year as they had both expressed an interest in continuing to represent the School, although this had still to be confirmed.

The views of Student Councillors were sought on the arrangements. There was general agreement that the two schools had integrated very well and that the additional number of Students had not created any difficulties. It was felt that if membership of the Student Council on the current terms worked best for the schools themselves, the Student Council had no problem with the arrangement continuing.

AGREED that

Kingfisher and Pitcheroak Schools be welcomed on a permanent basis on the Student Council Membership under the terms agreed,

namely the inclusion of two nominated representatives from each school to be notified on an annual basis.

69. STUDENT COUNCIL ELECTIONS 2009/10 – UPDATE

Student Councillors were reminded that the Student Council Elections were to be run in conjunction with the County Council's UK Youth Parliament and Youth Cabinet in late January / early February 2009. Their support and assistance in promoting the Student Council Elections in their schools was sought.

It was noted that Officers had recently received notification of the resignation of Tom Baker-Price from the Student Council for personal reasons which, as Tom had been due to continue with a second year of office, had created a further vacancy for Kingsley College.

70. RESIDENTIAL ARRANGEMENTS FOR 2009/10 – UPDATE

Student Councillors noted that the Pioneer Centre in Kidderminster was currently being looked at again for the 2009 Residential Weekend for the weekend Friday 6 to Sunday 8 March. Bev Docherty advised, however, that as the 2008 Residential had actually taken place in May 2008, having a further Residential in March 09 would result in having to finance two weekends in the same financial year which would probably not be possible with the budget available. It was therefore suggested, in the circumstances, that Veronica make enquiries as to the availability of the Centre in April (the start of the new financial year) instead.

71. LOCAL DEMOCRACY EVENT

In the absence of Councillor Brunner, Dan Allen provided feedback on the Local Democracy event held on the 21 October 2008.

It was noted that the day had gone well with good participation in all of the organised events with the speed dating session between Students and Borough Councillors being the most popular once again.

Student Councillors assisting with organising and setting up the event were thanked for their help and contributions during the day.

72. FINANCE REPORT

It was noted that the Student Council's balances stood at £3,954.19 as of the 30 September 2008. It was further noted that the figure included two donations to Christ Church Matchborough Youth Group (Summer Camp) and the Worcestershire Youth Support Black History Month (£500 and £375 respectively) and that the Student Council had been included in publicity material for both events.

AGREED that

the Financial report be noted.

73. SUB-GROUP UPDATE

It was noted that attendances at sub-group meetings were very low which was of some concern. Sub-group members expressed their regret at Tom's resignation from the Student Council and wished him the very best in his future endeavours.

Patrick reported that the Crime Survey document Tom had been working on was being drafted again and the sub-group were looking to get a designer on board in order to complete the task.

There was a brief discussion on ways to improve participation at sub-group meetings and there was also a suggestion that a Student Councillor of the Month award be offered as an incentive to get more members to sub-group meetings. Student Councillors were reminded that they had already agreed that Student Council Meetings should be time limited, with exceptions when necessary, to facilitate a short Sub-Group meeting after each meeting in order that the Student Council body "as a whole", had an opportunity to participate in sub-group work.

A further issue highlighted by a number of Student Councillors was that, on occasion, their attendances at Student Council meetings were being marked as absences on their school attendance records. Officers advised that, whilst Students had a responsibility to make sure that relevant teaching Staff (and school administration staff if necessary) were aware that they would be absence and why and had been given permission to be out of school, both Principal Teachers and Student Council Teacher Representatives for all of the schools received Agendas and notifications of every Student Council meeting taking place. The schools had agreed to participate in the Student Council Initiative and release Students to attend the term time meetings, subject to other school commitments (such as exams / work experience etc) having d to take precedence from time to time. In such circumstances, Student Councillors' apologies would be tendered at meetings if notified in good time.

AGREED that

Officers agreed to raise the matter direct with the schools to clarify the situation.

74. FUNDING REQUEST FORM

The Student Council discussed further revisions to the Funding Request Form following debate on the design at the previous meeting when initial changes were agreed. Further minor amendments were suggested (deleting block colours and replacing with dotted lines) and agreed and funding limits, for the year as a whole and on each application specifically, were set. The issue of

Guidance Criteria with a scoring system was briefly discussed and it was agreed to discuss the matter further at the next meeting.

AGREED that

1) the amended version of the Funding Request form be brought to the next meeting for final approval;

2) a £1,000 maximum annual budget be allocated for donations to organisations serving young people of Redditch;

3) donations to groups or organisations be limited to up to £250 with only one request per organisation per Student Council Year (March to January); and

4) further work be undertaken on the Guidance Criteria and considered at the next meeting of the Student Council.

75. WORK PROGRAMME

Other than standard items, no additional matters were suggested for the next meeting of the Student Council.

76. BOROUGH COUNCIL COMMITTEE MONITORING

The relevant spokespersons for the monitoring of Borough Council's Committee's advised that there were no issues to report regarding the Agendas from the various meetings.

77. STUDENT COUNCIL MEETING – JANUARY 2009

The Student Council agreed that the next meeting of the Student Council be held on Wednesday 7 January 09.

78. OTHER BUSINESS

a) What to do in Redditch

Student Councillors were asked what facilities they thought young people would like to see in Redditch with a suggestion that a "Teenages" only club would be good.

b) Bus Fares

It was highlighted that travelling around the Borough was expensive as Students aged 16 and over had to pay adult fares even when still at school and that it had been suggested by a County Councill that the Student Council might like to look at the situation for young people and compile a report for taking to the County Council on its findings with a view to the County approaching bus providers. No specific action was proposed on this however.

c) Romany Roots

The Student Council noted that Romany Roots were holding an event on the 21 November at Redditch Youth House and that they were invited to attend and also help out with front of house if interested.

5) Voluntary Group – Youth Line

Student Councillors noted that a Voluntary Group "Youth Line", were looking for volunteers to because operators / advisors and anyone interested in finding out more about the service were asked to discuss with Patrick Yates after the meeting.
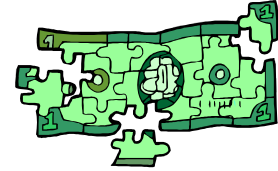
The Chair reminded everyone that being able to list Voluntary Work on University Applications forms was always of benefit.

The meeting commenced at 10.00 a.m.
and closed at 12.25 pm

Economic Strategy for Redditch
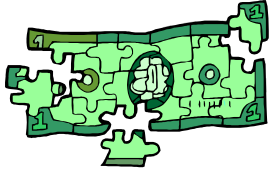
2009 - 2018

- **To Encourage…**
- **To Support…**
- **To Promote…**

The Economic Strategy for Redditch is a tool designed to help ensure the future economic growth in the Borough, with a focus on reducing the output gap, and attracting inward investment. Ultimately, it intends to increase employment opportunities, and have a positive impact. The strategy is accompanied by an *Action Plan,* which aims to be the aid to delivering these objectives successfully. Economic issues affecting Redditch were established from a variety of sources and inform the direction of the Strategy.

Its Strategic Objectives revolve around four specific categories:

Business

People

Place

Powerful Voice

BUSINESS

To encourage businesses to seize market opportunities, improve competitiveness and harness knowledge.

Within the understanding of the dominance of the manufacturing industry, 7 relevant economic priorities have been created. We aim to portray RBC as a "Business Friendly Council", and develop close relationships with local businesses. Start-ups are an important focus alongside those that already exist. We want to **encourage, support and promote them.**

PEOPLE

To raise economic aspirations and encourage residents to obtain the skills needed to realise them.

We prioritise encouraging entrepreneurialism in young people, as it is fundamental to our success as a Borough, and to give them ambition and motivation, aiming to improve links between education providers and potential employers. We aim to reduce out-migration of skilled young people. We need to minimise the impact of the loss of highly skilled workers to retirement etc. Skills need to be passed through generations to make workers more adaptable to change. The final economic priority is to *minimise worklessness.*
To Encourage, Support and Promote.

PLACE

To optimise the benefits of being located adjacent to the economic powerhouse of Birmingham City.
To ensure appropriate infrastructure is in place to create a thriving business environment.
To deliver the economic aspirations of today, without significantly affecting the aspirations of future generations.

Redditch needs to be **promoted** as a business location, with an adequate supply of employment land by preventing loss of it. We seek to retain and enhance the vitality of Redditch Town Centre, and expand its business base. We also wish to address any issues that may arise about security and continue to provide a commercial property service to assist businesses.

POWERFUL VOICE

To ensure that the economic interests of Redditch are effectively represented at all levels.

Our reputation must be strengthened, from regionally through to internationally. We must keep abreast of economic development matters and funding opportunities.
We must work with partner organisations to maximise the advantages of such opportunities.
We must promote skills needs of residents and businesses to strategic bodies, such as the LSC. Rigorous monitoring of the Economic Development Strategy is paramount to ensure the effectiveness of actions taken, with the Action Plan intended to help deliver these targets successfully.
To Encourage, Support and Promote.

Task 1: Re-design the executive summary into a document that can be used to communicate the view of the economy in an imaginative and easy to assimilate way.

The executive summary provides a summary of the main information to be found in the Economic Development Strategy. The Council wants to be able to use the document to convey its economic ambitions for the Borough. At present, the Executive Summary is a useable and plain document. You must make the document into a creative and powerful message. You can change the format and wording of the document, but you must not add information that is not contained in the strategy or remove any information that will materially change the meaning. You may want to focus on the visual presentation of the document and making it more dynamic, always remembering that it must be appropriate for business leaders. The summary should be no more than two A4 pages (25% of marks)

Task 2: Re-Design the Action Plan into a document that can be used to promote the Council's activities in relation to improving the local economy

A key part of the Economic Strategy is the Action Plan, this sets out how the Council intends to support its economic priorities. The Council want to be able to use the document as a form of marketing. At present, the Action Plan is a useable and plain document. The document is organised into a table. The grey rows present the Economic Priorities, and the rows underneath each priority relate to the actions that are going to be carried out to support the priority. The five columns identify the action (What), the purpose of the action (Why), who the action is to be carried out by (Who), the intended result of the action (Target) and the cost of the action (Cost). You must convey the message of the document in a creative and powerful way. The information in the 'What', 'Who', 'Target' and 'Cost' needs to be included, however it is up to you whether or not you include the information in the 'Why' column. It is also up to you how you present the information, you do not have to use the table format and it can be quite subtle if you have another more creative approach. (50% of marks)

Example: You could liken the economy to a forest containing large established Oaks (multi-national companies), conifers (fast-growing businesses in high-growth sectors), hazels (SME's), Saplings (young and vulnerable businesses) and whips (new business start-ups) You could then link the actions to the trees most likely to benefit from them and portray costs as seeds.

DO NOT USE THIS EXAMPLE

When approaching the task consider what it is that the Council is trying to "sell" to the local community in the strategy and apply the principles of marketing.

Task 3: Produce a presentation which demonstrates how you worked as a group i.e. was there one leader, were there any issues etc., how you

formulated your ideas for the Executive Summary and Action Plan, and how you developed your work. (To last no more than 10 minutes) (25% of marks)

Additional information:

Exec Summary

The text in the Executive Summary can be altered, however any alterations, additions or subtractions to information should not severely change the content of the document and should always reflect the information in the Economic Strategy.

Front Covers

The work should be accompanied by a front cover, please include the Council's corporate logo, and follow the Corporate guidelines.

Contacts

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REDDITCH BOROUGH COUNCIL

making a difference

www.redditchbc.gov.uk

Executive

No Specific Ward Relevance

Committee

1 July 2009

SCHEDULE OF BUILDINGS OF LOCAL INTEREST – REVIEW AND UPDATE

(Report of the Acting Head of Planning and Building Control)

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1. **Summary of Proposals**

The Schedule of Buildings of Local Interest details buildings that are valued for their contribution to the local scene, or for local historical associations but are not afforded statutory listed building protection. The schedule was first adopted in 2004 and has been updated in 2009 to reflect any demolitions or alterations to buildings. A number of additions to the schedule were suggested during a public and stakeholder consultation event during May/June 2008. The update assesses these suggestions for their suitability for inclusion on the schedule.

The updated Schedule of Buildings of Local Interest will support the Borough of Redditch Local Development Framework and in particular the Core Strategy Development Plan Document.

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2. **Recommendations**

The Committee is asked to RECOMMEND that

the Schedule of Buildings of Local Interest as updated in 2009 be endorsed as a background document to the Borough of Redditch Local Development Framework.

3. **Financial, Legal, Policy, Risk, and Sustainability Implications**

Financial

3.1 The costs of the review of the Schedule of Buildings of Local Interest have been met within existing Development Plans budgets. Future costs associated with the Schedule of Buildings of Local Interest will be for printing the document.

Legal

3.2 None.

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Policy

3.3 Planning Policy Guidance Note 15: Planning and the Historic Environment states that planning authorities may draw up lists of locally important buildings, and to formulate policies for their protection.

Risk

3.4 If the Schedule of Buildings of Local Interest is not endorsed as a background document to the LDF the buildings concerned would lose the protection afforded to them through the associated planning policies.

Sustainability / Environmental

3.5 Safeguarding buildings of local interest contributes to the quality of the environment.

Report

4. **Background**

4.1 The purpose of the Schedule of Buildings of Local Interest is to document buildings which are not afforded statutory listed building protection but are valued for their contribution to the local scene, or for local historical associations.

4.2 The Schedule of Buildings of Local Interest was first produced to supplement Policy B(BE).11 (Buildings of Local Interest) of the Borough of Redditch Local Plan No.3. Paragraph 6.16 of Planning Policy Guidance Note 15 advises that planning authorities may draw up lists of locally important buildings, and to formulate local plan policies for their protection. The schedule was adopted as Supplementary Planning Guidance (SPG) in June 2006. The SPG lists the buildings included and gives a brief description. This is accompanied by a document entitled 'Borough of Redditch Local Plan No.3 – Schedule of Buildings of Local Interest' (November 2004) which contains detailed descriptions, location maps and photographs of all buildings. The original schedule details 35 buildings of local interest.

4.3 In 2004 the Planning and Compulsory Purchase Act came in to force which means that the Council must produce a series of documents as part of a 'Local Development Framework' (LDF) which, once adopted, will replace Local Plan No.3.

4.3 Members will be aware that work on the Core Strategy Development Plan Document is ongoing. The Core Strategy, once adopted, will

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form part of the LDF. The updated schedule will support the Core Strategy.

5. **Key Issues**

5.1 Since the Schedule of Buildings of Local Interest was first adopted in 2004 Officers are aware that changes, including demolition, have occurred to some of the buildings, giving rise to the need to review the list. Stakeholders and members of the public were provided with the opportunity to suggest new additions to the Schedule during the Core Strategy Issues and Options Consultation (May-June 2008).

5.2 Conservation professionals have reassessed the entries on the original schedule and assessed the suggestions from the aforementioned consultation for their suitability for inclusion in the schedule.

5.3 Buildings are assessed for inclusion/exclusion according to four criteria:

    a) Authenticity

    b) Historic significance

    c) Architectural significance

    d) Townscape significance

5.4 The criteria are the same as that used for the original schedule. They have been developed from national guidance such as Planning Policy Guidance Note 15 (1994). Not all these criteria will be relevant to every case, but a particular building may qualify for listing under more than one of them.

5.5 The 2009 Revised Schedule of Buildings of Local Interest is presented in four parts:

    a) The first part updates and amends the descriptions and reasons for inclusion for buildings included on the original schedule.

    b) The second part details entries from the original schedule that are recommended to be omitted from the updated schedule.

    c) The third part recommends new entries for the updated schedule based on the suggestions from the Issues and Options Consultation and from the Conservation Professionals. This part includes a description and reason for inclusion for each entry.

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> d) The final part details the reasons why some of the buildings suggested at the Issues and Options Consultation do not meet the criteria listed above. These suggestions are therefore recommended for exclusion from the updated schedule.

5.6 Of the original 35 entries on the schedule, 33 have been retained. The two that have been deleted are:

> a) - Woodland Cottage, Mount Pleasant – deleted because it has been confirmed that it was reconstructed in 1933 and due to the extent of alteration, it is not believed to meet the criteria for local listing.

> b) - Park House, Evesham Street – this building was demolished in 2007 for health and safety reasons.

5.10 In total, there are 15 new buildings recommended for inclusion, of which four were suggested during the Issues and Options Consultation. These are: Southcrest Lodge, Astwood Bank First School, Feckenham First School and the Chapel in the Cemetery on Cemetery Lane. Four other suggestions were made during the Issues and Options consultation but are recommended to be omitted from the schedule because they do not meet the criteria or are already statutorily listed.

6. Other Implications

Asset Management - Three of the suggested new entries are Borough Council owned. These are: the Chapel within the Cemetery at Cemetery Lane, the War Memorial at the same location and Sandycroft Wellbeing Centre on West Avenue.

Community Safety - No implications.

Human Resources - No implications.

Social Exclusion - No implications.

7. Lessons Learnt

None.

Executive
Committee

8. **Background Papers**

8.1 Schedule of Buildings of Local Interest Supplementary Planning Guidance (June 2006).

8.2 Borough of Redditch Local Plan No.3 - Schedule of Buildings of Local Interest (November 2004).

8.3 Planning Policy Guidance Note 15: Planning and the Historic Environment

9. **Consultation**

This report has been prepared in consultation with relevant Borough Council Officers.

10. **Author of Report**

The author of this report is Alexa Williams (Planning Officer), who can be contacted on extension 3376 (alexa.williams@redditchbc.gov.uk) for more information.

11. **Appendices**

Appendix 1 - Schedule of Buildings of Local Interest 2009 Update (available through the Council's website).

REDDITCH BOROUGH COUNCIL

Schedule of Buildings of Local Interest

LOCAL LIST REVISION   **June 2009**

Redditch Borough Council and
Nick Joyce Architects LLP

Schedule of Buildings of Local Interest
Revised June 2009

Contents

Schedule of Buildings of Local Interest
Revised June 2009

1.0 Introduction

This revised Schedule of Buildings of Local Interest is intended to replace the schedule approved in June 2006. It includes updated and amended descriptions of each building, makes note of any demolitions or alterations, and incorporates any subsequent recommendations for inclusion where they are deemed to fulfil the necessary criteria. These criteria are listed below, and a description and justification for inclusion is provided for all existing buildings and recommended additions to the list. This schedule is confined largely to the urban districts of Redditch and buildings within the Town Centre Conservation Area have been included as was the case in the original schedule.

1.2 Reason for update

The Schedule of Buildings of Local Interest was first produced to support Policy B(BE).11 (Buildings of Local Interest) of the Borough of Redditch Local Plan No.3. The schedule was adopted as Supplementary Planning Guidance (SPG) in June 2006. Since the SPG was adopted, changes have occurred to some the buildings, giving rise to the need to review the schedule. Stakeholders and members of the public were provided with the opportunity to suggest new additions to the Schedule during the Core Strategy Issues and Options Consultation (May-June 2008).

1.2 Criteria for Inclusion

A building may qualify for listing for one or more of the following reasons:

Authenticity- age and rarity are relevant considerations, particularly where buildings or structures are proposed for inclusion on the List on the strength of their historic interest. The older a building is, the fewer the surviving examples of its kind, the more likely it is to be of historic importance. Degree of alteration will influence selection. Any alterations should not have fundamentally damaged the integrity of the building and it should be possible to reverse them relatively easily.

Historic significance-buildings or structures which illustrate important aspects of local, social, economic, cultural or military history, or are associated with locally or nationally important people or events.

Architectural significance-buildings or structures of interest for their design, decoration or craftsmanship or are important examples of particular building types or techniques, (e.g. buildings displaying particular technological innovation or virtuosity) or significant plan forms. The external appearance of a building- both its intrinsic architectural merit and any group value- is a key consideration, but the special interest of a building will not always be reflected in obvious visual quality.

Townscape significance-buildings or structures which make an especially positive contribution to the character of the townscape.

1.3 Structure of this document

This document is presented in four parts, as follows:

Revised Existing Entries

This part updates and amends the descriptions and reasons for inclusion for buildings included on the original schedule.

Existing Entries to be Omitted

This part details entries from the original schedule that have been omitted from the updated schedule as they no longer warrant inclusion based on the criteria for inclusion.

Recommendations for Inclusion

This part lists new entries for the updated schedule based on suggestions from the Issues and Options Consultation and from the Conservation Professionals.

Recommendations to be Omitted

This part details the reasons why some of the buildings suggested at the Issues and Options Consultation do not meet the criteria for inclusion and are therefore excluded from the updated schedule.

5

Schedule of Buildings of Local Interest
Revised June 2009

Revised Existing Entries

Nos. 42-52 Bromsgrove Road

Grid Reference: SP 0357 6752

Grid Reference: SP 0357 6752

Description:

Three villas, now flats and offices. Mid 19th century. All brick with hipped slate roofs. Chimneys with moulded caps. All of 2 storeys with 3-bay facades.
Detailed as follows:

No.42
Quoins and dentilled eaves cornice. Windows are 4-pane sashes with rendered surrounds and corbelled sills. Ground-floor windows also have moulded semi-circular arched heads. Central entrance has a lean-to glazed porch with slate roof and round-arched doorway with a half-glazed door.

No.44 Crosslea Flats
Vermiculated quoins and modillion eaves cornice. First-floor windows have entablatures and flanking pilasters. All 4-pane sashes. French windows on outer bays of ground floor with fanlights and cornices on corbels. Tiled terracotta fruit and flower decoration defines central bay. Splendid wrought-iron veranda with balustrade runs across ground floor. Central entrance has similar surround to first-floor windows, and half-glazed double doors with fanlight. Inserted modern roof lights. Wing to left of two storeys and similarly detailed.

No.52 Hyde House
Rendered quoins and dentilled eaves cornice. Windows have moulded architraves and corbels to sills. All 4-pane sashes. Tiled wrought-iron veranda. Central entrance has moulded architrave, fanlight and side lights and a half-glazed door. 20th century office extension at rear.

Reason for inclusion:

These buildings continue the sequence of fine town houses that line this approach into the town centre. They have survived in relatively good condition and with minimal alteration. No. 44 is the best example, due to its window detail and veranda.
They are set back from the road and their front gardens and mature trees contribute to their importance as a group and to the quality of the street scene.

Nos. 42-52 Bromsgrove Road

Ashleigh Works and Nos.20-24

Grid Reference: SP 0369 6754

Description:

Needle factory, with adjoining owner's villa, now flats, and adjacent houses, now offices. Mid 19th century villa and early 20th century needle factory.

Factory.
Brick in English bond. Roof has continuous roof lights, set behind parapet to front. Rectangular plan of 5x2 bays. Two main storeys with basement and attic. Moulded sill courses and blue brick band at lintel level. Large multi-paned metal windows with pivoting upper section. Windows on main storeys of frontage have flanking pilasters and pediment. Bays of side elevation articulated by narrow pilasters rising to eaves level. Main entrance approached by metal staircase.

Villa
Stucco with banded rustication to lower storey and machine-tiled roof. 3 bays and 2 storeys with band at first-floor level. Central first-floor 6-pane sash survives. Central entrance has good porch with solid square piers, balustraded parapet and urn finials. Blocked windows. Entrance door has round-arched head and fanlight.

Nos 20 & 22
Both brick with slate roofs. 3 bays with central entrance. 2 storeys. Rendered sill band at first-floor level of No.22. Cornices on consoles above windows. Modern replacement windows and doors.

Reason for inclusion:

Ashleigh Works is a good and complete example of its type, special to the locality, and it makes a bold statement along the Bromsgrove Road. The adjoining villa is also of some architectural quality and of historic and social interest within the group. Together with Nos. 42-52 (qv) and Boxwood House (qv), they survive as an indication of the former importance of this main route into the town centre during the 19th century.

Ashleigh Works and Nos.20-24
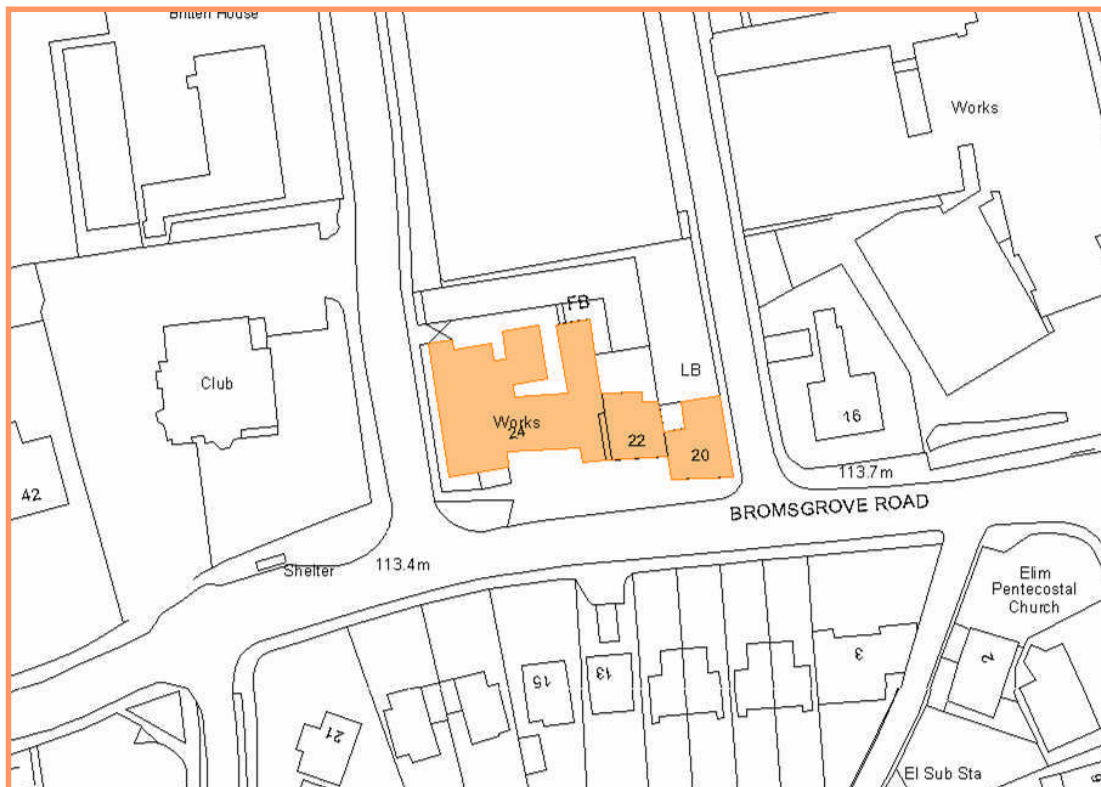
**Buildings bounded by railway
Including No.16 Boxwood House
Edward Street / Bromsgrove Road**

Grid Reference: SP 0379 6756

Description:

Group of industrial and domestic buildings including two mid 19th century villas, one of which belonged to the Ivy Needle Works of Abel Morrall Ltd, established in 1845, part of which still survives to the rear.

No.16 Boxwood House
Brick with hipped slate roof. 3 bays and 2 storeys with rendered first-floor sill band and modillion eaves course. Ground floor has canted bay windows with flat roofs. First-floor windows have gauged brick heads. Glazing and glazing bars partly missing. Central entrance has round-arched head on imposts, panelled reveals, boarded door and fanlight. Small 2-storey outbuilding to rear with yellow brick dressings and circular window in gable end.

Probable Master's House
Painted brick with hipped slate roof. 3 bays and 2 storeys with plinth and band at first-floor level. Windows have segmental heads on ground floor. Probably all 12-pane sashes originally, of which two partly survive on the first floor. Central entrance had fine porch, now altered, but with fluted stone columns. Six-panelled door with fanlight. Two-bay wing to rear retains its sash windows.

Industrial buildings to rear
Brick. Roughly L-plan. Large multi-paned windows. Also 3 adjoining single-storey ranges, with gable ends fronting onto Edward Street that have blocked windows with circular openings above.

Reason for inclusion:

A site of historic importance that includes the remains of one of the town's most important needle factories. It also includes two well-proportioned villas of considerable architectural merit, now in poor condition. Together with Nos. 42-52 (qv) and Ashleigh Works (qv), they survive as an indication of the former importance of this main route into the town centre during the 19th century.

Buildings bounded by railway, including No.16 Boxwood House Edward Street / Bromsgrove Road
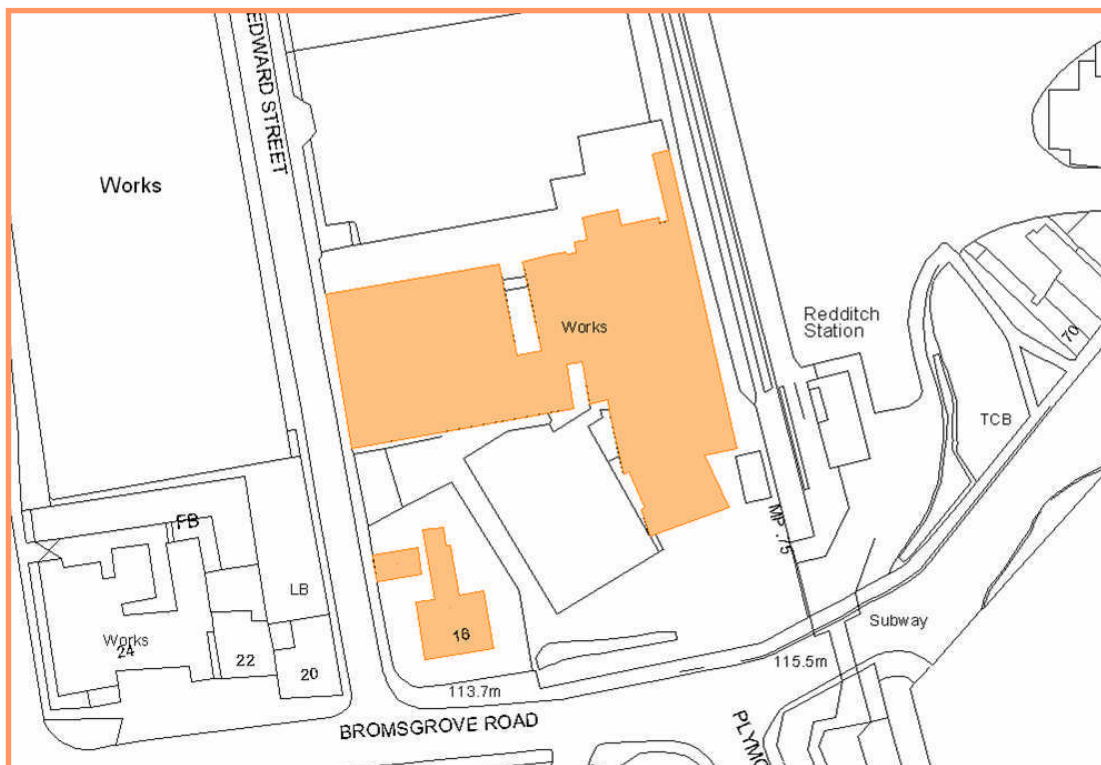
Astwood Bank Methodist Church
Chapel Street, Astwood Bank


Grid Reference: SP 0378 6583

Description:

Methodist church. Dated 1863 by Alfred Smallwood of Redditch and extended 1876 by E.A.Day and again in 1907. Brick with blue and yellow brick dressings and slate roof. 4-bay continuous nave and chancel aligned north/south with gabled porch at south end. Chamfered plinth and dentilled eaves cornice continued at gable ends. Yellow brick quoins. Windows set within recessed panels within each bay with dentilled brick upper course to each panel and also dentilled brick sills. Windows have round-arched heads and metal latticed glazing bars. Large circular window with metal latticework at south end. Similar windows to sides flank porch. Porch entrance has round archway on foliated imposts with dropped keyblock inscribed '1863'. 1907 schoolroom forms L-shaped single-storey wing to north-west.

Reason for inclusion:

A compact and distinctive building by a local architect with exuberant brick detail similar to that of the nearby spring factory (qv) Unaltered externally, it is a good example of its type and forms part of the social history of the locality. Standing on a prominent corner site, it also forms an important element of the street scene.

**Astwood Bank Methodist Church
Chapel Street, Astwood Bank**
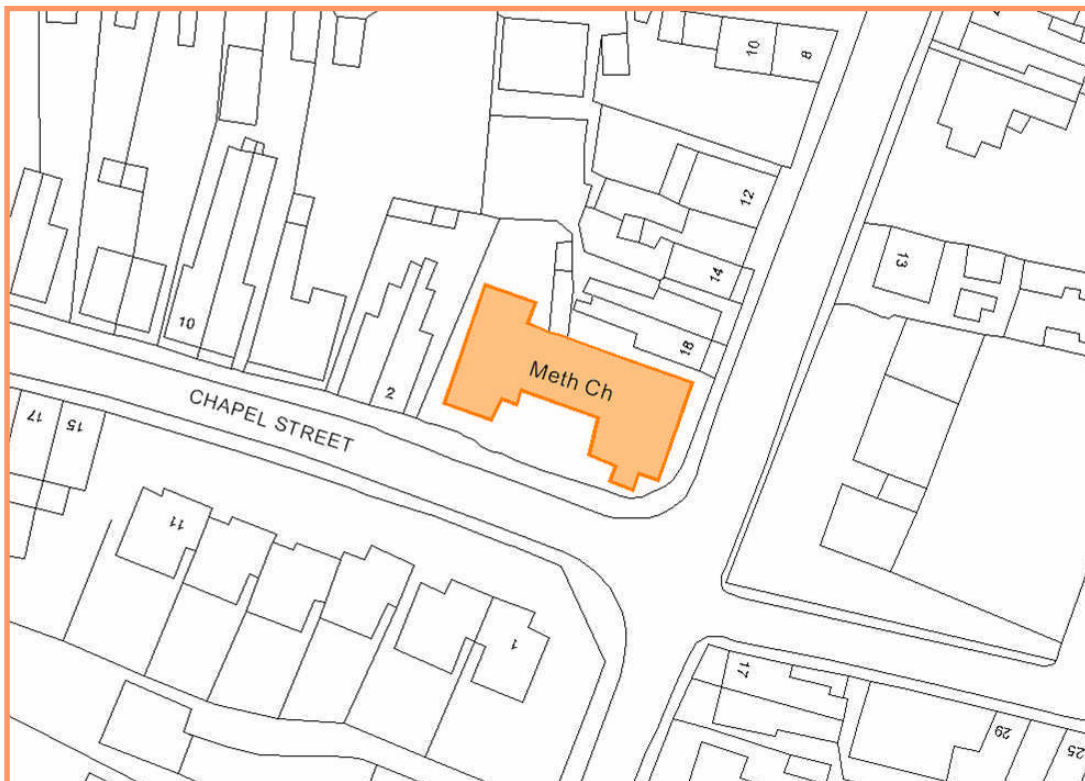
The Bandstand, Church Green, Town Centre

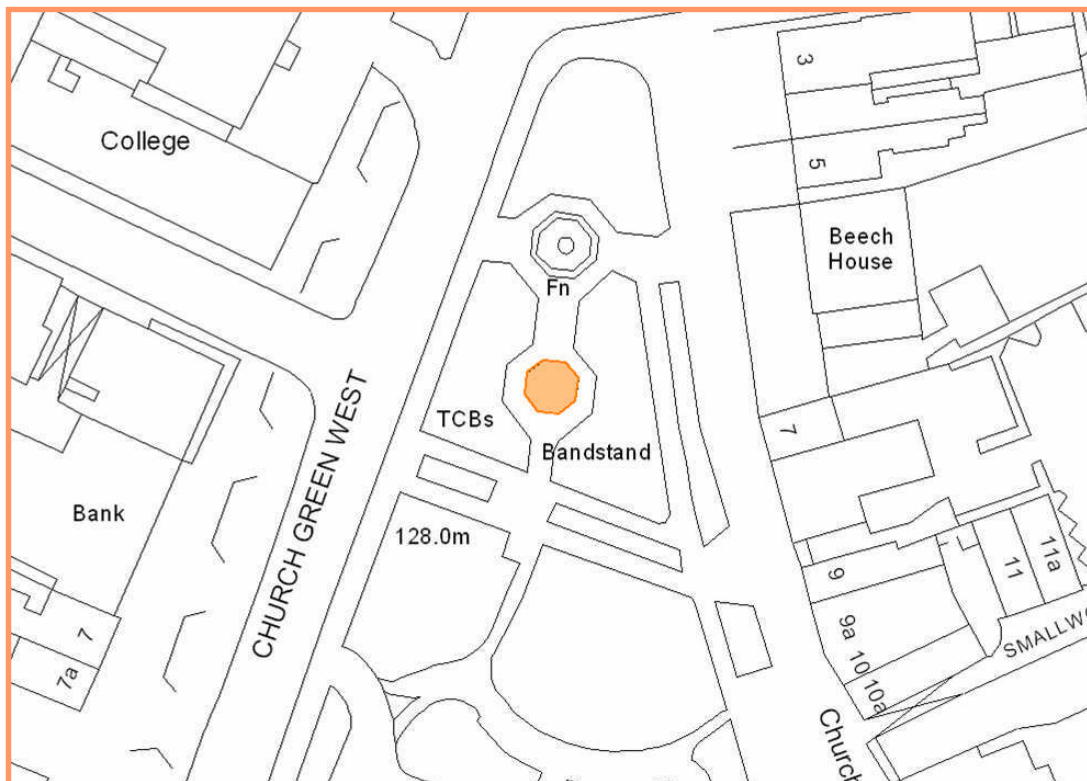**Grid Reference: 0413 6773**

Description:

Bandstand. 1898, altered mid and late 20th century. Chamfered brick plinth; main structure timber framed with roof of sheet metal replacing original plain tiles and having large and ornate weathervane. Octagonal plan. Brick walls have curved brick coping and metal fretwork balustrade in alternating bays. Square timber posts have shaped braces in upper angles and support turret-like roof structure, which has overhanging eaves, also on shaped brackets. Interior has concrete floor and boarded ceiling with inserted metal downlighters.

The bandstand is also recorded to have been built in 1883 when the adjacent cast iron fountain (Grade II listed) was presented to the town by R S Bartleet, a needlemaster, to commemorate the installation of the town's new water supply. Both structures were among the final phase of Victorian improvements to the town centre that followed the construction of the new parish church between 1854-5 and the new houses, commercial and institutional buildings that were erected around the green in the second half of the century.

Reason for Inclusion

The bandstand is an attractive architectural feature within the town centre and also of historic importance as a key element among the scheme of improvements that were carried out during the second half of the 19th century on and around the green. It has considerable townscape value, as it forms a striking group and a focal point on the green with the adjacent Bartleet fountain that is listed Grade II.

The Bandstand, Church Green, Town Centre

Nos. 3-5 Church Green East, Town Centre

Grid Reference: 0422 6758

Description:

Row of three houses, now in commercial use. Mid 19th century with mid and late 20th century alterations and large addition to rear. Orange brickwork in Flemish bond with rendered stone dressings and slate roof with brick stacks at south end of main ridge. Main west front of 2:2:2: bays and 3 storeys. Rendered plinth and rusticated pilasters at ends and at main bay divisions. Moulded sill bands at first and second-floor level and moulded eaves cornice. Ground-floor windows have large square openings with cornices on consoles above, moulded sills with rendered apron panels and replacement plate glass. First-floor windows have segmental heads with arched mouldings, eared and shouldered architraves and 4-pane sash windows. Second-floor windows have flanking pilasters and 4-pane sashes. Windows in first 2 bays are all late 20th century replacements. Two pairs of doorways at bay junctions with moulded cornices on console brackets. Rendered surrounds and flanking pilasters. Doorways have segmental-arched heads, replacement panelled doors and plain-glazed fanlights. Side elevation to Easemore Road is rendered and has modern windows inserted in new openings.

Reason for Inclusion:

This row of former mid Victorian town houses forms an important component of the mid/late nineteenth-century development around the church green that followed the construction of the new parish church by Henry Woodyer between 1854-5. It has a striking combination of orange brickwork and rendered dressings that provide a bold geometry of horizontal and vertical detail. The main façade has not been altered significantly and still makes a strong statement in its prominent corner location at the northern end of the green, forming an important group with Beech House (qv), which is of a similar date and detail.

Nos. 3-5 Church Green East, Town Centre

29.01.2009
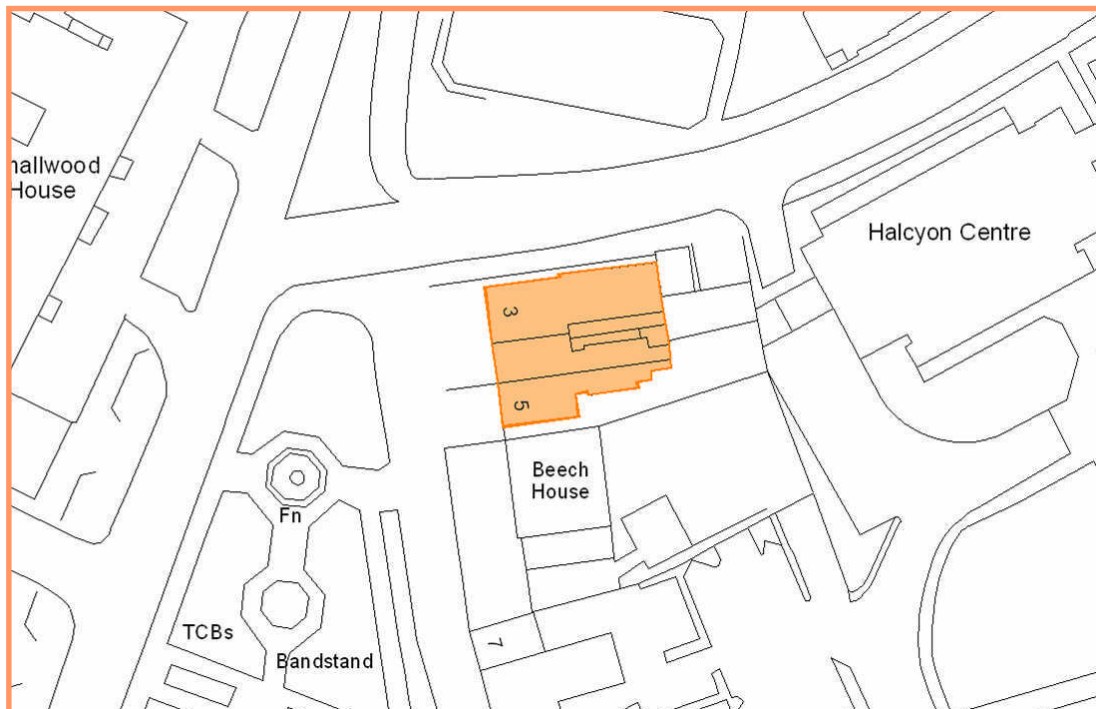
No 6 (Beech House) Church Green East, Town Centre

Grid Reference: SP 0417 6774
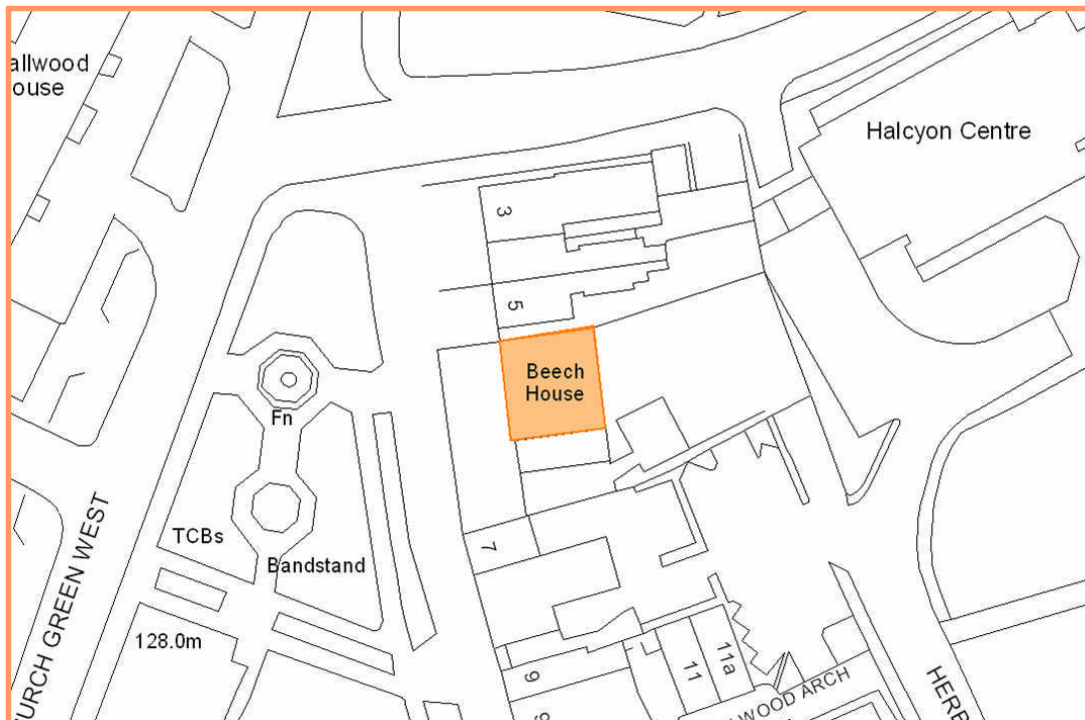
Description:

Large town house, now offices. Mid 19th century with mid 20th century alterations and addition. Orange brickwork in Flemish bond with rendered stone dressings and hipped machine-tiled roof with brick stacks. Square block with main façade of 3 bays. 2 storeys with rendered plinth, sill band at first-floor level and dentilled eaves cornice with panelled soffit. Rusticated end quoins. Ground-floor windows have flanking Doric pilasters with entablature above and are tripartite with central 4-pane sash, now with single pane of glass in lower sash. First-floor windows have eared and shouldered architraves and 4-pane sashes, each with a rendered panel beneath that appears as a blocking course to the entablature above the ground-floor windows and porch. Central entrance has a Doric porch with arched side openings and a recessed panel beneath. Round-arched doorway with moulded architrave, double half-glazed doors and glazed fanlight. Rear elevation has a central arched stair window at first-floor level and a central entrance with a canopy on console brackets.
Mid 20th century, flat-roofed, two storey addition adjoins right side of building.

Reason for Inclusion

Large imposing house in the High Victorian classical manner that has retained its striking façade and forms an important part of the mid/late 19th development that occurred around the church green following the construction of the new parish church by Henry Woodyer between 1854-5. Together with Nos. 3-5 (qv), which is of a similar date and detail, it makes a strong statement at the northern end of the green.

No 6 (Beech House) Church Green East, Town Centre

29.01.2009

Nos. 14-15 Church Green East, Town Centre

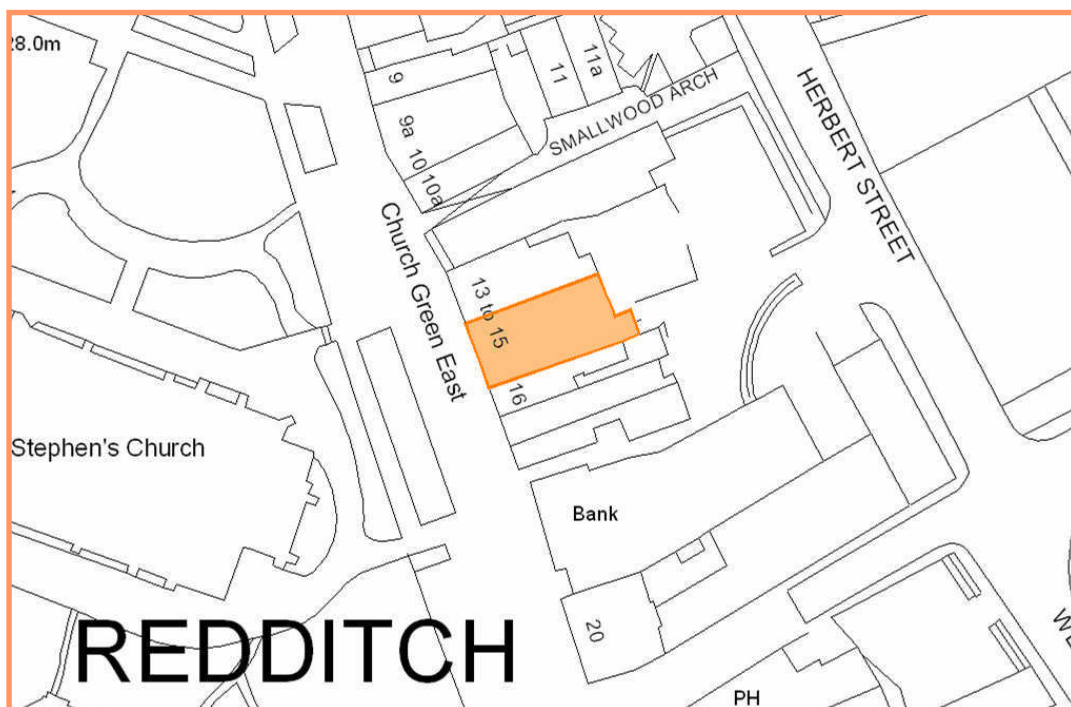**Grid Reference: 0418 6768**

Description:

Row of five shops with residential accommodation above, now in commercial use.

Dated 1887 with mid and late 20th century alterations. Brick in English bond, partly painted, with plain tiled roof and large panelled brick stack with moulded capping. 5 bays with gable above central bay. 3 storeys with coved plaster cornice. Ground floor retains fascia boards and pilastered surrounds of original shop fronts but all have 20th century plate-glass windows and entrance doors. First floor has canted oriel windows with hipped slate roofs and 4-pane sashes in main openings; central window is a modern replacement. Second floor has 4-pane sashes but the 3 bays from the right have modern replacements. Central gable has decorative timberwork and moulded bargeboards.

Reason for Inclusion

This row of Victorian shops is a rare survival of its type in the town centre, particularly as all five shops were designed as part of a single unit. They provide a clear indication of the surge of development that occurred within the town centre during the late Victorian period. Although of no great architectural distinction individually, as a group they make a significant impact upon their surroundings and their first-floor oriel windows impart a pleasing rhythm along Church Green East. They retain their original shop fronts which are carefully related to the upper floors in contrast to the many unsympathetic modern shop fronts in the town centre that have detracted from its character and sense of place.

Nos. 14-15 Church Green East, Town Centre

No 19 (Lloyds TSB) Church Green East, Town Centre

Grid Reference: 0419 6765

Description:

Bank (originally Gloucestershire Bank). 1867 with mid 20th century alterations and additions. Stuccoed brick façade with roughcast to sides and rear. Sheet metal shaped roof and rendered end stacks. Square plan with 4-bay main façade. Rusticated corner pilasters. 3 storeys with rendered plinth, vermiculated rustication to lower storey, moulded sill string to first floor and plain sill band to second floor. Deep modillion cornice. Round-arched windows and entrance on ground floor. Voussoirs formed from rustication with dropped keyblocks. First-floor windows have moulded cornices and projecting sills on brackets. Second-floor windows have shaped upper corners. Windows are all replacement plain sashes. Entrance has been moved to bay 4 from original location in bay 3. Doric porch and round-arched entrance within flanked by Doric pilasters. Panelled double doors and blocked fanlight

Two-storey extension to right. Single bay and similarly detailed but with smooth rustication on ground floor. Large 20th century addition to rear.

Reason for Inclusion

This is a good example of the Renaisance *palazzo* style architecture that the Victorians favoured for their banks and similar commercial buildings to impart a sense of strength and invulnerability. Although it has been altered, the façade of this building retains much of its intended architectural identity and its bold classical detail makes a distinctive contribution to the character and quality of its surroundings.

No 19 (Lloyds TSB) Church Green East, Town Centre
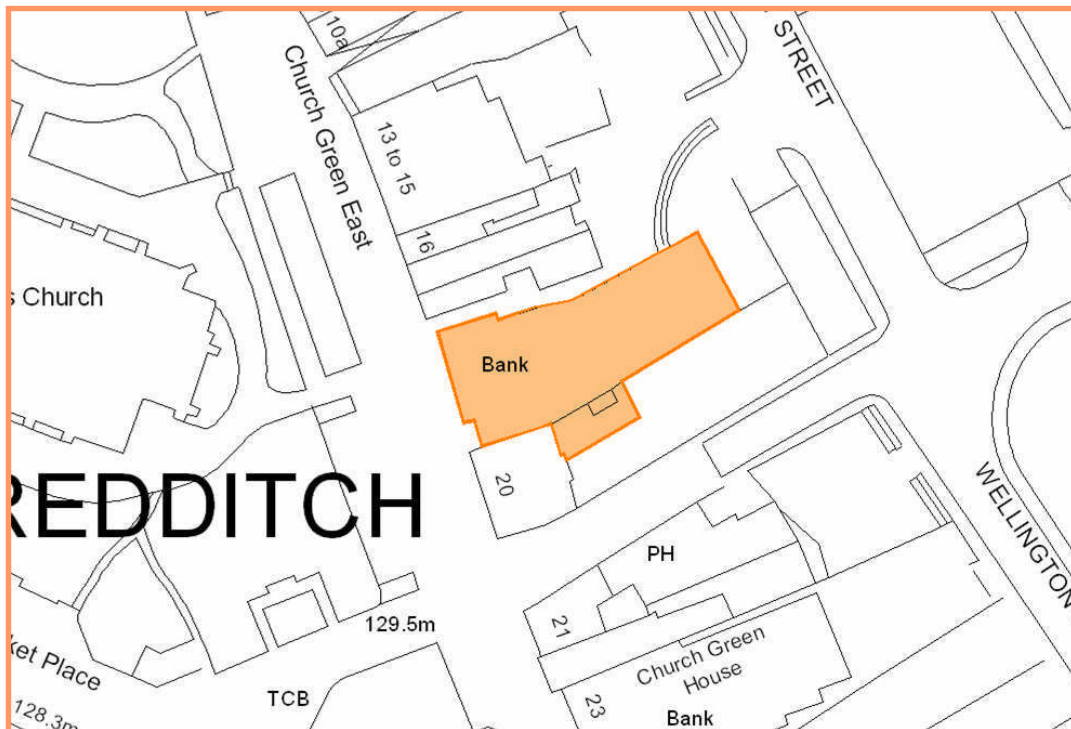
No 2 Church Green West & Nos. 2-6 Unicorn Hill, Town Centre
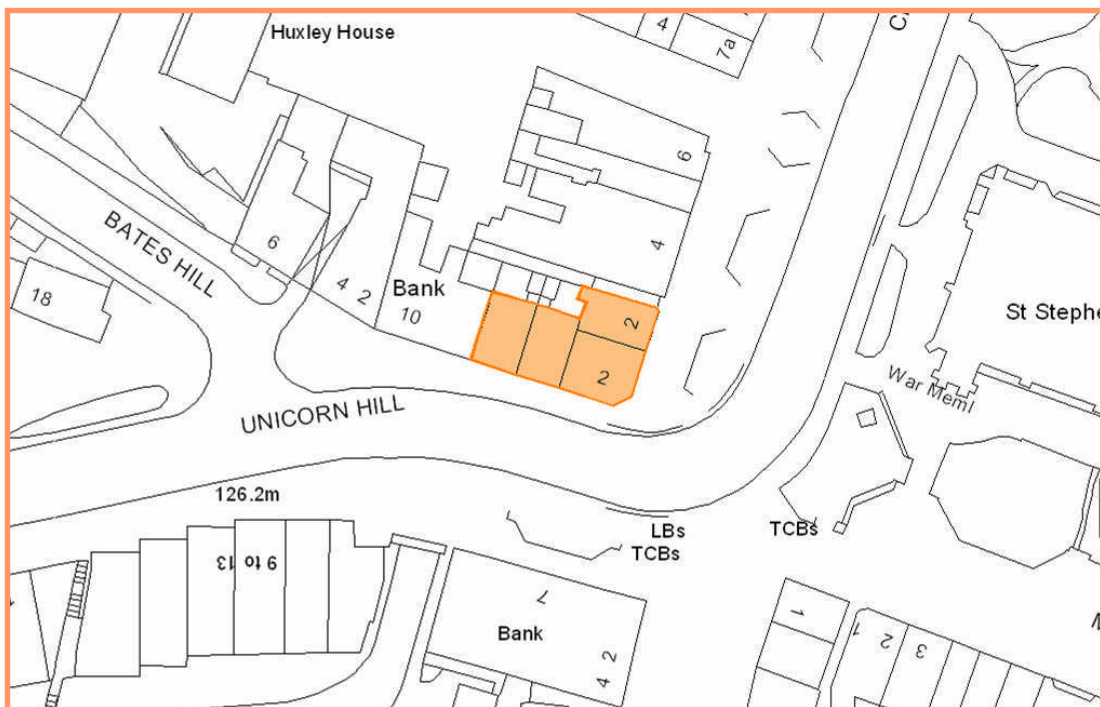
Grid Reference: SP 0406 6766

Description:

Group of shops with living accommodation above, now primarily all in commercial and non-retail use. Mid/late 19th century, altered mid and late 20th century. Orange brickwork in Flemish bond with rendered stone dressings and terracotta detail; plain tiled roofs and massive chimney stacks with ornate brick detail. Large L-plan block of buildings on corner site of roughly 10 and 4 bays in length on main facades, divided into 2-bay units by tall brick pilasters which extend beyond eaves level and terminate in bell-shaped finials. 3 storeys with hipped dormers; also some large gables at attic level. Moulded sill string at second-floor sill level and coved plaster eaves cornice. Modern shop fronts at ground-floor level. Irregular fenestration. Nos. 2-6 have canted oriel windows with hipped roofs on first floor interspersed with some single-light sash windows. On second floor are mainly 4-pane sashes with rendered lintels. No.2 Church Green West has two pairs of sash windows on both floors with segmental-arched heads, the first-floor windows having moulded rendered cornices. Attic storey has hipped dormers with casement windows, with the exception of the two large gables which interrupt the eaves cornice on the Unicorn Hill elevation. One gable is shaped and the other triangular, and both gables contain a pair of sash windows, and the second gable also has a string course at eaves level and sill level. At the corner projects an octagonal turret which above eaves level is covered with fish-scale tiles. The turret has a coved plaster eaves cornice, and short spire with a small domed lantern.

Reason for Inclusion

Although this group of buildings is marred by its modern shop fronts, it is still of some architectural quality in terms of its variety of detail and lively roofline. However it is included principally for its townscape value, as its corner turret makes a bold statement on this prominent corner site that imparts a sense of place to the upper end of Unicorn Hill.

No 2 Church Green West & Nos. 2-6 Unicorn Hill, Town Centre

Former Literacy & Scientific Institute
Church Green West, Town Centre

Grid Reference: SP 0419 6764

Description:

Former Scientific and Literary Institute. Dated 1885 and by G.H. Cox of Birmingham. Brick with plain clay tiled roofs and parapets with kneelers on corbels. Long rectangular range later extended to provide frontage onto Church Green West. 2 storeys with double chamfered plinth, sill strings, string at first-floor level and mahicolated decoration to eaves. Stone-mullioned windows with transoms on ground floor. Gothic style. Church Green end elevation has two 3-light ground-floor windows and two large pointed-arched windows with Geometrical tracery on the first floor. Circular window in gable apex. Entrance to right with pointed archway of 3 moulded orders and nookshafts with foliated capitals. Elevation to Church Road is of 7 bays and similarly detailed. Gabled entrance in second bay has stone oriel window above with cusped window lights. Turret with octagonal spirelet and tall finial. Interior includes a fine open well staircase.

Reason for inclusion:

This is a fine Victorian public building. Its facades are well-balanced with varied detail that gains optimum benefit from its corner site. The building makes an eloquent statement on the west side of the church green and forms a good group with the adjacent Smallwood Hospital (qv) that contributes much to the character and appearance of the Church Green Conservation Area.

**Former Literacy & Scientific Institute
Church Green West, Town Centre**

**Smallwood Hospital
Church Green West, Town Centre**

Grid Reference: SP 0411 6779

Description:

Hospital. Dated 1894. By William Henman. Brick with stone dressings. Partly- hipped, plain clay tiled roof and ridge stacks with moulded dressings. 2 storeys. Multi-gabled roofline. Main part has a symmetrical facade of 5 bays; outer and central bays are gabled and break forward; additions at each end in a complementary style. Moulded stone string at first-floor level and stone-faced central gable. Varied fenestration of mainly three lights with quoined surrounds. In gable above central first-floor window is relief decoration with 'SMALLWOOD HOSPITAL' inscribed at the base. Finial and weathervane at gable apex. Central Jacobethan stone porch with pediment inscribed with date of completion. Balustrade and obelisk finials. Round-arched doorway within with replacement doors and fanlight.

Reason for inclusion:

This building, with its long proportions, gabled roofline and Jacobethan detail, makes a distinctive contribution to this part of the church green, forming a good group with the adjacent Smallwood Hospital (qv) and contributing much to the character and appearance of the Church Green Conservation Area. This building is also of local significance for its associations with the Smallwood brothers, needle manufacturers and important local benefactors, who also founded the Smallwood Almhouses (qv).

Smallwood Hospital
Church Green West, Town Centre
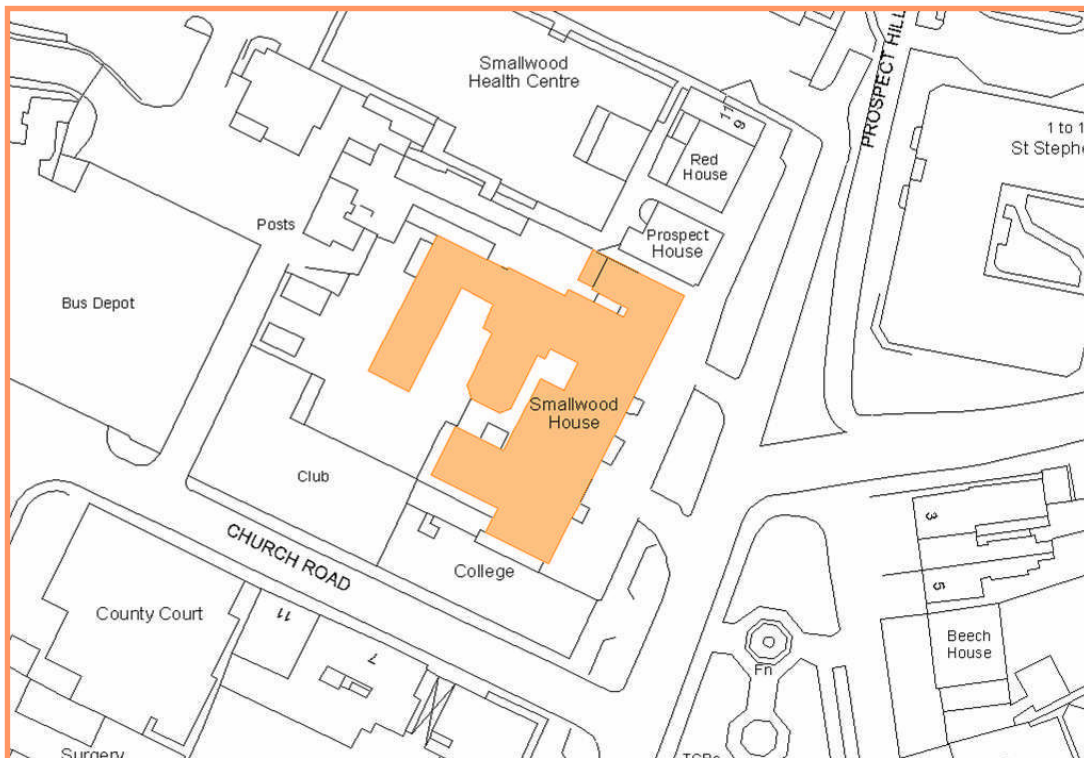
Church of St Matthias & St George
Church Road, Astwood Bank

Grid Reference: SP 0429 6289

Description:

Parish church. 1884 by WJ Hopkins and built by Henry Surnam of Astwood Bank. Altered and extended 1911 by W.G. St. John Cogswell with George Huxley & Co of Astwood Bank as builders. Part snecked dressed Bromsgrove sandstone faced with brick internally and part roughcast brick; plain tiled roof (re-roofed in 1948) has parapet with kneelers and gablets at south end and square bell-turret at centre of ridge with pyramidal roof. 3-bay aisled nave aligned north/south with west porch, 2-bay chancel with west organ chamber and vestry and east chapel in transepts. The church was built in two phases. Hopkins' tall south tower and 24 metre long nave were never completed due to lack of funds and the present nave is half of its intended size. Decorated style. Nave has very tall and narrow 2-light north window. Side elevations have gabled buttresses and paired lancets. West porch is timber-framed on chamfered stone base with hipped roof. Chancel has corner buttresses with offsets and gablets at south end and chamfered plinth.3-light window at south end and 2-light windows in side elevations at southern end, all with sill strings and hoodmoulds with carved stops. Organ chamber and vestry set beneath catslide roof and clearly intended as base to more substantial structure. Tall triple-chamfered plinth with broad quatrefoil frieze above. Large corner buttresses. Central west doorway has a pointed archway partly concealed behind roof; 3 moulded orders and nookshafts with foliated capitals and moulded bases. 5-light window in south side and on the north side is a flat-roofed porch. This has a north doorway and single-light west windows, both with chamfered surrounds. East Lady chapel also set beneath catslide roof but with a large central gable. 2-light window beneath north gable has a hoodmould with carved stops and a sill string which continues as a hoodmould above the adjacent blocked doorway. 3-light square-headed window with ogee lights in south side and entrance in north-east angle. Interior is light and spacious. Nave arcades have octagonal piers without capitals and with very short main sides and long chamfers in section. Narrow aisles. Pointed arches of 2 orders. Tall chancel arch, almost 14 metres high, springs from cluster of 3 short columns with foliated capitals and moulded bases, all on very large corbel with foliated detail. Arches to chapel and organ chamber similarly detailed, with foliated capitals continuing as foliated frieze within jambs. Scissor-truss roofs on plain corbels. Chancel is faced with yellow brick enriched with cruciform frieze in red and blue brick. Carving is by Martyn & Evans. Original fittings include octagonal stone font with circular symbols on bowl carved in relief, oak altar rails with traceried open panels, oak pulpit with traceried blind panels and eagle lectern. Good coloured glass in window at south end and also 1970 stained-glass window by Claude Price in the north chapel.

Church of St Matthias & St George
Church Road, Astwood Bank

Reason for Inclusion

Although this church was never completed on the grand scale that its architect intended, it is still of undoubted architectural merit, with a fine and light interior, a tall and particularly elegant north window, unusual nave arcading, and a well-proportioned and detailed chancel that gives a clear indication of Hopkins' bold scheme. The building is an important part of the history of the locality, and it remains a focal point of the local community and a key element within the local townscape forming an important group with the adjacent church hall and school buildings.(q.v)

**The County Court Building
Church Road, Town Centre**

Grid Reference:

Description:

Former Post Office. Built in 1888, and refurbished as the County Court by Douglas Hickman (John Madim Design Group) in 1990. Brick with terracotta and stone dressings, steeply-pitched hipped plain tiled roof with terracotta ridge crest and end finials and large end brick stacks with frieze decoration. Main façade of 4 bays with main entrance in first bay which is wider in proportion. Central two bays are slightly recessed. 2 storeys with moulded stone cornice, stone banding at first-floor level and blue brick plinth with roll moulding. Ground floor is arcaded; round arches with dropped and moulded stone keyblocks to outer bays. Moulded stone capitals continued to form impost band. Pilasters have roll moulding at outer angles to mimic nookshafts. Windows have stone surrounds, sill string interrupted by arcading, and modern plain glazing. Entrance bay is partly stone-faced and the broad stone pilasters flanking the entrance archway have nookshafts with foliated capitals set in both inner and outer angles; also stone roundels with relief carving flank arch above. Panelled double doors and plain fanlight. First floor is also arcaded and arranged 3:2:2:2. Upper narrow stone band forms projecting shelf at sill level that supports a wrought-iron balustrade. There is also stone facing above the impost level of the arcading. Large brick pilasters at main bay divisions have capitals which form stone brackets to the eaves cornice. Modern replacement windows.

Reason for Inclusion

This building is of considerable architectural merit with its exuberant Italianate arcaded façade, decorative ironwork and steep hipped roof and it complements the Gothic detailing of the former Scientific and Literary Institute (qv) on the opposite side of the street. It is also of historic interest in that it was built as the main post office within the rapidly-expanding Victorian town and was thus an important part of the Victorian redevelopment of the town centre. It continues to make a significant contribution to the character and quality of its immediate surroundings.

**The County Court Building
Church Road, Town Centre**
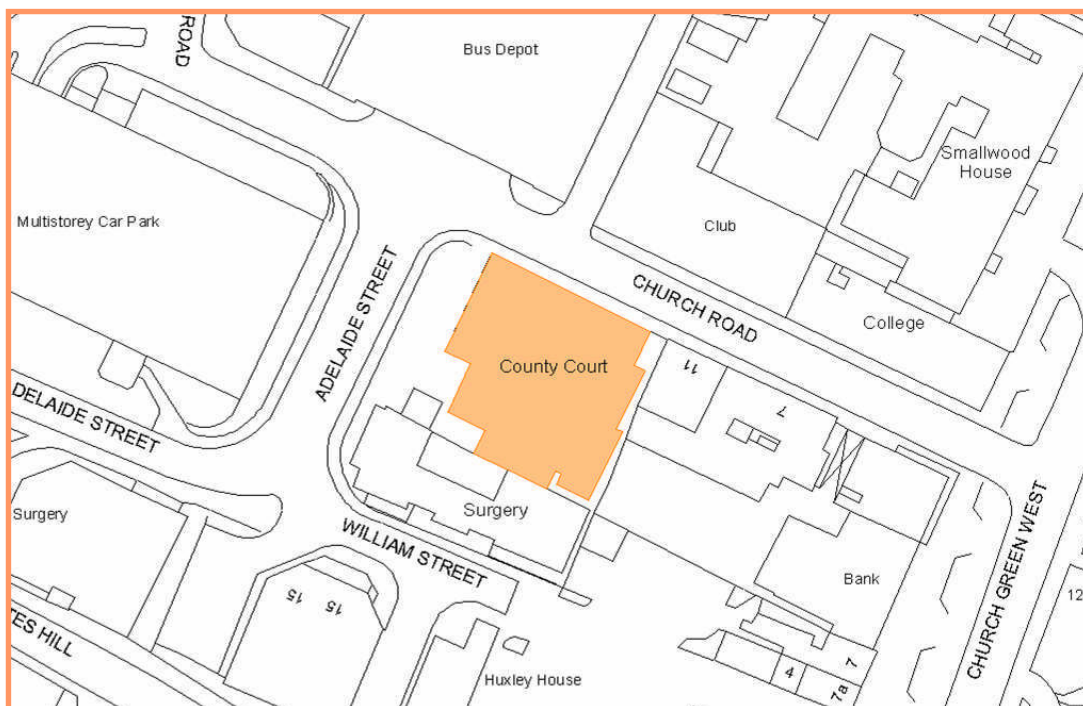
Redditch Baptist Chapel & Sunday School, Easemore Rd, Town Centre

Grid Reference: SP 0429 67856

Description:

Baptist Chapel and adjoining Sunday School. 1922-3 by Wills & Son of Derby and built by C.G.Huins & Sons. Brick with stone dressings. Plain clay tiled roof behind parapet with kneelers. Continuous 5-bay nave and chancel. South gable end facing road is well-detailed having broad stone bands and large, 5-light pointed window with Perpendicular tracery and a hoodmould with foliated stops. Beneath is a pair of gabled porches flanked by single-light windows. Two-stage stair tower at west end with an embattled parapet and three-light traceried windows in upper stage. Side elevations articulated by pilaster buttresses and having mainly large cross-casements with leaded lights. Three-light window in westernmost bays beneath pointed arch. Pair of gabled wings project to north-west. Three-light Perpendicular north window. Simple broad interior with two-bay arcade to north-west. Panelled gallery at south end with central canted bay.Memorial painting on south wall by H.Lindsey Ruff of 1842.
Rear corridor links church with:
Sunday School. Also 1897 and similar in materials and style but smaller in scale. Three bays with flat-roofed aisles. South end has stone banding and 5-light Perpendicular window. Beneath this is a flat-roofed projection and central porch flanked by single-light windows. Mullion and transom windows at south end of aisles; cross-casements elsewhere. Interior not inspected.
The church replaced the original Baptist Church in Ipsley Street of 1897-8.

Reason for inclusion:

An excellent composition in terms of its form, mass and detail that presents a lively gabled profile to the street. These buildings provide a valuable focal point among the disparate buildings that line the upper end of Easemore Road (qv). They form a group with the adjacent Masonic Hall (qv), which is contemporary in date and built of similar materials, and their distinctive forms, are clearly defined by the open space that surrounds them and give a special character and identity to this part of the town centre.

Redditch Baptist Chapel & Sunday School, Easemore Rd, Town Centre

Masonic Hall, No. 21 Easemore Road, Town Centre

Grid Reference: SP 0429 6786

Description:

Unionist club, now masonic hall and club. 1908 by John Johnson. Brick with stone dressings and simulated slate roof with parapets at some gable ends. Ridge stack with moulded capping and large external chimneybreast with offsets to front elevation. Irregular plan. 2 storeys with moulded string and also partly with stone band at first-floor level. Main frontage articulated 1:2:3:4 and of irregular widths with projecting wings at left end and to right of centre. Varied fenestration: mainly 16-pane sashes.

Left gable end has a round-arched doorway with a fanlight inscribed 'MASONIC HALL', above which the moulded course is angled to form an open pediment on corbels. Main entrance in central angle has a segmental arch and moulded architrave.

Reason for inclusion:

This building is of quite plain and severe design but is included as it has been little altered and forms a good group with the adjacent Baptist church and Sunday school (qv), which are contemporary in date and are built of similar materials. Their distinctive forms, which are clearly defined by the open space that surrounds them, give a special character and identity to this part of the town centre.

Masonic Hall, No. 21 Easemore Road, Town Centre

Former Water Tower (No. 38a)
Evesham Road, Headless Cross
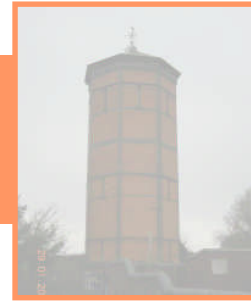
Grid Reference: SP 0373 6617

Description:

Water tower, 1881-3, converted to dwelling late 20th century. Brick with blue brick dressings and plain clay tiled roof with ornate iron finial. Octagonal plan. 3 stages; tall chamfered plinth with broad blue brick banding to upper courses, and also blue brick bands of varying widths to main stages and at sill levels. Also moulded blue brick course above openings to third stage and oversailing eaves courses. Loophole openings with blue brick sills; 4 in main faces of lower stages and 8 to upper third stage. Inserted 20th century casements to south-west. Entrance faces south and has round-arched opening in blue brick, the plinth band adjoining archway at impost level; part-glazed 20th century door.

An underground reservoir lies immediately adjacent to the west side of the tower.

The water tower was constructed by the East Worcestershire Waterworks Company as part of the town's new fresh water supply and sewerage scheme, which was begun in 1881 and completed in 1883. The Bartleet fountain in Church Green commemorates the successful completion of the scheme.

The tower was replaced by a new concrete structure in 1973.

Reason for Inclusion

This is an attractive and well-detailed building, notable for its decorative brickwork, slender octagonal form and ornate finial, and it has become a popular local landmark. Its conversion to a dwelling has retained its architectural integrity and it survives as an important feature of the town's scheme of social improvements and economic growth during the late nineteenth century.

Former Water Tower (No. 38a)
Evesham Road, Headless Cross
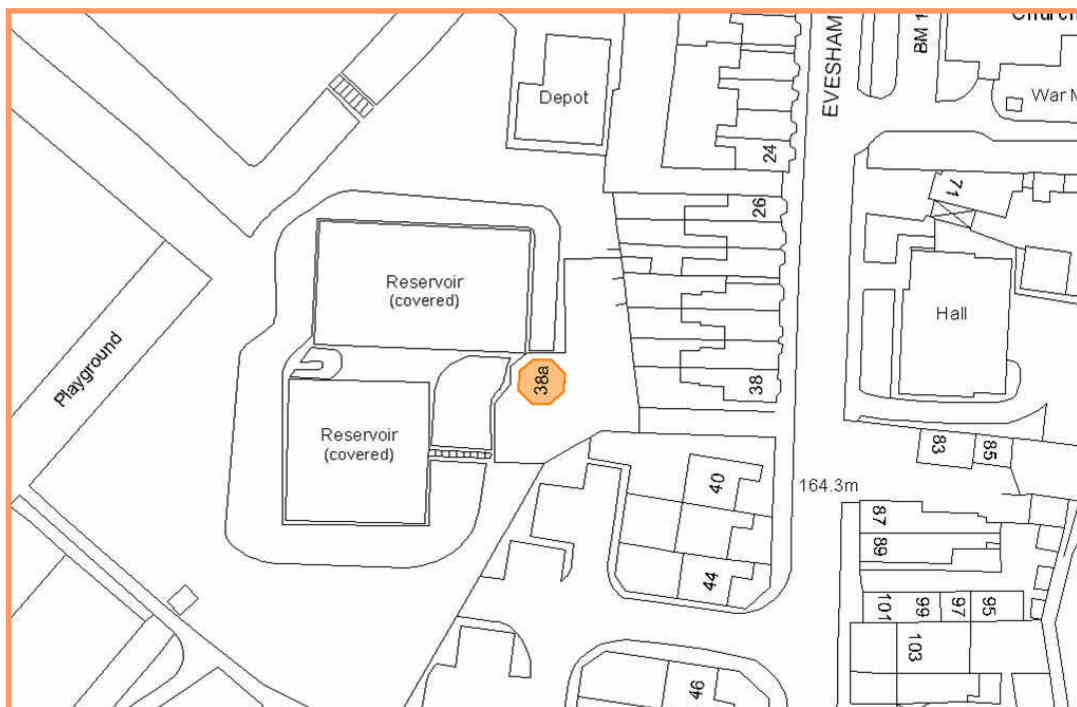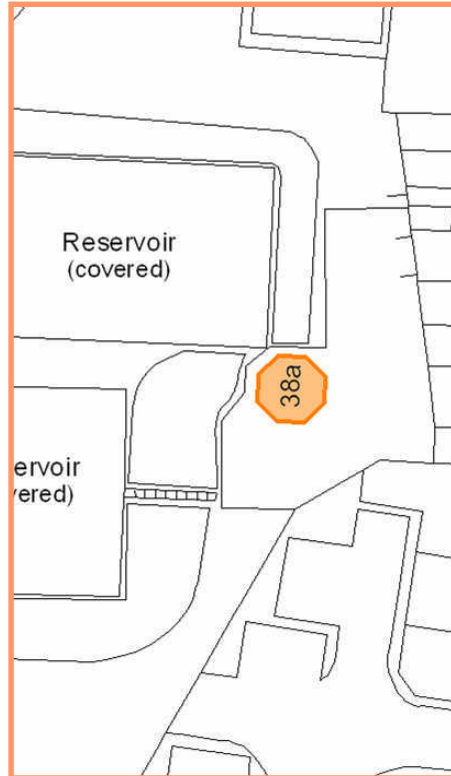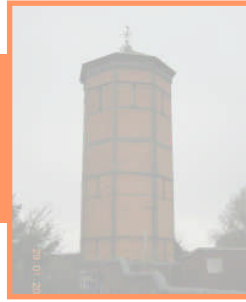
The Castle No. 347 Evesham Road, Crabbs Cross

Grid Reference: SP 0398 6503

Description:

House. Probably late 19th century, extended and altered mid 20th century and early 21st century. Brick in Flemish bond with plain clay tiled roof, ridge cresting and chimneystacks with moulded cappings. Roughly T-plan. Original part is formed by range aligned east/west with three-stage tower to south-east. Large addition to north and at west end. Mainly 2 storeys with over-scaled dentilled eaves cornice. Irregular fenestration. Windows have pointed and segmental arches, some having moulded imposts and sill bands. Mainly 20th century casements. Diamond panel set in apex of main front gable. Tower has parapet with square panels and unusual decorative detail made from the ends of clay drainpipes. Ornate tourelle projects from north-east corner. Gabled stair tower in front angle with decorative detail to gable and on balustrade. Porch between main tower and stair tower has hipped roof and half-glazed door. Much extended to north.

Reason for inclusion:

Although this whimsical, folly-like building with its quirky detailing has been much altered and extended, it still deserves inclusion not so much for its architectural merit but as an architectural oddity and for its wilful and idiosyncratic adaptation of historic precedent.

The Castle No. 347 Evesham Road, Crabbs Cross

29.01.2009
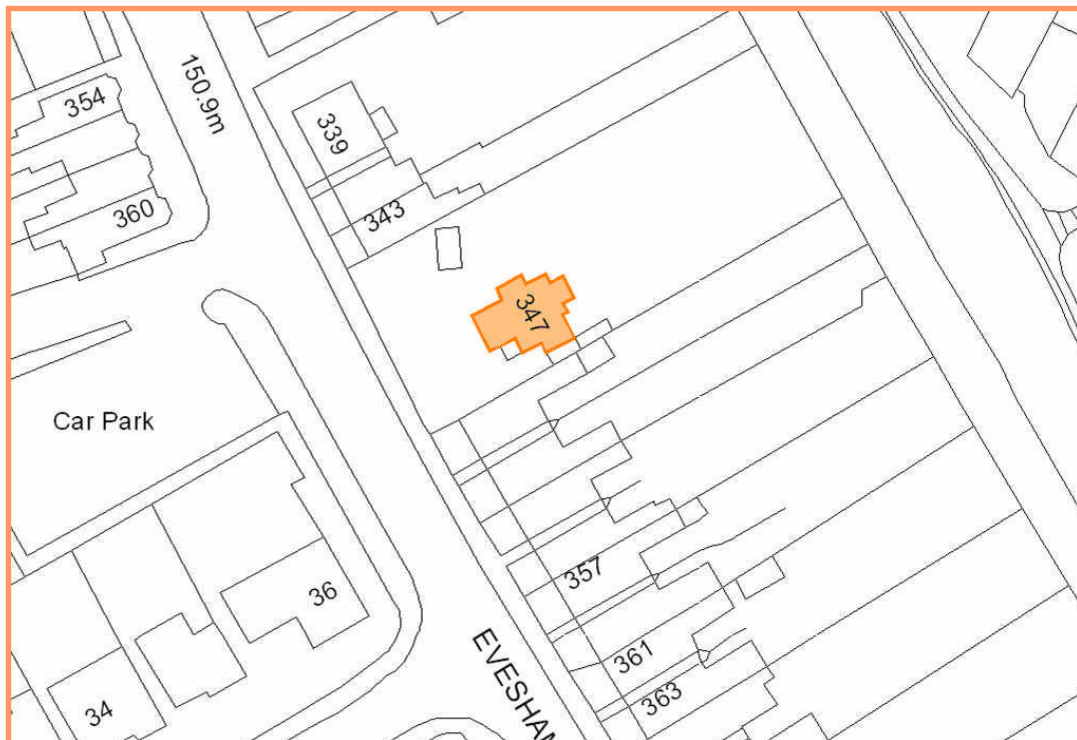
Headless Cross Methodist Church, Evesham Road, Headlesss Cross

Grid Reference: SP 0415 6240

Description:

Methodist church. Founded 1827 and rebuilt 1858, 1873 and finally in 1897 by Ewen Harper of Birmingham, with mid and late 20th century alterations and additions. Brick with stone dressings and machine-tiled roof with parapet and finial at south end. 3-bay aisled nave aligned north/south with clerestorey and with single-bay chancel separated visually from the nave by a pilaster buttress and having a north vestry and south organ chamber. Perpendicular style. 3-stage tower at south-west end with corner pilaster buttresses. Loopholes to second stage, paired cusped belfry openings and openwork stone spire with parapet and crocketted detail. Tower has a 20 cwt concrete pendulum to counterbalance the spire. Main entrance at base of tower with gabled surround enclosing trefoil, and hoodmould. Aisles have a 3-light window in the central bay and 4-light windows in the flanking bays. Clerestorey windows are of 3 lights. South end of nave has a pair of ground and upper floor 3-light windows. Chancel has a 6-light north window. Interior includes 3-bay arcades with pointed arches, hoodmoulds and carved spandrels on ribbed cast-iron columns with moulded capitals and bases. Unusual raked floor to nave. Hammerbeam roof in pitch pine with dentilled wall plate. Panelled gallery with ramped seating and canted central section accessed by newel stair with fine moulded balusters. Panelled part-glazed doors with leaded lights and coloured glass. Fittings include a pair of Arts and Crafts oak chairs. Brass memorial to Lusitania victim, John Henry Harper died 7 May 1915. Stained glass includes south aisle window c.1900 by T.H.Yates of Smethwick.

Hall adjoining to west incorporates part of the 1873 church and can be identified by its blue brick detail and round-arched lights. It now serves as a Sunday school and community centre.

Reason for inclusion

This substantial late 19th century church is of undoubted architectural merit and incorporates some unusual features, including a raked floor, cast-iron columns, a large gallery, and a fine openwork spire that forms a striking landmark. Spires of this type are common to much of Ewen Harper's work, an architect also responsible for the Central Methodist Hall in Corporation Street, Birmingham. Apart from its architectural and historic interest, and its contribution to the townscape, the building has played a prominent role in the social life of the local community for over a century.

Headless Cross Methodist Church, Evesham Road, Headlesss Cross
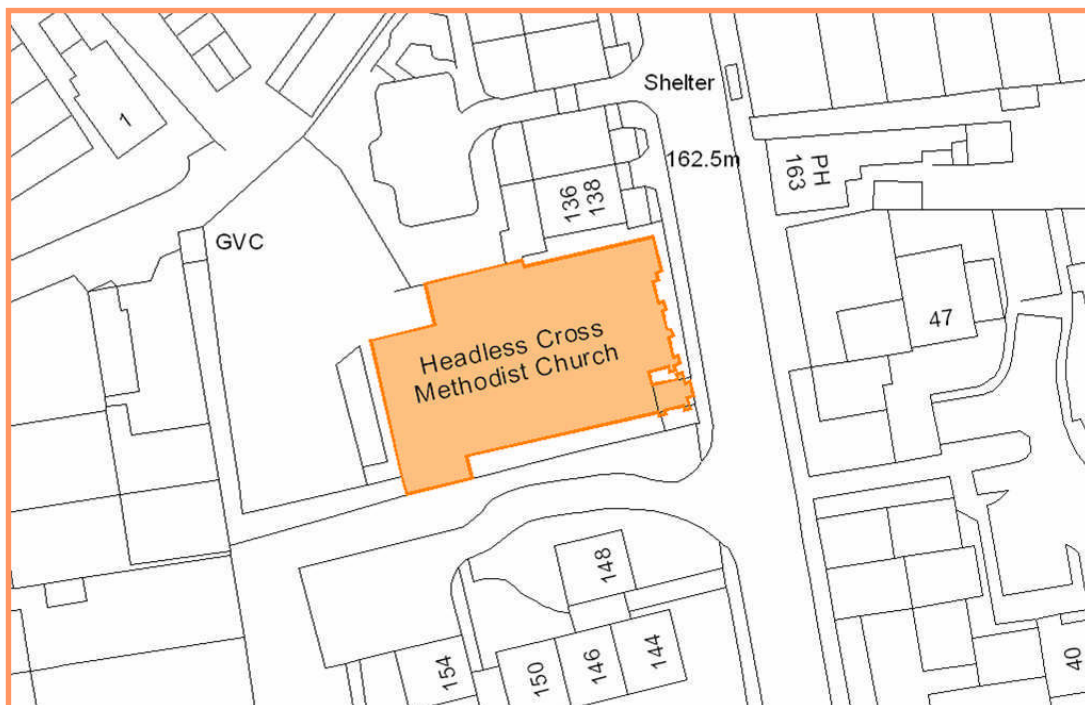
Spring Factory, Feckenham Road, Astwood Bank

Grid Reference: SP 0423 6245

Description:

Former spring factory of Yeoman's & Sons. Mid 19th century. Brick in English bond with yellow and blue brick dressings and slate roof behind parapet. Roughly rectangular block. 2 storeys. Round-arched windows with impost band, irregularly but tightly grouped to appear as arcading. Multi-paned metal windows with central pivoting section. Main front of 14 bays. Blocked archway with cambered head at right end with inserted doorway. Also inserted casement in second bay of ground floor. Elevation to Queen Street is equally distinctive. 9 bays and similarly detailed.

Reason for inclusion:

An attractive industrial building of considerable architectural merit. The bold rhythm of its main elevations makes a positive contribution to the townscape and relates to the detailing of the nearby Methodist Church (qv) and other industrial buildings in the locality. The building is also an important relic of the social and economic history of the area as it is a relatively unaltered and well-detailed example of its type that was integrated successfully within the contemporary residential development.

Spring Factory, Feckenham Road, Astwood Bank
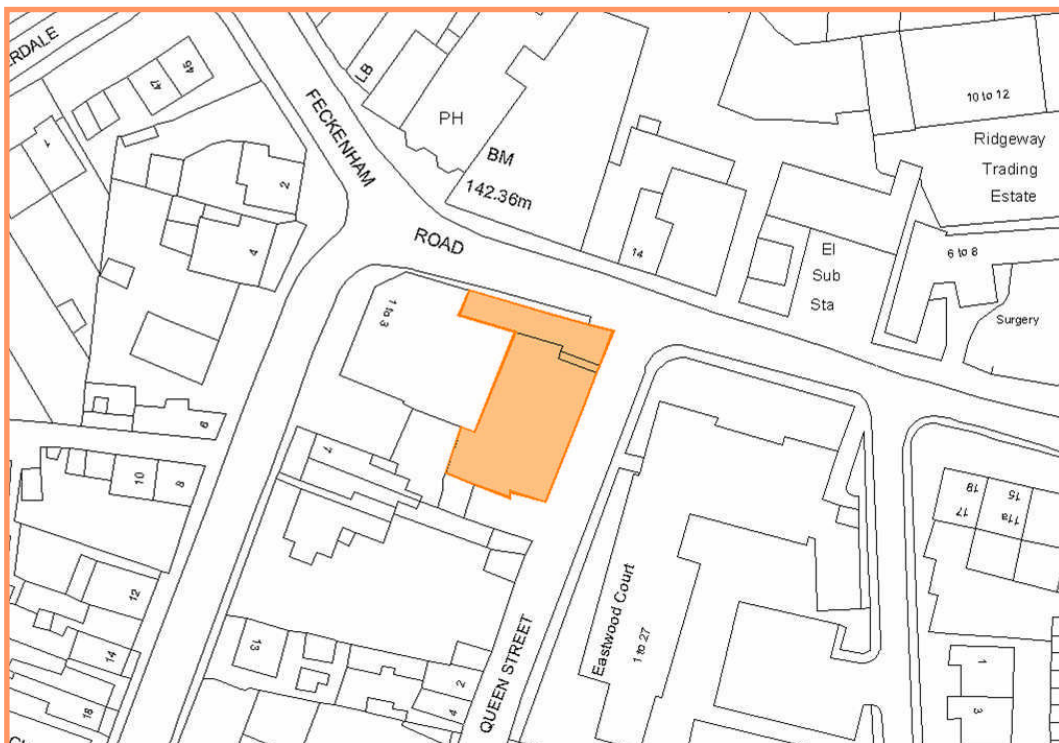
Trinity High School (Main Building) Grove Street

Grid Reference: SP 0453 6778

Description:

School. Dated 1832 by H.W.Simister of Birmingham. Dark red brick with lighter dressings. Hipped pantiled roof, partly behind parapet. Octagonal central cupola with domical lead roof, ball finial and weather vane. Double courtyard plan. 2 storeys. Neo-Georgian style. Impressive main front forms very long symmetrical facade of 6:3:3:1:1:1:3:3:6 with central entrance bay. Windows are multi-paned casements. Windows flanking entrance have traceried glazing in their upper lights. Entrance bay projects and has rusticated quoins and a stepped parapet with ball finials. Tripartite first-floor window. Entrance has Art Deco-style stone architrave and panel with datestone; half-glazed double doors and traceried fanlight. Plaque above with pear tree and motto.

The building was founded in 1927 as Redditch County High School.

Reason for inclusion:

A large and imposing Neo-Georgian building. The pleasing symmetry and detail of its principal facade take advantage of its extensive elevated site and its general character relates well to the residential buildings in the immediate vicinity. Its distinctive profile, with its attractive cupola, together with the welcome area of open space in front of the building, make a very positive contribution to their immediate surroundings and to the locality in general.

**Trinity High School (Main Building)
Grove Street**
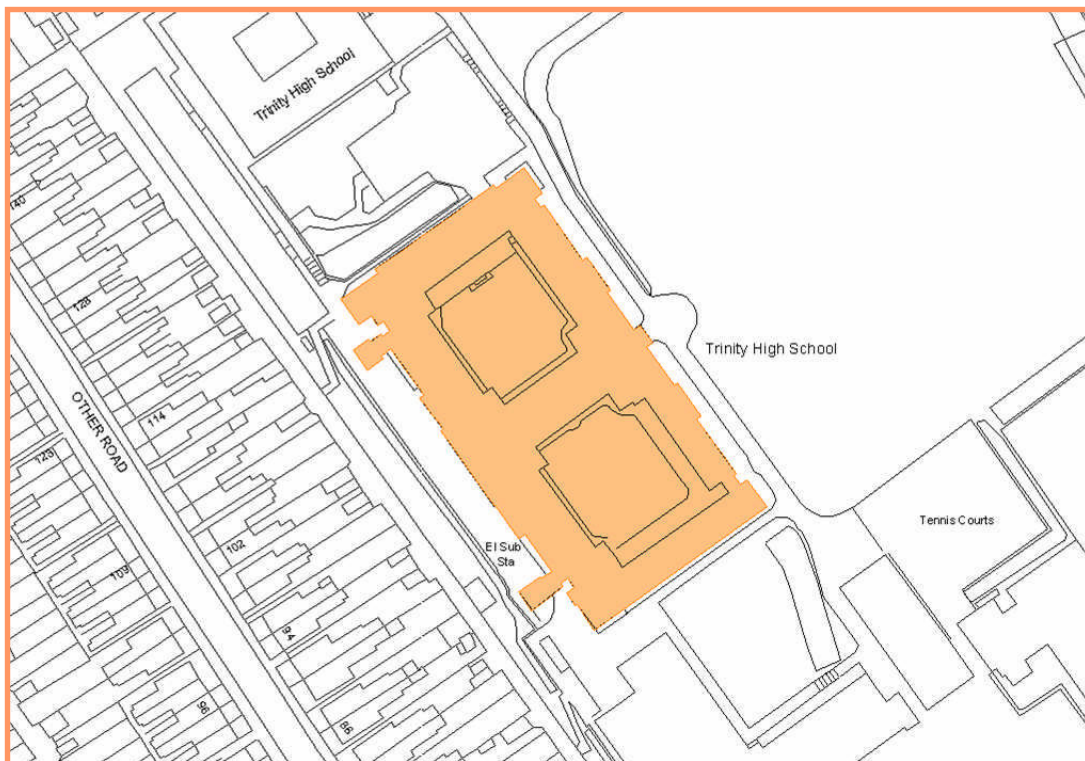
The Railway Inn
Hewell Road

Grid Reference: SP 0383 6787

Description:

Public House. 1938 by Cecil E.M.Filimore of Birmingham. Rendered brick on brick plinth with some decorative timber framing. Plain tiled, partly hipped roof with grouped chimneystacks. Wedge-shaped plan to fit into the curve of the street. Main frontage of 3:1:2 bays. 2 storeys with stone sill band to ground-floor windows. Picturesque mock Tudor style. Irregular fenestration. Leaded casements with brick surrounds. Full-height gabled porch bay breaks forward to right of centre with decorative timberwork and herringbone brickwork. Porch at base with half-glazed doors within. Additional steeply-gabled brick and timber porch in second bay, and further entrance in sixth bay.

Reason for inclusion:

A modest but typical inter-war public house that is little altered and contributes to the street scene.

**The Railway Inn
Hewell Road**

**Former Methodist Church
Ipsley Street**

Grid Reference: SP 0441 6742

Description:

Primitive Methodist Chapel, now kitchen and bathroom showroom. 1890 by M.J.Butcher of Birmingham, with front end rebuilt in the late 20th century. Brick with stone and blue brick dressings. 4-bay aisled nave aligned north/south with apsidal east end (originally for pulpit). Pilaster buttresses with offsets articulate bays. Two storeys. Lancets, mainly paired in side elevations. Hoodmoulds at south end. Leaded glass to main windows and multi-paned timber windows to basement storey. Original latticed glass in aisle and north end windows incorporates foliated decoration.

Reason for inclusion:

Although the front end has been unsympathetically rebuilt, this chapel retains much of its original character externally and its north elevation makes a distinctive statement on the approach to Ipsley Street from the town centre. It is very prominently located and forms an important group with Millsborough House (qv) and the Warwick Arms |Hotel |(qv) that anchors the somewhat desultory structures that survive in the immediate vicinity, helping to create a visual link between the town centre and the Smallwood district beyond.

**Former Methodist Church
Pool Place, Ipsley Street**
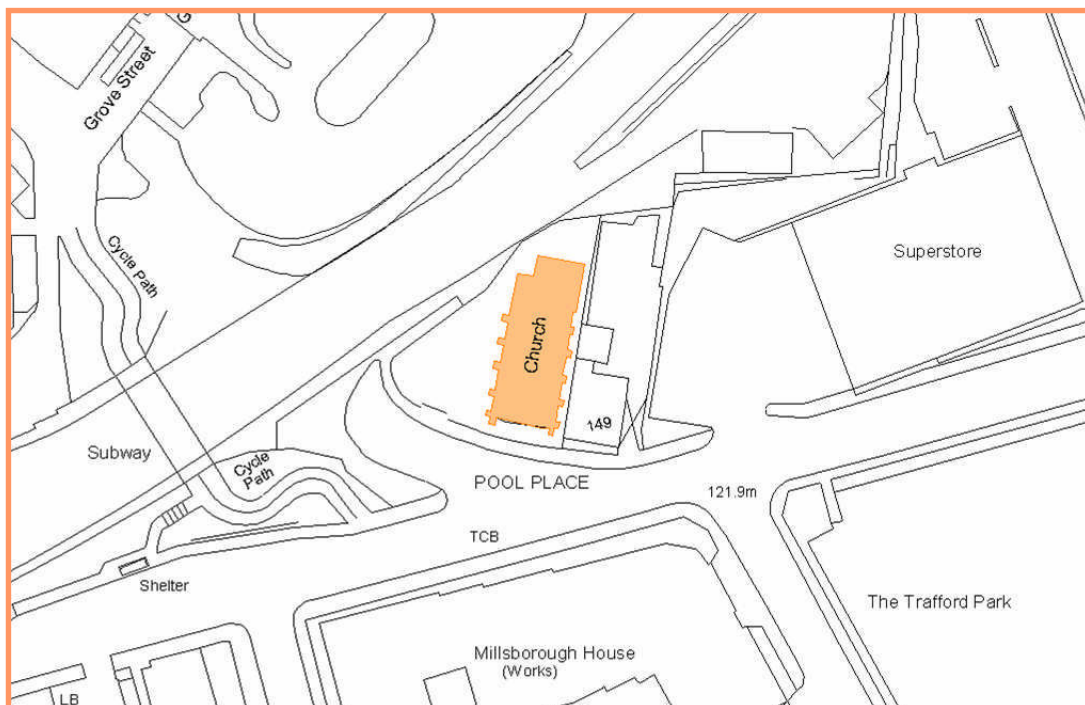
Millsborough House, Ipsley Street

Grid Reference: SP 0448 6738

Description:

Former spring factory of Herbert Terry & Sons. 1912 probably by F.W.B.Yorke, and extended 1930-2 along the Millsborough Road, again by Yorke assisted by his son F.R.S.Yorke. Now divided into smaller commercial units and also used partly as a club. Brick with stone dressings and hipped roof behind parapet. Courtyard plan with main front facing north. 2 storeys with attic and basement and moulded sill string to ground-floor windows. 5 bays articulated by pilasters with entablature. Windows are mainly large multi-paned leaded casements. Paired sashes on the attic storey and arched windows to basement. Panels between windows of main storeys. Central entrance bay has shaped parapet inscribed 'Established 1855'. Prominent porch with segmental canopy on paired columns with double doors and stained-glass fanlight and side lights. Good iron railings to front.

Extension adjoining to east of 3 bays and Art Deco in style with chevron detail. Vast warehouse addition along Millsborough Road also in Art Deco style. This is said to retain the shell of the former Baptist Chapel by John Wills of 1897-8 that was replaced by the new chapel and sunday school in the Easemore Road (qv). (see Brooks\Pevsner, p.557)

Reason for inclusion:

A free Classical composition with a remarkably bold Art Deco addition that exploits the elevated site and dominates the skyline. Although altered and in poor condition this building is a significant survival of an important local industry and it makes a considerable contribution to the character and identity of this part of the town centre. Together with Emmanuel Church (qv) and the Warwick Arms Hotel (qv) it forms a diverse and complementary group of buildings that anchors the somewhat desultory structures that survive in the immediate vicinity, helping to create a visual link between the town centre and the Smallwood district beyond.

Millsborough House, Ipsley Street
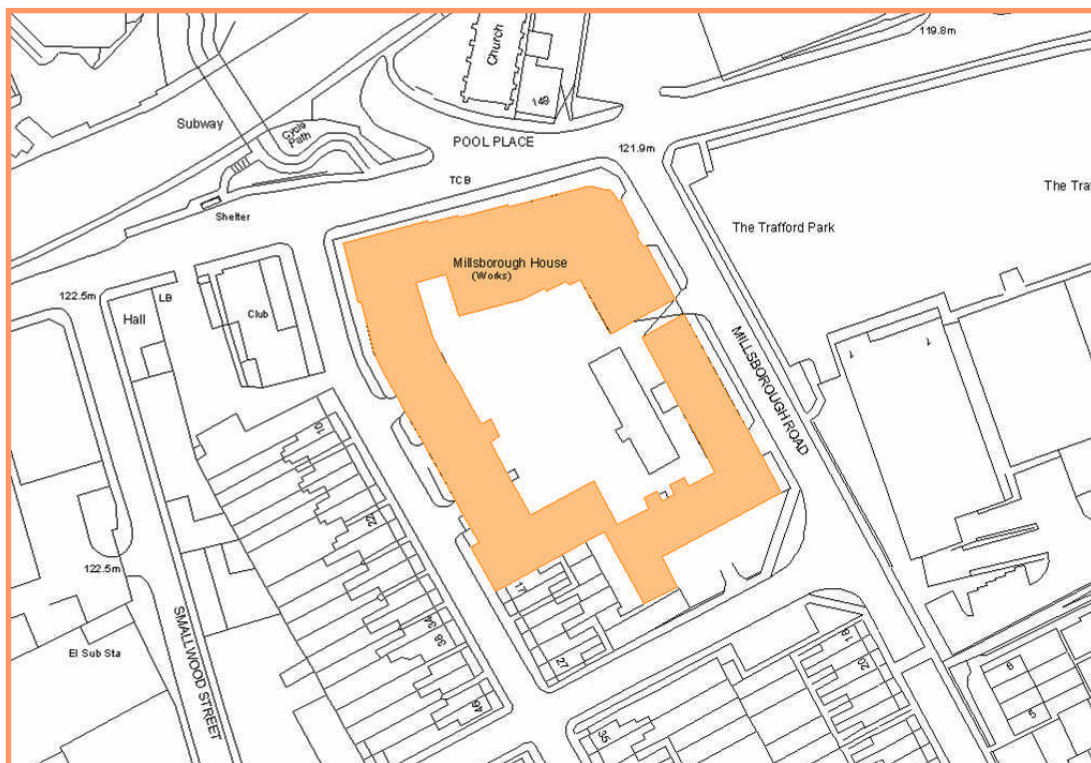
**Warwick Arms Hotel,
Ipsley Street**

Grid Reference: SP 0434 6736

Description:

Former hotel, now in various commercial uses. Late 19th century. Brick with stone, moulded brick and terracotta dressings. Plain tiled, steeply-pitched roofs, partly behind parapet with crested ridge and finials. Chimneys with moulded cappings. Rectangular plan on corner site, canted at corner, with main front of 3 bays. 2 storeys with half-dormers Brick band at first-floor level, moulded cornices to first-floor windows and moulded sill course to second floor. Windows and canted corner on second floor are articulated by narrow brick pilasters which break through the roof eaves and are linked by an unusual moulded cornice. Dormer windows have triangular and curved pedimented gables. Altered corner shop front. Varied fenestration elsewhere. Central entrance bay breaks forward on corbels that form porch to doorway. Plaque beneath first-floor window. First-floor windows have quoined stone surrounds. Forms turret with a concave pyramidal roof. Entrance beneath has a quoined surround.

Reason for inclusion:

A substantial late 19th century building located on a prominent corner site with some unusual detail and a particularly lively roof profile and ornate upper storey intended to be seen from the town centre. Despite some alteration, it continues to form an important focal point with the adjacent Millsborough House (qv) and Emmanuel Chapel (qv) at this end of Ipsley Street that anchors the somewhat desultory structures that survive in the immediate vicinity, helping to create a visual link between the town centre and the Smallwood district beyond.

Warwick Arms Hotel, Ipsley Street
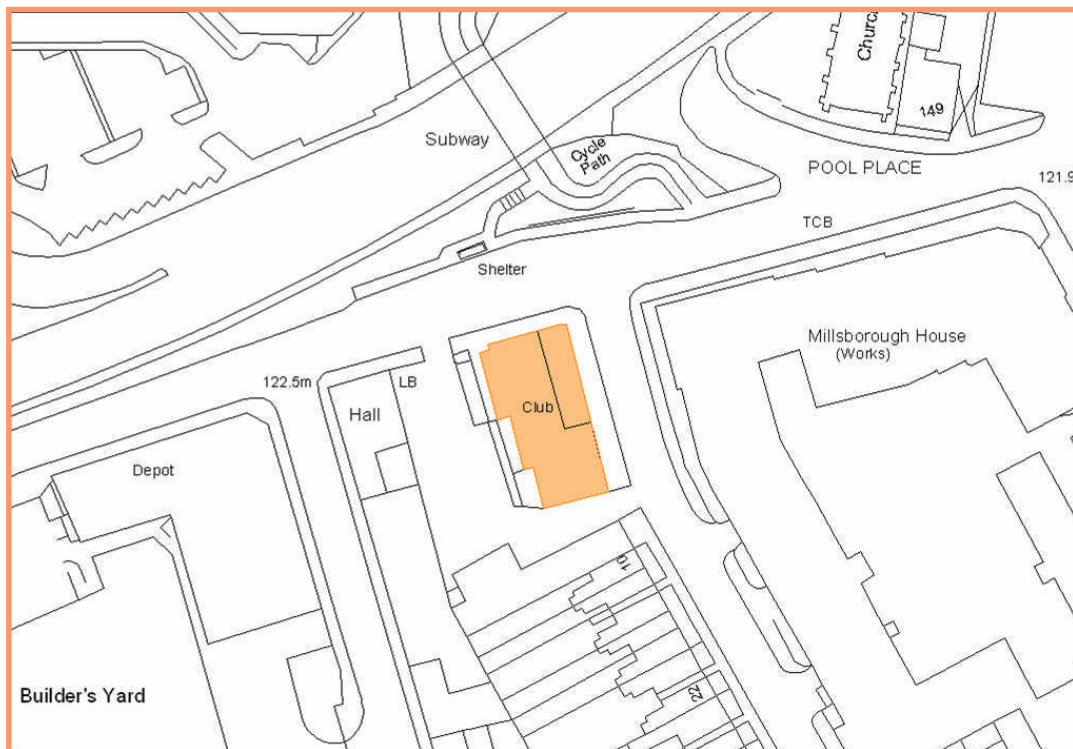
Nos. 10-12 Market Place, Town Centre

Grid Reference: SP 0415 6760

Description:

No 10

Shop, now offices, with accommodation above. Mid/late 19th century with mid 20th century alterations. Brick with stone dressings. Plain tiled roof with large gable facing street and large brick chimneystacks. 2 bays and 3 storeys plus attic with broad stone eaves cornice. String course at second floor level and second-floor sill level. Shop front has run of three windows set between doorways. Pilasters between openings support broad fascia board above which partly conceals moulded stonework of earlier shop fascia behind. Modern cross-glazed windows and part-glazed doors with fanlights. First and second floors have paired, canted oriel windows that rise through both floors and are of dressed stone with mullion and transom windows and with hipped slate roofs. Attic window of similar stone mullion and transom type and of four lights with scrolled stone panel above.

Nos 11-12 (formerly The Royal Hotel)

Hotel, now public house. Late 19th century, altered late 20th century. Light orange brick with rendered stone dressings, rendered on ground floor, plain tiled roof and large ridge stacks. Main façade of 4:3:2 bays, central bays being grouped beneath large gable projecting on console brackets. 3 storeys with modillion eaves cornice. Ground floor has tall inserted round-arched openings with hoodmoulds, original entrance beneath central gable has segmental-arched head. Also two wide entrances with double doors inserted in bays 5 and 9. First and second floor windows are arcaded and have rendered segmental-arched heads with raised keyblocks, brick pilasters, moulded stone sills, and a sill string at second floor level. The windows are modern replacements. Central gable has moulded detail and large ornate finial.

Reason for Inclusion:

These two buildings are of some architectural interest with their oriel windows and gabling but are included principally for their townscape value as they impart a sense of place and historic context to the eastern end of Market Place that is otherwise lacking.

**Nos. 10-12 Market Place,
Town Centre**

Schedule of Buildings of Local Interest - Revised June 2009
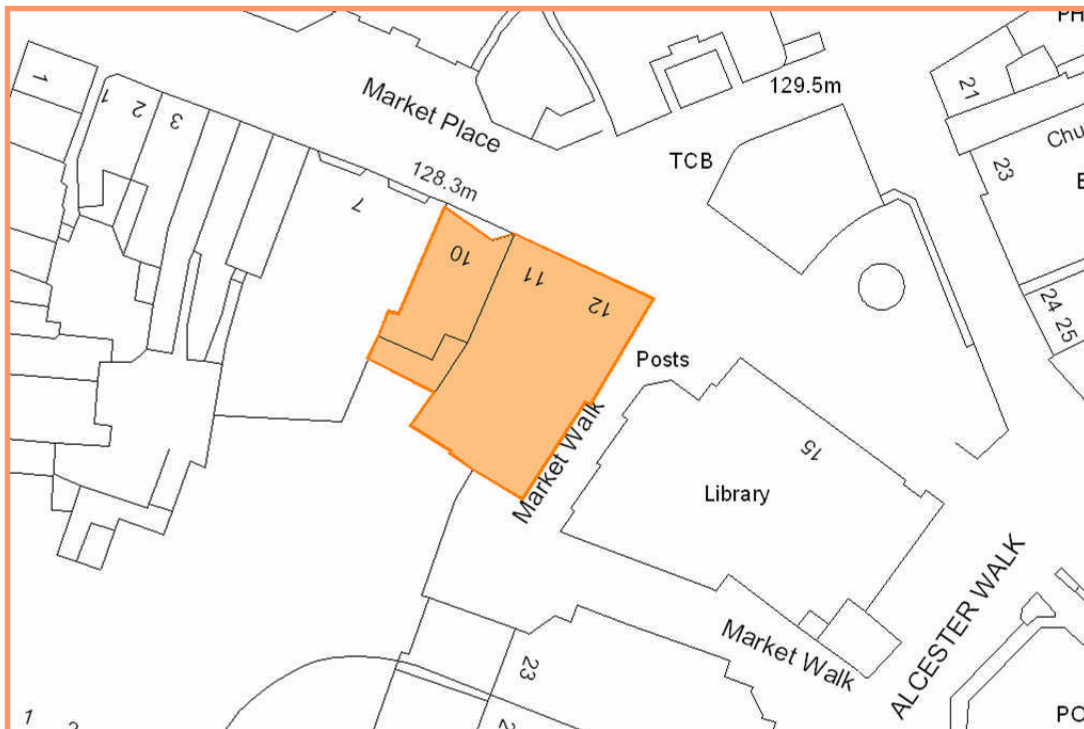
Smallwood Almshouses, Mount Street, Smallwood

Grid Reference: SP 0432 6720

Description:

Almshouses. Dated 1896 by C.G. Huins & Sons of Redditch. Brick with some timber framing. Hipped machine-tiled roofs and large ridge stacks with moulded cappings. Two adjoining ranges aligned roughly east/west each having central gabled porch wings on both main elevations. Large entrance wing at central junction of south front and smaller wing adjoining south-east end. 2 storeys with moulded band at first floor and eaves level. Casement windows of mainly 2 and 3 lights with gauged flat heads to front and segmental heads at rear. Central entrance wing has a tripartite window in the gable end and above it is a 3-light casement with a decorative scrolled surround inscribed 'SMALLWOOD ALMSHOUSES 1896'. Porches to main ranges are of 2 storeys. Timber-framed and open on the ground floor on tall brick bases with chamfered posts. The upper floors have a row of rendered square panels beneath ornately carved arcaded openings and gables with moulded bargeboards.

Reason for inclusion:

A good and little altered example of late Victorian almshouses with imaginative detail. Their formal layout integrates well with the terraced housing in the immediate locality and makes a positive contribution to the street scene, providing a focal point, an open space and, above all, a strong sense of identity to the Smallwood district. This building is also of local significance for its associations with the Smallwood brothers, needle manufacturers and important local benefactors, who also founded the Smallwood Hospital (qv)

Smallwood Almshouses, Mount Street, Smallwood

Black Horse Public House, Mount Pleasant

Grid Reference: SP 0409 6717

Description:

Public House. Probably late 18th century with an earlier core. Painted brick with plain tiled roof and ridge stacks. 2 storeys with dentilled eaves cornice. Long range of roughly 3 plus 3 bays: bays to right appear to be earlier in date. Windows are all 20th century casements and those in earlier part have quoined surrounds. Those in left 3 bays set beneath segmental arches on the ground floor. Modern extension to rear. Earlier timber framing evident within.

Reason for inclusion:

Included for its historic interest as one of the oldest surviving buildings on Mount Pleasant and within the locality. It is also of some townscape value in that it occupies a prominent site and is notably different in scale and character to the adjacent buildings, forming a focal point within the street scene.

Black Horse Public House, Mount Pleasant

Crescent House, Mount Pleasant

Grid Reference: SP 0392 6685

Description:

Former needle mills, (the Crescent Manufacturing Company), now apartments.

Late 19th century, converted early 21st century. Brick with slate roof. Courtyard plan with access archway from road. 3 storeys with chamfered plinth, moulded courses at sill and impost levels and also moulded eaves cornice. Main front of 12 bays articulated 2:1:3:1:3:2. Bays 3 and 7 break forward slightly and are gabled with gable ends on corbels. Bays 11 and 12 have been altered or rebuilt. Windows have segmental heads with moulded detail and stone sills. All modern casements replacing former multi-paned metal windows. Bays 3 and 7 have a pointed-arched window on the second floor with a hoodmould returning as a moulded course at impost level. Beneath these large windows are stone archways with moulded brick detail above. The archway in bay 3 now has modern entrance doors but the archway in bay 7 remains open and upon the stonework is inscribed 'Crescent Manufacturing Co'. Rear ranges similarly detailed.

Reason for inclusion:

This attractive industrial building has retained much of its original form and character and is well-proportioned so that it integrates well with the surrounding residential development. It survives as a good example of the town's social and economic history and it makes a positive contribution to the character and appearance of the locality.

Crescent House, Mount Pleasant
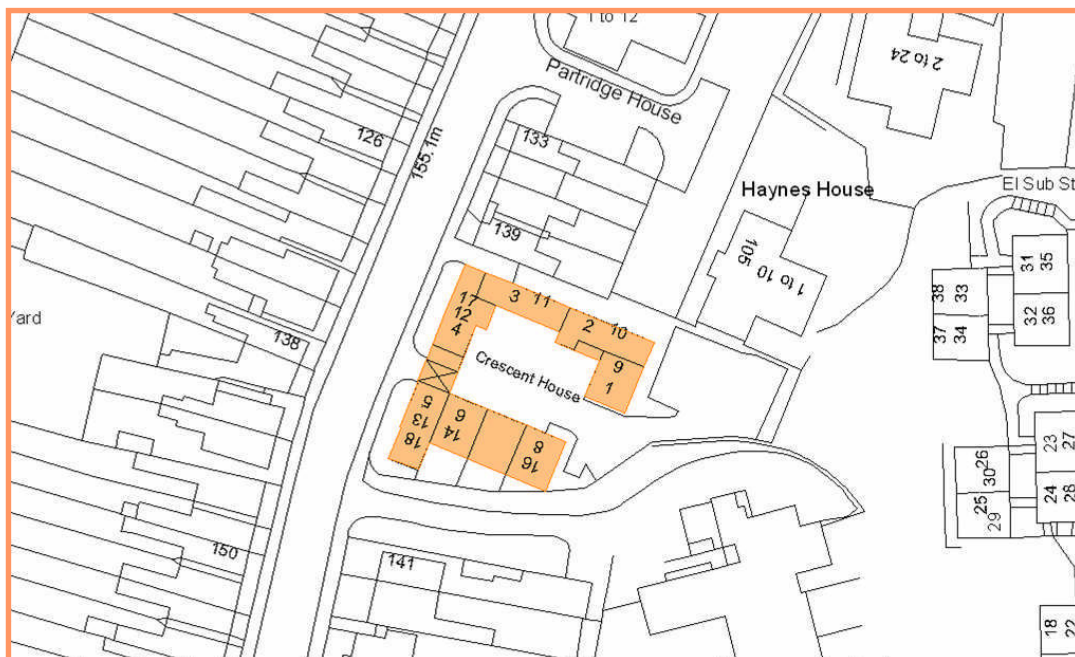
The Sportsman's Arms No. 1 Peakman Street, Town Centre

Grid Reference: SP

Description:

Public House. Late 19th century with some mid /late 20th century alterations. Orange brick in Flemish bond with terracotta and stone dressings, part-tiled façade; plain tiled roof with terracotta ridge tiles and gable end parapets with moulded stone coping and kneelers. Narrow rectangular plan. Main facade of 6 bays and 3 storeys with decorative terracotta cornice and sill strings. Irregular fenestration. Ground floor has dado of maroon glazed tiles with pilaster strips above against yellow glazed tile background and long painted timber fascia board running along entire facade. Two canted oriel windows with arched main lights and leaded upper lights and also two single-light windows. Sill string interrupted by three part-glazed entrance doors with leaded fanlights.   First floor has three oriel windows with gablets, panelled timber bases and arched main lights. Also two windows with moulded stone cornices and sills, moulded terracotta apron detail and sash windows with 6-pane upper sash and plain glass in lower sash. Windows on second floor arranged 2:2:2: with flanking brick pilaster strips, stone lintels, and plain sash windows.

Reason for Inclusion

This tall narrow building with its distinctive detail and tiled façade is of architectural interest in its own right and also of considerable townscape value. Its roof profile is clearly visible from the open space to the east of Peakman Street and as the only survivor of the buildings along the southern side of the street it provides an important sense of enclosure, framing the view into and out of the town centre.

No. 1 The Sportsman's Arms
Peakman Street, Town Centre
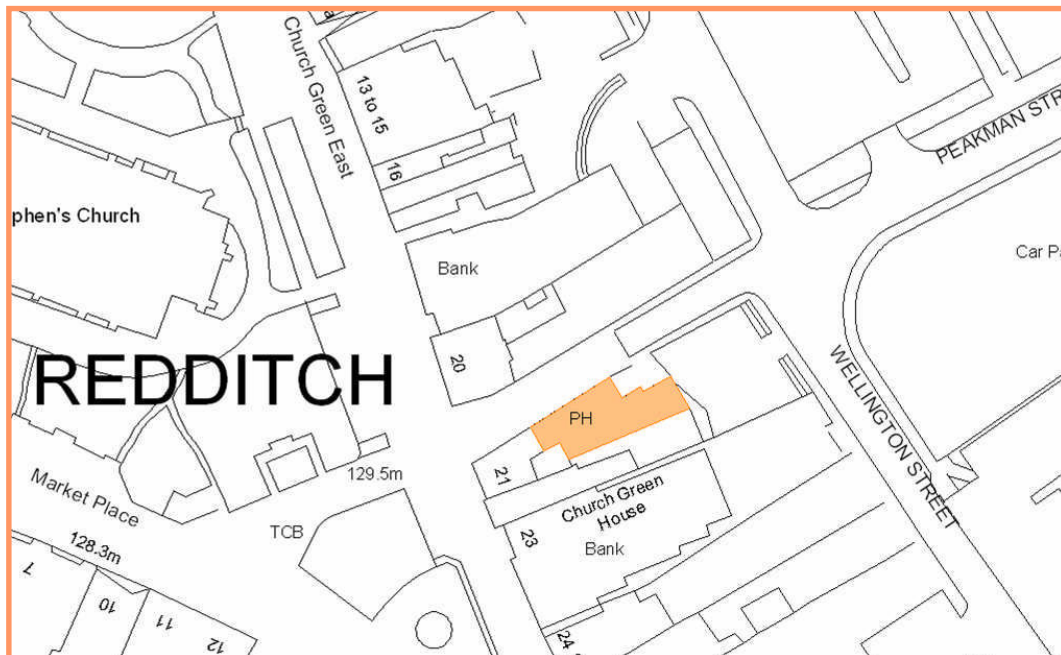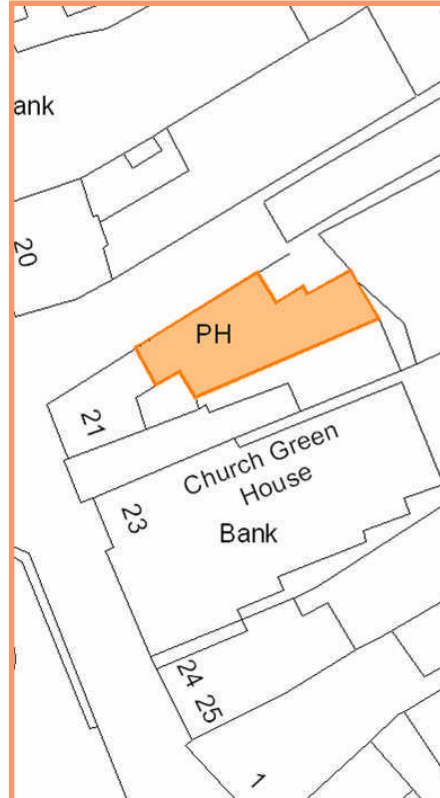
**Lychgate
Rectory Road, Headless Cross**

Grid Reference: SP 0353 6626

Description:

Lychgate to burial ground. Mid 19th century. Timber-framed on brick base with steep machine-tiled pitched roof and overhanging eaves on chamfered brackets. Arcaded two-bay open sides on chamfered timber posts with large decorative curved braces. Gable ends have applied timber decoration. .

The burial ground was a gift of Baroness Windsor to the parish and was consecrated on 30 July 1861.

Reason for inclusion:

A simple but appealing small building based on historic precedent and a relatively rare example within the locality. It has associations with an influential local family and makes an important contribution to the streetscape.

Lychgate
Rectory Road, Headless Cross

92   90   Lych Gate

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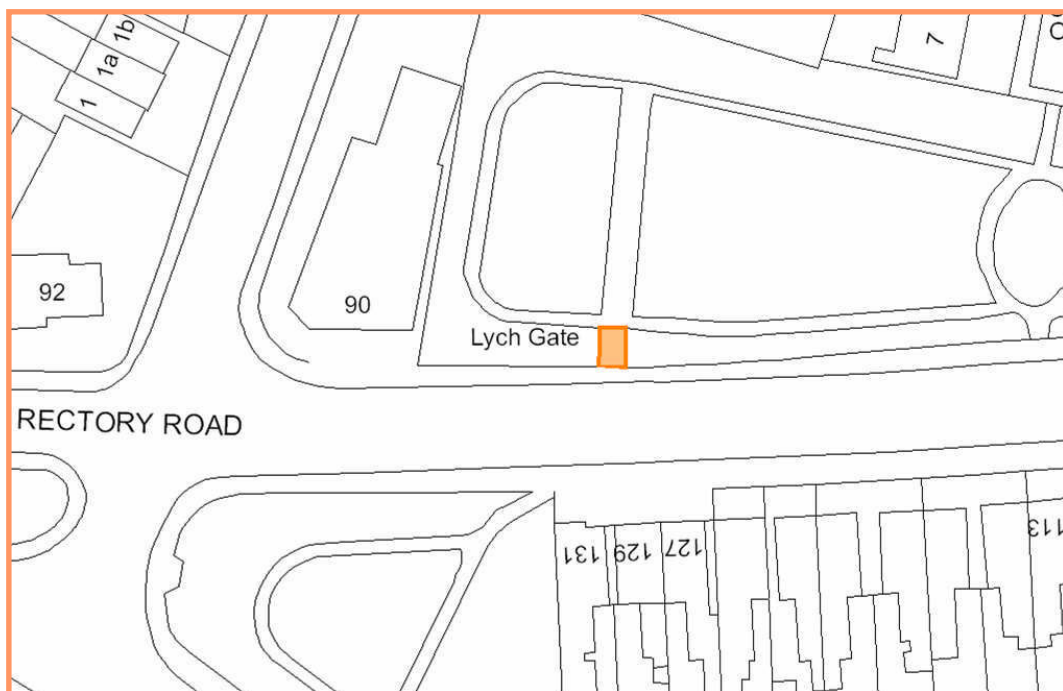
Chicago Rock (Former Danilo Cinema) Unicorn Hill, Town centre
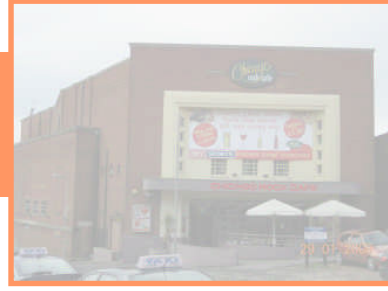
Grid Reference: SP 0395 6765

Description:

Cinema, now restaurant. 1937 by Ernest S. Roberts for Mortimer Dent with late 20th century alterations. Brown brick with herringbone relief pattern, part stuccoed, with stone dressings and flat roof behind parapet. Roughly rectangular plan. 2 storeys. Art Deco style. Simple exterior treatment with decoration largely confined to main façade which has rusticated and rendered plinth, large square stuccoed recess with canted sides and part rusticated and part moulded detail to outer edge. Ground floor has run of modern glazed doors with fanlights above. Original shaped canopy above. Three long narrow windows above canopy have stepped heads set within recessed panels and retain original stained glass. Canted sides both have four small rectangular openings, also with original stained glass. Other elevations of building have decorative inset brick courses at plinth level and raised brick courses at eaves level beneath parapet. Also stone banding at plinth level. Side elevation to Unicorn Hill has narrow projection with similar detail and also three decorative rectangular panels of brickwork and three inserted windows. Interior has been much altered but some original fixtures and fittings remain on the upper floor near the front of the building.

One of a series of new supercinemas built for Dent in the region. It was opened by Lady Throckmorton on 4 February 1937.

Reason for inclusion

This fine Art Deco building has survived with relatively little alteration externally and its simple and striking façade incorporates some original stained glass. Although little remains of its original interior, externally the building maintains its architectural identity and its distinctive profile frames the views west from this part of the town centre

Chicago Rock (Former Danilo Cinema) Unicorn Hill, Town centre
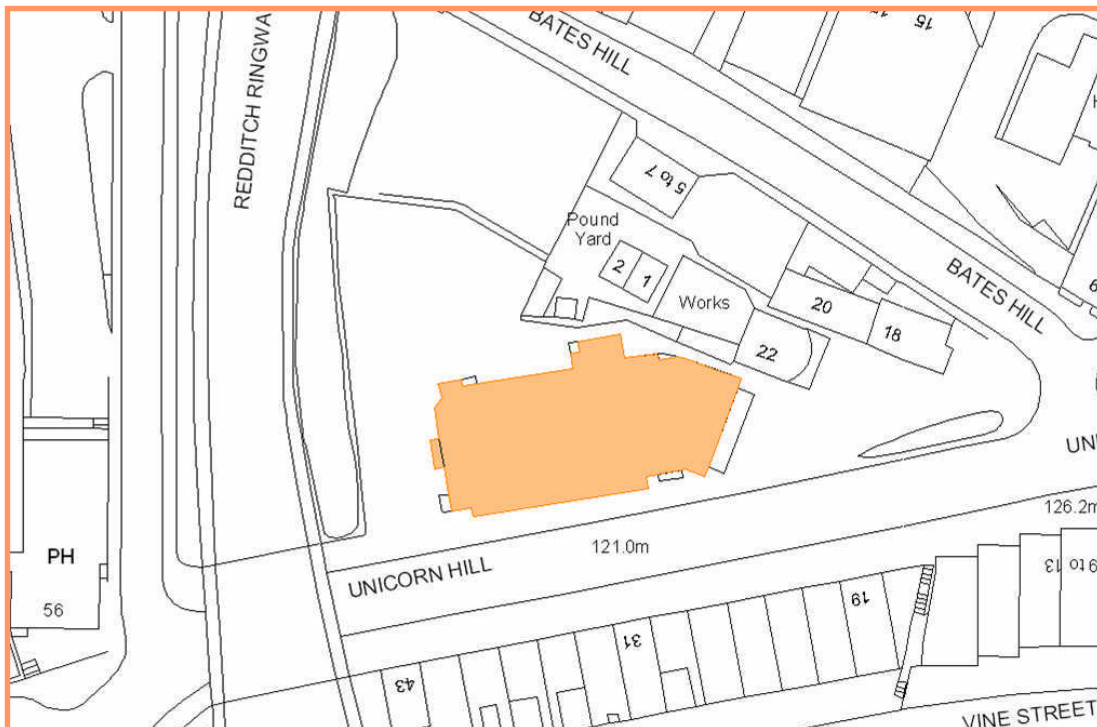
Prospect Works, Mill Street

Grid Reference: SP 0391 6800

Description:

Former spring factory with master's house now converted to apartments, part demolished and converted early 21st century. Mid 19th Century. Brick with blue brick dressings and slate roofs. Buildings were grouped around a rectangular walled yard. Two narrow ranges formerly ran alongside the Clive Road frontage to north west, with larger range in eastern corner and smaller buildings, including master's house in south corner.

Reason for inclusion

This interesting group of buildings survive as a good example of a specialist local industry that played a key role in the social and economic history of the town.

Prospect Works, Mill Street
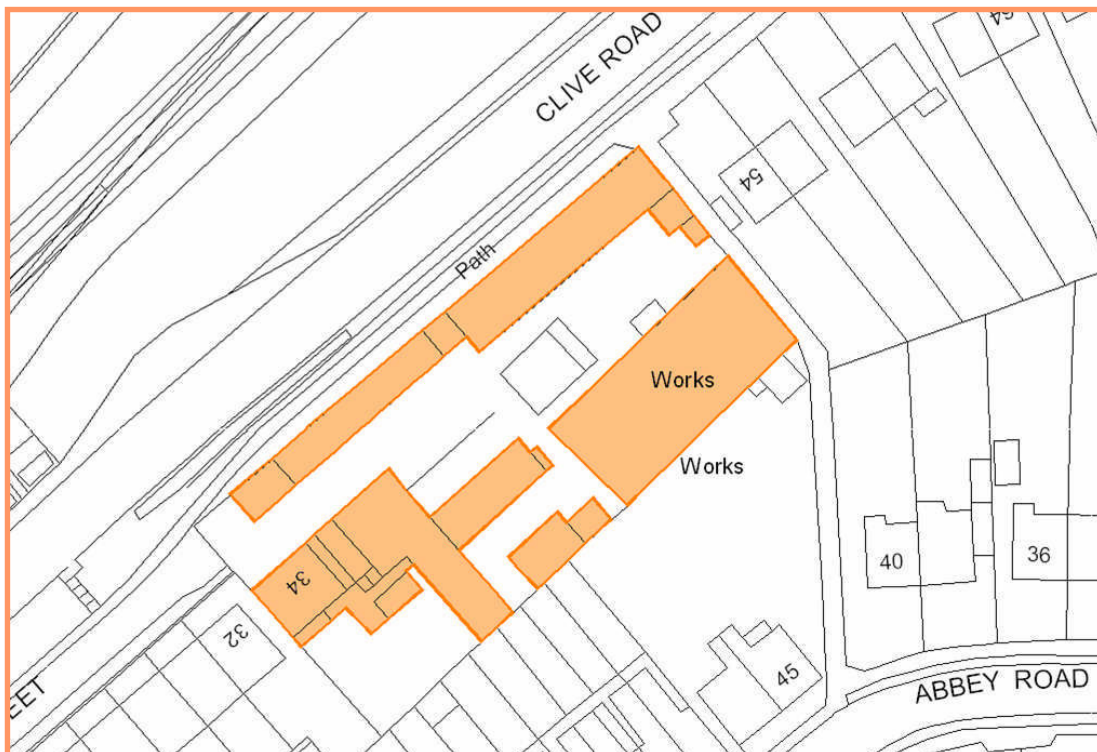
2.1 Existing Entries to be Omitted

Woodland Cottage, Mount Pleasant

Grid Reference: SP 0392 6692

Description:

Public House. Late 18th century; reconstructed 1933 by F.W.B.Yorke. Painted brick with plain tiled roof, large ridge stack and end stack. 2 storeys with dentilled eaves cornice. 4 bays. Irregular fenestration. Windows are mainly 20th century casements beneath segmental arches on ground floor. Entrance in second bay. Large modern addition at rear.

Reason for deletion from the Local List:

The building was included originally as, despite its altered appearance, it was deemed to have retained enough of its original character to contribute to the streetscape. It was always a borderline case and, as it has since been confirmed that it was reconstructed in 1933 and due to the extent of alteration, it is not believed to meet the criteria for local listing.

**Woodland Cottage,
Mount Pleasant**
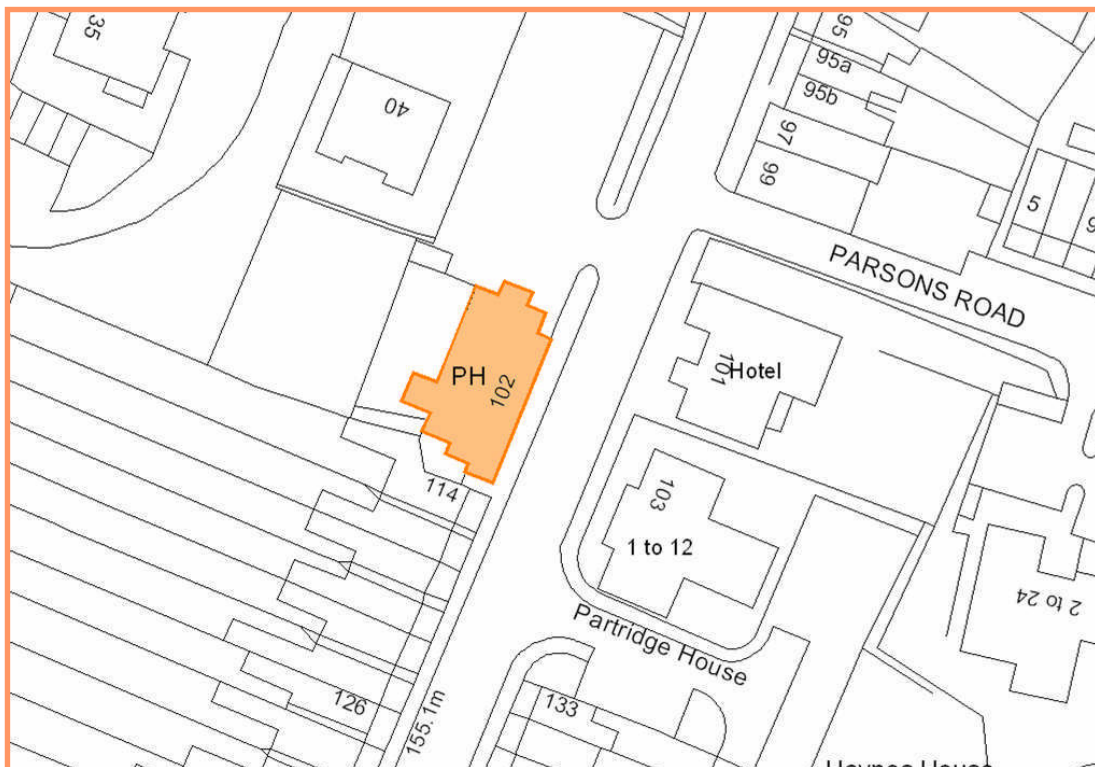
Park House, Evesham Street

Grid Reference: SP 0409 6717

Description:

United Methodist Church, now community centre. 1833, rebuilt 1899. Brick with stone dressings and slate roof behind parapets with corbelled kneelers to main roof. 2 storeys. Rectangular plan of roughly 6 bays with gabled wings projecting from fifth bay as transepts and vestibule and porch wing at east end slightly lower in height with porches in angles. Perpendicular style. Pilaster buttresses and angled corner buttresses with offsets. Upper level windows have quoined surrounds. 5-light mullion and transom east window (second row of lights from the base are blind) with moulded cornice. Stone bands in east gables. Angled porches have flat roofs behind stone parapets, four-centred archways with quoined surrounds and ogee-arched hood-moulds with finials. Side elevations have cross-casements at basement level, with south side having two entrances with glazed lean-to canopies; at upper level are two 3- light mullion and transom windows and two single-light windows with a continuous sill band. Gable ends of wings have a 4-light casement at basement level and a 6-light mullion and transom window and sill band at upper level. In the sixth bay are a single-light casement at basement level and a mullion and transom window at the upper level. At the west end there is an external chimney and a row of 6-light casements on the upper level and two 2-light casements and an inserted door at basement level. Interior now partitioned into separate uses. A low wall with a moulded coping and rebuilt octagonal gate piers and also a run of iron railings enclose the site along Evesham Street.

Reason for deletion from the Local List:

This building was demolished in 2007.

Park House,
Evesham Street
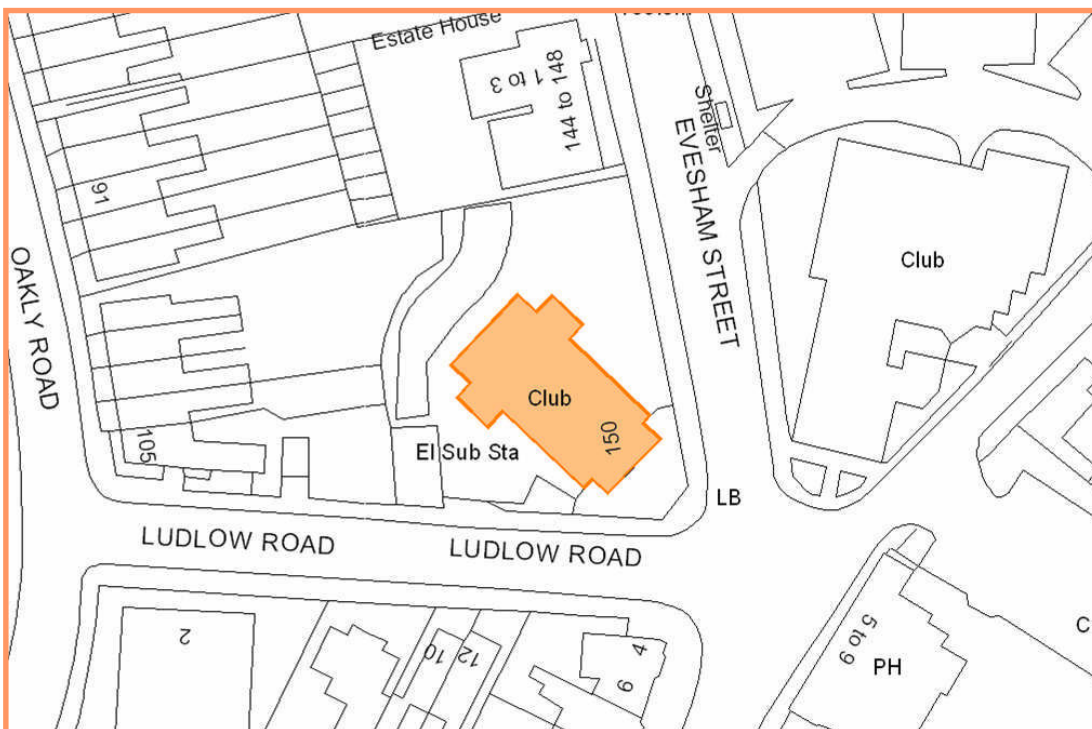
2.2 Recommendations for Inclusion

**Foxlydiate Arms,
Birchfield Road, Webheath**

Grid Reference: SP

Description:

Public House. 1938 by S.N.Cooke. Brick in English bond with some render; hipped plain tiled roof and two large panelled ridge stacks. Two storeys woth moulded eaves cornice. Long range intersected by two shallow wings with shaped gables. The central bays between the gables are rendered. Casement windows. Three first-floor windows beneath gables are set beneath a brick moulding. Central entrance and subsidiary
Entrances in outer bays have moulded brick pilasters.

Reason for inclusion:

Large and imposing interwar roadside public house designed by a local architect of note that makes a strong statement on the outskirts of the town.

**Foxlydiate Arms,
Birchfield Road, Webheath**

04.02.2009

The Foxlydiate Arms
(PH)

Foxlydiate
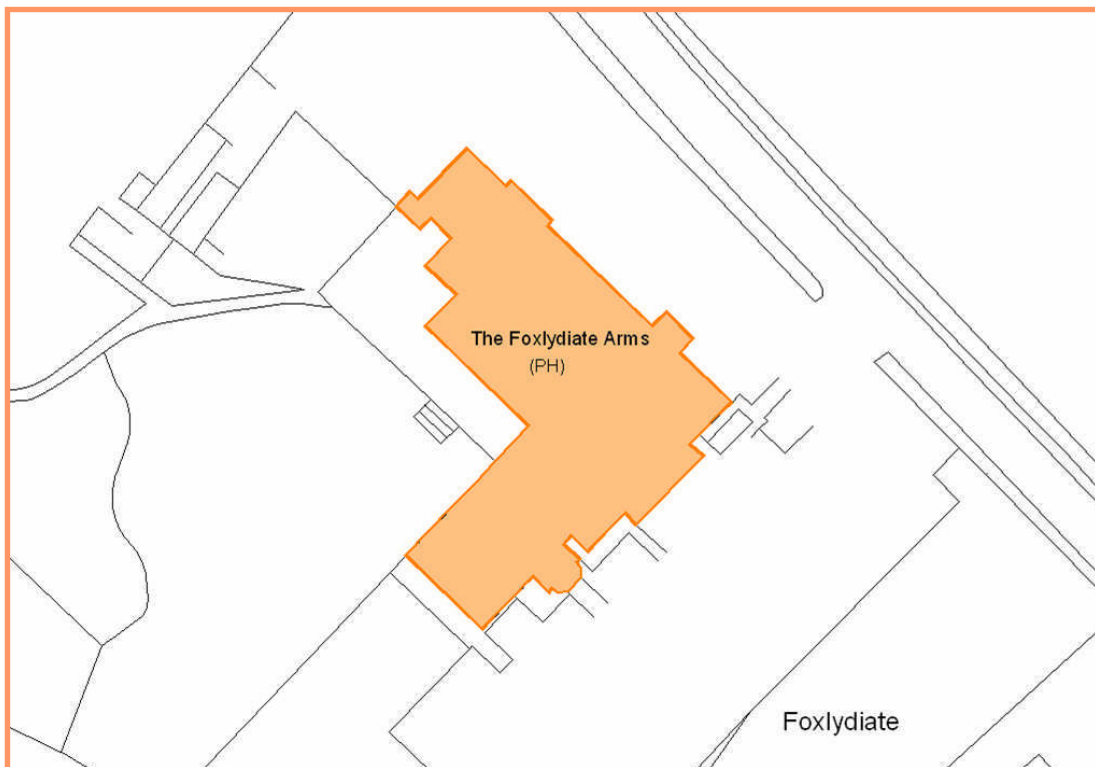
**Chapel,
Cemetery, Cemetery Road**

Grid Reference: SP

Description:

Chapel. 1854-5 by W.J.Hopkins. Red brick with blue brick and stone dressings. Tiled roof with external chimneybreast on south side. Three-bay range; buttresses with offsets at east end. Battered plinth. Decorated east window and side lancets. Entrance at west end has pointed archway of five moulded orders and sexfoil window above.

Reason for inclusion:

Compact and pleasing early work by Hopkins with some good detail. Makes a distinctive statement on its steep site.

**Chapel,
Cemetery, Cemetery Road**
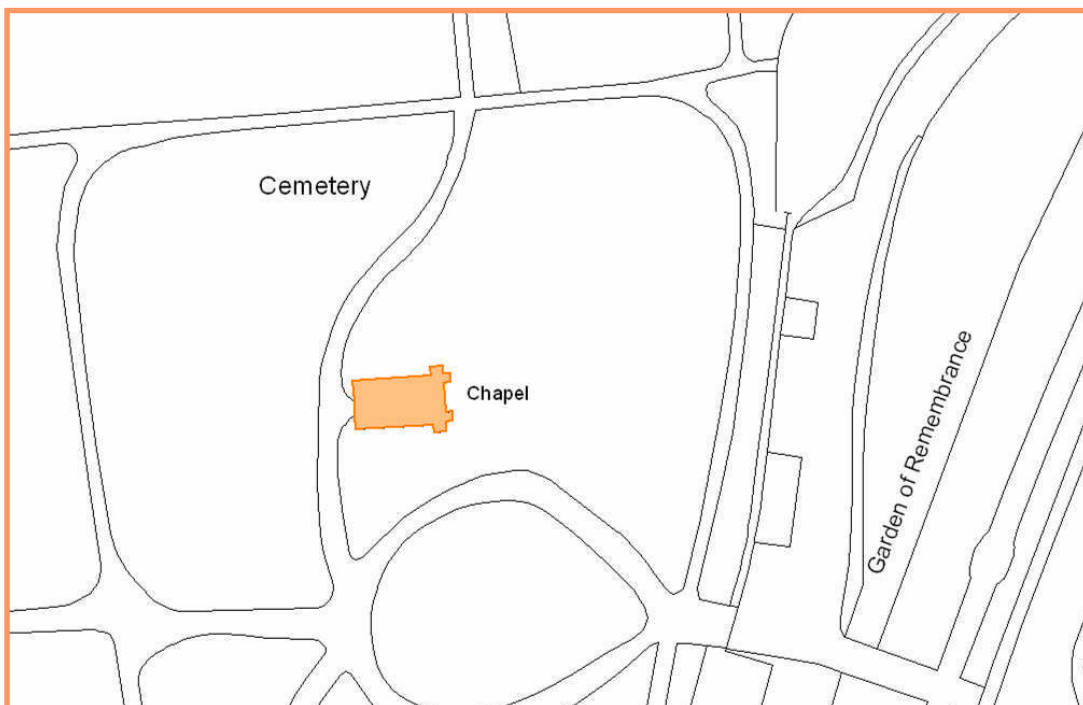
**War Memorial,
Cemetery Road/Plymouth Road**

Grid Reference: SP

Description:

War memorial. 1927 by the Bromsgrove Guild. Ashlar with channelled rustication. Tall archway on plinth with plain base. Set upon a pedestal within the archway is a bronze urn containing a lamp. Roman military emblems carved on sides.

Reason for inclusion:

Excellent example of its type by a prominent firm of local craftsmen that forms a landmark feature.

**War Memorial,
Cemetery Road/Plymouth Road**
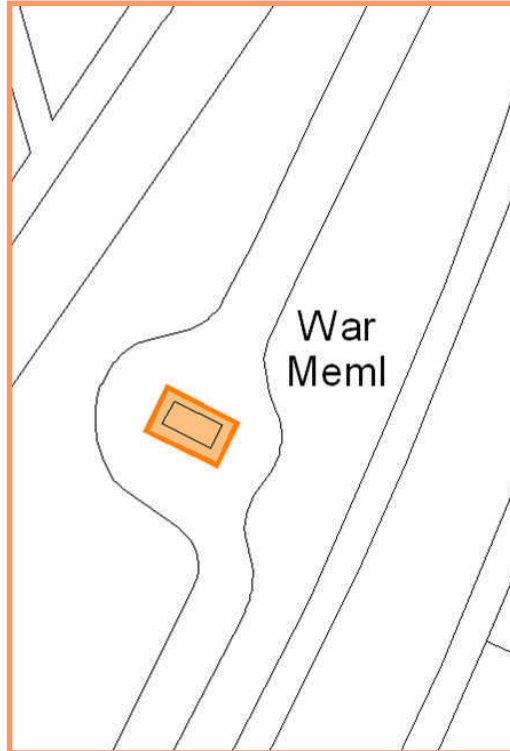
Primitive Methodist Church, Chapel Street, Headless Cross

Grid Reference: SP

Description:

Chapel. 1867=8 by Alfred Smallwood. Brick in Flemish bond with blue and yellow brick dressings. Dentilled blue brick eaves course. 4 bays, Side windows set in recessed panels with dentilled sills. All lancets. South end has paired lancets flanked by buttresses with offsets and blind lancets. Main entrance to south-east has pointed archway beneath recessed panel.

Reason for inclusion:

Victorian chapel with good brick detail by local builder, little altered and in prominent location.

Primitive Methodist Church, Chapel Street, Headless Cross

Church of St. Philip
Church Lane, Webheath

Grid Reference: SP

Description:

Parish church. 1869-70 by F.Preedy for Baroness Windsor. Snecked sandstone with ashlar dressings. Machine-tiled roof with some crested ridge tiles and gable end parapets with finials. 4-bay nave with bell-turret and gabled south porch; 2-bay chancel with north vestry. Buttresses with offsets and chamfered plinth. Geometrical tracery. Nave has two-light windows, that at the west end having flanking single-light windows and a quatrefoil in the gable apex. Porch has cinquefoil side windows and pointed archway of two orders and nookshafts with foliated capitals. Chancel has a 3-light east window and a quatrefoil window in the gable apex; three-light and single-light windows in the side elevations. Interior is ashlar-faced and has arch-braced roofs. Foliated corbels in chancel. Original fittings include an octagonal font with green marble shafts and a reredos by Burke & Co in alabaster and marble with mosaic insets. One stained-glass window by Capronnier of Brussels of 1871.

Sandstone walling surrounds the churchyard on three sides with a chamfered coping and partly with a metal railing. Also chamfered stone gate piers with quatrefoils in circles set in each face.

Reason for inclusion:

A good example of the work of this local church architect, compact and well-proportioned with some memorable interior fittings. It is the most distinctive historic building that survives in the immediate locality and its semi-rural setting is particularly pleasing, surrounded by its small churchyard and several mature trees.

**Church of St. Philip
Church Lane, Webheath**
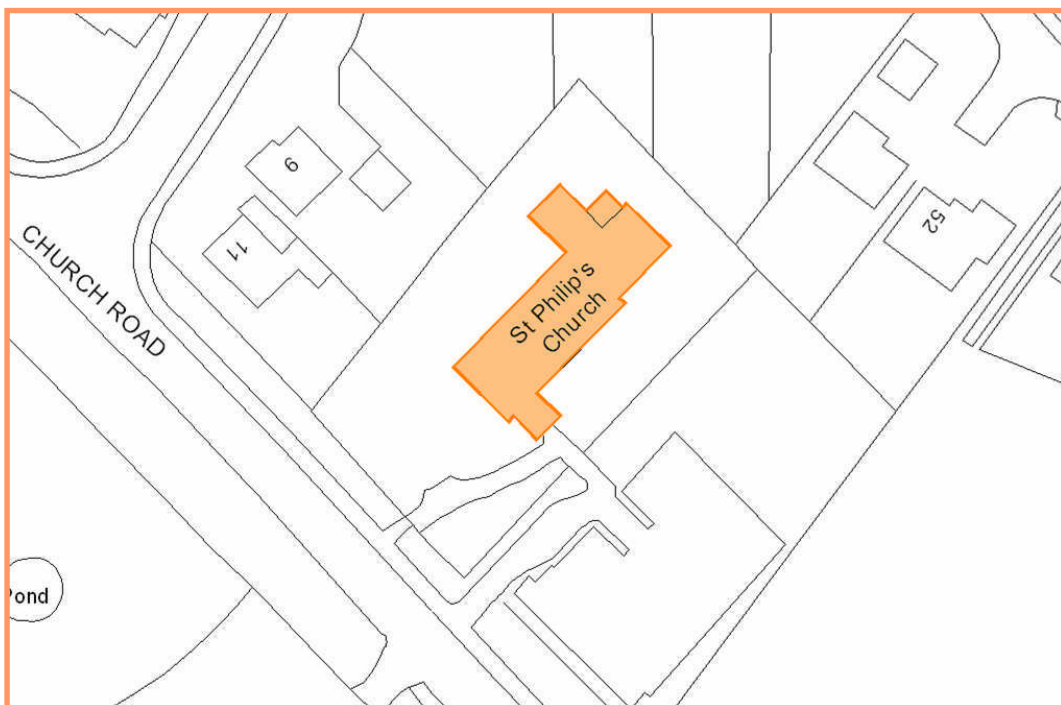
**Astwood Bank First School
Church Road, Astwood Bank**

Grid Reference: SP

Description:

Board school. 1876-7 by E.A.Day, enlarged 1894 with some mid/late 20th alterations and early 21st century hall. Brick with stone dressings and tiled roofs. Mainly single storey. Main south frontage includes two large gabled blocks of classrooms separated by a teachers' house. Original windows have quoined surrounds and most are pointed and include stepped lancets beneath the main gables. Hipped-roofed canted bay windows on ground floor of teachers' house with loopholes in apex of gables. Brick wall with yellow brick detail and shaped blue brick coping runs along main road frontage and includes several gateways and railings.

Reason for inclusion:

Large group of Victorian school buildings with a dominant gabled roof profile and good detail. Despite subsequent alteration, they make a strong and distinctive statement due to their prominent roadside location, contributing much to the character of the locality. The boundary wall forms an important part of the composition which complements the nearby Church of St Mathias and St George. (q.v.)

Astwood Bank First School
Church Road, Astwood Bank
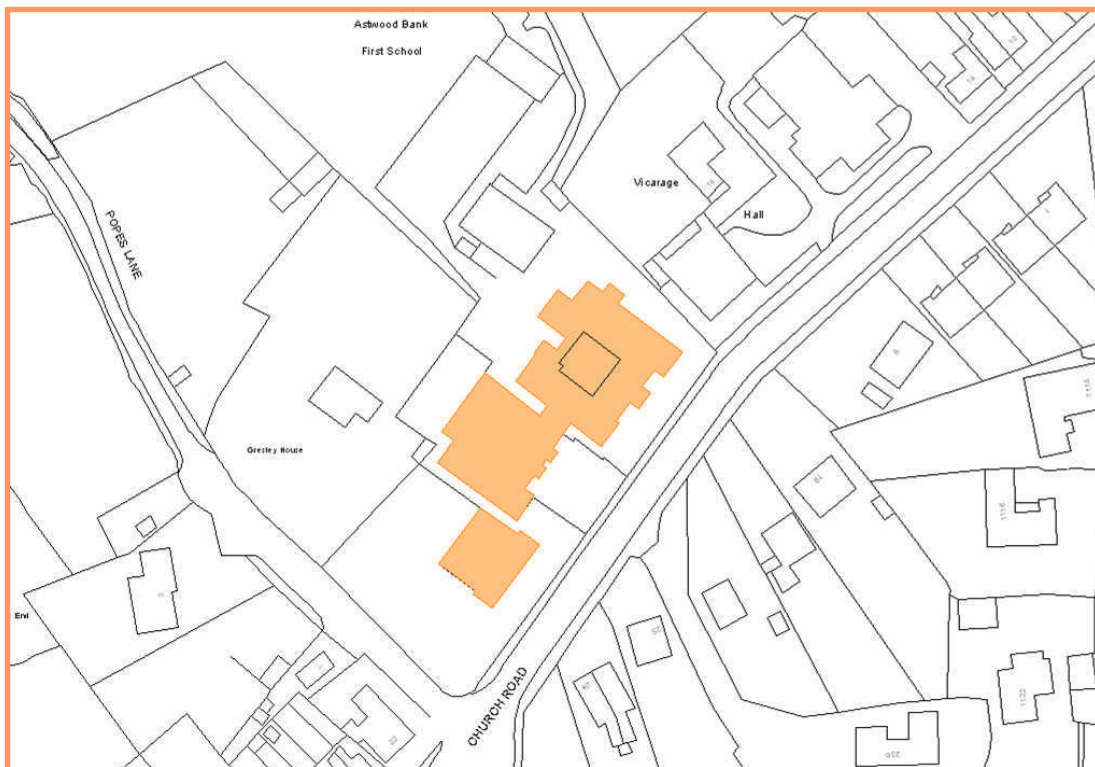
Pillar Box - Junction of Church Road & Evesham Road, Astwood Bank

Grid Reference: SP

Description:

Pillar box. Early/mid 20th century. Columnar metal box with letters 'G R' beneath crown in relief on side.

Reason for inclusion:

Early pillar box in prominent location. An interesting survival and a local landmark.

Pillar Box - Junction of Church Road & Evesham Road, Astwood Bank
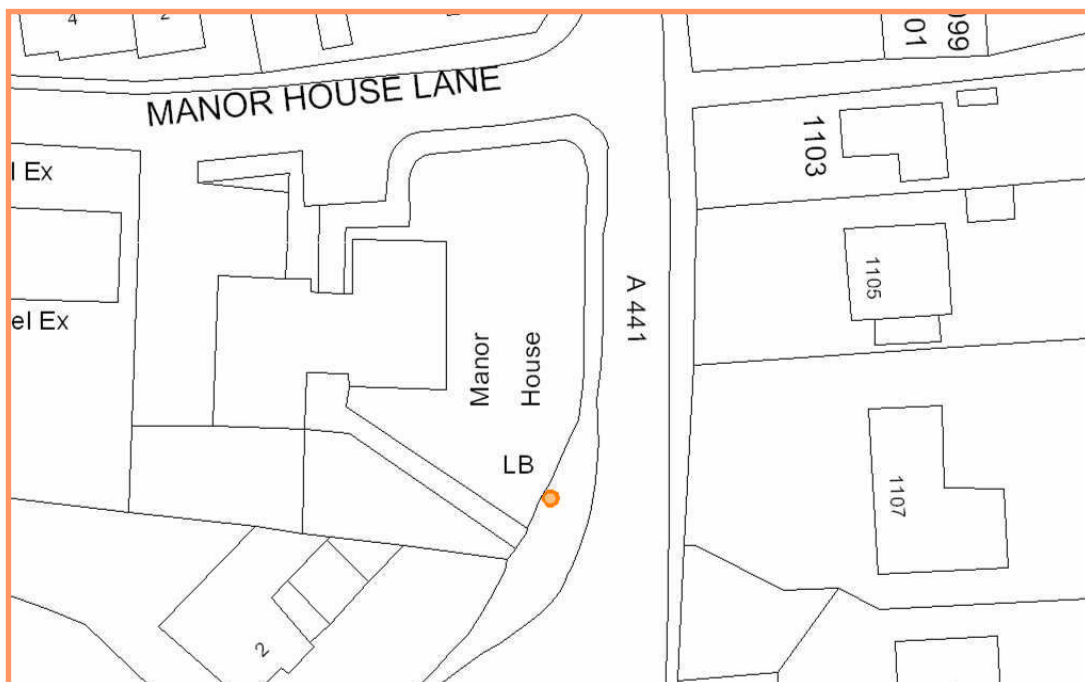
10.02.2009

Letter Box – 50m N of Red Lion Public House, Enfield Road, Hunt End

Grid Reference: SP

Description:

Letter Box. Late 19th century. Cast metal. Box inserted in brick pillar. Initials 'V R' inscribed on door.

Reason for inclusion:

Rare survival of Victorian street furniture

Letter Box – 50m N of Red Lion Public House, Enfield Road, Hunt End
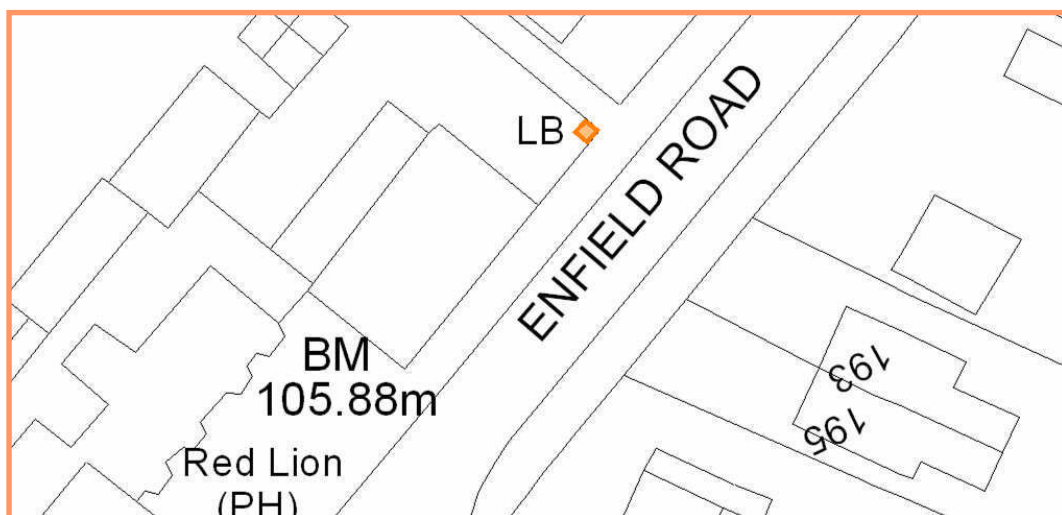
Anchor Works (Vulco Factory)
No. 1154 Evesham Road
Astwood Bank

Grid Reference: SP

Description:

Spring factory. c.1840-50. Brick with slate roofs. Two storeys. Roughly L-plan. Front range is of 6 bays. Six-pane sash windows set beneath continuous moulded lintels on brackets and also with continuous sills on both floors. Lower sill interrupted by entrance in second bay. Rear range is of 8 bays and attached to the front range by a 3-bay linking block. Windows have segmental arches and are all casements.

Reason for inclusion:

A good example of a type of building that played an important role in the social and economic development of the locality and which survives in a relatively unaltered state.

**Anchor Works (Vulco Factory)
No. 1154 Evesham Road
Astwood Bank**
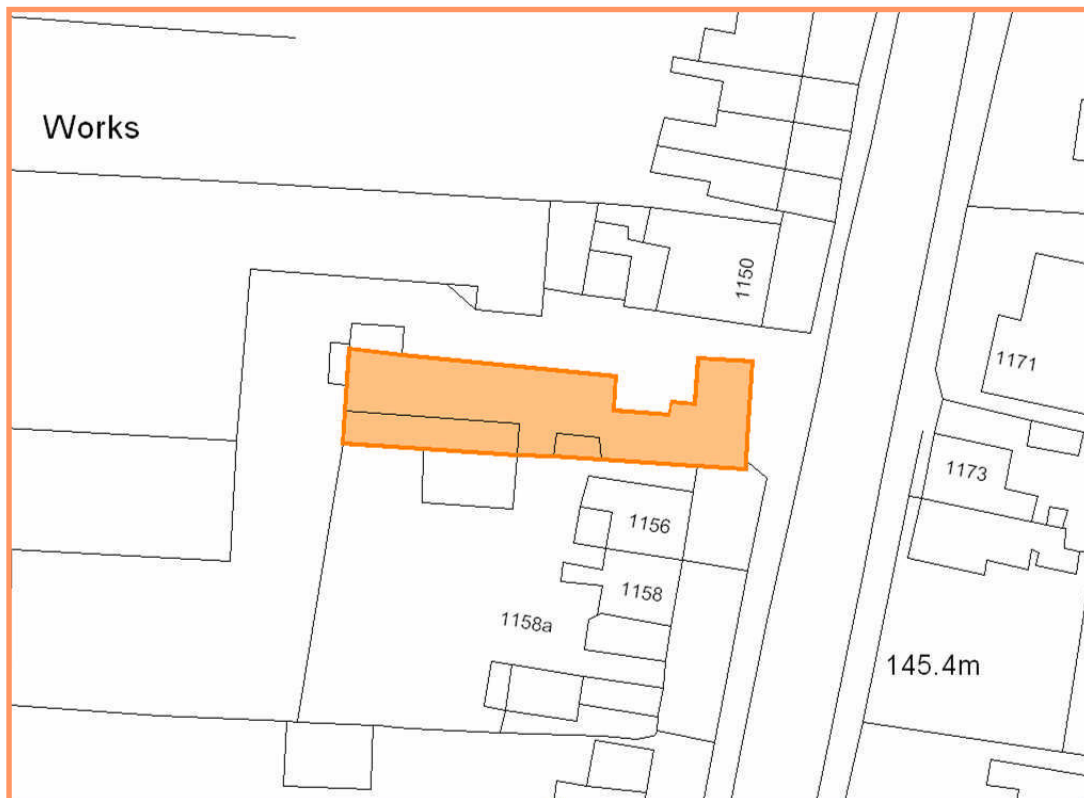
**Harry Taylor First School
Evesham Road, Crabbs Cross**

Grid Reference: SP

Description:

Board school 1876-7 by E.A.Day with additions of 1962 by Frederick Hill. Brick with stone and yellow brick dressings and plain tiled roofs. Single storey with yellow brick plinth and sill courses. Main south range has projecting end wings, central gable and porches, flat-roofed with parapets, set in the angles. Windows have stone hoodmoulds with returns. Originally they were all stone and mainly of stepped lancets, as on the north side, but those on the south front have been replaced with modern casements.
Porches retain their pointed arches and quoined surrounds. Plaque in central gable inscribed 'Crabbs Cross Board School 1877'.
South boundary defined by brick wall, railings and gateways.

Reason for inclusion:

Despite subsequent alteration, this Victorian school retains much of its original character, particularly in terms of its form and massing, and it makes a valuable contribution to the quality of the locality.

**Harry Taylor First School
Evesham Road, Crabbs Cross**
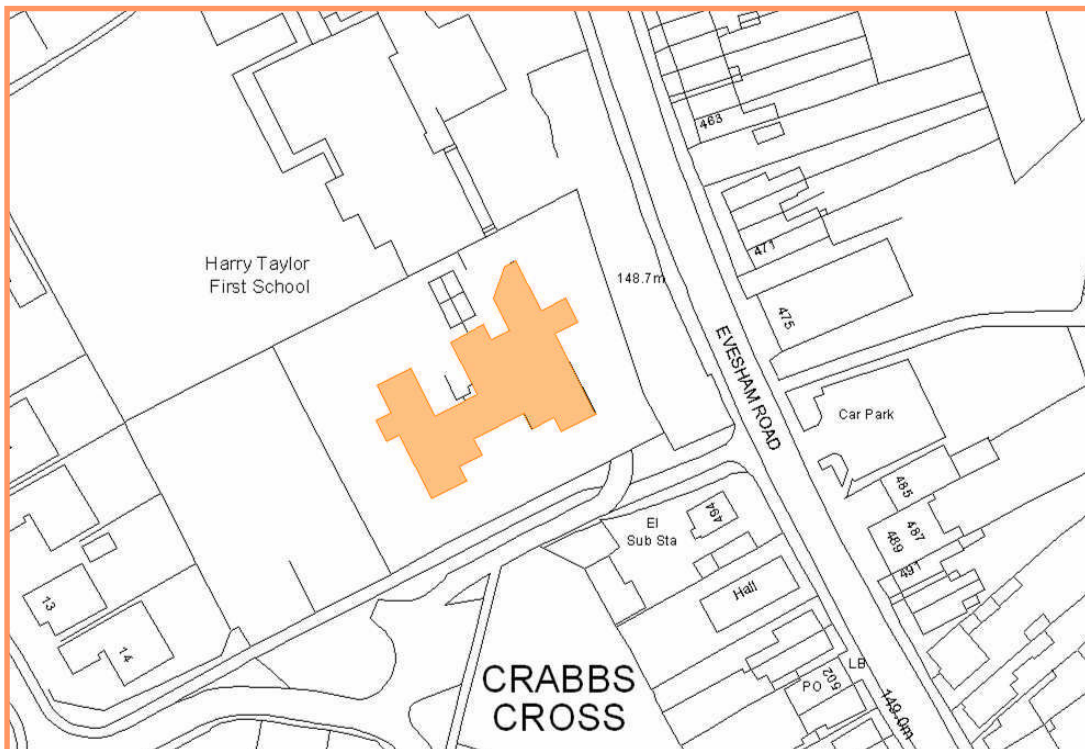
Cruise Hill Chapel, Ham Green

Grid Reference: SP

Description:

Chapel. Mid 19th century. Brick and slate. Two bays. Windows have segmental arches and metal latticed casements with central pivoting section. West entrance with hipped porch on timber posts and doorway with moulded surround. Interior has been gutted.

Reason for inclusion:

The chapel is part of the social history of the locality. It stands on a prominent site and its simple but striking form makes a positive contribution to its surroundings.

**Cruise Hill Chapel,
Ham Green**
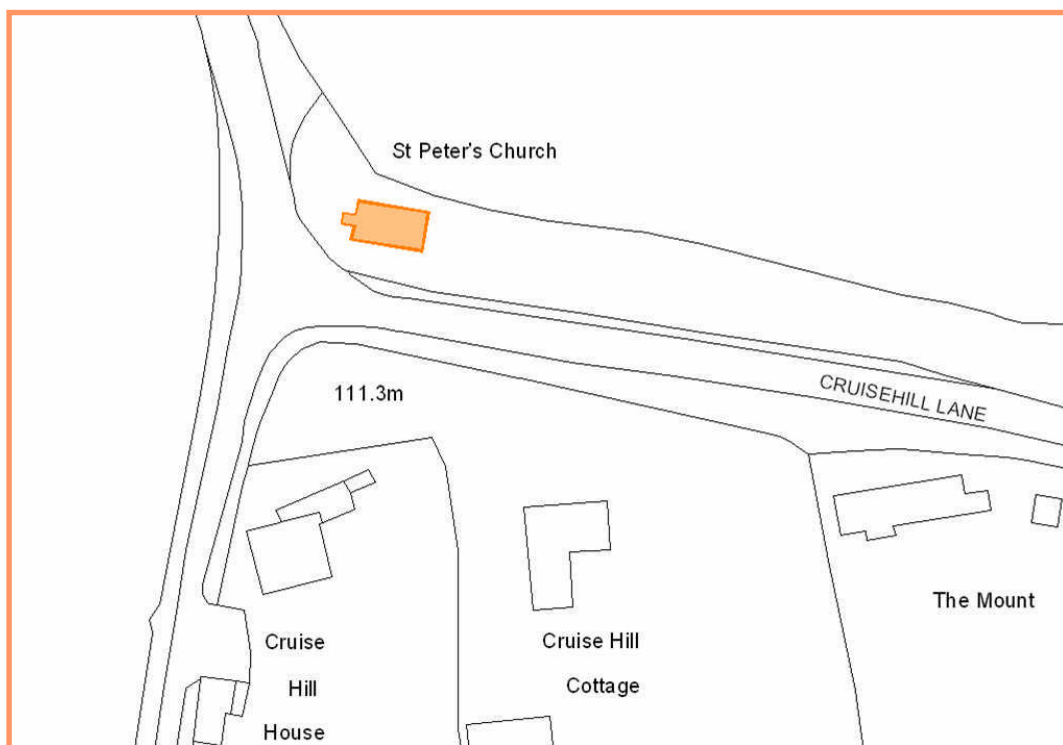
Pillar Box, Mount Pleasant (opposite The Black Horse Public House (q.v))

Grid Reference: SP

Description:

Pillar box. Early/mid 20th century. Columnar metal box with letters 'G R' beneath crown in relief on side.

Reason for inclusion:

Early pillar box in prominent location on Mount Pleasant. An interesting survival and a local landmark.

Pillar Box, Mount Pleasant (opposite The Black Horse Public House (q.v))
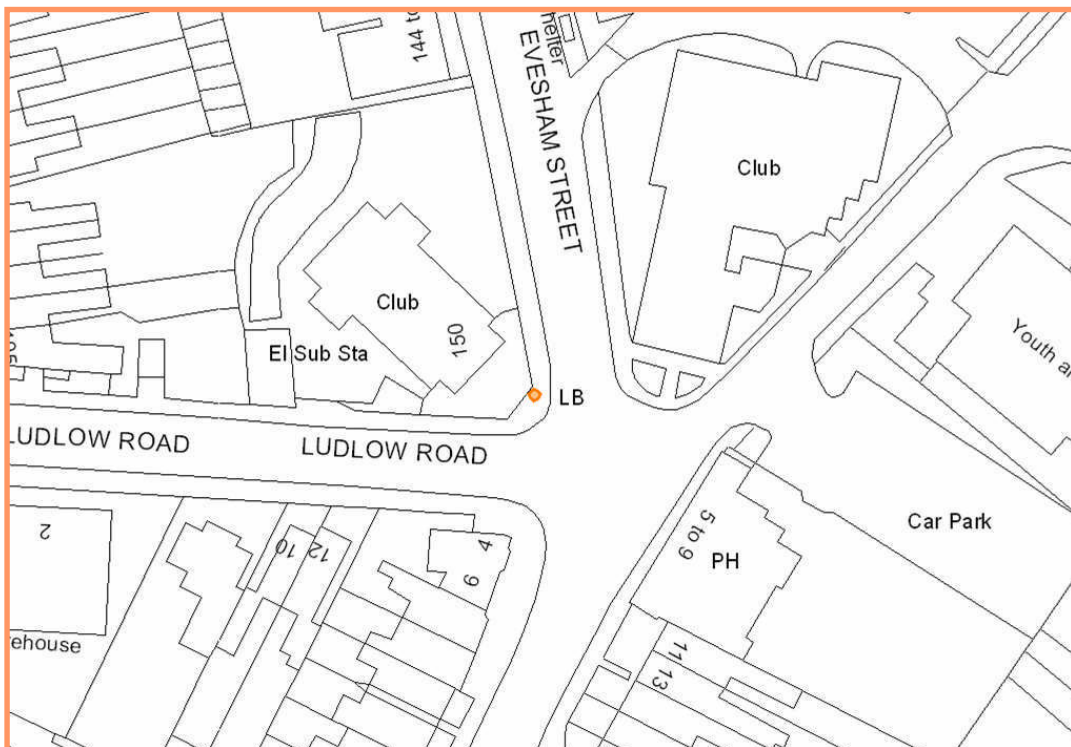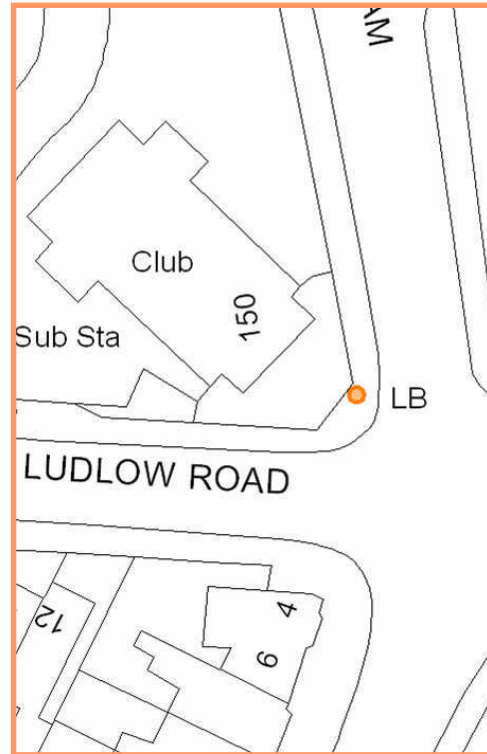
Southcrest Lodge Hotel
Pool Bank, Southcrest

Grid Reference: SP

Description:

House, now hotel. 1921 by F.W.B.Yorke for Charles Terry, the spring manufacturer. (see Millsborough House q.v.) Brick with hipped roof behind parapet and large ridge stack. Two storeys with three-course band at first-floor level. Five-bay front with central canted bay. Rusticated quoins to end bays and shaped parapet above with urn finials . Neo-Georgian style. All cross casements. Entrance in bay 5 has surround with segmental pediment, engaged columns and round archway. Pediment encloses wreath and foliated relief decoration with date of construction and initials 'CT' within wreath. Modern canopy now disfigures this entrance. 1970s extensions to sides.

Lodge survives of 1930 in grey brick on the Evesham Road.

Reason for inclusion:

Substantial interwar house within extensive landscaped wooded grounds by a local architect for an important local industrial figure that retains much of its original character, setting and integrity.

**Southcrest Lodge Hotel
Pool Bank, Southcrest**

10.02.2009
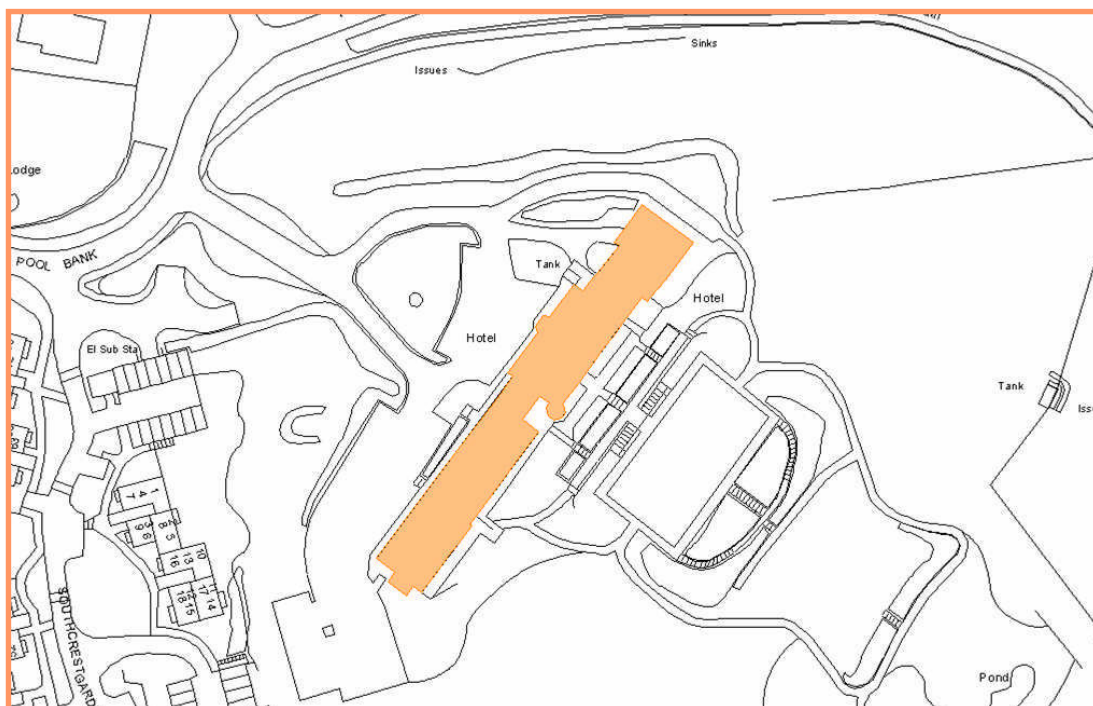
Feckenham First School
Swansbrook Lane, Feckenham

Grid Reference: SP

Description:

School 1857-9 by Henry Day with later alterations and additions Brick in English bond with stone dressings and tiled roofs with parapets at main gable ends. Large brick chimneys, with group at centre of main ridge. Part two storeys and attic, part single storey.

Unusual symmetrical composition with main range of four gabled bays, the central pair form the teachers' house with separate schoolrooms for boys and girls at each side and further classrooms to the rear. Windows have stone surrounds and ogee heads and are of mainly three stepped or paired lights. Loopholes in apex of central gables; trefoils in apex of outer gables. Single-storey entrance addition runs across front. Also cross-gabled porches at each end.

Reason for inclusion:

Victorian school of attractive and unusual design that retains much of its original character and integrity.

**Feckenham First School
Swansbrook Lane, Feckenham**
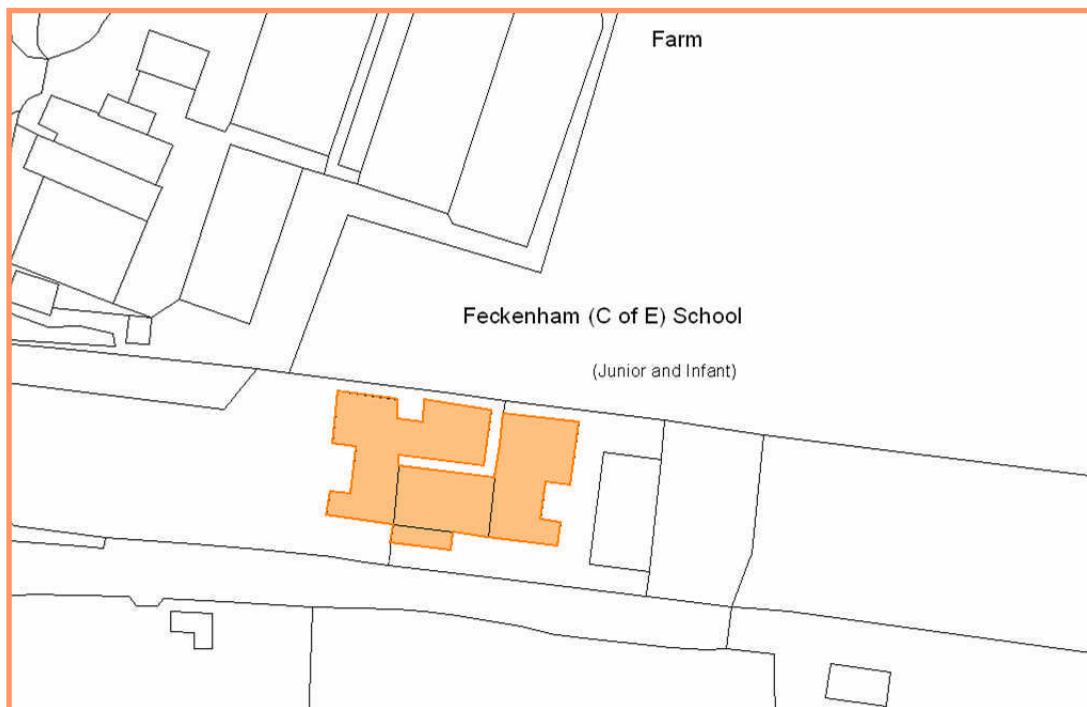
Sandycroft Wellbeing Centre
West Avenue, Smallwood

Grid Reference: SP

Description:

House, now community centre. Late 19th century built by the local contractor C.G.Huins for himself (c.f.Smallwood Almshouses q.v. and the Baptist Church q.v.). Brick with some decorative timberwork and stone dressings. Partly hipped plain tiled roof with bracketed eaves and large chimneys. Two storeys and attic. Irregular plan and fenestration. Windows have stone lintels and sills and are mainly sashes with some modern replacements. Main front has a first-floor oriel on moulded brackets. Narrow central porch wing has decorative timberwork above eaves level. Porch projects and has battlemented parapet, entrance with arched stone surround and side lights. Timber balcony to rear corner. Interior much altered but includes encaustic tile floor in hall.

Reason for inclusion:

A substantial Victorian house with a large garden that survives near to the town centre and is associated with a prominent local builder. Although much altered, it still includes some interesting architectural details and is an unusual example of its type in the locality.

Sandycroft Wellbeing Centre
West Avenue, Smallwood
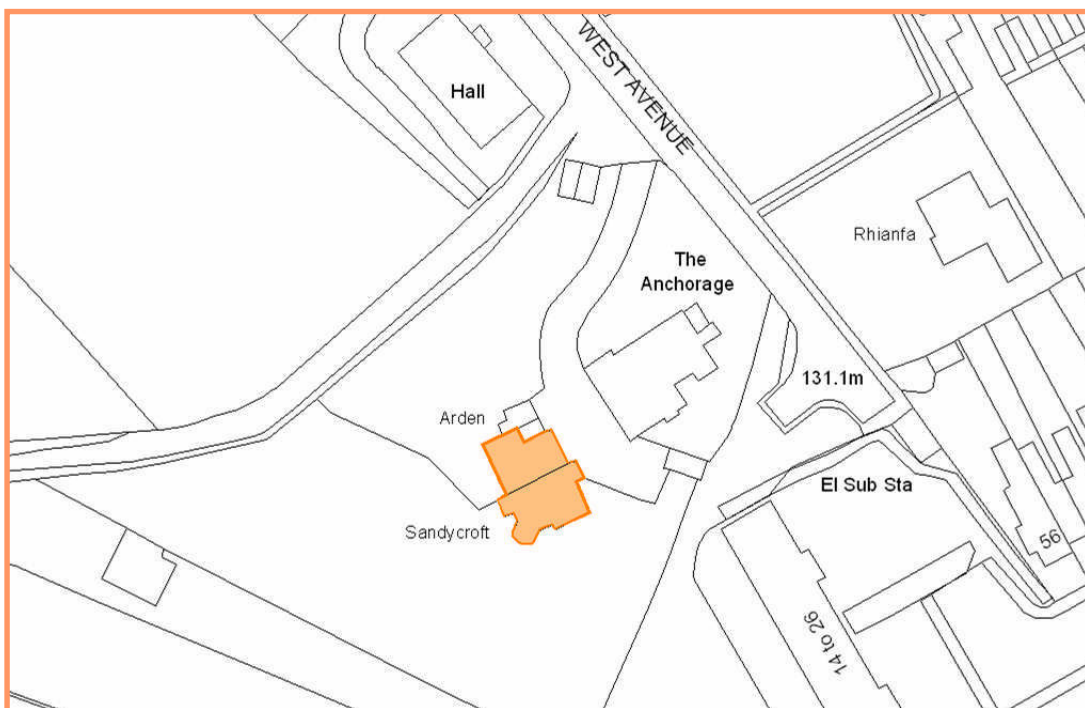
2.1 Recommendations to be Omitted

The Cedars
Cedar Park Road, Batchley

Grid Reference: SP 0357867874

Description:

Farmhouse, remodelled c.1840 for Samuel Allcock, the fishing-tackle manufacturer and converted to a nursing home mid 20th century with subsequent alterations and additions. Snecked sandstone and fishscale-tiled roofs with pierced and scalloped bargeboards and pendant finials at gable ends. Large grouped chimneystacks at sides and rear. Two storeys and attic. Irregular plan with multi-gabled frontage including shallow wings of different widths at ends. Windows have hoodmoulds with headstops and are mainly cross casements. Hipped bay windows to outer wings. Gabled porch to right of centre has entrance with four-centred arched head and hoodmould with shield in gable apex. Large modern extension at left end and single-storey modern extension to right. Converted outbuildings to rear.

Reason for omission:

Listed Grade II

**The Cedars
Cedar Park Road, Batchley**

04.02.2009

The Cedars
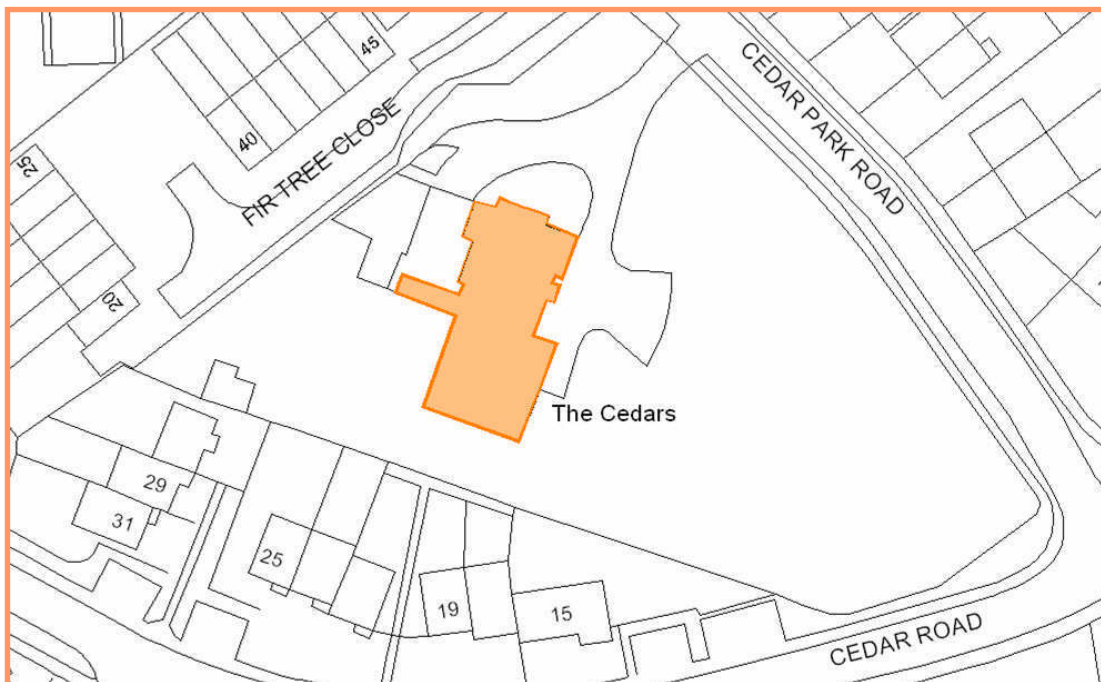
**Red Lion Public House
Enfield Road, Hunt End**

Grid Reference: SP

Description:

Public House with range of outbuildings. Mid 19th century. Brick and slate. Two storeys. Four-bay facade with replacement windows.

Reason for omission:

The main building is of no special architectural merit or townscape value and of a type fairly common to the locality. The outbuildings are quite extensive and may have served a former industrial purpose but are not of a sufficient quality or distinctive type to warrant inclusion.

Red Lion Public House
Enfield Road, Hunt End
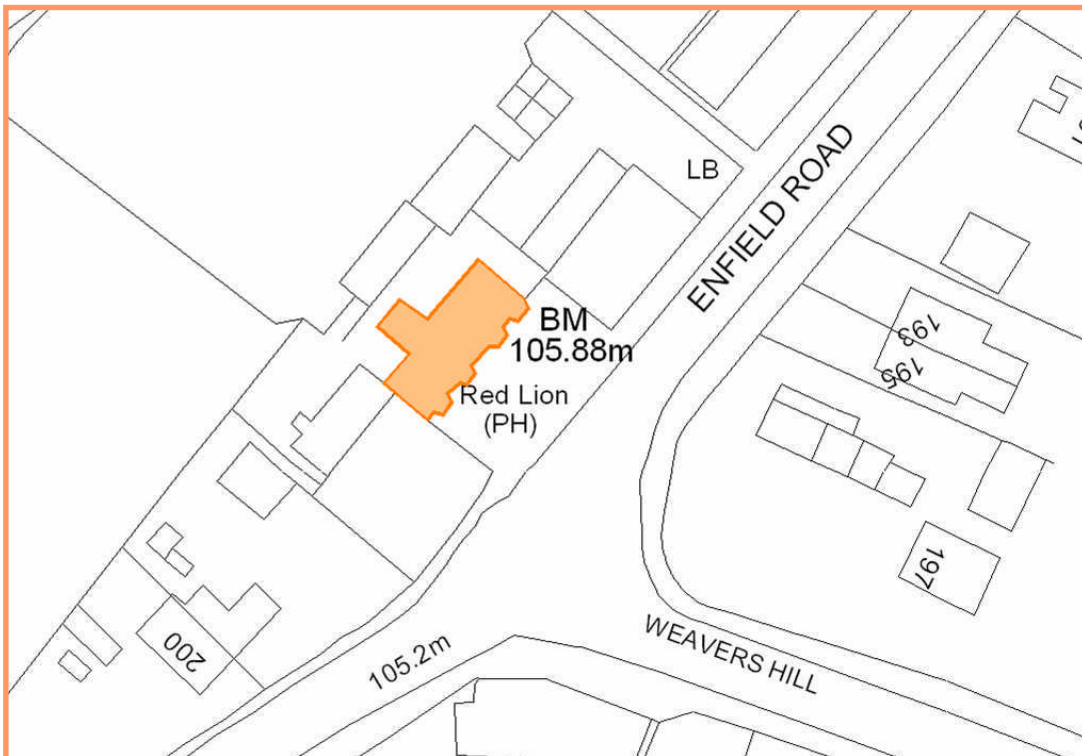
**Halford's Head Office
Icknield Street Drive, Washford**

Grid Reference: SP

Description:

Office block 1971 by Harper Fairley Associates. Concrete-faced. Four storeys.

Reason for omission:

The building is of no special architectural merit, displays no unusual technological innovation or virtuosity, and is of no particular townscape value.

Halford's Head Office
Icknield Street Drive, Washford
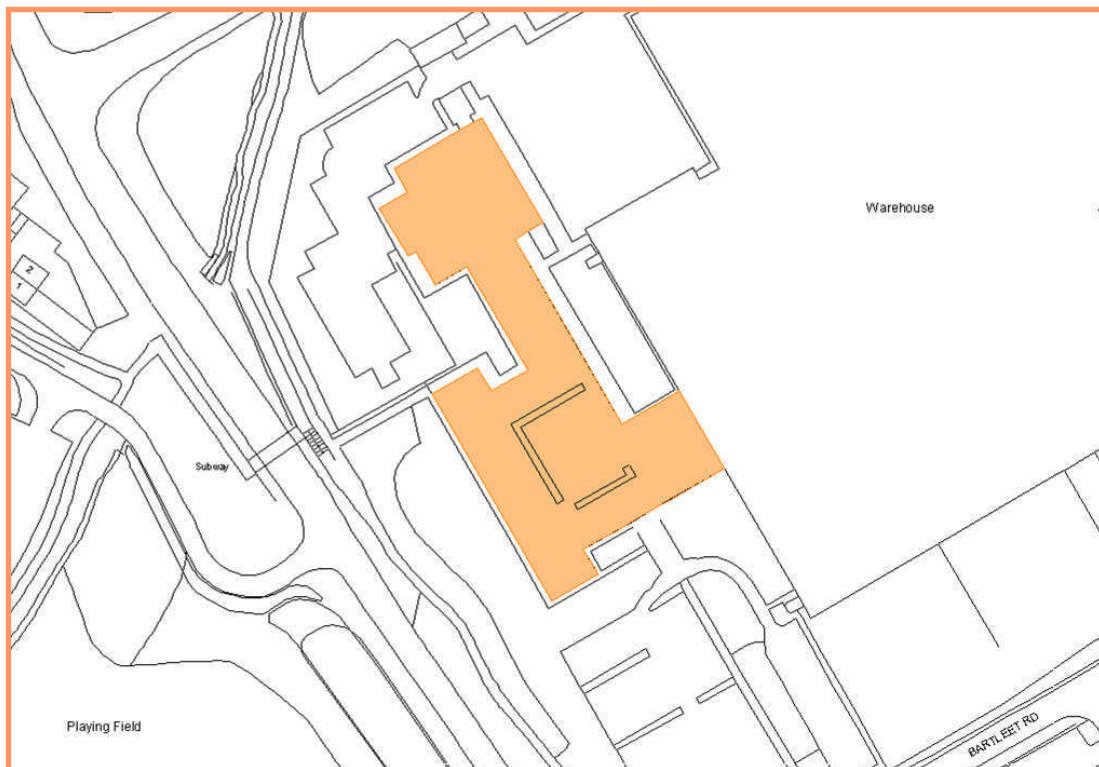
Ipsley House (GKN Corporate Centre) Ipsley Church Lane, Ipsley

Grid Reference: SP

Description:

Office block.1972-3 by the Harry Weedon Partnership. Brick and concrete-faced. Two and three storeys.

Reason for omission:

The building is of no special architectural merit, displays no unusual technological innovation or virtuosity, and is of no particular townscape value.

Ipsley House (GKN Corporate Centre) Ipsley Church Lane, Ipsley
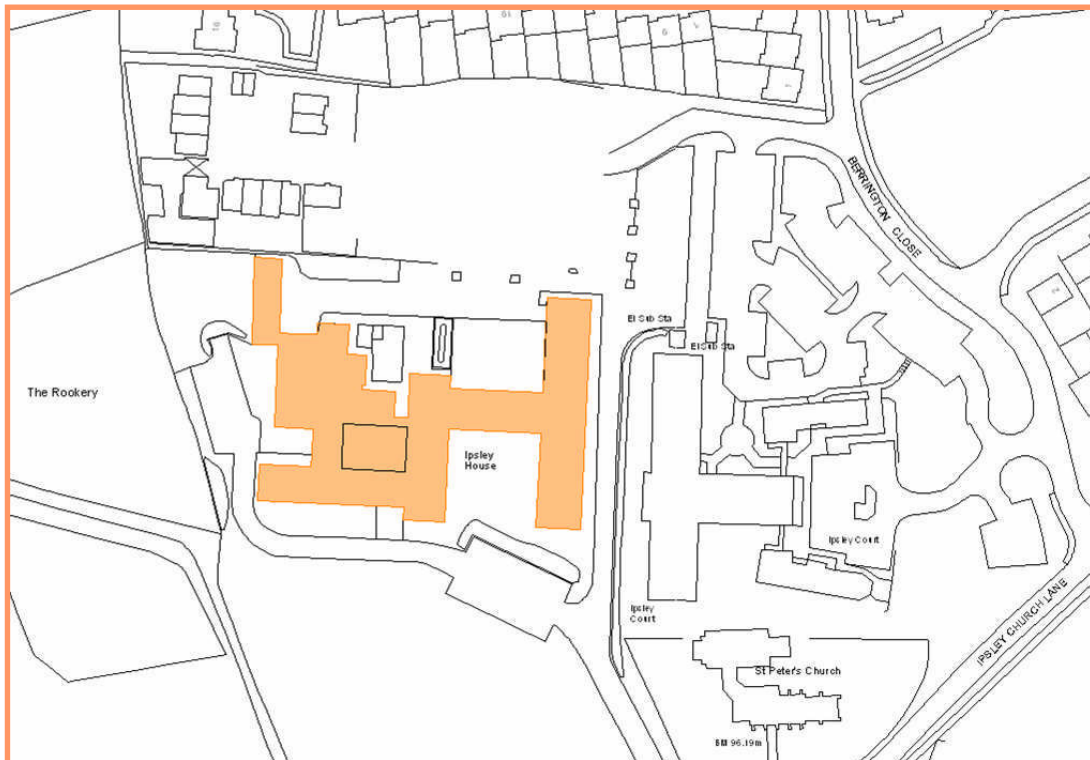
**Forge Mill Needle Museum
Needle Mill Lane**

Grid Reference: SP

Description:

Needle-scouring mill. c1730 on older site. Enlarged c.1828. Now a museum.

Reason for omission:

A scheduled Ancient Monument.

**Forge Mill Needle Museum
Needle Mill Lane**
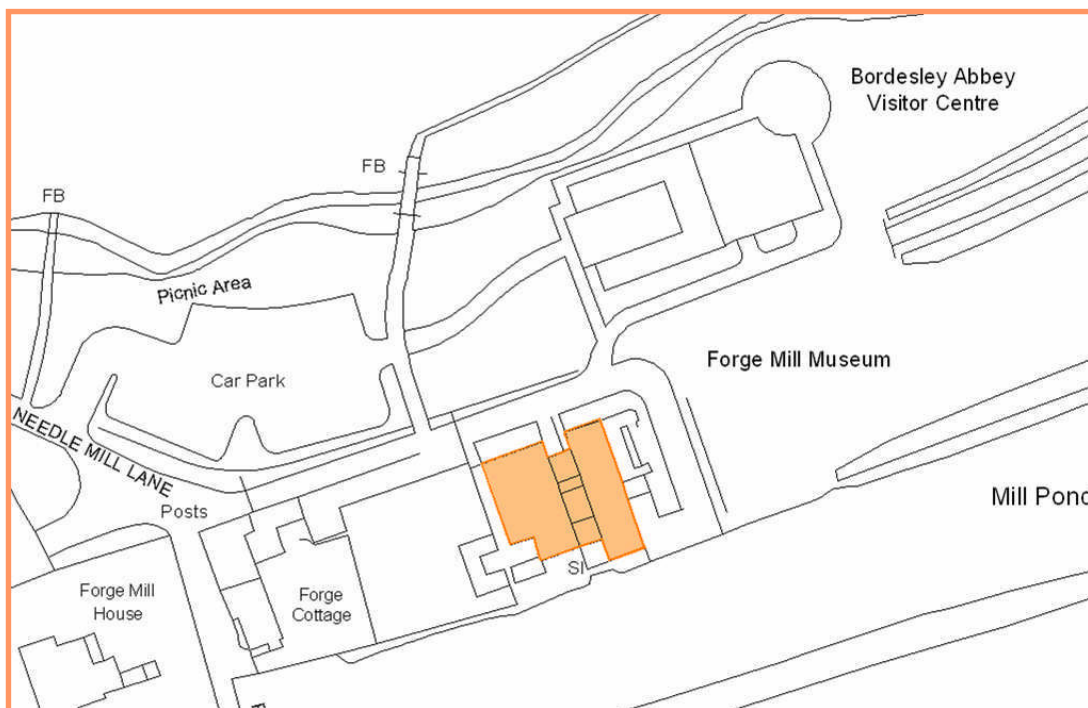
Executive
Committee

1 July 2009

CONSTITUTIONAL AMENDMENT AND PROPOSED MEMBER PROTOCOL FOR INVOLVEMENT IN PRE-APPLICATION DISCUSSIONS FOR PROPOSED DEVELOPMENTS IN THE BOROUGH

(Report of the Acting Head of Planning & Building Control)

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1. **Summary of Proposals**

To amend the Constitution and adopt a protocol for the engagement of Members in pre-application planning discussions and to provide a clarity and fairness to the process, making it accountable. This would operate in line with current good practice advice.

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2. **Recommendations**

The Committee is asked to RECOMMEND that

1) **the protocol and information at Appendix 1 be adopted for use and added to the Constitution's associated documents;**

2) **the implementation of the protocol be reviewed jointly by Officers and Members after 12 months;**

3) **training for all Members and Officers involved be provided; and**

4) **that the resultant amendments to the Constitution, proposed at Appendix 2, be adopted.**

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 Minimal additional resources would be required as the proposed procedures are an extension of the current Officer practice. These can be absorbed from within the existing budgets.

Legal

3.2 The proposals fall within the following legislative framework:

Town & Country Planning Act 1990 (as amended)
Planning & Compensation Act 1991 (as amended)
Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)

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Anti-social Behaviour Act 2003
Regulation of Investigatory Powers Act 2000
Human Rights Act 1998
Data Protection Act 1998
Freedom of Information Act 2000
Local Government Act 1980
Highways Act 1980

Policy

3.3 The Constitution would be altered and the protocol would be adopted as formal Council procedural policy, and would complement rather than conflict with any existing policy.

Risk

3.4 Providing that all advice to Members enshrined within the Constitution and Code of Conduct are adhered to, there are no additional risks perceived. Indeed the process could be improved by having Member involvement at an earlier stage.

Sustainability / Environmental Impact

3.5 Pre-application discussions include sustainability and environmental issues.

Report

4. Background

4.1 Members of the Council are currently not involved in pre-application discussions, however pre-application discussions without Members is normal practice. Pre-application discussions are generally carried out between Officers and agents acting on behalf of developers/landowners etc. The discussions relate to the specific site and development proposal in question, and seek advice (given without prejudice to the outcome of any subsequently submitted application) on the planning framework for the site, the likely acceptable uses, styles, designs etc for the site and the likelihood of gaining a favourable Officer recommendation on any future application. This allows for detailed matters such as design features and planning obligation requirements to be discussed and negotiated outside the time constraints of a submitted planning application, and for proposals to be re-designed, amended or altered in order to arrive at what Officers perceive to be the best possible solution for the site in the circumstances. Such discussions are led for the Council by the Development Control Case Officer, and usually there is a single point of contact in the planning agent for the developer, although other personnel are involved on both sides as appropriate. From a Council perspective, this can include

Executive
Committee

colleagues from teams such as landscape, legal, leisure, environmental health and others, as well as County Council colleagues. The information required in order to respond to requests for pre-application advice, and an indication of the service that this Council provides, can be found in the fees and charges leaflet that is available at planning reception and published on the Council website. This is as agreed by Members at executive committee and full council in December 2008.

4.2 The pre-application process can be formalised in a Planning Performance Agreement (PPA) in cases where the development proposals are very large and significant. These set out the stages of the discussion process, personnel involved, timescales and responsibilities, and agrees fees to be paid to the Council to go towards the costs incurred in advising. Procedural advice on these is published by the government agency ATLAS (Advisory Team for Large-scale Applications). To date, this Council has not been involved in a PPA.

4.3 Good practice guidance states that more should be achieved at the pre-application stage of the planning process. Initially, this related to large scale major developments, but as time has progressed it has begun to encompass much smaller schemes too, as well as controversial or unusual proposals.

4.4 Guidance includes a drive towards more and better community involvement, especially early on in the process, and the inclusion of Members as community representatives. Member engagement in the pre-application stage of the planning process has generally been cautioned or avoided in the past, however the more recent guidance suggests that this view should be revisited and reconsidered as part of the engagement of people within the planning process at all levels and stages.

4.5 There is a concern amongst some Members about the lack of involvement in and knowledge of the process of shaping their places, communities and spaces, at the pre-application stage. This includes concerns about lack of Member involvement in negotiations for Planning Obligation requirements.

4.6 There has also been a general concern amongst Members and planners relating to the perceived role of Members in the process, their matters of Interest and prejudice, especially when Members sit on a determining committee such as Planning Committee.

4.7 Developers and those acting on their behalf have also often expressed concern that even where they have engaged with Officers on a proposed development, if there has been no Member involvement there is a possibility that their proposals might be thwarted at the seemingly final hurdle of the Planning Committee

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meeting, once time and money has been put into the process of designing a proposal. Often in such cases, issues are raised by Members that could easily have been resolved if identified early in the process.

4.8 It is in response to these issues that this report has been compiled, following informal discussions at PAP.

5. <u>Key Issues</u>

<u>Transparency and clarity in terms of process</u>

5.1 It is important that if Members are to become more involved in the pre-application process, there is a clear framework for such involvement, so that there is accountability and fairness built in. This is necessary for all parties to the process, be they professionals, Officers, Members or other interested parties. The conduct of all those involved must also adhere to appropriate guidelines in order that the later stages of the process are not prejudiced.

5.2 It is intended that any protocol that is adopted would be for use by all Members, regardless of which ward they represent or on which committees they sit. It is also recommended that if a protocol is adopted, the Development Control Manager and Head of Planning and Building Control arrange for a training session for Members and Officers to ensure that the process is clearly understood and to answer any Member queries. It is suggested by Officers that such training would be a necessary prerequisite to Member involvement in pre-application discussions.

5.3 Guidance for Members engaging in pre-application discussions is available in a number of sources, and the documents noted at section 5 of appendix 1 are useful to refer to. In particular, reference could be made to 'Positive Engagement', which includes some handy hints and tips for Councillors.

<u>Proposed document for adoption</u>

5.4 The protocol to be found at Appendix 1 is proposed for adoption and subsequent implementation by Members and Officers. Its adoption would result in it being included in the Constitution's associated documents, as a matter of public record. The Protocol contains guidance on Member conduct.

5.5 Section 1 of Appendix 1 details the proposed criteria for Member involvement in pre-application discussions, which would be used to determine whether an enquiry is one where Members should be involved in discussions. This criteria allows for Member involvement in a significant number of applications. However, to continue to have a manageable process it is pointed out that the threshold for

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Member involvement and other issues will need to be reviewed after the system has been running for 12 months. This is covered by Recommendation 2 of this report.

5.6 Section 2 of Appendix 1 sets out a stage by stage procedure giving a sequence of events to be followed when requests for pre-application advice are received, in order that they can be dealt with consistently and fairly. Section 2 points out that pre-application meetings cannot be arranged around the availability of Members because of deadlines and the needs of applicants who are paying for the Service.

5.7 If a Member is approached for pre-application advice, then the contact details should be passed to the Development Control Manager for the enquiry to be dealt with as appropriate. Otherwise, enquiries will reach the Development Control team directly for processing.

5.8 When the Development Control Case Officer receives a case, they will produce a summary of the proposed development and use the checklist at Section 3 of Appendix 1 to establish who should be consulted. This will then be circulated to the identified parties to be involved in discussions.

5.9 Section 4 of Appendix 1 provides the key information for Members regarding the process, and how to engage within it. At Section 5 of Appendix 1, a list of reference material can also be found.

5.10 Section 5 of Appendix 1 refers to useful reading.

Timescales for implementation and review

5.11 In view of the need for training it is proposed at this stage that the new protocol comes into effect on 1 October 2009.

5.12 It is suggested that the protocol be implemented for an initial trial period, and that it is then reviewed after 12 months, in order to allow for ongoing monitoring and improvement.

5.13 If Members support Recommendation 1 and adopt this protocol, some minor alterations are required to the Constitution to prevent any contradictions from being introduced. Therefore Appendix 2 shows the proposed consequential changes to the Constitution.

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6. **Other Implications**

Asset Management	-	No perceived implications
Community Safety	-	This is a material consideration in the planning process, so needs no separate consideration here
Human Resources	-	No perceived implications
Social Exclusion	-	This is a material consideration in the planning process, so needs no separate consideration here.

7. **Lessons Learnt**

This is a new procedure which follows the advice and case studies of others. Therefore, whilst learning some lessons others will come from the proposed review, after which the protocol can be evaluated and changed if it is considered necessary.

8. **Background Papers**

See reference list at Section 5 of Appendix 1

9. **Consultation**

There has been no consultation other than with relevant Borough Council Officers.

10. **Author of Report**

The author of this report is Ailith Rutt (Development Control Manager), who can be contacted on extension 3374 (e-mail: ailith.rutt@redditchbc.gov.uk) for more information.

11. **Appendices**

Appendix 1 -   Proposed document for inclusion as a Constitution Associated Document.

Appendix 2   Proposed consequential changes to the Constitution.

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Appendix 1

Constitution Associated Document:
Member Protocol for Involvement in Pre-Application Discussions for Proposed Developments

Contents:

1. Criteria for Member involvement in pre-application discussions

2. Protocol for Member engagement in pre-application discussions

3. Officer checklist and summary information template

4. Guidance to Members on conduct

5. List of references

This document was considered by Executive Committee at their meeting on 1 July 2009 and then adopted by Full Council at its meeting on 10 August 2009, to be brought into use on 1 October 2009.

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Appendix 1

1. CRITERIA FOR MEMBER INVOLVEMENT IN PRE-APPLICATION PLANNING DISCUSSIONS

On sites where the following criteria apply, then there will be an offer made to relevant Members of Redditch Borough Council for involvement in pre-application discussions with Planning Officers in accordance with the protocol adopted by this Council, in accordance with the factors noted below:

1) All major applications, i.e. more than 10 dwelling or more than 1,000m^2 employment or retail use or any site more than 1ha.

2) Site allocated within Development Plan (current or emerging) for redevelopment; or;

3) Site with SPD relating to it; or;

4) Site where Members have requested involvement; or;

5) Site known to be controversial (to Head of Planning & Building Control or Development Control Manager); or;

6) As directed by Planning Advisory Panel (PAP); or;

7) As directed by Head of Planning & Building Control or Development Control Manager; or;

8) At the request of a Member when reasons given in writing to Development Control Manager or Head of Service.

The following Members will be notified of and invited to participate in discussions:

- Where any of the criteria above apply, the ward Members for the ward in which the site lies will be notified. If the site is in very close proximity to a ward boundary, ward Members for the adjacent ward shall also be notified and invited to participate in discussions. (The Head of Planning & Building Control or Development Control Manager will define 'very close proximity' on a case by case basis where necessary.)

In addition:

- Where criteria 2 or 3 apply, the Chair and Vice-Chair of Planning Committee and the Leader of the Council will also be notified.

- Where criteria 5 or 7 apply, senior Officers within the Planning team service will notify Members as it is considered appropriate.

- Where criteria 4, 6 or 8 apply, the Members' request should include any specific Members who they would like to be involved in discussions.

In general, where proposals fall below the thresholds noted above, Members will not be invited to participate in pre-application discussions.

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Constitution Associated Document:
Member Protocol for Involvement in Pre-application Discussions for Proposed Development
Redditch Borough Council

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2. **MEMBER PROTOCOL FOR INVOLVEMENT IN PRE-APPLICATION DISCUSSIONS FOR PROPOSED DEVELOPMENTS IN THE BOROUGH**

Either:
Officers receive pre-application enquiry and identify need for Member involvement (using criteria in Appendix Two)

Or:
Members are approached and pass on enquiry to Development Control Manager. If they specifically wish to be involved in discussions, or wish other Members to be involved, this should be raised with the DC Manager at this stage

Then:
1.   Development Control Manager allocates enquiry to an appropriate CASE OFFICER (CO)

2.   CO completes checklist (see Appendix 3) identifying all those who need to be involved in discussion, having regard to criteria at Appendix

3.   CO compiles short summary of development proposal details similar to example at Appendix 3

4.   CO circulates summary sheet to all those identified on checklist

5.   CO carries out site visit (it is recommended that Members to be involved in discussions also carry out a site visit. This can be co-ordinated by the case officer if appropriate)

6.   CO arranges meeting between all relevant parties (it is pointed out that meetings can not be arranged around members because of deadlines and the needs of applicants who are paying for the service).

7.   CO chairs and records meeting, as well as co-ordinating relevant correspondence, responses, consultations etc.

8.   Steps 6 & 7 are repeated as necessary until such time as the developer is advised that it seems appropriate for a planning application to be submitted

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3. **FORM FOR OFFICER COMPLETION TO IDENTIFY THOSE TO BE INVOLVED IN DISCUSSIONS AND SET OUT ITEMS TO INCLUDE IN THE SUMMARY OF PROPOSED DEVELOPMENT TO BE CIRCULATED TO ALL THOSE INVOLVED**

a) *Checklist of those to be involved:*

Internal Officers:
- ☐ Development Plans team
- ☐ Environmental Health team
- ☐ Biodiversity Officer
- ☐ Economic Development team
- ☐ Asset Management team (land drainage)
- ☐ Property Services team
- ☐ Housing Officers
- ☐ Countryside & Landscape Team

Internal Members:
- ☐ Chair of Planning Committee
- ☐ Vice-Chair of Planning Committee
- ☐ Leader of the Council
- ☐ Ward Members for this ward
- ☐ Ward Members for adjacent ward(s)
- ☐ All Members

Other colleagues:
- ☐ County Highway Network Control
- ☐ County Highway works team
- ☐ County Education
- ☐ County Walking/Cycling Strategy team

External bodies:
- ☐ Environment Agency
- ☐ Severn Trent Water
- ☐ English Heritage

Others:
Please specify...

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b)   *Summary of development proposal to include:*

- Site location

- Developer and agent, including indication of who is central point of contact

- Description of development proposal type and quantity (if known)

- Site plan, with outline proposals shown if known

- Written summary of reason for proposal, including any design/construction principles to be incorporated (e.g. green architecture, secured by design etc)

- Photographs and/or drawings of proposals

- Details of proposed access/parking arrangements

- Appropriate fee as per adopted fees and charges

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4. <u>GUIDANCE TO MEMBERS ON CONDUCT</u>

The conduct of all those involved in pre-application discussions must also adhere to appropriate guidelines in order that the later stages of the process are not prejudiced. Members will not be able to partake in discussions unless they have received training. Training will cover the following matters but this is not intended to be an exhaustive list of issues.

<u>Member participation and conduct</u>

Always have an Officer present
1.1. In terms of Member involvement, guidance is required in terms of how they may participate in the process, and what they may make comments upon. It is generally acceptable that they be party to pre-application discussions, **providing** that they ensure that an appropriate Planning Officer accompanies them, and that notes of the meeting are retained on the correct file. It is advisable for the Case Officer involved to chair meetings and lead discussions, allowing all parties, including Members, to participate as appropriate to the discussion.

Only make relevant, appropriate comments
1.2. When attending such discussions, Members should be careful to comment only on procedural matters, and general principles of acceptable or unacceptable development types and styles. Members should be fully acquainted with the contents of the Local Development Framework, in order that comments relating to broad principles of development are in accordance with the aims and objectives of the plan. It is also helpful for Members to be aware of any specific local issues and/or concerns, in order that they can be fed into the process early on. These matters can then be taken into consideration by developers when designing development schemes, as well as all relevant policy issues raised by Members and/or Officers.

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Avoid pre-disposition

1.3. Members should be careful to avoid comments relating to specific elements of a proposal, or to pass opinions on such things, especially if they are or could be Members of the Planning Committee that may subsequently determine a planning application for the proposed development.

Declare any prejudicial interests and do not participate

1.4. Members should be careful to declare at the outset of such discussions any interests that they may have, be it in relation to their capacity as ward member, or as a neighbour, or for other reasons. These should be documented on the file for future reference. Members should also be aware and take care in relation to both pre-disposition and pre-determination so as not to prejudice their position for the future.

Treat all discussions as confidential

1.5. Members should also have regard to the fact that pre-application planning discussions are always confidential (in order to preserve commercial confidentiality) and that information relating to proposed developments does not reach the public arena until either a planning application is submitted or the developers choose to engage the community in a consultation exercise. Therefore such matters should not be discussed openly or in public, and Officers will always take care to ensure that such records are kept in appropriate secure conditions.

Seek support from Officers if required

1.6. If in any doubt at any time regarding planning matters, Members should always contact the Head of Planning & Building Control or the Development Control Manager to seek further advice and assistance. It is always recommended that Members enquire first, in order that constituents, developers or other parties are not misled at any stage in relation to the adopted processes and procedures adhered to by this Council. Members should also be aware that failure to comply with adopted procedures could leave them open to scrutiny if this becomes apparent later.

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5. **LIST OF REFERENCES**

- ❖ Killian-Pretty Review and government response thereto
  http://www.communities.gov.uk/publications/planningandbuilding/killianprettysummary

  http://www.communities.gov.uk/documents/planningandbuilding/pdf/killianprettyresponse.pdf

- ❖ Constructive Talk – investing in pre-application discussions
  http://www.pas.gov.uk/pas/aio/39020

- ❖ Positive engagement in planning decisions
  http://www.acses.org.uk/public_file/filename/12/positive_engagement_v4__2_.pdf

- ❖ Councillor involvement in planning decisions
  http://www.communities.gov.uk/documents/planningandbuilding/pdf/153569.pdf

- ❖ Borough of Redditch Statement of Community Involvement (SCI)
  http://redditch.whub.org.uk/home/adopted_sci-2.pdf

- ❖ Open for business
  http://www.pas.gov.uk/pas/aio/41620

- ❖ Making your mind up – improving planning decision making
  http://www.pas.gov.uk/pas/aio/62452

- ❖ Probity in planning

- ❖ ACSeS Model Members Planning Code
  http://www.acses.org.uk/public_file/filename/8/ACSeS_Members_Planning_Code_update_draft_07_07.pdf

- ❖ Public involvement in development control process – a good practice guide
  http://www.lga.gov.uk/lga/aio/114364

- ❖ Member Code of Conduct

- ❖ Constitution

- ❖ ATLAS Guidance Note: Implementing PPAs
  http://www.atlasplanning.com/lib/liDownload/351/080404%20PPA%20Guidance%20Web%20Download.pdf?CFID=246636&CFTOKEN=99816479

- ❖ Fees leaflet:: Your planning services: how to make contact and what to expect
  http://redditch.whub.org.uk/home/draft_charging_leaflet_landscape_version_ar_041208_post_exec.doc

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❖ Report to Executive Committee 19 November 2008 regarding fees and charges for planning functions

❖ Report to Executive Committee 1 July 2009 regarding Protocol for Member involvement in pre-application discussions

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Proposed consequential changes to the Constitution

Reference to the additional Constitutional Associated Document will need to be added in the index list of Appendix 10 to the constitution

Reference to the document should be added to the Member Code of Conduct for Planning.

Agenda Item 12

REDDITCH BOROUGH COUNCIL

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All Wards

1 July 2009

REVIEW AND PROPOSED AMENDMENT OF LOCAL VALIDATION CHECKLIST

(Report of the Head of Planning & Building Control)

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1. **Summary of Proposals**

To improve the current version of the Local Validation Checklist and to clarify and publish additional guidance to support it.

To seek delegated authority for Officers to make minor amendments to the document over time as becomes necessary, either through changes to the planning system and its documentation/legislation or through a need for editing.

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2. **Recommendations**

The Committee is asked to RECOMMEND that

1) **the revised checklist at Appendix 1 be adopted for use from 1 September 2009 in replacement of that currently in circulation; and**

2) **authority be delegated to Officers to make minor alterations to the document as set out in the proposed framework at Appendix 2.**

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 The cost of producing this document has been met from within existing budgets, as will any ongoing costs associated with any future review or editing.

Legal

3.2 The following legislation provides a procedural mechanism for the document to be adopted and implemented:

3.3 Section 42 of the Planning & Compulsory Purchase Act 2004
Town and Country Planning (General Development Procedure) Order 1995

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3.4   Planning (Listed Buildings and Conservation Areas) Regulations 1990,

3.5   Town and Country Planning (General Development Procedure) (Amendment) Order 2008

3.6   Planning (Listed Buildings and Conservation Areas) (Amendment) Regulations 2008

Policy

3.7   The proposed requirements are informed by local and national planning policies in order to be pertinent to their usage.

Risk

3.8   When the document was originally adopted in 2008, there was a concern that more appeals against the non-determination of applications may be submitted, however this was considered to be of minimal risk, and would normally be dealt with through the written representations process, at lower cost than a hearing or inquiry would incur. However, no such appeals have been received since the adoption of the checklist, so this risk is considered to have reduced further.

Sustainability / Environmental

3.9   These issues are covered within the proposed document, and therefore need no further consideration here.

Report

4.   Background

4.1   The Local Validation Checklist is a list of items that will be required in support of an application in order that it can be registered, which is the first stage in considering and determining a planning application. These lists should be written, consulted on and adopted by Local Planning Authorities (LPAs) in order to improve the determination process by requiring that all the necessary items of information are submitted in order to ensure a proposed development complies

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with the locally adopted planning policy framework. This should be available for all parties at the start of the application process.

4.2   The legislation that supports such lists states that where information is missing, LPAs are able to withhold registration until they are available, thus reducing delays during the consideration of applications. (This does not, however, preclude requests for further information during an application's life if it is considered to be necessary.)

4.3   The intention of local requirements is to ensure that supporting information is pertinent to the special circumstances within the Borough or a specifically defined area within the Borough (e.g. a Conservation Area), in order that the quality of submissions and supporting information improves, thus enabling clearer and better decision making to occur locally.

4.4   Therefore, the key areas of concern to Members and Officers are reflected in the proposed local requirements. These include issues such as the Council Priorities, climate change and green architecture, cycle and walking routes and sustainability. The sensitivity of some of the areas of the Borough, such as Green Belt and rural areas are also highlighted.

4.5   In compiling the list, an awareness of local circumstances and sensitivities should be balanced with the consideration of reasonableness in terms of the planning process, and particularly in terms of not attaching overly onerous requirements to development proposals that are very minor in their nature.

4.6   There are no legal requirements to consult on the content of the Checklist, however the Council did carry out a five week consultation on the original document, prior to its adoption. Further, a discussion with stakeholders approximately six months after its introduction, to discover any weaknesses or concerns with it resulted in a range of issues being raised that needed to be addressed in the review process.

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4.7   Members are also reminded that there is a national list of
        documents that should be submitted in support of applications.
        In an attempt to simplify and clarify the process, these are also
        included in the proposed document in order to provide
        comprehensive advice under one cover.

5.   Key Issues

5.1   Following the introduction of the checklist last summer, it
        became clear to Officers and planning agents that the list was
        not very user-friendly, in that it had little in the way of
        explanatory text or context, and lacked advice on what certain
        requirements should contain. For example, where a heritage
        statement is required, there are no guidelines on what the
        statement should address or include. It was elements such as
        this that were raised at the time, discussions with stakeholders
        (Planning and Building Control Focus Group), where it was
        suggested that the list should be better structured.

        Clarification/format

5.2   The checklist document now proposed as a replacement is
        therefore longer, but aims to be in a clearer format and layout. It
        has an introductory section that explains how it should be used,
        and is laid out so that each section can be found more easily.
        Understanding which section an applicant should refer is also
        clearer, with an explanation of what each type of application is.
        Guidance is also provided at the back of the document on what
        should be included in supporting information documents such as
        a climate change statement or a heritage statement, to give
        applicants assistance when compiling applications. The
        national requirements are also included so that applicants and
        their agents have a full picture of what needs to be provided, not
        just the local information.

        Content

5.3   In terms of the content of the checklist, little has changed in
        principle, except that where some of the original consultees
        responded late, their comments have also now been taken into
        account. However, the order of the list of requirements has

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changed, so that the items are grouped together in a more logical sequence.

Additional information

5.4 The additional information provided relates partly to adding reference to the national checklist, partly to providing more explanatory text and mainly to the new guidance that can be found at the rear of the document.

Future changes

5.5 Such changes to presentation and minor alterations are proposed to be delegated to Officers to deal with in the future, however where more significant changes are required or proposed, these would still be reported to Members for endorsement.

5.6 Because the checklist requirements are designed to help applicants demonstrate that their applications comply with policy, it is possible that when policy changes, amendments will be required. In these cases Members will be informed of the necessary changes through an appropriate channel. For full details of the proposed delegated powers, see appendix two.

Publicity

5.7 Once Member adoption of the document has occurred, Officers intend to publicise its revision on the Council website, in order that maximum benefit can be obtained from the document.

6. **Other Implications**

Asset Management - No perceived implications

Community Safety - This is a material consideration in the planning process, so needs no separate consideration here as it has been taken into account in the compilation of the document

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Human Resources	-	No perceived implications.
Social Exclusion	-	This is a material consideration in the planning process, so needs no separate consideration here as it has been taken into account in the compilation of the document

7.   **Lessons Learnt**

7.1   It is important to make guidance on planning matters as clear as possible.

7.2   Further simple changes required are also now proposed to be covered by delegated Officer authority in order to prevent any minor issues needing to be reported back to this Committee.

8.   **Background Papers**

Report to Executive Committee meeting of 20 February 2008 seeking authority to consult on the draft Local Validation Checklist

Report to Executive Committee meeting of 2 April 2008 seeking adoption of proposed Local Validation Checklist

The validation of planning applications: Guidance for local planning authorities (CLG)

Circular 02/08 Standard Application Form & Validation

9.   **Consultation**

There has been no consultation other than with relevant Borough Council Officers on the document proposed here, however stakeholders were consulted in Autumn 2008 at the Planning Focus Group and their concerns with the current document sought, and the revised document seeks to address these.

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10. **Author of Report**

The author of this report is Ailith Rutt (Development Control Manager), who can be contacted on extension 3374 (e-mail: ailith.rutt@redditchbc.gov.uk) for more information.

11. **Appendices**

Appendix 1 - Proposed revised Local Validation Checklist

Appendix 2 - Proposed delegated authority for Officers to make minor changes to the adopted document

Redditch Borough Council
Planning Services

Local Validation Checklist

Advice and guidance on compiling and submitting planning and other related applications for the development or change of use of land

Revised and Adopted 1st September 2009

Contents

Please note that all contact details and web links were correct at publication. Redditch Borough Council takes no responsibility for any that become incorrect over time.

Section 1: Introduction and purpose of document

Following changes to planning legislation in April 2008 a national checklist was created to ensure that all planning applicants knew what information they would need to provide when submitting their applications to the local authority. These planning criteria were embedded into the Town and Country Planning (General Development Procedure) Order 1995 (as amended). Other explanatory and supporting information on the changes in the planning process can be found in circular 02/2008 (see reference list at the end of this document for details of where to find any supplementary documents).

Within these changes, there is also an opportunity for Local Planning Authorities (LPAs), such as Redditch Borough Council, to set their own local lists of requirements for validating applications to help applicants demonstrate that their development complies with planning policies.

The intention of the checklist is to make the planning process more transparent, and allow applicants and agents to check what information will be required in support of their applications. Applications will not be validated and registered until all the requirements of both the national **and** local checklists have been received. Applicants and agents should therefore be aware that if they have provided insufficient information, they will be asked for the remaining information prior to their application being registered. This should limit the number of times further information will be requested from the local authority in order to complete an application, thereby reducing delays in the application process.

The national checklist mainly refers to the plans required, but also reflects the requirement for a Design and Access Statement to accompany all applications, except those proposing only a change of use and no physical alterations; householder applications where the dwelling is neither statutorily listed nor in a Conservation Area and; applications for Lawful Development Certificates.

This document represents the local validation checklist for Redditch Borough. It has been organised into application type and provides a list of references for further information and guidance. It sets out the national requirements for different types of applications followed by the local requirements. There is also guidance on how to prepare supporting statements as well as a final checklist to ensure that each application is ready to be submitted

Where there are any queries or doubts regarding the requirements, or whether planning permission is required, applicants or their agents are recommended to contact the Development Control Team at the Council to clarify their position prior to submitting an application. (Contact details can be found in the reference section below.)

Section 2: National validation requirements

The following list details the national requirements for all types of planning applications. (See reference list for a link to the full version).

Application for planning permission (including householder consent)

A valid application for planning permission (including householder consent) would consist of:–
> (a) an application which complies with article 4E of the GDPO therefore:–
>> – is in writing (paper or electronic application), on a form published by the Secretary of State;
>> – includes the particulars specified or referred to in the form;
>> – is accompanied by a plan which identifies the land and any other plans and drawings necessary (drawn to an identified scale, with North marked on all plans); and
>> – three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically);
> (b) the Ownership Certificate as required by Article 7 of the GDPO;
> (c) the Agricultural Holdings Certificate as required by Article 7 of the GDPO;
> (d) Design and Access Statement (if required);
> (e) the particulars or evidence required by the authority under section 62(3) of the Town and Country Planning Act 1990 where these requirements have been published in advance of the application being made; and
> (f) the appropriate fee.

Application for approval of reserved matters

A valid application for approval of reserved matters would consist of:–
> (a) an application which complies with the requirements of Article 4 (approval of reserved matters) of the GDPO, and therefore:–
>> – is in writing (paper or electronic application) on a form published by the Secretary of State;
>> – contains sufficient information to enable the authority to identify the related outline planning permission;
>> – includes such particulars and such plans and drawings as are necessary for assessment of the reserved matters; and
>> – three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically); and
> (b) the appropriate fee.

Application for listed building consent or Conservation Area consent

A valid application for listed building consent or conservation area consent would consist of:–
>
> (a) an application which complies with Regulation 3(1) of the Planning (Listed Building and Conservation Areas) Regulations 1990 and therefore:–
>
> > – is in writing (paper or electronic application), on a form published by the Secretary of State;
> > – includes the particulars specified or referred to in the form;
> > – is accompanied by such plans, drawings and information as are necessary to describe the proposal (drawn to an identified metric scale, with North marked on all plans); and
> > – three copies of the form and accompanying documents (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically);
>
> (b) the Ownership Certificate as required by Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990;
> (c) the Design and Access Statement (if required); and
> (d) the particulars or evidence required by the local planning authority under section 10(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 where these requirements have been published in advance of the application being made.

Application for advertisement consent

A valid application for advertisement consent would consist of:–
>
> (a) an application which complies with Regulation 9 of the Town and Country
> Planning (Control of Advertisements) (England) Regulations 2007 and therefore:
>
> > – is in writing (paper or electronic application), on a form published by the Secretary of State;
> > – includes the particulars specified in the form;
> > – is accompanied by a plan which identifies the land to which the application relates drawn to an identified scale, identifies the location of the site by reference to at least two named roads, identifies the proposed position of the advertisement and shows the direction of North;
> > – three copies of the form and plan (or fewer copies if the local planning authority so indicates, or no copies if application is made electronically); and
>
> (b) the appropriate fee.

Application for a lawful development certificate

Article 24 of the GDPO states that an application for a certificate under section 191(1) or 192(1) shall:–

(a) be in writing (paper or electronic application), on a form published by the Secretary of State (or a form to substantially the same effect);
(b) include the particulars specified or referred to in that form;
(c) be accompanied by:–

(i) a plan drawn to an identified scale and showing the direction North, identifying the land to which the application relates;
(ii) such evidence verifying the information included in the application as the applicant can provide;
(iii) a statement setting out the applicant's interest in the land, the name and address of any other person known to the applicant to have an interest in the land and whether any such other person has been notified of the application; and
(iv) the appropriate fee.

Where an application for a certificate under section 192(1) of the Town and Country Planning Act 1990 is made in respect of Crown land, it shall, in addition to the documents required by paragraph (2), be accompanied by:–

(a) a statement that the application is made in respect of Crown land; and
(b) where the application is made by a person authorised in writing by the appropriate authority, a copy of that authorisation.

Article 24(7) of the GDPO gives the local planning authority power by notice in writing to require the applicant to provide such further information as may be specified to enable the authority to deal with the application.

Application for prior approval – Part 6 (agricultural buildings and extensions) of Schedule 2 of the GPDO

Paragraph A2(2)(ii) states that the application for prior approval shall be accompanied by:–

(a) a written description of the proposed development and the materials to be used;
(b) a plan indicating the site; and
(c) the appropriate fee.

Development may be undertaken if no notice of the local planning authority's decision is given within 28 days following the date of receiving the application.

Application for prior approval – Part 24 (development by telecommunications code system operators) of Schedule 2 of the GPDO

Paragraph A3(4) of the GPDO states that an application for prior approval shall be accompanied by:–
> (a) a written description of the proposed development;
> (b) a plan indicating the proposed location;
> (c) the appropriate fee;
> (d) where A3(1) applies, evidence that the requirements of that paragraph have been satisfied; and
> (e) where A3(2) applies, evidence that the Civil Aviation Authority or the Secretary of State for Defence or the aerodrome operator (as the case may be) has been notified of the proposal.

Development may be undertaken if no notice of the local planning authority's decision is given within 56 days following the date of receipt of the application.

Application for prior approval – Part 31 (demolition of buildings) of Schedule 2 of the GPDO

Paragraph A2(b)(ii) of the GPDO states that an application for prior approval shall be accompanied by:–
> (a) a written description of the proposed development;
> (b) a statement that a notice has been posted in accordance with subparagraph (iii); and
> (c) the appropriate fee.

Development may be undertaken if no notice of the local planning authority's decision is given within 28 days following the date of receiving the application.

Application for removal or variation of a condition following grant of planning permission (Section 73 or 73a of the Town and Country Planning Act 1990)

A valid application for removal of a condition following the grant of planning permission would consist of:–
> (a) an application which complies with article 4E of the GDPO and therefore:–
>> – is in writing (paper or electronic application), on a form published by the Secretary of State;
>> – includes the particulars specified or referred to in the form;
> (b) the Ownership Certificate as required by Article 7 of the GDPO;
> (c) the Agricultural Holdings Certificate as required by Article 7 of the GDPO;
> (d) the Design and Access Statement (if required);
> (e) the particulars or evidence required by the authority under section 62(3) of the Town and Country Planning Act 1990 where these requirements have been published in advance of the application being made; and
> (f) the appropriate fee.

Section 3: Redditch Borough Council Planning Local Validation Checklists

The document now refers to the local requirements set by Redditch Borough Council for submission and validation of planning applications. These checklists are listed by application type. Applicants need only refer to the relevant list for their proposed development.

Householder application for planning permission for works or extension to a dwelling

☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

☐ Climate change statement (see guidance below).

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

Householder application for planning permission for works or extension to a dwelling and Conservation Area consent for demolition in a Conservation Area

☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

☐ Climate change statement (see guidance below).

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

Householder application for planning permission for works or extension to a dwelling and Listed Building consent

☐ Where the proposed development is for an extension to a dwelling, a plan of a recognised metric scale showing the dwelling and its neighbours, and depicting a 45º and 60º line demonstrating compliance or otherwise with the adopted SPG – Encouraging Good Design. If the proposal does not fall within the line shown, a justification of the proposed development should be provided stating why the applicant believes the proposal not to be harmful to amenity.

☐ Where the proposal includes additional bedrooms, or alterations to the existing car parking layout/provision and/or access, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

☐ Where there are specific personal circumstances which the development is intended to accommodate, a planning statement detailing such requirements and how the proposal would meet these.

☐ Climate change statement (see guidance below).

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where a site lies outside a defined settlement, an assessment of the impact of the proposal on the landscape in which it sits.

☐ Statement detailing the features of the listed building that would be altered/lost as a result of the development and the resultant impact on the historic and architectural interest of the listed building.

Application for planning permission

☐ Site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a Heritage statement (see guidance below).

☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

☐ On sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

☐ For telecommunications development, all items required by the Supplementary information template completed (as set out in annex F of the Code of Best Practice on Mobile Phone Network Development).

Where the proposal is for more than 4 dwellings:

☐ Completed part one of the Planning Obligations Details form to be found at section 6 of this document.

☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

☐ Completed Planning Obligations Details form to be found at section six of this document.

☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for outline planning permission with some matters reserved

☐ Where layout is not reserved, a site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

☐ Where appearance is not reserved, streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a Heritage statement (see guidance below).

☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

☐ Where landscaping and/or appearance is not reserved, on sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

☐ Where design and appearance are not reserved and proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

Where the proposal is for more than four dwellings:

☐ Completed part one of the Planning Obligations Details form to be found at section 6 of this document.

☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

☐ Completed Planning Obligations Details form to be found at section six of this document.

☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for outline planning permission with all matters reserved

☐ For major applications (as defined in the BVPIs - where 10 or more new dwellings are proposed, or 1000m^2 of new floorspace) a planning statement (see guidance below).

☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below).

☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below) where possible.

☐ Statement of intent that the future detailed proposed will meet planning requirements of Secured by Design standards.

☐ For new non-residential development over 1000m^2, an economic statement (see guidance below).

☐ For development within defined town centres, evidence to support the proposal in terms of economic viability (see guidance below).

☐ For new retail development, a retail impact assessment in line with PPS6 (see reference below).

☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a heritage statement (see guidance below).

☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below).

☐ On sites where schools, hospitals or residential development are proposed, a preliminary contaminated land risk assessment (see guidance below).

☐ Where there is no mains drainage to the site, the Environment Agency foul drainage assessment form.

☐ For proposals for new B2 or B8 uses, a noise impact assessment (see guidance below).

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan).

☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development).

☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where the site contains or is covered by a TPO, a tree survey including proposed protection and mitigation measures.

Where the proposal is for more than four dwellings:

☐ Completed part one of the Planning Obligations Details form to be found at section six of this document.

☐ A written statement of intent to enter into a planning obligation, or a unilateral undertaking covering the necessary heads of terms.

Where the proposal is for more than 14 dwellings:

☐ Completed Planning Obligations Details form to be found at section six of this document.

☐ An open space assessment noting existing local provision, the amount required in connection with the proposed development, and proposals for achieving sufficient provision (see relevant SPD).

☐ A statement relating to the provision of affordable housing on the site and the progress that has been made towards partnership working with a Registered Social Landlord (RSL).

Application for planning permission and Conservation Area consent for demolition

Requirements as for planning permission, and in addition:

☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

☐ Site waste management plan.

☐ Statement detailing the method of removal and disposal of materials from the site.

Application for planning permission and Listed Building consent

Requirements as for planning permission, and in addition:

☐ Statement detailing the features of the listed building that would be altered/lost as a result of the development and the resultant impact on the historic and architectural interest of the listed building.

☐ Site waste management plan.

☐ Materials schedule to include colour, texture and dimensions of all proposed materials.

Application for planning permission and advertisement consent

Requirements as for planning permission, and in addition:

☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Conservation Area consent for demolition in a Conservation Area

☐ Statement detailing the positive (or otherwise) contribution to the Conservation Area of the building(s) to be demolished, and the impact that the proposed development would have on the character and appearance of the Conservation Area.

☐ Site waste management plan.

☐ Statement detailing the method of removal and disposal of materials from the site.

☐ Where the building(s) to be demolished is known, or likely, to have protected species roosting in it, a survey and mitigation measures for the loss of habitat.

☐ Planning statement assessing need and motivations for proposals, and impact once completed.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

Listed Building consent for alterations, extension or demolition of a listed building

☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

☐ Climate change statement (see guidance below).

☐ Heritage statement (see guidance below).

☐ Statement demonstrating how proposed development meets the requirements of Secured by Design standards.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Site waste management plan.

☐ Statement detailing the method of removal and disposal of materials from the site.

Application for advertisement consent

☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Listed Building consent for alterations, extension or demolition of a listed building and advertisement consent

☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

☐ A statement outlining whether any community involvement prior to submission has occurred, and if so, details of it, the responses received and resultant impact on the development proposal submission.

☐ Climate change statement (see guidance below).

☐ Heritage statement (see guidance below).

☐ Statement demonstrating how proposed development meets the requirements of Secured by Design standards.

☐ Where a tree protected by a TPO (Tree Preservation Order) lies within 10m of the proposed development, a statement detailing how any impacts would be minimised and any protection measures proposed.

☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Site waste management plan.

☐ Statement detailing the method of removal and disposal of materials from the site.

☐ Plan to a recognised metric scale with all highways from which the proposed advertisements would be visible to be annotated.

☐ Assessment of impacts of proposal on amenity and safety (see PPG19).

☐ Where illumination is proposed, plans, to a recognised metric scale, showing the design appearance and location of the lighting.

Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

☐ Copies of all relevant planning history decision notices, plans and committee reports relating to the site and its previously authorised uses.

☐ Proof of existence and length of time of operation.

☐ Plans, to a recognised metric scale, annotated to show which uses/operations are sought in which parts of the site.

☐ Dated photographs demonstrating the continuous use/operation for a period of at least ten years.

☐ Statement giving details and legal proof of use/operation specific to the site, to explain and support the application for a certificate.

☐ Where possible, sworn statements from at least two third parties corroborating the evidence submitted**.**

Application for a Lawful Development Certificate for a proposed use or development

☐ Relevant extract from GPDO.

☐ Clear statement of how proposal meets all criteria in the relevant extract of the legislation.

☐ Relevant plans (including elevations) to a recognised metric scale of existing and proposed situations on the whole site.

Application for prior notification of proposed agricultural development – proposed building

☐ Floor and elevation plans of existing and proposed situations to a recognised metric scale, and including annotations relating to uses.

☐ Landscape assessment (see guidance below).

Application for prior notification of proposed agricultural development - proposed road

☐ Planning statement.

☐ Landscape assessment (see guidance below).

Application for prior notification of proposed agricultural development - proposed excavation/deposit of waste material from the farm

☐ Planning statement.

☐ Landscape assessment.

☐ Site waste management plan.

Application for prior notification of proposed agricultural development - proposed fish tank

☐ Planning statement.

☐ Site waste management plan.

Application for prior notification of proposed development in respect of permitted development by electronic communications code operators

☐ Supplementary information template completed (as set out in annex F of the Code of Best Practice on Mobile Phone Network Development).

☐ Coverage plots showing existing coverage, coverage from proposed installation and complete coverage projected once proposed installation in place.

☐ Photograph of similar installation, with note of where taken, for illustrative purposes only.

Application for Hedgerow Removal Notice

□   Arboricultural statement.

□   Biodiversity survey and report.

□   Landscape assessment.

Application for prior notification – proposed demolition

☐ Biodiversity report.

☐ Landscape assessment.

☐ Planning statement.

☐ Arboricultural survey and any necessary mitigation measures.

☐ Statement demonstrating how proposed development meets planning requirements of Secured by Design standards.

Application for approval of reserved matters following outline approval

☐ For sites which include designated primarily open space or green belt, or are located within open countryside, a biodiversity survey and report (see guidance below) if more than 12 months since outline approved.

☐ For sites wholly or partly within flood zones 2 and 3, a sequential test and flood risk assessment in accordance with PPS25 (see guidance below).

☐ For sites wholly or partly within flood zone 1, and where drainage problems are noted in the SFRA, a flood risk assessment in accordance with PPS25 (see guidance below).

☐ Transport assessment (where development is greater than the size thresholds given in Policy C(T)3 of the Borough of Redditch Local Plan) unless this has been provided and agreed previously (e.g. in the outline or another reserved matters application).

☐ Travel plan (where the development proposed is for 10 or more dwellings or more than 1000m^2 of floorspace of non-residential development) unless this has been provided and agreed previously (e.g. in the outline or another reserved matters application).

☐ Climate change statement referring to both construction and occupation/use phases of development (see guidance below), unless only access is for consideration.

☐ Illustration of how the proposed development would link into cycle and walking routes in close proximity to the site, annotated on a plan showing the site and environs, to a recognised metric scale.

☐ All information required pre-commencement by condition attached to outline consent.

If layout is for consideration:

☐ Site layout plan of a recognised metric scale of at least 1:500 showing the parking provision for the dwelling following implementation of the proposed development. For current parking standards, refer to the Development Plan.

If appearance is for consideration:

☐ Streetscene elevations of all road frontages as proposed, to include at least one existing feature at either side of the development boundary, to a recognised metric scale.

☐ Where proposals include industrial processes or cooking facilities (including all changes of use to A3, A4 and A5 uses), a ventilation/extraction statement detailing the methods proposed, and including elevation and floor plans showing the proposed equipment.

☐ Completed version of the West Midlands sustainability checklist in relation to the proposed development (see reference below).

If layout or appearance is for consideration:

☐ Where a site lies within a Conservation Area, or includes a Listed Building, or is adjacent to either, a heritage statement (see guidance below).

If landscape, appearance, scale or layout is for consideration:

☐ On sites which are not wholly within a defined settlement, a landscape assessment detailing the impact of the development on its surroundings and landscaping details (see guidance below).

☐ Statement demonstrating how the proposed development meets planning requirements of Secured by Design standards.

Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

☐ Planning statement explaining the reason for requesting the amendment to the original consent. If variation rather than removal, state what is requested instead. Consideration of how this complies with the planning policy framework should also be included.

☐ Floor and elevation plans to a recognised metric scale where the amended or removed condition would result in changes to them.

Application for approval of details reserved by condition

☐ Statement detailing information required by the condition, and how it complies with relevant planning policy framework.

☐ Site plan to recognised metric scale, and if appropriate, denoting area of site to which proposal is relevant.

Section 4: List of reference materials

❖   For the national validation requirements, see Circular 02/2008 (Standard application form and validation) available via the Communities and Local Government website or directly at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/circularstandardvalidation.pdf

❖   Planning portal is the website where applications can be made electronically, and the source for forms if you prefer to print them off and send them in. It is available at:

http://www.planningportal.gov.uk/england/genpub/en/

❖   For further information on the West Midlands Sustainability Checklist see:

www.checklistwestmidlands.co.uk

❖   For national planning guidance, see the Department of Communities and Local Government Planning website:

http://www.communities.gov.uk/planningandbuilding/planning/

❖   For regional planning guidance, see the West Midlands Regional Assembly website:

www.wmra.gov.uk

❖   For planning guidance documents specific to Redditch Borough Council, including the Borough of Redditch Local Plan No.3 and SPDs (Supplementary Planning Documents) as well as emerging policy documents, see the Council website at:

http://redditch.whub.org.uk/home/rbc-planning-services-development_plans_team

NB The proposals map is also available on the website, and thus any site specific designations can be checked in this way.

❖   Another circular that may be of relevance:

Circular 04/2008 (Planning related fees):

http://www.communities.gov.uk/documents/planningandbuilding/pdf/10.pdf

❖   Design and access statements

The headings to be covered in these statements are as follows:
- Use
- Amount
- Layout
- Scale
- Landscaping
- Appearance
- Access

CABE publish a guide called 'Design and access statements: how to write, read and use them', which can be downloaded from their website. On the inside of the back cover there is a useful summary sheet of what should be covered under each of these headings.

http://www.cabe.org.uk/default.aspx?contentitemid=1334&field=browse_subject&term=Planning%20policy&type=2

or, to go direct to the pdf document follow this link:

http://www.cabe.org.uk/files/design-and-access-statements.pdf

❖   The Environment Agency foul drainage assessment form can be found at:

http://www.environment-agency.gov.uk/static/documents/Research/foul_drainage_form_1351186.doc

❖   DCLG useful links for planning:

http://www.communities.gov.uk/planningandbuilding/planning/linksdirectory/

❖   Code of Best Practice on Mobile Phone Network Development

http://www.communities.gov.uk/documents/planningandbuilding/pdf/codemobilenetwork.pdf

❖   Environmental impact assessments (EIA)

Check the relevant regulations for the thresholds beyond which an environmental impact assessment would be required, and if in doubt, seek a screening opinion from the Local Planning Authority.

Circular 02/1999 Environmental Impact Assessment:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/155958.pdf

Diagram for establishing whether an EIA is required:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/147585.pdf

EIA: A guide to procedures:
http://www.communities.gov.uk/publications/planningandbuilding/environmentalimpactassessment

If an EIA is required, you should follow the advice and guidance and prepare an EIA. If you submit an application without a necessary EIA when one is needed, then your application will be delayed while the EIA is requested and compiled.

❖   For further details relating to Secured by Design or other issues relating to minimising risk and fear of crime, please make contact in the first instance with:

PC Stan Baker
Crime Risk Manager
Bromsgrove Police Station
17 The Crescent
Bromsgrove
B60 2DF

❖   For further details, or to seek further advice and guidance, please contact the Development Control Team at:

Development Control Team
Planning Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

(01527) 64252 ext 3399

developmentcontrol@redditchbc.gov.uk

❖   Officer advice and assistance

Should you wish to seek further advice on whether your proposal requires permission or is likely to gain consent, you should take advantage of the low cost consultation service provided by the Development Control Team. The leaflet 'Your planning services: how to make contact and what to expect' is available from reception or online at:

http://redditch.whub.org.uk/home/draft_charging_leaflet_landscape_version_ar_041208_post_exec.doc

Section 5: Guidance on the content of supporting statements

The following guidance is provided to give an indication of the type of information and detail that will be required in any supporting statements and assessments, and to point applicants and their agents in the direction of other relevant guidance that may be useful in the preparation of these statements.

Planning Statement

A planning statement is designed to provide the background information to a proposal: almost the story so far….

It should explain the reason for the proposed use on the site, and refer to relevant planning policies, explaining how the proposed development meets the policy criteria and why it should be accepted (or make a reasoned justification for the proposal if it does not meet the criteria).

It should include information relating to any future management issues on the site, and how the operation/use proposed would be run. This can include information such as internal signage within the site resulting in a one-way system for vehicles, or how parking will be managed at shift change, for example.

It should also include outline information on the type of conditions that the applicant might consider acceptable, or information that the Council could use when writing conditions, for example the hours of use proposed.

Any circumstances peculiar to the proposed development, or the applicant, that affect the proposal should also be included.

If the proposed development is quite small in scale and nature, the planning statement can also contain all or some of the other information required in the checklist, but if this is the case, it is helpful to have the document subdivided with clear headings so that the various elements are easily identified.

See also the further reference material as noted in section four.

Economic Statement

Given the current consultation draft revision of PPS4 - Planning for Prosperous Economies, advice on economic statements is likely to go out of date rapidly. Therefore, rather than provide specific guidance here, applicants are advised to look at the consultation draft of PPS4, which can be found at:

http://www.communities.gov.uk/publications/planningandbuilding/consultationeconomicpps

Alternatively, applicants can seek advice from Development Control Officers during the pre-application process.

All applicants are reminded that the point of submitting the information is to demonstrate that the proposed development complies with the relevant policy criteria, so a statement addressing this subject is always appropriate.

See also the further reference material as noted in section four.

Climate Change Statement

Given the increased focus on climate change, the Borough Council has created a separate leaflet advising householders on implementing climate change measures into their proposals. This leaflet has therefore been included here to help applicants in preparing a climate change statement.

CLIMATE CHANGE
AND YOUR HOUSEHOLDER PROPOSAL

There is now a widespread consensus that confirms accelerated climate change is happening and human activities are the principle cause. Therefore, adapting to climate change is essential to ensuring our communities remain desirable places to live and work. Most of us are already adapting to climate change due to more public awareness that has influenced our lifestyles and even our purchasing choices. However, over 40 per cent of the UK's carbon dioxide emissions (which causes climate change) actually come from the things we do everyday, such as leaving lights on unnecessarily or overfilling the kettle; these waste energy and result in carbon dioxide emissions.

The UK is now committed to reducing carbon dioxide emissions by 20 per cent by 2020. Policy B(BE).19 of the Borough of Redditch Local Plan No.3 encourages climate change measures, and emerging policies under the West Midlands Regional Spatial Strategy (Preferred Option) take the requirement for these measures a step further. Given that climate change is a current, rather than a future issue it presents us all with significant opportunities to aim towards low carbon homes.
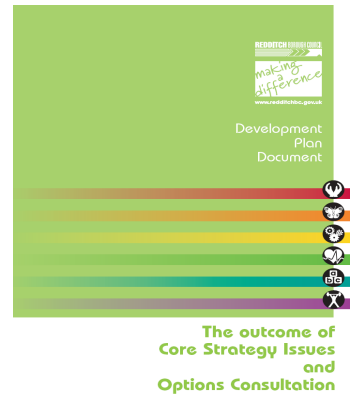
As part of the requirements of the local validation checklist, climate change measures need to be included as part of the planning application you submit for your extension or alterations.

While there is a lot of Government climate change guidance and recommendations available, most of it relates to new residential or commercial development. However, some of these measures could easily be incorporated within the design of the extension or alteration to your home, and enables you the opportunity to reduce the impact of your proposal on the environment.

With respect to Listed Buildings, and buildings within a Conservation Area, such measures could also be adapted in traditional buildings. Guidance is available from English Heritage. www.climatechangeandyourhome.org.uk

The following measures could be included in your home improvement and could be indicated on the plans you submit to the Council or could form part of your climate change statement:-

Reduction of carbon dioxide (CO₂) into the atmosphere from the operation of a dwelling and its services such as energy use for heating, hot water and lighting. There are now lots of opportunities to generate energy without increasing carbon dioxide. Examples include solar electric (photovoltaic) energy, solar thermal energy, and micro wind generation. Permitted development rights have been relaxed to enable you to install some of these facilities without the need for planning permission, however, please check with the Council for clarification.

Limit heat loss in the building fabric - Consider suitable thermal insulation of the construction of the extension or alteration. It is now possible to reduce energy use in a building to a point where almost no energy is used to heat the building concerned. www.passivhaus.org.uk

Further advice on this matter is also available at www.energysavingtrust.org.uk and includes information on potential grants.

Internal lighting - Use fixed dedicated energy efficient internal light fittings. Lighting accounts for around 10 to15 per cent of the average electricity bill so you could save £7 a year on your bill per bulb. There are also some high tech lighting systems available now that are motion sensitive and will either dim or switch off lighting if there is no movement in the room.

External lighting – Try to aim for solar lighting. There is a growing choice of products available in shops, DIY stores and garden centres. For security lighting aim for 150 watt bulbs with a PIR (passive infra red) with daylight cut off sensors.

Daylighting - At the early stages of the design, consider the size of proposed windows and the orientation of the extension or alteration to maximise natural light into the rooms and reduce the need for energy. The quality and quantity of natural light will depend on the size and position of windows and depth and shape of the rooms.

Drying space – Most extensions may include a utility room or kitchen that may incorporate a tumble dryer. Why not consider instead a space for drying washing naturally. Examples could be an internal space in a south facing location, perhaps next to a full length window, alternatively you could incorporate a covered area outside.

Energy labelled white goods - No doubt your alteration or extension is likely to involve the purchase of white goods: the larger domestic appliances that are used daily. Aim for energy efficient appliances with an A rating. These items can enable a potential saving of approximately £35 a year on electricity bills.

Internal / external water use – Reduce the consumption of water use in the house. Due to the variability in weather patterns, increasing both the risk of flooding and extended dry spells means water consumption is likely to become an increasing problem. Therefore, practical approaches to reduce water demand are essential. Use fixed fittings to reduce water use in toilets, taps and showers (eco friendly showerheads now available). Other reduction measures could include installing grey water or rain water collection and treatment systems to serve the toilet, shower or washing machine.

Also at the design stage of your proposal consider as to whether you *really* need to have additional toilet or shower facilities in your home.

Environmental impact of materials – Consider the use of materials with lower environmental impacts over their lifecycle in respect to the roof, external / internal walls, floors and windows. A useful link for more information on this matter is www.bre.co.uk/envprofiles

Responsible sourcing of basic building and finishing materials – This relates to the frame of the building, construction of floors, walls, foundations, stairs, windows, external and internal doors, skirts, panelling or fascias. This is based on the Brundtland definition of sustainable development whereby "development meets the needs of the present without compromising the ability of future generations to meet their own needs".

An example of this would be basic building materials with the FSC (Forest Stewardship Council) logo. The FSC enables you to buy forest products of all kinds with confidence that you are not contributing to global forest destruction. FSC certified forests are managed to ensure long term timber supplies, while protecting the environment.

Residential drives and management of surface water run off – This relates to delaying the discharge of rainfall to public sewers and watercourses that can cause localised flooding and pollution. The complete hard surfacing of a front / rear garden area with a non-porous material can cause localised flooding problems on a smaller scale.

Permitted development rights have now been amended to require planning permission for some hard surfacing at the front of the property. Therefore, porous materials such as gravel would be encouraged for drive areas. However, there are now new porous hard surfacing products available that could be used to reduce this impact.

Composting – This is the easiest, most effective and environmentally friendly way of recycling domestic organic waste. Orgainc waste in a landfill site degrades to form leachate (which can pollute water) and methane gas (which is a greenhouse gas). If the waste is composted it can be used in the garden as a conditioner and mulch as an alternative to peat-based compost.

This is only a brief guide to enable you to start thinking of ways to build what you want for your home without impacting on the environment. While some web links have been provided as part of this informnation leaflet, it is by no means an exhaustive and comprehensive list.

Any queries? Please contact:-
Development Control Team
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: (01527) 534062

Email:
developmentcontrol@redditchbc.gov.uk

For larger schemes, these same issues should be considered and addressed in the Climate Change Statement, but at a scale appropriate to the proposed development and in line with other policy guidance and industry standards such as the Code for Sustainable Homes and BREAM.

Heritage Statement

The principles of the planning system include recognising the importance of, and protecting, our heritage. This includes legislative requirements that we seek to preserve and/or enhance the character and appearance of designated Conservation Areas and that we recognise and protect the architectural and historic interest that results in buildings being included on the statutory list held by central government.

A Heritage Statement is required for the following applications:

- Listed Building Consent
- Applications within Conservation Areas
- Development affecting archaeological sites or Scheduled Ancient Monuments

A Heritage Statement should always include the following criteria, and any others relevant from the lists below:

- A design and access statement indicating if the site is within a World Heritage site or a designated conservation area, is adjacent to any scheduled ancient monument or listed building or new build development within an Area of Archaeological significance (see section four for guidance on design and access statements)
- Plans identifying both the proposed work (measured drawings of internal/external work) and historical features existing on/adjacent to the application site
- A location plan to place the building in context
- An analysis of the heritage asset and archaeology
- The history and character of the building/structure
- The principles of, and justification for, the proposed extension
- The impact on the historic environment i.e. how development would not detrimentally affect the existing building, structure or archaeological remains above or below ground
- Where significant ground disturbance occurs, a formal evaluation including trial trenching may be necessary as part of the heritage statement
- A copy of the County Historic Environment Record (HER) for the property (see below for contact details) which recognises the particular features of importance to be protected

For **Listed Building applications**, a Heritage Statement should include:

- A schedule of works to the listed building(s)
- An analysis/appraisal of the significance of archaeology, history, architecture and character of the building/structure and its relationship with the surrounding area
- The principles of, and justification for, the proposed works and their impact on the special character of the listed building or structure

- A summary of the building's setting and the setting of adjacent listed buildings may be required
- A structural survey and technical specification of the proposed works will be required in support of a Listed Building consent application

For development affecting **archaeological sites** or **Scheduled Ancient Monuments,** the heritage statement should also include:

- An archaeological appraisal of the site and surrounding area, including mitigation measures

Applicants should be aware that it is likely in these cases that a condition may be attached to any consent granted requiring that a programme of archaeological recording work and a written scheme of investigation on the site be submitted prior to the commencement of development.

For applications for **Conservation Area Consent**, a Heritage Statement should also include:

- A summary of the importance of the building and its setting within the Conservation Area, and how its loss would preserve or enhance the character and appearance of the Conservation Area

For further planning policy guidance on the historic environment, see PPG15 (Planning and the Historic Environment) and PPG 16 (Archaeology & Planning) which can be found at:

PPG15:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/142838.pdf

PPG16:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/156777.pdf

For applications relating to Conservation Areas, see also:

http://redditch.whub.org.uk/home/rbc-live-conservation

How to contact WCC for HER information

Worcestershire County Council hold and maintain the Historic Environment Record (HER) for the whole county, available for information purposes. For further details on any historic building, feature or site within the County, contact:

Historic Environment and Archaeology Service
Woodbury
UCW
Henwick Grove
Worcester
WR2 6AJ
Tel: (01905) 855455

Fax: (01905) 855035
e-mail: archaeology@worcestershire.gov.uk

Further details on the HER can be found at:

http://worcestershire.whub.org.uk/home/wccindex/wcc-arch/wcc-arch-about/wcc-arch-introher.htm

See also the further reference material as noted in section four.

Biodiversity Statement

Where a proposed development may have possible impacts on wildlife and biodiversity, information should be provided on:

- Existing biodiversity interests
- A full ecological site assessment report/protected species survey detailing any potential impacts of the proposal on the wildlife and biodiversity, to be completed by qualified ecologists and using recognised survey guidelines/methods. This survey assessment must show:

  - How alternative designs or locations have been considered
  - How adverse effects will be avoided where possible
  - How unavoidable impacts will be mitigated or reduced
  - How impacts that cannot be mitigated or avoided will be compensated
  - Long term maintenance/management measures to support proposals
  - An indication of whether there will be a net gain or loss of species numbers after the development
  - Protection of species during construction

- Plans illustrating the location, details/location of any significant wildlife habitats and species protected under the wildlife and countryside act 1981, the conservation (natural habitats) regulations 1994 or the protection of badgers act 1992
- Where development may affect protected species and require derogation, developers will be expected to provide evidence to justify that derogation with the application

In addition, proposals will be encouraged that will enhance, restore or add to features or habitats used by protected species, even where there are currently no such species present on site.

An application may not be valid until survey information is gathered at an optimum time of year, as species surveys are very weather dependent. Therefore surveys should be conducted in suitable weather conditions and at an appropriate time of year.

Exceptions when a full species survey and assessment is not necessary:

- The Local Planning Authority has stated in writing, following pre-application consultations that the above survey is not required as no protected species are present.
- However, the applicant must still provide evidence that no protected species are present on site and no harm will be caused. The applicant must provide a statement identifying that they are aware that it is a criminal offence to disturb or harm protected species should they be subsequently found or disturbed.

For further information on this subject area, see PPS9 (Biodiversity & Geological Conservation) at:
http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps9

See also the further reference material as noted in section four.

Contaminated Land Risk Assessment

Some sites (especially those that have been previously developed) have the potential to be contaminated and may pose a risk to current or future site occupiers, buildings on the site and to the environment. A contaminated land assessment may therefore be required. The level of information required as part of a land contamination assessment will vary depending on the known and/or suspected levels of contamination. For example:

- Where contamination is suspected, a desktop study will be required, involving an examination of available information, a walkover survey and assessment of the risks to human health and the environment. The need for further investigation may then be determined;

- Where contamination is known to exist, in addition to a desktop study, a site investigation survey will be required incorporating a site-specific human health and environmental risk assessment with a written remediation scheme to manage identified risks. The developer shall submit a completion report validating the remediation carried out; and

- If the proposed development is situated within 250 metres of a former landfill site, there will be a requirement for specific consideration of issues with ground gas.

Comprehensive information and guidance on how to undertake a contaminated land assessment and the information that must be submitted is available in Annexe 2 (Development on Land Affected by Contamination) of PPS 23: Planning and Pollution Control.

PPS23 can be found at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement23.pdf

For Annexe 2 specifically, go to:
http://www.communities.gov.uk/documents/planningandbuilding/pdf/pps2annex2.pdf

See also the further reference material as noted in section four.

Noise Assessment

Application proposals that raise issues of disturbance or are considered to be a noise sensitive development should be supported by a Noise Impact Assessment prepared by a suitably qualified acoustician. Further guidance is provided in PPG 24: Planning and Noise.

PPG24 can be found at:

http://www.communities.gov.uk/documents/planningandbuilding/pdf/156558.pdf

See also the further reference material as noted in section four.

Landscape Assessment

For larger development sites, a detailed landscape and visual impact statement will be required to accompany any planning application, whether outline or full details are submitted. This needs to demonstrate that a thorough, staged process has been followed to inform the design of the proposed development. This should include, in broad terms, a full assessment of the existing site, an analysis of the results that clearly define the constraints to developing the site, and then an assessment of the impact that the proposed development would have on these factors, which includes details of proposed mitigation and its effects.

For further, more detailed, advice applicants are advised to work with fully qualified, appropriate consultants to devise development proposals. For further detailed advice, a recommended text is noted at the end of this guidance.

It should be noted that the following advice and lists are not exhaustive, but indicative of the types of subject area which should be included in any assessment being carried out, and any other appropriate headings should also be included relating to other related elements on the site.

Stage one: Assessment of the existing site (baseline survey)

A baseline survey should be carried out to inform the entire development design process. This should be in two parts, landscape and visual elements.

1   Landscape assessment:
Desktop study

This should clearly define the area of study, and then look at appropriate issues such as landform, land cover and land use, existing built form on the site, in order to define character areas within the site. Other issues which also need examination include special values (e.g. designations, habitats present) and special interest (e.g. historic, geological etc). Perceptions of local value are also crucial considerations in the design of new large development.

Field survey

This should include full details of the existing vegetation on site, its condition and its visual impact and value. Landscape receptors (landscape elements that would be affected by development) including topographical, geological, drainage features, woodland/hedgerows, land use, boundaries, artefacts, stream corridors, built elements (not only buildings), surfacing, landscape characteristics (patterns, scenic quality, sense of place, tranquillity/wilderness elements) should all be identified and included in the baseline analysis.

Other elements that should be included within the baseline study include:
- The condition of the landscape, and the quality of its maintenance (NB poorly maintained or low quality landscapes can be highly valued).
- The potential contribution of the existing landscape elements to restoration/enhancement.

- The physical views of the public who would be affected by the proposals, to include residents, those working in the area and those travelling through, and the likely impacts of the proposed development on them.

2   Visual assessment:
An indication of the distance from the site where the views are to be considered from, with a reasoned justification as to why it has been chosen, should inform the study. This should be agreed with the LPA as early as possible within the process.

Desktop study
The nature, visual amenity and visibility of the development site need to be considered. This should include a topographical analysis. A zone of visual influence (ZVI) should be delineated and the principal viewpoints identified, as well as the sensitivity of the viewers.

Field survey
A photographic record of the site, photographs of, and from, the ZVI, and information of the landscape, land form and other influences on views should all be collated, together with any other notable elements and/or impacts.

Stage two: Analysis of existing site and definition of constraints to development

These can be presented as the findings of the first stage of the process.

These should include:
- Map showing character areas
- Photographic evidence of the appearance of the site
- Representative views
- A key issues plan
- Detailed constraints plan
- Baseline summary plan

This information should all lead to an understanding of whether the site is able to support the proposed development, through the next stages of the process.

Stage three: Assessment of impact of proposed development on site characteristics

This stage should include the identification and assessment of the landscape and visual impacts.

The baseline analysis should demonstrate the value and importance of what has been shown to exist on the site.

Enhancement potential:

- Impacts of development
- Mitigation measures

- Magnitude and significance of impacts and effects
- Residual effects and likely success of mitigation (Sources of effects, timings, land management changes)
- Identify whether effects are positive or negative, including cumulatively
- Identify whether effects are short term, long term, temporary etc
- Identify the effects of the changing patterns of use
- Cumulative impacts

Stage four: Proposed mitigation and its effect on the proposed development

Mitigation measures should include avoidance (through location and design of development), relocation, remediation and compensation. These will then inform a further assessment of whether the site can accommodate the proposed development without resulting in unacceptable harm. This should include a summary of:

- The existing land use
- The pattern and scale of the existing site and the changes proposed
- Enclosure and views
- Scope for mitigation in character with the context of the site
- Value placed on landscape
- Transient and static views
- Expectation of viewers
- Effect of season
- Scale and magnitude of effects, timing and options

Stage five: Presentation of results

This must include a clear methodology and reasoned values for the judgements within the analysis.

The findings to be presented include:

- Non-technical summary
- Objectives of the study
- Responsibilities
- Methodology
- Analysis and conclusion
- Information about the authors of the report
- Clear use of visual representation methods to demonstrate the findings (e.g. 3D visualisations, photomontages, mapping, diagrams)

A list of all documents referred to should also be appended, and should include any Local Planning Authority context documents (such as area action plans or development briefs), relevant planning policy guidance, relevant professional guidance.

<u>Text book reference:</u>

"Guidelines for Landscape and Visual Impact Assessment", 2nd Edition, published by Spons (ISBN 0-415-23185-X)

See also the further reference material as noted in section four.

Flood Risk Assessment (FRA)

When a FRA is needed

Where a site lies within flood zone two or three, a FRA is required to support the proposed development.

How to check whether your site lies in a flood zone one, two or three

There is a substantial quantity of advice on the Environment Agency website regarding FRAs, and when they are required and what they should include. This information can be accessed at:

http://www.environment-agency.gov.uk/research/planning/93498.aspx

For further information see PPS25 Development and Flood Risk and the Associated Practice Guide at:

http://www.communities.gov.uk/planningandbuilding/planning/planningpolicyguidance/planningpolicystatements/planningpolicystatements/pps25/

Appendix C of the practice guide gives a form for completion and submission with applications where a FRA is required.

See also the further reference material as noted in section four.

Section 6: Planning obligations details form

This form should be submitted where indicated in the checklists at section three, and the thresholds for requiring one include:

- Development where five or more dwellings are proposed

For non-residential development proposals, advice should be sought from officers through the pre-application process on whether there are likely to be any obligations associated with the proposal.

This form should be completed as far as possible prior to the submission of an application, and then will be completed by the case officer during the application process. However, it is anticipated that where this form is required, and particularly on schemes of 15 or more dwellings, that pre-application discussions would have been held between applicants (or their agents) and Council planning case officers in order to agree these details, at least in general, prior to the submission of an application. (For more details of this service, see section four.)

GENERAL INFORMATION

Proposal: (Full/Outline/Reserved Matters)	Site Address:

Parties to agreement and representatives (including mortgagees):	
Developer to prepare first draft?	Yes / **No** (If yes, give reason)

Developer to pay Council's legal costs for the signing of the agreement?	**Yes** / No
	(If no, give reason)

DEVELOPMENT WITH FIVE OR MORE DWELLINGS

Obligations

Payment of Monies?	Yes / No	**Due date**	
Education:	£		
Community Facilities (specify):	£		
Play/Sports Facilities:	£		
Highway Improvements:	£		
Other (specify):	£		
Land Transfer:	Yes / No	Description of land	Commuted sum £

DEVELOPMENT WITH 15 OR MORE DWELLINGS

Obligations

Payment of Monies?	Yes / No	**Due date**
Education:	£	
Community Facilities (specify):	£	
Play/Sports Facilities:	£	
Highway Improvements:	£	
Other (specify):	£	

Land Transfer:	Yes / No	Description of land	Commuted sum £
Social Housing :	Yes / No		
Number of units:			
On-Site/Off-Site:			
When to be provided?			
Who is to provide?			

OTHER COMMERCIAL DEVELOPMENTS

Obligations

Payment of Monies?	Yes / No	**Due date**
Education:	£	
Community Facilities (specify):	£	
Highway Improvements:	£	
Other (specify):	£	

Section 7: Final checklist to ensure that all information has been compiled ready for the submission of an application

Stage 1:

Have you identified the type of development proposed and therefore the type of application required?

Stage 2:

Have you compiled all the information and documents required under the national validation requirements for your particular application type, as set out in Section two?

Stage 3:

Have you compiled all the information and documents required under the local validation checklist for your particular application type, as set out at Section 3 above?

Stage 4:

If your development is very large (over 200 dwellings, over 0.5ha site area or over 1000m^2 of new floorspace), have you checked whether an Environmental Impact Assessment is required?

Stage 5:

If you are not submitting electronically, have you got the right number of copies of each document, plan and form?

Stage 6:

If the answer to all the questions above is yes, then submit the application to Redditch Borough Council Development Control Team.

Please note:

Submissions can be made electronically via the Planning Portal, or delivered on paper. Either way, the application forms will need to be downloaded from the Planning Portal.

NB The Climate Change guidance in section five and the form at section six can each be downloaded separately for use and reference from the Council website.

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Appendix 2

PROPOSED DELEGATED AUTHORITY FOR OFFICERS TO MAKE MINOR CHANGES TO THE ADOPTED DOCUMENT

Local Validation Checklist

All variations, amendments, deletions and additions made to the Local Validation Checklist document on behalf of the Local Planning Authority within the list of Planning and Associated legislation/regulations, are considered to fall within the delegation scheme and will be enacted by Officers unless it meets any of the following criteria:-

(HP&BC)

1.   New requirements not previously included

2.   New supporting advice documents not previously included

3.   Changes required to be made as a result of changes to legislation or national/local planning policy.

4.   A Member makes a written request for a change to be considered by the Executive Committee

5.   Planning Advisory Panel (PAP) requests that proposed changes be reported to Executive Committee

All proposed changes will be subject to ratification by PAP in order for an opportunity of referral to exist under criteria 4 or 5 above.

Criteria 4 also allows any Member to request a change to the document at any time, which Officers would then report on to PAP.

References to PAP shall include any subsequent incarnations of the group.

Agenda Item 13

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Executive

No Direct Ward Relevance

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1 July 2009

SCHEME OF DELEGATION TO OFFICERS - PLANNING SERVICES AMENDMENTS RELATING TO PLANNING ENFORCEMENT AND PLANNING OBLIGATIONS

(Report of the Head of Planning & Building Control)

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1. **Summary of Proposals**

It is proposed to clarify the position relating to all delegated powers to Officers which relate to the planning enforcement function. The current constitution is unclear in relation to these powers, and therefore it would be beneficial to Officers, Members and the public for additional information to be inserted.

In relation to planning enforcement powers, additional delegated authority is sought for Officers in order that breaches of planning control can be dealt with and corrected more swiftly.

In relation to planning obligations, Members' consent for Officers to make minor variations to existing planning obligations is sought as there is currently no authority delegated to Officers.

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2. **Recommendation**

The Committee is asked to RECOMMEND that

the proposed additions to the Scheme of Delegation to Officers, as detailed at Appendices 1 and 2 to the report, be adopted.

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 There are no perceived financial implications for these proposals. However, the reduction in administration that would be required would result in small staff time savings. Those planning enforcement matters and variations to planning obligations where costs could arise would continue to require Member decisions before officers could take action.

Legal

3.2 There are no perceived legal implications, however the statutory framework under which planning decisions are made includes:

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1990 Town and Country Planning Act (as amended).
2004 Planning and Compulsory Purchase Act.
2003 Anti-Social Behaviour Act
2008 Planning Act.

3.3   Section 101 of the Local Government Act 1972: A local authority may arrange for the discharge of any of its functions by an officer of the authority.

3.4   Under the Local Authorities' (Functions & Responsibilities) Regulations 2000, the Council's Town and Country Planning functions are reserved to Full Council and delegation of any Town & Country Planning powers can only be made by Council.

3.5   Under Section 106 of the Town & Country Planning Act 1990 any person interested in land in the area of a local planning authority may enter into an agreement (known as a 'planning obligation') restricting the development or use of the land in a specified way, requiring specified operations or activities to be carried out in, on, under or over land, requiring the land to be used in any specified way or requiring a sum or sums to be paid to the authority. The obligation can be negotiated between relevant parties or can be a unilateral undertaking offered by the Developer.

Policy

3.6   The decisions and actions of Officers would remain in accordance with the adopted policies of the Council and other bodies as appropriate.

3.7   The Council's Policy in respect of Planning Obligations is set out in Policy CS6 of the Borough of Redditch Local Plan No.3 and in several topic based Supplementary Planning Documents (SPDs). For example, there are SPDs requiring Education Contributions, Open Space Provision and Affordable Housing.

Risk

3.8   A lack of clarity and a lower speed of Officer response could result from inaction or the current situation.

Sustainability / Environmental

3.9   There is no perceived additional harmful impact arising from the proposal. The ability to take action more quickly to rectify breaches of planning control would have a positive impact on the quality of the environment and implementation of the sustainability objectives of the planning framework.

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Report

4. **Background**

Scheme of delegation

4.1 There are several areas within the planning service where powers are delegated to Officers in order to improve the efficiency and speed of the service the Council provides. These areas include Planning Enforcement and Development Control (with a specific focus here on Planning Obligations which fall within the DC function).

Unclear delegated enforcement powers

4.2 The current constitution is unclear in relation to planning enforcement matters, and does not specify precisely what can be dealt with by Officers and what should be reported to Members for authorisation. A working arrangement has emerged over time, and this situation would benefit from clarity.

Additional delegated enforcement powers

4.3 Under the Corporate Plan priorities of safe, clean and green it is important that Officers can take action promptly to rectify any breaches of planning control and improve the quality of the built environment of the Borough.

Planning Obligations

4.4 Some historic planning obligations have included very specific requirements of the developer and/or the Council, which, by the time the development is implemented, are either inappropriate or irrelevant and have needed amending. In these cases, Officers have had to refer back to Planning Committee for authorisation to make such changes. In many cases these are very minor and not outside the overall vision of the development as considered by Committee at the time of determination, but simple procedural matters or minor variations.

4.5 All applications which are approved subject to a planning obligation are reported to Planning Committee for determination. The Committee approves the principle of the planning obligation and the heads of terms – the topic areas to be covered by the obligation – and then Officers complete the detailed administrative processes on their behalf. It is not proposed that this be changed.

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5. **Key Issues**

Planning Enforcement Powers

5.1 In order to clarify the position, it is proposed that the text at Appendix 1 is inserted into the constitution, to give clear and accurate detail of those planning enforcement powers that are delegated to Officers. This includes both those powers that have been considered to be delegated through working practices over time, and those that are proposed here for addition, as follows:

Enforcement Notices

5.2 At present, all enforcement notices require the authority of Planning Committee before they can be issued. This introduces an often long delay in being able to take action as the matter must wait until the next available Committee meeting. There is also a resource implication in the preparation and writing of the committee report. Sensitive and high profile cases could continue be reported to Committee for authority.

High Hedge Remedial Notices and Tree Replacement Notices

5.3 These notices are only occasionally used and are generally non-contentious, and usually result only after careful scrutiny and in conjunction with the Landscape and Countryside Manager. They could easily be dealt with under delegated powers. With regard to tree replacement notices, there is a financial implication in that the only recourse for non-compliance with the notice would be direct action by the Council, so this would be referred to Planning Committee in the event that such action was required.

Prosecutions - General

5.4 Prosecution for non-compliance with legal notices issued under the planning acts, and those offences which constitute absolute offences, i.e. those that do not first require the service of a legal notice, such as works to listed buildings, require Planning Committee authorisation before they are undertaken. It is not proposed to change this as the undertaking of prosecution proceedings or direct action is likely to have financial implications.

5.5 The current scheme of delegation is unclear, and working practices result from the general methods of working that have accrued over time. It is therefore recommended that for the benefit of Officers, Members and the public, that clarity is introduced to the process, and to that end, an additional section is proposed to be inserted into the constitution detailing the delegated planning enforcement powers (see appendix 1).

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Planning Obligations

5.6   In cases where the proposed variations to the planning obligation are minor in nature, such as where the heads of terms remain unchanged, but the specific locations of open space have altered due to alternative layouts gaining approval, it is often the case that the specific plan attached to an original planning obligation becomes superseded, often through the approval of reserved matters at planning committee. However, as a result the original obligation requires varying, because it becomes incorrect. This is a simple legal procedure, and results from subsequent changes to a development that Officers and Members have dealt with, and thus it is considered that Officers could deal with this without the need to refer back to Members, thus providing a quicker and more efficient service to our customers and reducing Officer time required in report writing.

5.7   In some situations, planning obligations have been drafted such that they specify exact details of affordable housing provision, and by the time the development is implemented then the need or mechanisms have changed. These too result in a variation of the planning obligation, and again are the result of other Member decisions such as at Executive Committee in relation to housing matters, and therefore it is suggested that Officers could deal with such matters.

5.8   There are some situations where more major variations to planning obligations are required, and these would still be reported to Planning Committee for agreement.

5.9   In some cases contributions have been requested towards work that the Council intended to do, and then has subsequently chosen not to do. In such cases, the money clearly needs to be paid back, because it cannot be spent as originally intended. In these cases, where Members have taken the decision not to proceed with a particular project in a formal forum such as Executive Committee, it is considered that Officers could deal with the resultant impact on the planning obligation requirements without recourse to Planning Committee as well, for efficiency.

5.10   Similarly to the position in relation to enforcement powers, there are no clear delegations other than when planning obligations are required in the first instance in relation to a planning application, and so for clarity within the constitution and for transparency, it is suggested that an additional section be inserted relating to these delegated powers. This can be found at appendix 2.

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6.   **Other Implications**

Asset Management	-	No perceived implications. It should be noted that if exceptional circumstances should arise where the Council is in breach of planning legislation, the situation would be dealt with by Officers working across teams to resolve the matter speedily.
Community Safety	-	Quicker responses to issues should result in quicker improvements to community safety by reducing risks more quickly.
Human Resources	-	No major perceived implications, although fewer committee reports will result in additional staff time spent on resolving case work.
Social Exclusion	-	No perceived implications.
Sustainability	-	Quicker action to rectify problems should lead to longer term improvements to sustainable actions.

7.   **Lessons Learnt**

7.1   The proposed changes to delegated powers in relation to planning obligations are the result of several cases that have occurred in recent times where time and resources have been lost by Officers due to the need to write reports and send them to Committee in order to have minor variations to planning obligations endorsed.

7.2   Planning Obligations are now worded to ensure that the requirements agreed by Members at Planning committee are controlled, but with a degree of flexibility built in to allow for minor or following variations to be made without the need for a deed of variation or similar. This can be done by referring within a legal document to the plans and particulars approved under the planning application, for example, which retains the relevant links without the need for cumbersome additional legal documentation. For example, rather than include a landscaping scheme and plans within a planning obligation attached to an outline planning permission, such details can be referred to as those to be agreed as part of the linked subsequent reserved matters application.

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8. **Background Papers**

Current Scheme of Delegation to Officers.

Report to Executive Committee 3 December 2008 relating to delegated planning powers.

Report to Executive Committee 7 January 2009 relating to Planning Obligations.

Constitution.

9. **Consultation**

There has been no consultation other than with relevant Borough Council Officers.

10. **Author of Report**

The authors of this report are Ailith Rutt (Development Control Manager) and Iain Mackay (Planning Enforcement Officer), who can be contacted on extensions 3374 and 3205 (e-mail: ailith.rutt@redditchbc.gov.uk or iain.mackay@redditchbc.gov.uk) respectively for more information.

11. **Appendices**

Appendix 1 - Proposed schedule for insertion into the Constitution relating to delegated planning enforcement powers.

Appendix 2 - Proposed schedule for insertion into the Constitution relating to delegated planning obligation powers.

Executive

Appendix 1

Committee

Appendix 1: Proposed schedule for insertion into the constitution relating to delegated planning enforcement powers

<u>Planning Enforcement</u>

All planning enforcement decisions, actions or advice/responses on behalf of the Local Planning Authority within the list of Planning and Associated legislation/regulations, are considered to fall within the delegation scheme and will be enacted by Officers unless it includes the serving of any of the following notices and/or in the following cases:-

(HP&BC)

1.   A Stop Notice (but not a Temporary Stop Notice)

2.   A Listed Building Enforcement Notice

3.   An Advertisement Discontinuance Notice

4.   A Tree Replacement Notice

5.   Prosecution proceedings (except for advertisement offences)

6.   Where direct action by Redditch Borough Council is required

7.   A Member makes a written request for a case to be considered by the Planning Committee

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Appendix 2

Appendix 2 – Proposed schedule for insertion into the constitution relating to delegated planning obligation powers

<u>Planning Obligations</u>

All planning obligation variations and discharges, other actions or advice/responses on behalf of the Local Planning Authority within the list of Planning and Associated legislation/regulations, are considered to fall within the delegation scheme and will be enacted by Officers unless it includes any of the following:-

(HP&BC)

1.   Deletion or addition of one or more of the heads of terms

2.   Significant change in overall area of land to be transferred to Redditch Borough Council

3.   Significant change in financial contributions to be provided to Redditch Borough Council [except where this is a result of (an)other Member decision(s)]

4.   A Member makes a written request for a case to be considered by the Planning Committee

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Executive

No Direct Ward Relevance

Committee

1 July 2009

LEISURE & ARTS SERVICES – SAFEGUARDING CHILDREN POLICY

(Report of the Head of Leisure and Arts)

1. **Summary of Proposals** To seek adoption of a new enhanced Safeguarding Children's policy for Leisure and Arts Services in line with the guidance framework of The Children's Act 1989 and 2004 and partnership with the Worcestershire Safeguarding Children's Board regarding safeguarding and promoting the welfare of children.

2. **Recommendations**

The Committee is asked to RECOMMEND that

1) **the attached Safeguarding Children's Policy be adopted for the Leisure and Arts Service; and**

RESOLVE that

2) **a working group of Officers be set up to progress a corporate safeguarding policy for Redditch Borough Council.**

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 Training costs will be provided from existing training budgets with a bid through the new procedure.

Legal

3.2 To ensure protection of children that attend facilities and programmes undertaken by this Council and to ensure the safeguarding of this Council's officers and employees particular to this Directorate, in line with the requirements of The Children's Act 1989 and 2004.

Policy

3.3 Adoption of an enhanced policy to replace the current Child Protection Statement and Policy recommended by Members at the Executive Committee on 8 June 2005.

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Risk

3.4 In view of recent high profile cases the Council's reputation, in not adopting this policy, will be open to question and challenge.

Sustainability / Environmental

3.5 There are no sustainability / environmental implications arising from the report.

Report

4.   Background

4.1 The Directorate currently works with many partners including the Local Education Authority through Extended Schools Service, further education institutions and Governing Bodies of Sport. These institutions currently work within child protection and safeguarding arrangements set out in The Children's Act 1989 and 2004. This guidance draws on information from the network of investigation, referral, support and research from many different represented organisations.

4.2 The Directorate has worked to its own policy and guidelines in line with:

a)   The NSPCC;

b)   Sports coach UK "Protecting Children- a guide for sportspeople";

c)   Worcestershire Safeguarding Board;

d)   Social Services - enhanced checks through the Criminal Records Bureau (CRB);

e)   The Institute of Sport and Recreation Management – best practice support;

f)   SureStart – linkage to national policy;

g)   Hereford and Worcester County Sports Partnership – Code of Conduct and Ethics framework

4.3 Officers feel that following a lengthy review of the current policy a new enhanced policy that is fully up to date and more user friendly for staff and managers should be adopted to bring this Council in line with our partners in safeguarding and promoting the welfare of children.

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4.4 Key definition – "*a child is anyone who has not yet reached their 18th birthday*". "*The fact that a child has become sixteen years of age, is living independently or is in formal education, or is a member of the armed forces, or is in hospital, or is in prison or a young offenders' institution does not change their status or their entitlement to services or protection under the Children Act 1989.*"

5. **Key Issues**

5.1 There is a need to show full Member support for the current practice by formulating and adopting an updated enhanced policy.
"Understanding and commitment to the aims of and objectives of RBC"
"Awareness and understanding of current national initiatives for children and families, including an awareness of the needs of parents, carers, and children".

5.2 The need to show our partners and the general public that this Council will not tolerate issues of Child Abuse from what ever quarter.
"We will co-ordinate our child protection procedures with the Worcestershire Safeguarding Children's Board in accordance with The Working Together under the Children Act"
"We will take prompt and open action to investigate accidents, incidents, complaints or concerns of any kind".

5.3 That all programmes run by this Directorate are done so with the knowledge that staff have been enhanced checked by the Criminal Records Bureau (CRB) and are aware of the issues of child protection and safeguarding.
We state "*that all staff have the required qualifications, skills, experience and personal qualities to carry out their duties".*
"We will not employ any person who is unsuitable to work with children and therefore all workers are carefully selected and vetted".

5.4 That staff have a defined policy and ongoing training in handling suspected cases of child abuse leading to a consistent approach by all levels of supervision and management.
"We will regularly train staff to a high standard and ensure continual professional development around putting young people first".

5.5 We expect all partners, clubs, teams, societies and hirers to have a level of understanding of child protection with checks and guidelines in place for their coaches, volunteers, leaders and helpers when using Council facilities.
"We will promote meaningful and effective partnerships amongst all those working with children including parents and carers".

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5.6   We will continue to give advice and run training sessions for associated partners, sports clubs, hirers and volunteers as appropriate, where using Council provided facilities.
"Our child protection policy statement will be openly available to all who become involved with the programme".

6.   Other Implications

Asset Management   -   None.

Community Safety   -   The adoption of this policy will enhance community safety for certain vulnerable groups of residents.

Human Resources   -   Explained within the report.

Social Exclusion   -   Explained within the report.

7.   Lessons Learnt

7.1   There have been a number of much publicised inquiries and investigations and in view of these Redditch Borough Council must be seen to have a formal policy for the protection and safeguarding of children in place that is fully supported and adopted by the Council. The investigation of a serious case of abuse could result in embarrassment for the Council should it be found that there is not a current up to date formal policy in place that staff are trained to deliver.

7.2   Should the Executive Committee be minded to recommend adoption of this Leisure Services policy, it is recommended by officers that the policy should be adapted into a full corporate policy and the appropriate training rolled out across each Directorate to ensure compliance with legislation.

8.   Background Papers

Worcestershire Safeguarding Board guidelines.
A Practitioners Guide to Safeguarding and Promoting the Welfare of Children.
County Sports Partnership Code of Conduct and Ethics.
The Independent Safeguarding Authority Guidance.

9.   Consultation

9.1   This report has been prepared in consultation with relevant Borough Council Officers.

9.2   Other consultees were:-

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Worcestershire Safeguarding Representatives
County Sports Partnership officers
Regional Colleagues

10.   **Author of Report**

The author of this report is Ken Watkins (Head of Leisure and Arts Services), who can be contacted on extension 3384 (e-mail: ken.watkins@redditchbc.gov.uk) for more information.

11.   **Appendices**

Appendix 1 -   Redditch Borough Council Safeguarding Children Policy Document.

Appendix 2 –   The Sports Partnership Hereford and Worcestershire -

Code of Conduct and Ethics

Coaches, Officials and Team managers

Parents, Carers and Other Spectators

Children

Managing Challenging and Unacceptable Behaviour

SG8

Redditch Borough Council
Safeguarding Children

Guidance Supporting SG7 Record of Allegation, Suspicion or Concern

Responding to an allegation or a cause for concern about the unsuitability of a member of staff.

Every allegation, whether made by a child, young person, parent, carer or another member of RBC must be taken seriously and treated in accordance with government guidelines.

1. Record the name and position of person against whom the allegation or complaint has been made.

2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.

3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is being passed on from somebody else. If this is the case it is better that you receive the information first hand.

It is possible that if a parent, carer or a member of staff in your setting makes a complaint against you or your organisation, it will probably be made directly to Children's Services or the Police, in which case the agency concerned will contact you directly.

4. Record the relationship of the complainant to the child/young person if any

5. If known record the full name, age and date of birth of the child/young person.

6. If known the address recorded should be the address at which the child/young person lives with the main carer.

7. If there are one or more alleged incidents, be as specific as possible including the dates that they are alleged to have occurred.

8. Summarise the complaint on the form.

Redditch Borough Council
Safeguarding Children

9. Any other relevant information should be factual. It will be useful if you can confirm things such as the level of contact that the worker/volunteer has with the child and any other minor concerns that have been raised previously.

Do not attempt to investigate the complaint yourself.

10. If the allegation crosses the threshold (Refer to **SG3**) Contact the Access Centre and LADO in accordance with procedures (Refer to **SG4** and **SG5**)

11. Record the time and date when contact with the Access Centre and LADO was made and what actions they advise.

12. Record your details.

13. Sign the form.

14. Include the date when the form was competed. If the information is reviewed an accurate record of the sequence of events is crucial.

When completed the form should be stored in a confidential file.

Route for Reporting and Referral
Summary of Process (supports SG4 Flow Chart)

Allegation made to Redditch Borough Council

1. The allegation should be reported to the Named Senior Officer **(Ken Watkins)** immediately, unless that person is the subject of the allegation, in which case it should be reported to the designated alternative.

2. If the allegation meets any of the criteria set out in **SG3** '**Procedures for Managing Allegations'** paragraph 1, the employer should report it to the Access Centre within one working day.

Allegation made to the police or children's social care

3. If an allegation is made directly to the police or children's social care the officer who receives information of this should report it immediately to our Named Senior Officer (**Ken Watkins**) who in turn should inform the Access Centre without delay

Initial consideration

4. The LADO will be available for advice and will discuss the matter with the employer and, where necessary, obtain further details of the allegation and the circumstances in which it was made. It is the employers responsibility to report the matter to Childrens Services/Access Centre.

5. If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the local authority will immediately refer to children's social care and ask for a strategy discussion to be convened straightaway. In those circumstances, the strategy discussion to be convened straightaway this discussion should include the LADO and the RBC Named Senior Officer (**Ken Watkins**).

6. If there is no cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the Family & Assessment Support Team (FAST) should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve the Named Senior Officer (**Ken Watkins**

Action following initial consideration

7. Where the initial evaluation decides that the allegation does not involve a possible criminal offence, it will be dealt with by RBC's internal processes. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted **within three working days**. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.

8. Where further investigation is required to inform consideration of disciplinary action, the employer should discuss who will undertake that with the LADO. In some settings and circumstances, it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of RBC or the person's line management to ensure objectivity. In any case, the investigating officer should aim to provide a report to RBC **within 10 working days**.

9. On receipt of the report of the disciplinary investigation, the employer should decide whether a disciplinary hearing is needed **within two working days**, and if a hearing is needed it should be held **within 15 working days.**

10. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, RBC should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

11. The LADO should continue to liaise with the RBC Named Senior Officer (**Ken Watkins**) to monitor progress of the case and provide advice/support when required or requested.

Case subject to police investigation

12. If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible, consistent with a fair and thorough investigation, and will keep the progress of the case under review. They should, at the outset, set a target date for reviewing progress of the investigation and consulting the CPS about whether to proceed with the investigation, charge the individual with an offence, or close the case. Wherever possible that review should take place **no later than four weeks** after the initial evaluation, and if the decision is to continue to investigate the allegation, dates for subsequent reviews should be set at that point. (It is open to the police to consult the CPS about the evidence that will need to be obtained in order to charge a person with an offence at any stage.)

13. If the police and/or CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a court, the police should pass all information they have which may be relevant to a disciplinary case to RBC without delay. In those circumstances the Named Senior Officer **(Ken Watkins)** and the LADO should proceed as described in **SG4** and **SG5** paragraphs 7 - 11.

14. If the person is convicted of an offence, the police should also inform RBC straightaway so that appropriate action can be taken.

Referral to Protection of Children's Act (PoCA) List / List 99 or a Regulatory Body

15. If the allegation is substantiated, and on conclusion of the case the employer dismisses the person or ceases to use the person's services, or the person ceases to provide his/her services, the employer should consult the LADO about whether a referral to the PoCA List/List 99 and/or to a professional or regulatory body is required. If a referral is appropriate, the report should be made within one month.

Redditch Borough Council
Safeguarding Children

Safeguarding: A Brief Overview

What is Safeguarding?

Safeguarding is the process of protecting children and young people from abuse or neglect.

Safeguarding may refer to a case in which a child is suffering or likely to suffer harm.

Safeguarding may refer to a case in which it is indicated that a person may be unsuitable to work with children or young people in some or any capacity.

Safeguarding may also relate to issues in which a criminal offence that relates to children and young people has been committed.

How and why should these issues affect us a council and you as individuals?

There are two key events that acted as a catalyst for statutory change. This was the Lord Laming report into the death of 8 year old Victoria Climbie in 2000 and the Bichard enquiry into the deaths of Holly Wells and Jessica Chapman in 2004. Both cases highlighted severe system failures which led to radical changes and new legislation.

As a Borough Council we fall into one of those categories that is affected by the 2004 Childrens Act which came about as a result of these two enquiries. The Act places a statutory duty – that's a legally binding duty that as a council make arrangements that ensure that our services are discharged with regard to safeguarding children.

By law as a council we have to have a clear senior management commitment to safeguarding.

By law as a council we have to reflect new legislation in our policies – notably the Safeguarding Policy itself, the Recruitment and Selection Policy and our CRB Policy.

By law we as a council and as individuals have a duty to make enquiries if we have reason to suspect that a child is suffering or likely to suffer harm,

Redditch Borough Council
Safeguarding Children

if we have reason to suspect that a person is unsuitable to work with children or if we have reason to believe a criminal offence that relates to children and young people has been committed.

And by law we have a duty to ensure that we have appropriate processes and procedures in place in order for that to happen and that staff are aware of not only their responsibility but also who to go to and where to go to make that allegation, suspicion or concern.

What is very important however, for you to understand and to know is that it is not your responsibility to make any judgements, decisions or decide if there is a case to pursue but what you do need to understand and do need to know is that it is your duty to report any allegation, suspicion or concern you may have with any issue that relates to a safeguarding matter.

How do we fulfil those duties?

To fulfil our statutory duties as a council RBC has a Safeguarding Lead Officer. Our Named Senior Officer for Safeguarding is Ken Watkins.

We have a duty to report our concerns. How do we do that? Contact Ken Watkins and use the reporting form **SG7** to record as much information as you can using actual conversation if you are able.

Within 24 hours of receiving your referral Ken will make contact with the Access Centre and County Safeguarding Officer (referred to here as the Local Authority Designated Officer). Together they will discuss the case, measuring it against a threshold for action and make a decision on the course of action to take. Worst case scenario this would be an immediate removal of a child from harm, or it may be that a criminal investigation is evoked or it may be that the case is referred back to us as a Borough Council for us to deal with in house following our own disciplinary procedures.

You will see from the Flow Diagram **SG4** that there is a backup plan and if you are unable to reach Ken Watkins your referral should be made to your line manager who is well briefed with this process and will make the call to the Access Centre in Kens absence.

Procedures for Managing Allegations against people, staff and volunteers who work with children and young people

Threshold for implementation of Safeguarding Procedure

1. The framework for managing cases set out in this guidance applies to a wider range of allegations than those in which there is reasonable cause to believe a child is suffering, or is likely to suffer, significant harm. It also caters for cases of allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in his or her present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

2. There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- consideration by an employer of disciplinary action in respect of the individual.

Initial considerations

3. The Access Centre should be informed of all allegations that come to the employer's attention and appear to meet the criteria in paragraph 1. The Access Centre will pass the referral to the Family Assessment Support Teams who will arrange a meeting which will include the police. The Access Centre should be informed of any known allegation that are made directly to the police. It is not advisable to discuss the allegation with the member of staff until an initial discussion has taken place with Childrens Services/Police. However where there is concern that a young person is at immediate risk then swift action will need to be taken.

Information sharing

4. In the initial consideration at a strategy discussion or joint evaluation, the agencies concerned – including the employer – should share all relevant information they have about the person who is the subject of the allegation and about the alleged victim. RBC will take advice from the LADO regarding information sharing throughout the duration and following the conclusion of an investigation.

Confidentiality

5. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered. In accordance with the Association of Chief Police Officers (ACPO) guidance, the police do not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged
with a criminal offence. (In exceptional cases, where the police might depart from that rule – e.g. an appeal to trace a suspect – the reasons should be documented and partner agencies consulted beforehand.) The system of self-regulation, overseen by the Press Complaints Commission, also provides safeguards against the publication of inaccurate or misleading information.

Record keeping

6. It is important that employers keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached. These should be kept in a person's confidential personnel file and a copy should be given to the individual. Such information should be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer. The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future CRB Disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

Timescales

7. It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Every effort should be made to manage cases to avoid any unnecessary delay. Indicative target timescales are shown for different actions in the **SG4 and SG5 'Route for Referral'** document. These are not performance indicators: the time taken to investigate and resolve individual cases depends on a variety of factors, including the nature, seriousness and complexity of the allegations, but they provide useful targets to aim for that are achievable in many cases.

Suspension of staff

8. If you are the person who is the centre of an allegation, the situation will be explained to you and you will be asked to stop working for Redditch Borough Council whilst investigations take place. This may result in suspension whilst an investigation is carried out, ensuring all parties involved are protected.

Following the investigation, the appropriateness of you returning to work will be assessed and will be dependent on the outcome of the investigation and all available information. Redditch Borough Council will assess on a case-by-case basis the support that can be offered to an individual who has an allegation made against them.

The Head of Leisure and Arts will make an immediate decision about whether to suspend a member of staff or volunteer accused of abuse pending a Childrens Services or police investigation.

Redditch Borough Council will assess all individual cases disciplinary procedure to decide whether a member of staff or volunteer shall be reinstated and how this can be sensitively handled with other staff.

Allegations

9. The allegation should not be discussed with the individual concerned until there has been a discussion with the Childrens Service/Access Centre . In some situations the person will not be informed until after the FAST strategy meeting has taken place.
Redditch Borough Council endorses the Sports Partnership Herefordshire and Worcestershire Safeguarding procedures including the code of conduct and ethics. In a case involving funding from the partnership the Partnership Director must be informed of any allegations.

Oversight and monitoring

10. Employers' procedures should identify a senior manager within the organisation to whom allegations or concerns should be reported. Procedures should make sure that all staff and volunteers know who that person is. The procedures should also identify an alternative person to whom reports should be made in the absence of the Named Senior Officer, or in cases where that person is the subject of the allegation or concern. The procedures should include contact details for the Local Authority Designated Officer (LADO) responsible for providing advice and liaison and monitoring the progress of cases, to ensure that cases are dealt with as quickly as possible, consistent with a fair and thorough process.

Action following a criminal investigation or a prosecution

11. The police or the Crown Prosecution Service (CPS) should inform the employer and LADO straightaway when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to prosecute after the person has been charged. In those circumstances, the LADO will discuss with the employer whether any further action is appropriate and, if so, how to proceed. The information provided by the police and/or children's social care should inform that decision. Action by the employer, including dismissal, is not ruled out in any of those circumstances. The range of options open depends on the circumstances of the case, and the consideration needs to take into account the result of the police investigation or trial, as well as the different standard of proof required in disciplinary and criminal proceedings.

Action on conclusion of a case

12. If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services, the LADO should discuss with RBC whether a referral to the Protection of Children Act List or DFES

List 99 is required or advisable, along with the form and content of a referral. Also, if the person is subject to registration or regulation by a professional body or regulator – e.g. by the General Social Care Council, General Medical Council, OFSTED, etc. – the LADO should advise on whether a referral to that body is appropriate.

13. If it is decided on conclusion of the case that a person who has been suspended can return to work, the employer should consider how best to facilitate that. Most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The employer should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still in the workplace.

Action in respect of false or unfounded allegations

14. If an allegation is determined to be unfounded a referral should be made to children's social care to determine whether the child concerned is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the police should be asked to consider whether any action might be appropriate against the person responsible.

Resignations and 'compromise agreements'

15. The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to co-operate with the process. Wherever possible, the person should be given a full opportunity to answer the allegation and make representations about it. The process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, should continue, even if that cannot be done or the person does not co-operate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

16. By the same token, so-called 'compromise agreements' – by which a person agrees to resign, the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference – must not be used in these cases. In any event, such an agreement will not prevent a thorough police investigation where appropriate, nor can it override an employer's statutory duty to make a referral.

Learning lessons

17. At the conclusion of a case, RBC should review the circumstances of the case to determine whether there are any improvements to be made to the organisation's procedures or practice to help prevent similar events in the future.

Redditch Borough Council
Safeguarding
Route for Referral and Reporting of an Allegation, Suspicion or Concern

Allegation, Suspicion, Concern
Practitioner has concerns about a child's welfare

In the absence of the Named Senior Officer

Immediate Response

Services Manager
Consider allegation, suspicion, concern against reporting criteria

Named Senior Officer (NSO)
Ken Watkins 01527 64252 (working hours)
Out of office hours Lifeline 01527 67666
Consider allegation, suspicion, concern against reporting criteria

Allegation made directly to Police / Children's Services

Notification within one working day

Refer to SG3

Local Authority Designated Officer (LADO)
Access Centre 01905 768054
Jon Hancock 01905 752800 for advice

Immediate Response

Consideration of allegation between Access Centre, LADO and NSO / Head of Service

Risk of significant harm to the child

No cause to suggest significant harm but possible criminal concerns

Allegation does not involve a possible criminal offence

Refer to SG5

Convene immediate Strategy Discussion (to include RBC NSO)

Convene discussion with Police via Strategy meeting (to include RBC NSO)

Dealt with by RBC

Within 10 days

Further investigation required

No further investigation required

Within 3 days

Within 15 days

No disciplinary action

Disciplinary Hearing

Within 3 days

Within 15 days

No disciplinary action

Disciplinary Hearing

SG6

Guidance in Responding to a Disclosure, Allegation, Suspicion or Concern

- Keep calm. Do not be shocked.

- Listen

- Accept what you hear without passing judgment.

- Ask questions only for clarification.

- Do not tempt to investigate.

- Do not make promises.

- Offer support and understanding

- Do not agree to keeping any secrets

- Reassure the person that they were right to talk to you

- Write down notes of your conversation – dates, times, facts, who were involved,
- Observations, and use **actual words** used if possible.

- Report to the NSO immediately

- Ensure that you have as much information as possible (refer to SG7 and SG8)

- Keep notes of your conversation with the complainant and also of your discussion with the NSO.

- Sign and date the notes and keep them in a confidential file.

- Respect the confidentiality of everyone involved in the incident, keeping the matter restricted only to those who need to know as per agreed procedures (refer to SG4 and SG5)

SG7

Redditch Borough Council
Safeguarding Children

Record of Allegation, Suspicion or Concern
(Refer to **SG8** for supporting guidance)

1. Name and position of person who is subject of allegation, suspicion, concern:

……………………………………………………………………………………………

2. Is the complaint written or verbal?...

3. Complaint made by:…………………………………….……………………..

4. Relationship to child/young person:………………………………………….

5. Name of child:……………………………………………………………………..
Age and date of birth:………………………………………………..…………

6. Parent's Carer's name(s) and address:…………………………………………

…………………………………………………………………………………………..

7. Date of alleged incident/s:………………………………………………………...

8. Nature of complaint: (attach if received in writing)……………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………..

……………………………………………………………………………………………..

9. Other relevant information (continue on separate sheet if necessary)

……………………………………………………………………………………………

……………………………………………………………………………………………

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……………………………………………………………………………………………

Redditch Borough Council
Safeguarding Children

10. LADO contacted:……………………………………… Date:………………

11. Further actions advised by LADO:

………………………………………………………………………………………..

………………………………………………………………………………………..

12. Your name and position:……………………………………………………………

13. Signature:………………………………………………………………….…

14. Date:……………………………………………………………………..…

When completed this form should be stored in a confidential file.

This information is reported to the RBC Named Senior Officer for Safeguarding. Following an assessment of the reported information against the threshold criteria the details may or may not be referred to the Local Authority Designated Officer.

The purpose of this form is to formally record as many details as possible about the allegation, suspicion or concern. The person making the report may or may not be contacted in the future should a strategy discussion or further action be required.

SPORTS PARTNERSHIP
HEREFORDSHIRE &
WORCESTERSHIRE
~~HEREFORDSHIRE &
WORCESTERSHIRE~~

Managing Challenging and Unacceptable Behaviour Policy

Employees, partners or volunteers who deliver sports activities to children may, on occasions, be required to deal with behaviour which should be considered as unacceptable. This behaviour could be in the presence of or directed at young people and could be perpetrated by participants, parents or other spectators. Unacceptable behaviour by coaches and other staff/volunteers is covered separately.

In producing this policy, the welfare of the child is the paramount consideration.

Unacceptable Behaviour by Children

SPHW has a code of conduct for coaches, who sign up to it on induction. There is also a code of conduct for children, produced with the involvement of children, which should be explained and given out at the start of sessions. It outlines what is acceptable and unacceptable behaviour and children should agree to abide by the code. By adopting this proactive measure children and young people will understand boundaries from the beginning and this will reduce the likelihood of incidences occurring.

In some instances children may exhibit challenging behaviours which arise from a medical or psychological condition and registration forms should have room for this information. Where it exists consultation should take place in advance between SPHW, parents/carers and, where appropriate, the children to discuss and adopt appropriate measures to manage the behaviour. SPHW will seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

The following examples constitute unacceptable behaviour by children but it is not an exhaustive list

- Discrimination, prejudice, oppressive behaviour or language in relation to any of the following – race, culture, age, gender, disability, religion, sexuality or political persuasion
- Stealing or deliberately damaging equipment or belongings
- Using inappropriate language
- Abusing or disrespecting other participants and or officials
- Disrupting sessions/activities
- Bullying
- Physically : pushing, hitting, kicking, pinching, etc,
- Verbally : name-calling, spreading rumours, constant teasing and sarcasm,
- Emotionally : tormenting, ridiculing, humiliating and ignoring,
- Racially : taunts, graffiti and gestures,
- Sexually : unwanted physical contact or abuse
- Electronically: unwelcomed texting, e-mails and blogs

Disciplinary Measures

SPHW employees, partners and volunteers will respond to unacceptable behaviours by using options that are proportionate to the actions, imposed as soon as is practical and fully explained to the child and their parents/carers. The response will be one or more of the following depending on the severity of the behaviour

- Time out - from the activity or group
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, Sanctions or consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following are not permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Physical Intervention

The use of physical intervention will always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction and with all other options discounted.
Physical intervention in a situation with a child/young person will be in the least restrictive way necessary to prevent them from getting hurt and for the minimum time. Contact should be avoided with buttocks, genitals and breasts. Staff and volunteers should never behave in a way which could be interpreted as sexual.
Physical intervention will NEVER be made as a punishment or to get children to comply with instructions and will not involve inflicting pain.

SPHW will provide training in physical intervention for staff or volunteers where necessary.

Any physical intervention used will be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the appropriate Named Senior Officer for Safeguarding as soon as possible.

A debrief for staff/volunteers, the child and parents will always take place following an incident where physical intervention has been used.
Staff/volunteers, children and parents will be given an opportunity to talk about what happened in a calm and safe environment. The debriefing should include ensuring that the physical and emotional well-being of those involved has been addressed with discussions around the child's needs and what support will be necessary for continued safe participation in the group or activity.

It may also be necessary to talk through the incident with other children from the activity even if they were not directly involved in the incident. They may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

Staff and volunteers must make themselves aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

Unacceptable Behaviour by Parents, Carers or Spectators

SPHW will use the same proactive measure, as that used for children, to prevent unacceptable behaviour by parents and adopt a Code of Conduct for parents/carers and spectators. This will be handed out before sessions or activities start. If parents wish to view proceedings clubs/organisations should

encourage this but with the proviso that they support the children by being enthusiastic and cheering them on, respecting everyone nearby, not shouting abuse and not laughing at or embarrassing any of the participants. When matches or competitions are in place parents and spectators should accept officials' decisions, even if they may appear to be wrong. Officials are human and will make mistakes from time to time but the vast majority are volunteers giving up their valuable time to ensure the children are able to enjoy healthy competition and should be accorded due respect.

The following examples constitute unacceptable behaviour by parents, carers and spectators but it is not an exhaustive list

- Discrimination, prejudice, oppressive behaviour or language in relation to any of the following – race, culture, age, gender, disability, religion, sexuality or political persuasion.
- Forcing a child to participate in sport against their wishes
- Using inappropriate language
- Allowing children to use inappropriate language unchallenged
- Reducing a child to tears as a form of control
- Shouting at and / or taunting a young person to 'keep control'.
- Coming on to the field of play
- Abusing or disrespecting other participants and or officials
- Questioning officials' decisions
- Bullying
- Physically : pushing, hitting, kicking, pinching, etc,
- Verbally : name-calling, spreading rumours, constant teasing and sarcasm,
- Emotionally : tormenting, ridiculing, humiliating and ignoring,
- Racially : taunts, graffiti and gestures,
- Sexually : unwanted physical contact or abuse
- Electronically: Unwelcomed texting, e-mails and blogs

SPHW employees, partners and volunteers will respond to unacceptable behaviours by using options that are proportionate to the actions, imposed as soon as is practical

The Sports Partnership – Herefordshire & Worcestershire

SPORTS PARTNERSHIP
HEREFORDSHIRE &
WORCESTERSHIRE

CODE OF CONDUCT AND ETHICS
2009 - 2010

1.0 INTRODUCTION

The Sports Partnership – Herefordshire & Worcestershire (hereafter herein referred to as SPHW), is a professional organisation with set standards and expectations of all its employees, partners and volunteers. SPHW is synonymous with high standards and quality and it is essential that all those involved in SPHW uphold and reflect the key beliefs and principles held within all SPHW plans and policies.

All SPHW employees, partners and volunteers are expected to conform to ethical standards in a number of areas; respect, responsibility and integrity. To address these issues, clear policies and procedures are necessary to identify good practice and establish roles and responsibilities of all involved individuals. Within these procedures it is important to:

- Form a clear Code of Conduct and Ethics to which all SPHW employees, partners and volunteers must be committed.
- Establish clear lines of communication for this code to be promoted.
- Ensure that any guidelines meet with national Sport England and National Coaching Foundation approval.

2.0 BACKGROUND

Participation in any type of sporting activity can contribute positively to the personal development of individuals. Such development is enhanced if the organisation directing activity is guided by an informed, thinking, caring and enlightened philosophy that is implemented within an ethical framework.

It is essential to establish, publicise and maintain standards of conduct and ethical behaviour of all SPHW employees, partners and volunteers and to inform and protect members of the public taking part in SPHW activities.

This code has been developed from the Sports Coach UK (SCUK), "Code of Ethics and Conduct for Sports Coaches" produced in association with the National Association of Sports Coaches, (NASC). This Code also adopts the principles held within the Council of Europe's Code of Sports Ethics, and recognises the Code of Ethics (1989) published by the British Institute of Sports Coaches, (BISC).

The SPHW Code of Conduct and Ethics is a framework within which all employees, partners and volunteers are expected to work. The Code is a set of guidelines and will be used in conjunction with existing policies and procedures, and supplemented by further education and development opportunities.

3.0 POLICY STATEMENT

In order to provide a safe, positive and enjoyable environment for young people to participate in the sporting activity of their choice, SPHW will ensure that all employees, partners and volunteers formally agree to abide by the SPHW Code of Conduct and Ethics. SPHW will also ensure that any breach of the Code is fully investigated and appropriate disciplinary action taken.

4.0 PRINCIPLES

4.1 Introduction

The SPHW recognises its obligation to set and uphold the highest standards of professionalism, and to promote ethical behavior, attitudes and judgments. The guidance given within the SPHW Code of Conduct and Ethics is based on the following principles:

4.2 Ethical Principles: Respect, Responsibility and Integrity

Statement of Values – SPHW values the dignity and worth of all persons, with sensitivity to the dynamics of perceived authority or influence over participants and with particular regard to people's rights and worth. SPHW value their responsibilities to employees, partners, volunteers and to the general public. SPHW value honesty, accuracy, clarity, and fairness in their interactions with all persons, and seek to promote integrity in all facets of their endeavors.

All SPHW employees, partners and volunteers must respect the rights, individual, cultural and role differences, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status.

- All SPHW employees, partners and volunteers must be primarily concerned with the health and well-being of each young person taking part in SPHW activities.

- Development of the independence of a young person should be encouraged at all times. Young people should also be encouraged by role model SPHW personnel to take responsibility for their own actions and behaviour in training, competition and activities outside those co-ordinated by SPHW.

- It is the responsibility of all individuals employed by or volunteering on behalf of SPHW to establish clear professional boundaries of conduct in working relationships and friendships with young people.

- Relationships within SPHW rely heavily on mutual trust and respect. All SPHW employees, partners and volunteers should only participate in areas in which they are suitably qualified, trained and competent. Be honest and accurate in representing professional affiliations and qualifications, including such matters as knowledge, skill, training, education, and experience. Take reasonable steps to ensure that qualifications and competences are not misrepresented by others, and to correct any misrepresentations identified. Be honest and accurate in conveying professional conclusions, opinions, and in acknowledging potential limitations.

- Potential conflicts between performers' needs and clubs or other representative teams should be made clear and resolved at the earliest opportunity.

- SPHW will continually communicate, co-operate and work in partnership with other organisations to ensure that it delivers services of the highest possible quality to all customers and clients.

- All SPHW employees, partners and volunteers should refrain from public criticism of colleagues and participants. Any dispute should be dealt with on a private basis, with more serious issues being referred to the SPHW management and/or National Governing Body of Sport.

- All participants on SPHW activities and schemes should always be encouraged to perform within the rules of their sport. SPHW employees, partners and volunteers should also promote fair play at all times.

- SPHW employees, partners and volunteers should never compromise performers by using methods that may cause unfair advantage. In particular the use of drugs or other prohibited substances must never be advocated or encouraged in order to enhance performance.

- SPHW employees, partners and volunteers will inevitably gather a great deal of personal information about colleagues and participants. Any such information must not be divulged to a third party without the prior consent of the individual concerned, except in cases where the disclosure of information is to persons deemed to have a "right to know", especially in cases relating to performance and competitive selection, or potential disciplinary action.

- All SPHW personnel have an obligation to project a positive image to participants, their parents/families, colleagues, officials, spectators, the media and the general public.

- It is not acceptable for SPHW personnel to smoke or drink alcohol whilst representing SPHW or undertaking duties under the SPHW banner in situations where the safety and well being of others is at risk.

4.3 Competence

- All SPHW associates, employees and personnel have a responsibility to ensure the safety and well being of colleagues and participants under their care. All reasonable steps must be taken to ensure a safe working environment and that all practices are carried out in keeping with approved guidelines and recommendations.

- SPHW employers and managers will ensure that all activities are conducted in appropriate, safe environments and that those leading activities are suitably qualified and licensed.

- Each Local Authority will be responsible for conducting regular Risk Assessments at all SPHW venues within their area to ensure they meet the SPHW Minimum Operating Standards and that adequate insurance, first aid cover and emergency procedures are in place in case of unforeseen circumstances.

- It is the responsibility of the SPHW management to ensure that all employees, partners and volunteers are suitably qualified and competent to carry out the role for which they are employed or volunteering.

- SPHW management will not engage any employee, partner or volunteer in a task for which they are not qualified.

- All SPHW personnel are responsible for maintaining their own effectiveness within their field. All should be committed to undertaking a regular programme of continuing professional development.

4.4 Poor Practice, Misconduct and Breach of the Code of Conduct and Ethics

*SPHW employees, partners and volunteers should s*eek to remain aware of the professional activities of others with whom they work, with particular attention to the ethical behavior of employees, partners volunteers and participants. Any SPHW employee, partner or volunteer found to be following poor practice as defined by this Code and other SPHW policies, guilty of misconduct or failing to abide by the SPHW Code of Conduct and Ethics will be subject to disciplinary proceedings from the relevant Local Authority and Governing Body of Sport.

If any individual has a concern that a SPHW colleague may be in breach of this Code, they should report their concerns to the relevant Local Authority or Governing Body of Sport who will then liaise with SPHW. The allegation will then be dealt with according to the appropriate disciplinary procedures.

5.0 OBJECTIVES

It is the intention of SPHW that this Code of Conduct and Ethics will ensure the following:

- All SPHW employees, partners and volunteers will reflect the open and positive image that is essential to the success of SPHW.

- All SPHW activities are lead by competent and appropriately qualified individuals who are committed to the aims and objectives of SPHW.

- SPHW promotes quality and high standards throughout the organisation.

6.0 POLICIES AND PROCEDURES

6.1 Safeguarding and Protecting Children Policy

In order to protect the well-being of children and safeguard SPHW associates, employees and volunteers from false accusations of abuse, there is a SPHW Safeguarding and Protecting Children Policy. This policy details the SPHW commitment to Child Protection and highlights good practice and practice to be avoided.

It is essential that all SPHW personnel be familiar with this policy and understand the procedures in place to deal with alleged incidents of child abuse. During the induction process every employee or volunteer will receive a copy of the Safeguarding and Protecting Children Policy document that must be read and the appropriate level of training for their position.

6.2 Equity Policy

SPHW is committed to ensuring that all its activities and employment and volunteer opportunities are open and accessible to all members of the community. The SPHW Equity Policy details this commitment and highlights good practice guidelines and procedures for dealing with discrimination or harassment.

All SPHW personnel will receive Equity information during the induction process, and Equity training as part of a three-year continuous programme. Full copies of the SPHW Equity policy are available for reference from each Local Authority Sports Development Officer and the SPHW office.

6.3 Community Consultation and Disciplinary Procedures

SPHW will take very seriously any complaint or allegation of poor practice, child abuse, discrimination or harassment against any employee, partner or volunteer. The SPHW Community Consultation Procedures will be documented and actively publicised to participants and their families. The Partnership Director in conjunction with the relevant Local Authority Sports Development Officer will deal with all complaints received.

If a SPHW employee, partner or volunteer is found to be guilty of contravention of the Child Protection Policy, Equity Policy or this Code of Conduct and Ethics; they will be subject to disciplinary proceedings by the relevant Local Authority. Details of each Local Authority disciplinary procedures are available through the relevant Sports Development Officer.

7.0 CONDITIONS OF SPHW

Every SPHW employee or volunteer is required to sign up to and agree to abide by the SPHW Code of Conduct and Ethics. In doing so each individual is committed to operating under all SPHW and Local Authority policies and procedures in order to pursue the aim of providing a safe, quality service accessible to all members of the community. Contravention of the Code may lead to suspension, termination of employment or, in the most serious cases, criminal prosecution.

This Code provides the parameters within which professional judgments should be made. However, it cannot, and does not aim to, provide the answer to every ethical dilemma that may be faced. It is important to remember to reflect and apply a process to resolve ethical dilemmas as set out in this Code. If you have a question about the Code or about professional ethics do not keep it to yourself contact Steve Brewster, Partnership Director on 01905 855537.

CODE OF CONDUCT AND ETHICS STATEMENT

The Code of Conduct and Ethics is a key document for the Sports Partnership. As part of your role within the Sports Partnership you must have a sound understanding of the documents and operate within the guidelines outlined throughout.

You will have been provided with copies of the policies by your line manager. Please read through these within the first month of receiving it. One of the Safeguarding Lead Officers will arrange a time to discuss the key elements of the policies and provide an opportunity for you to ask any questions.

I certify that I have read and understood the SPHW Code of Conduct and Ethics including the entire Appendix. I agree to abide by all SPHW Policies and Procedures and will endeavour to promote good practice, sports equity and the spirit of fair play in all situations. I accept the responsibility to safeguard the well-being of all young people and vulnerable adults involved in SPHW programmes and will work to ensure that SPHW activities can always be associated with quality and good service.

I understand that contravention of this Code and any of the SPHW policies or procedures will result in disciplinary action and possible suspension, termination of employment or a criminal prosecution.

I confirm that i have read and understood the Sports Partnership Herefordshire and Worcestershire's Code of Conduct and Ethics and agree to the statement above

Name: _____

Position: _____

Signed: _____ Date:_____

I confirm that i have met with a Safeguarding Lead Officer and have discussed the Policy and have gained satisfactory answers to any of my questions.

Date of Meeting: _____

Signed Employee: _____

Signed Officer: _____

REFERENCES

1. **Australian Coaching Council**, "Code of Ethics for Coaches"

2. **British Institute of Sports Coaches**, "Code of Ethics"

3. **Council of Europe**, "Code of Sports Ethics"

4. **Sports Coach UK**, "Code of Ethics and Conduct for Sports Coaches"

5. **Sports Coach UK**, "The Responsible Sports Coach"

6. **BPS Code of Ethics**

7. **UK Athletics Code of Ethics**

8. **Social Workers Code of Ethics**

9. **Direct Selling Association Code of Ethics**

Code of Conduct for Children

The Sports Partnership Herefordshire and Worcestershire advocates the following conduct of good ethical practice in sport.

As a young person involved in sporting activities I recognise that I should set a good example for all people involved in any sports activities and

I will:

- Have fun

- Try hard to keep safe and encourage others to enjoy sporting activities safely and responsibly

- Do my best to treat everyone with respect and value the help that others give me

- Use equipment for the purpose for which it is intended and I will remember that others may also need to use it

- Listen carefully to those who coach me and act as directed

- Act fairly and never deliberately cheat or try to be dishonest

- Show good sportsmanship to fellow team members and opponents and remember to thank officials at the end of competitions
- Verbally encourage other participants in a positive manner

- Take responsibility for ensuring that I wear the proper clothing for the weather conditions and take plenty of water to prevent dehydration

- Arrive on time for training or competitions and pay any fees for training or events promptly

I will not:

- Have fun at the expense of affecting the safety of others

- Bully other participants either by myself or as part of a group

- Keep quiet about bullying that I see or anything else that could make another sports person unhappy

- Swear at or insult the coaches or other participants

- Laugh at or embarrass other participants

- Argue with the officials

- Smoke, consume alcohol or drugs of any kind

Unacceptable Behaviour.

Please also see SPHW Managing Challenging and Unacceptable Behaviour Policy.

The following examples constitute unacceptable behaviour by children but are not an exhaustive list

- Disrupting sessions/activities

- Using inappropriate language

- Abusing or disrespecting other participants and or officials

- Stealing or deliberately damaging equipment or belongings

- Bullying

- Physically : pushing, hitting, kicking, pinching, etc,

- Verbally : name-calling, spreading rumours, constant teasing and sarcasm,

- Emotionally : tormenting, ridiculing, humiliating and ignoring,

- Racially : taunts, graffiti and gestures,

- Sexually : unwanted physical contact or abuse

- Electronically: unwelcome texting, e-mails and blogs

SPORTS PARTNERSHIP
HEREFORDSHIRE &
WORCESTERSHIRE

Code of Conduct for Coaches, Officials and Team Managers

The Sports Partnership Herefordshire and Worcestershire advocates the following conduct of good ethical practice in sport.

- Be an excellent role model displaying high standards of behaviour and appearance

- Treat all young people equally, and with respect and dignity

- Put the welfare of each young person first - before winning or achieving goals

- Work in an open environment, being visible and identifiable as the coach

- Give enthusiastic and constructive feedback

- Encourage participants to speak openly

- Build balanced relationships based on mutual trust which empowers children to share in the decision making process

- Make sport fun, enjoyable and promote fair play

- Maintain a safe and appropriate distance with performers (performers should not be touched unless NGB guidelines provide allowances). Ask young people and parents/carers for their consent

- Recognise the development needs and capacity of performers

- Ensure equipment and facilities are safe and appropriate to the age and ability of the child

- Involve parents/carers wherever possible, e.g., for the responsibility of their child in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches etc work in pairs

- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.
- Secure parental consent in writing to act *in loco parentis,* if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment

- Be aware of any medicines being taken by participants, or existing injuries

- Keep a written record of any injury that occurs, along with details of any treatment given

- Ensure that use of photographic and filming equipment is appropriate and permission of parents/carers has been sought

- Follow all guidelines laid down by the national governing body and the club

- Hold the appropriate and up to date, valid qualifications and technical skills and insurance cover

- Never condone rule violations, rough play or the use of prohibitive substances

- At the outset clarify with performers and parents if necessary what they expect from participants and what they can expect in return.

- Co-operates with other specialists in the best interests of the performer.

- Respect young people's opinions when making decisions about their participation

- Report any concerns that you have in relation to a young person following the reporting procedures of your employing body.

- Arrive at the venue in good time

- Be well prepared

- Show respect to other club coaches and officials at all times

- If you have concerns about another coach / member / official report these immediately to your line manager

Dress Code

Coaches are expected to dress in a manner that is appropriate to the function in which they are engaged. Personal hygiene should be of utmost importance.

Coaches should arrive at the session fresh, clean with attention given to facial hair, appropriate minimal make up and minimal perfume and aftershave. Jewellery should be removed when coaching.

SPORTS PARTNERSHIP
HEREFORDSHIRE &
WORCESTERSHIRE

Code of Conduct for Parents Carers and Other Spectators

The Sports Partnership Herefordshire and Worcestershire advocates the following conduct of good ethical practice in sport.

Parents and careers are welcome and indeed encouraged to view training sessions and competitions and their thoughts, comments and suggestions are gratefully accepted. As with our codes of conduct for coaches, officials and children we respectfully ask parents and carers to observe a similar code below:

- Encourage your child to learn the rules and play within them

- Discourage unfair play and arguing with officials

- Help your child to recognise good performance, not just results

- Never force your child to take part in sport

- Set a good example by recognising fair play and applauding the good performances of all

- Never punish or belittle a child for losing or making mistakes

- Publicly accept officials' judgements

- Support your child's involvement and help them enjoy their sport

- Use appropriate language at all times

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Executive

Committee

Abbey Ward

1 July 2009

LEISURE AND ARTS SERVICES – EXTENSION TO FITNESS SUITE CONTRACT AT ABBEY STADIUM SPORTS CENTRE.

(Report of the Head of Leisure and Arts)

1.   **Summary of Proposals** Members are asked to approve an extension to the current contract for fitness suite provision at the Abbey Stadium Sports Centre for a period of two and a half years in line with the Executive decision of the 28th January 2009 to defer the refurbishment scheme for a period up to one year.

2.   **Recommendations**

   The Committee is asked to RESOLVE that

   the current contract for fitness suite provision, in partnership with Competition Line (UK) Ltd, at the Abbey Stadium Sports Centre be extended for a period of two and a half years to the end of 2011 in accordance with Standing Order 46 E.5. (c) (i) (ii).

3.   **Financial, Legal, Policy Risk and Sustainability Implications**

   Financial

3.1   The Executive can RESOLVE upon financial matters which are within the Council's approved budgets.

3.2   The current supplier will invest in the facility a sum of £80k (details contained within the report) to secure an extension to December 2011whilst the Abbey Stadium redevelopment project is deferred in the short term

   Legal

3.2   Under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, the Council has the power to provide such recreational facilities as it thinks fit. Under Standing Order 46 E.5, the Executive Committee can extend an existing contract where it considers it appropriate to do so. If the Committee agrees an extension, there will need to be a supplemental agreement with the supplier to reflect the extended contract term.

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Policy

3.3   No policy implications have been identified.

Risk

3.4   The main risk to the Council is loss of income and added value if the contract is to be tendered for such a short period on the open market. Officer time and installation periods thereafter would not be cost effective for such a short period of time. Officers' opinion is that there would be no potential bidders for a short term contract such as this. There is also a risk in not offering this contract out to tender that the Council may be challenged for being anti competitive.

Sustainability / Environmental

3.5   This request will ensure sustainability for the facility income in the short term and continuation of service provision to customers while other options are prepared for Members' consideration in view of the Executive Committee decision of the 28th January 2009 to defer the Abbey Stadium redevelopment for a period of up to one year.

Report

4.   Background

4.1   Following the decision by the Executive Committee on the 28th January 2009 to defer the redevelopment of the Abbey Stadium until such time as the assets disposal programme can deliver the required capital funding, Members requested a further report on remedial action on Hewell Road pool and the Abbey Stadium to sustain the facilities for the short, medium and long term.

4.2   Whilst this report is being progressed for presentation, work by Officers has highlighted the need to sustain income and a fitness suite provision at the Abbey Stadium in the short term until such time as a decision on the way forward for management of any potential replacement facility is determined.

4.3   The current partnership provider is Competition Line (UK) Ltd.

5.   Key Issues

5.1   The current contract at the Abbey Stadium is due to expire August 2009 and the contract therefore needs to be renewed. There have had to be a number of extensions to the contract with Competition Line to ensure continued fitness suite provision at the Abbey Stadium pending the redevelopment of the site which, as Members

are aware, has not been a straightforward process. Members have recently taken the decision to defer the Abbey Stadium redevelopment for up to a period of one year.

5.2   Officers consider that an extension to the existing contract for the supply of service is appropriate in this case and detail the reasons why below.

a)   A contract for a period of 2 years plus is required to link into any decisions regarding the refurbishment of the Abbey Stadium and the potential management of a new facility should this be the way forward.

b)   The need to maintain a consistent standard of provision and sustain the current membership is important for customer care and will have a great bearing on the ability to achieve income targets.

c)   Additionally, the current partner has indicated the willingness to provide added value at the site that Officers feel could not be given by a new potential contractor for a two year contract, especially when taking into consideration the refurbishment, redecoration and supply of new fitness equipment.

d)   Competition Line have given written confirmation that for a two year and a half extension they would be prepared to fund the building of a dance studio (where the offices and one male changing room are at present) value of some £30,000 and contribute £50,000 towards a new sports hall floor and would suggest a contract extension to the end of 2011.

e)   The Council could also expect the income at the facility to increase and Competition Line confirm the existing income share split of 60/40 in Competition Line's favour would still be honoured to the end of the new contract period. There is no capital requirement from the Council should this extension to the contract be approved.

f)   Should the contract cease the effect to operation will be: temporary closure whilst the tendering process is effected, loss of income, potential redundancy implications for up to 1 full time and 5 part time staff and business reputation of the Council.

g)   Officers feel that this is the best deal for the Council under the current circumstances and it does not commit the

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Council to a partnership that may not suit the future redevelopment of the site in the long term.

6.   Other Implications

Asset Management	Asset officers would need to oversee the building work if an extension to contract is approved.
Community Safety	No change to current operation or devalue in current standards.
Human Resources	No effect to current set up if extension approved. Where additional sessional staff are required their costs would be off set against income.
	If not approved potential redundancies for staff. Impact included within the report
Social Exclusion	Effect to concessionary groups and sessions.

7.   Lessons Learnt

Continued extensions to contracts are not generally advisable but in this particular circumstance are considered to be beneficial to the Council

8.   Background Papers

Internal files

9.   Consultation

This report has been prepared in consultation with relevant Borough Council Officers.

10.   Author of Report

The author of this report is Ken Watkins (Head of Leisure and Arts), who can be contacted on extension 3384 (e-mail: ken.watkins@redditchbc.gov.uk) for more information.

11.   Appendices

None

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Executive

Committee

Batchley and Brockhill Ward

1 July 2009

HEWELL ROAD SWIMMING POOL - REALLOCATION OF APPROVED CAPITAL FUNDING

(Report of the Head of Leisure and Arts)

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1. **Summary of Proposals**

Members are asked to approve the reallocation of approved capital funding at Hewell Road Swimming Pool from refurbishment of filters to the upgrade of electrical equipment to ensure that the building remains insured by Zurich Municipal.

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2. **Recommendations**

The Committee is asked to RECOMMEND that

approval be given for the reallocation of the previously approved sum of £44,000 for filter refurbishment to the more urgent priority of electrical upgrade at Hewell Road Swimming Pool within the Capital Programme; and

to RESOLVE that, if approved,

approval be given to incur up to the expenditure detailed above, in accordance with Standing Order 41.

3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1 The sum asked to be reallocated has existing approval for another capital scheme. The Council approves the overall Capital Programme.

Legal

3.2 Under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, the Council has the power to provide such recreational facilities as it thinks fit.

Policy

3.3 No policy implications have been identified.

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<u>Risk</u>

3.4 Should approval not be given to the requested reallocation, then the Council's insurer will not provide the appropriate insurance cover and as such the swimming pool will have to close and staff will have to be made redundant. This Council could not leave itself open to potential major claims and the resultant loss of reputation associated with a major incident should it occur.

<u>Sustainability / Environmental / Climate Change</u>

3.5 The requested reallocation of capital budget will ensure sustainability for the facility in the short term while other options are prepared for Members' consideration in view of the Executive Committee decision of 28 January 2009 to defer the Abbey Stadium redevelopment for a period of up to one year.

Report

4. Background

4.1 Following the decision by the Executive Committee on 28 January 2009 to defer the redevelopment of the Abbey Stadium until such time as the assets disposal programme can deliver the required capital funding, Members requested a further report on remedial action on Hewell Road pool and the Abbey Stadium to sustain the facilities for the short, medium and long term.

4.2 Whilst this report is being progressed for presentation, work by Officers has highlighted an issue that needs more urgent attention, details of which are provided below.

5. Key Issues

5.1 A report was commissioned by Asset Maintenance Officers in January of this year to identify the current state of electrical provision throughout the Hewell Road building in line with short term sustainability.

5.2 The report has highlighted a number of areas that need urgent attention which include the plant room and main office at the site.

5.3 Arising from the report, Officers contacted the Council's insurer, Zurich Municipal, to ascertain the Council's position with regard to this situation.

5.4 Zurich have stated that, as long as the Council gives a commitment to carry out the work within the next 3 months to make the building

Executive
Committee

operate to safe codes of practice, they will continue to provide the necessary insurance cover.

5.5 Zurich will make contact during August of this year to discuss the position at that time with regards to the work needed to be undertaken, nearing completion or completed.

5.6 In view of the position, Officers have ascertained from an independent consultant that an initial budget to undertake the work arising from the report amounts to approximately £38,000.

5.7 An existing capital budget of £44,000 is already approved for filter refurbishment, but Officers will progress the work only at such time as expenditure is essential. Officers will try to maintain the filters until environmental health checks show they are breaking down and this is not the current position.

5.8 Members have requested that Hewell Road pool is sustained until an alternative facility can be provided, unless a major breakdown occurs that is too uneconomical to repair. Officers do not deem the electrical position as detailed to be at this stage.

5.9 Officers request the reallocation to rectify the electrical situation and will submit a further capital bid should the filters break down in the future.

5.10 Should approval be given to progress this work, Officers will make the necessary contact with Zurich Municipal to confirm their request.

6. **Other Implications**

Asset Management - Required to sustain the operation of the facility to safe standards required by Health and Safety Legislation.

Community Safety - To ensure that insurance is in place to protect both customers and this Council. A reduction in school and young peoples' swimming lessons provided by this Council.

Human Resources - Should the facility be closed then a large number of potential staff redundancies will result.

Social Exclusion - A number of community groups and clubs will no longer have a facility as a home base and will cease to operate.

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Schools key stage skill swimming lessons will also be affected. The Government's free swimming initiative that is in operation will be severely restricted. The Council's reputation could be questioned.

7. **Lessons Learnt**

N/A   In this case

8. **Background Papers**

Committee report 28th January 2009;
Electrical report;
Zurich Municipal correspondence.

9. **Consultation**

This report has been prepared in consultation with relevant Borough Council Officers within the Asset Management Team and Leisure and Arts Service.

10. **Author of Report**

The author of this report is Ken Watkins (Head of Leisure and Arts), who can be contacted on extension 3384 (e-mail: ken.watkins@redditchbc.gov.uk) for more information.

11. **Appendices**

There are none.

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Executive

Committee

All Wards

10 June 2009

ASSET MANAGEMENT & DISPOSAL PROGRAMME - UPDATE

(Report of the Head of Legal, Democratic and Property Services)

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1. **Summary of Proposals**

The purpose of the report is to note progress with asset disposals to date and to seek Committee approval to declaring a number of assets surplus.

The report also seeks to amend the definition of what amounts to a Minor Land Disposal within the Policy, incorporate the Minor Land Disposal Programme into the asset disposal programme to create a single asset disposal programme and to make some minor amendments to the Scheme of Delegation to Officers.

---

2. **Recommendations**

The Committee is asked to RESOLVE that

1) **progress on asset disposals to date be noted;**

2) **the assets scheduled in Appendix 2 to the report be declared surplus, in accordance with current policy; and**

3) **the Council's Minor Land Disposal programme be incorporated into the Asset Disposal Programme; and**

to RECOMMEND that

4) **the definition of Minor Land under the Policy be amended to the definition set out in paragraph 5.6 of this report and that the Scheme of Delegation to Officers be amended accordingly; and**

5) **the Scheme of Delegation in relation to forfeiting of business leases be amended as set out in paragraph 5.7.**

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3. **Financial, Legal, Policy, Risk and Sustainability Implications**

Financial

3.1   A capital receipt will be generated from the proposed disposals to support the General Fund although Members should note that Community Related Assets, Housing Revenue Account Assets and former English Partnership land may be subject to some element of "claw back".

3.2   Any site with the benefit of planning permission will be classified as "land held for development" and will appear in the Council's Accounts.

3.3   If there is a need to have an extended marketing period to obtain the highest possible capital receipt, there is the possibility that additional resources will be required to provide site and premises interim management.

3.4   Council approved a revenue bid on 20 April 2009 for £25,000 to support administration, marketing and planning application costs. The Council also approved a sum of £10,000 for re-investment into Minor Land Disposals.

Legal

3.5   Under Section 123 of the Local Government Act 1972, the Council is required to obtain the best price possible if it decides to dispose of its interest in any land, including by way of leases.

3.6   There is also a requirement under this Act to advertise the intention to dispose of land that falls within the definition of "open space" contained within the Act and subsequent amendments.

3.7   This report is not considered exempt in accordance with S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. However, identification and provisional terms of land disposal subject to negotiation are exempt and are contained in the confidential appendix. For the Council to reveal provisional without prejudice terms at this stage may affect the Council's bargaining position with individual owners, tenants and third parties. It is therefore felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Executive
Committee

Policy

3.8 The Council's agreed Strategy for the Asset Management Plan is to ensure that asset holdings reflect organisational requirements to meet current service delivery needs.

3.9 The monitoring and review of the use of the Council's assets in supporting Value for Money embraces the acquisition and disposal of property.

3.10 The current Minor Land Policy defines Minor Land as *"any land and/or building of less than half an acre where the value is £10,000 or less, plus VAT / fees, but excluding land previously designated as a play area, unless it has specifically been declared surplus, by the Executive Committee in accordance with the report to that Committee of 8 October 2003.* A copy of the report to Executive Committee of 8 October 2003 is attached at Appendix 1.

3.11 The Scheme of Delegation to Officers authorises the Property Services Manager to conduct and conclude negotiations for the sale of the freehold or leasehold interest of any land or property falling within the definition in the Minor Land Policy (or such limit that may be revised at any time by the Executive Committee, to reflect rising prices). The level has not been reviewed since the Executive Committee of 8 October 2003.

3.12 The Scheme of Delegation to Officers authorises the Property Services Manager to institute proceedings to forfeit business leases and licences for non-payment of rent if the tenant is two or more consecutive quarterly payments in arrears, or an annual rent remains unpaid for more than 6 months, and to proceed with obtaining possession of the premises / land without further reference to the Executive Committee;(but no warrant of eviction to be issued without consultation with the Chair of the Executive Committee). (MPS / MLS) (Council – 22.11.04)

Risk

3.13 Fluctuation in land values and demand due to market forces such as changes in interest rates, Government policy or global markets can affect the willingness and ability of purchasers to buy land.

3.14 Members of the public may be dissatisfied if they are not able to purchase plots of minor land or secure minor interests from the Council upon request. Conversely, there can be significant public opposition to the sale of land by the Council. In making any decisions in respect of its land, the Council needs to ensure that all relevant factors are taken into account and that due regard is had to human rights.

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Committee

3.15 If the bid for revenue funding to support administration, marketing and planning application costs referred to at paragraph 3.4 is not sufficient it may limit the opportunity for the Council to progress all asset disposals.

<u>Sustainability / Environmental</u>

3.16 Environmental issues will be addressed through the formal planning process. Modern techniques will be enforced to protect any natural habitat adjacent to development areas. The sustainability of any of the Council's assets is taken into account in deciding whether or not to declare an asset surplus.

Report

4. Background

4.1 The Council's Asset Management Plan requires the Council to keep its assets under review. This can lead to the need to declare a number of sites surplus to the Council's requirements and to identify options for disposal of those sites.

4.2 There is a need for capital receipts to support General Fund expenditure and the Council's Vision and Priorities.

4.3 The Executive Committee has previously declared a number of sites surplus and these have been incorporated into the Council's asset disposal programme.

4.4 Efficient management of assets is a key objective. The proposed updates will allow Officers to take swifter action to minimise rental debt on non-residential assets.

5. Key Issues

5.1 Outline Planning Permission for residential development for a number of sites previously declared surplus by Members has been obtained. Property Services are investigating a number of options for the marketing and disposal of these sites.

5.2 A further number of sites have been identified by Officers as having the potential for development. The Development Group (comprised of Officers) has reviewed those sites and considers that several are feasible. The proposed sites have been initially appraised by Officers and planning applications will be submitted following a full appraisal, if Members decide to declare the proposed sites surplus. Members are requested to declare the sites in confidential Appendix 2 surplus before Officers advertise or submit planning applications. Site Plans for each of the sites are set out at Appendix 3.

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5.3 Property Services Officers, together with Development Group Officers are continuing to investigate and identify other sites that may have the potential for residential and commercial development. It is the intention that an application for Outline Planning Permission will be submitted for each site once the sites are declared surplus by Members. Each site can then be marketed with the benefit of this permission, thus enhancing its value.

5.4 A Marketing Strategy is being developed to utilise various techniques to achieve best value for the disposal of differing types of land and property.

5.5 Property Services receive numerous requests from the Public to acquire interests that would come under the "Minor Land" category. The resources required to progress all such requests would be better utilised focusing on the higher value asset disposals in the medium term. Any requests for the sale of a parcel of land under the Minor Land Disposal Policy are logged and applicants are advised that cases may take considerable time to be progressed as they are not a priority. In some cases it is advantageous to the Council to consider an early disposal of some minor land parcels and these are progressed at the discretion of the Property Services Manager. The incorporation of Minor Land Sales under the Asset Disposal Programme will enable the delivery of a more comprehensive programme and will allow resources to be allocated more efficiently.

5.6 In order to ensure appropriate flexibility to officers in progressing the asset disposal programme, it is proposed that the Minor Land definition contained within the Policy and as set out in paragraph 3.10 is amended as follows:-

"Defined as any land and/or building of less than half a hectare where the value is £49,999 or less, plus VAT / fees, but excluding land previously designated as a play area **or sites to be developed for one or more dwellings**, unless it has specifically been declared surplus by the Executive Committee in accordance with **the Minor Land Disposal Policy**."

5.7 It is also suggested that the delegation referred to at paragraph 3.12 above is amended as follows to enable Officers to take action in respect of lease breaches:

"**To obtain possession of premises, terminate agreements, authorise distraint or** to institute proceedings to forfeit business leases, licences and agreements if the rent, payment or other terms are being breached.

Executive
Committee

6. **Other Implications**

Asset Management	-	The proposed disposals are in accordance with the current Asset Management Plan and have been appraised using good asset management practice guidelines.
Community Safety	-	All development will seek to reduce anti-social behaviour and be built in accordance with the principal of "secure by design".
Human Resources	-	None other than Property Services, Legal Services and Asset Maintenance Officer time.
Social Exclusion	-	The proposal will encourage social Inclusion as all development will be designed to "secure by design" principals and current planning policy.

7. **Lessons Learnt**

   The suggested changes to the Minor Land Disposal Policy definition of Minor Land and the proposed changes to the Scheme of Delegation are aimed at improving the Council's use of its resources

8. **Background Papers**

   Relevant papers, held within the Property Services Team (some of which are exempt).

9. **Consultation**

   There has been no consultation other than with relevant Borough Council and County Council Officers.

10. **Author of Report**

    The author of this report is Rob Kindon (Property Services Manager), who can be contacted on extension 3303 (e-mail: rob.kindon@redditchbc.gov.uk) for more information.

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Committee

11. **Appendices**

Appendix 1 – Report to Executive Committee of 8 October 2003

Confidential Appendices

Appendix 2 – Sites to be declared surplus

Appendix 3 - Site Plans

(Identification of specific sites and provisional terms of land disposal subject to negotiation are exempt and are contained in the confidential appendix. For the Council to reveal provisional without prejudice terms at this stage may affect the Council's bargaining position with individual owners, tenants and third parties. It is therefore felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.)

REDDITCH BOROUGH COUNCIL

EXECUTIVE
C O M M I T T E E

No Specific Ward Relevance

8 October 2003

10. DELEGATED POWERS FINANCIAL LIMITS

(Report of Director of Democratic and Enforcement Services)

1. Purpose of Report

To agree the financial limits for the Director of Democratic and Enforcement Services or the Estates and Valuation Services Manager in the management of the Council's property/land interests.

2. Recommendation

The Committee is asked to RECOMMEND that

the Director of Democratic and Enforcement Services and the Estates and Valuation Services Manager have delegated powers to manage the Council's physical assets outlined in paragraph 5 of this report in accordance with the financial limits therein.

3. Financial, Policy and Legal Implications

Financial

3.1   As contained in the report to receive or authorise revenue or capital amounts as limited by this report.

Policy

3.2   The Modernising Democracy Working Party have recommended delegating matters subject to limits to Officers which was approved at Council on 1 September 2003.

Legal

3.3   The Council is required to dispose of any interest in land including leases at the best price possible in accordance with Section 123 of the Local Government Act 1972. Any transaction considered not to be at market value will continue to be reported to Committee.

Report

4. Background

EXECUTIVE
C O M M I T T E E

8 October 2003

4.1 To speed minor land disposals a policy was originally established at the 5 June 2000 Development Committee (Minute No. 57) due to a change in the constitution it was considered that this matter needed to be formally approved by the new Council.

4.2 The matter of delegation to Officers has now been examined by the Modernising Democracy Working Party and its recommendations were approved at Council on 1 September 2003.

4.3 The Modernising Democracy Working Party recommended that *"Land disposals, within policy/budget, now be delegated to Officers in consultation with local Ward/other relevant Members".*

4.4 This report follows from that recommendation but at the present time only covers the MINOR LAND DISPOSALS, a further report about other disposals with guidance notes is being prepared which will be put to Members at another date.

5.   Key Issues

5.1 Generally the Officers referred to above will have delegated powers to manage any physical assets, including property, land and buildings as allocated or appropriated from a Service. To determine and issue general guidelines to Officers for the management of land and building resources having regard to the Asset Management Plan or in the interests of the Council as a whole, subject to the following in respect of MINOR LAND DISPOSALS:-

MINOR LAND DISPOSAL POLICY (up to £10,000+vat/fees) that is sales of land to adjoining owners or of small parcels of land OR land which is land locked where there is only one possible purchaser

5.2 For land to fall within this section it shall be less than half an acre and have a value of less than £10,000. The disposal shall include grants of easements, rights of way and other minor licences. It shall however include all garden licences or grazing licences regardless of the size of land.

5.3 All freehold (or long leaseholds with a premium) disposals (excluding licences) of the above shall include a minimum fee of £400 + vat towards the Council's administrative/estates/legal costs and subject to a non returnable fee of £200 in the case of abortive work. As per the original policy. If the land concerned has been used as public open space [other than verges and surround strips of land on housing estates] the purchaser will also be responsible for any necessary advertising costs.

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5.4   This delegated authority shall not apply to any areas of land previously designated as a play area unless it has been specifically agreed by either the Executive or the Community Services Overview & Scrutiny Committee that the area is surplus. If it is agreed that the land can be sold then the above will apply but only if the local Member supports the disposal.

6.   Other Implications

Community Safety   :   none identified.
Human Resources   :   none identified.
Social Exclusion   :   none identified.
Sustainability   :   none identified.

7.   Conclusion

7.1   That authority be delegated to the Officers referred to above at the financial limits proposed.

8.   Background Papers

None identified other than papers referred to in the report.

9.   Consultation

There has been no consultation other than with relevant Borough Council Officers and Directors.

10.   Author of Report

The author of this report is Jim Prendergrast (Estates and Valuation Services Manager), who can be contacted on extension 3291 (email: jim.prendergrast@redditchbc.gov.uk) for more information.

11.   Appendices

None.

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

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REDDITCH BOROUGH COUNCIL

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Executive

No direct Ward Relevance

Committee

1 July 2009

CORPORATE SICKNESS STATISTICS

(Report of the Head of Human Resources and Communications)

1. **Summary of Proposals** To bring to Members' attention the current sickness statistics for the Council for the period April 2008 – March 2009 and to outline the work programme by officers to assist in the reduction of these statistics

2. **Recommendations**

The Committee is asked to RESOLVE that

1) **the statistics be noted; and**

2) **the programme outlined in the report to reduce sickness absence be approved.**

3. **Financial, Legal, Policy Risk and Sustainability Implications**

Financial

3.1 There is a health and safety budget available. In addition funding can be obtained to target specific health promotions. A service level agreement is being discussed currently with WCC for Occupational Health services.

Additional costs will be incurred through agency staff to cover sickness absence, potential stress claims etc

Legal

3.2 The Council has a current Sickness Absence Policy. There are legal implications for the Council under Health and Safety at Work Act, "duty of care" for employees.

Policy

3.3 The proposals are to review the processes but still remaining within the policy

Executive
Committee

Risk

3.4 There is a risk to service delivery and performance if there are high sickness levels in the organisation.

Report

4. **Background**

4.1 At the meeting of this Committee on 11 June 2008 Members requested a brief report be brought, to alternate future meetings, outlining the current sickness absence statistics within the authority.

5. **Key Issues**

5.1 Details of current sickness absence statistics per department are shown at Appendix 1. A breakdown of reasons can be supplied if required.

5.2 An outline of the work programme to be progressed to support the reduction of sickness absence is shown at Appendix 2.

5.3 Sickness absence target for 08/09 were set at 9.77 days per FTE, the outturn is 9.60 days per FTE.

5.4 The target set for 09/10 is 8 days per FTE.

6. **Other Implications**

Asset Management	-	None
Community Safety	-	None
Human Resources	-	Resources to support managers in the process, and arrangements of referrals etc
Social Exclusion	-	None

7. **Lessons Learnt**

None

8. **Background Papers**

Records within Human Resources (some of which may be exempt)

9. **Consultation**

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9.1 This report has been prepared in consultation with relevant Borough Council Officers

9.2 Trade Union Representatives are also consulted.

10. <u>Author of Report</u>

The author of this report is Elaine Storer , who can be contacted on extension 3294 (e-mail: elaine.storer@redditchbc.gov.uk) for more information.

11. <u>Appendices</u>

Appendix 1 – Statistical Data
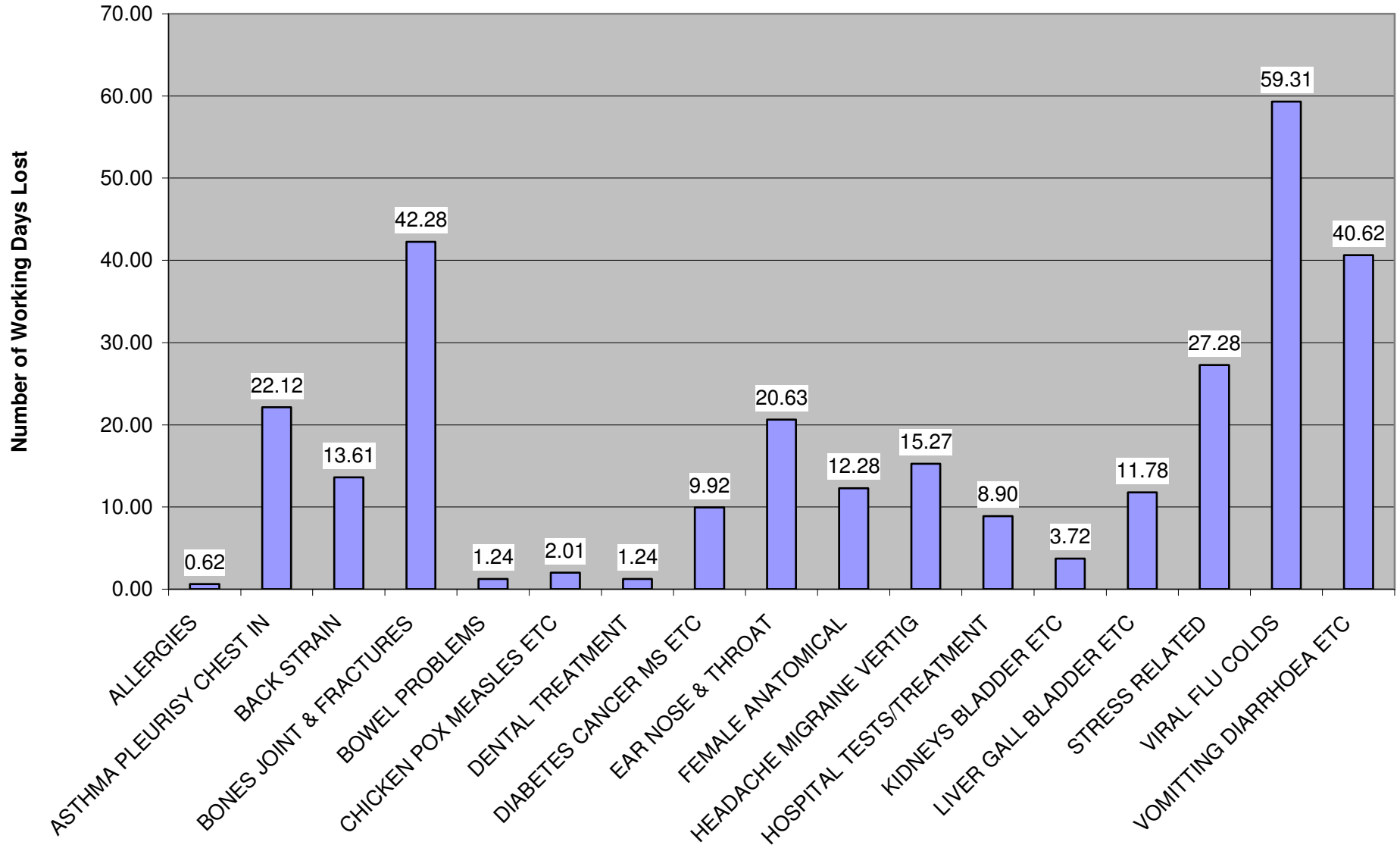
Appendix 2 – Work programme

Sickness Figures for 2008/2009 by Service

Total FTE @ March 09	Actual no of employees absent - March 09	SERVICE	Total Sickness days April 08 & on	Days per FTE - Year to Date	Projected - per FTE	Sickness Target 2008/09	Apr-08	May-08	Jun-08	Jul-08	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09
29.20	8.00	Legal, Democratic & Property Services	185.80	6.36	6.36		28.34	28.15	28.15	27.65	27.15	26.15	26.09	27.09	27.60	28.20	28.20	29.20
		Short term Absences up to 28 days	129.20	4.42			0.60	5.48	16.93	14.88	8.68	4.65	3.65	14.53	11.60	7.23	26.04	14.93
		Long term Absences 29 days+	56.60	1.94			56.60	58.13	28.65	29.61	27.75	10.05	10.39	9.30	20.00	9.61	8.68	28.83
							2.02	2.26	1.62	1.61	1.34	0.56	0.54	0.88	1.14	0.60	1.23	1.50
56.34	13.00	Finance, Revenues & Benefits	292.74	5.20	5.20		52.12	52.12	55.94	56.92	56.45	56.45	54.61	55.00	56.30	57.34	56.34	56.34
		Short term Absences up to 28 days	268.25	4.76			19.30	8.68	13.32	23.39	22.50	11.28	17.21	29.88	38.23	32.07	16.09	36.30
		Long term Absences 29 days+	24.49	0.43			6.00	6.23	6.03	6.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							0.49	0.29	0.35	0.52	0.40	0.20	0.32	0.54	0.68	0.56	0.29	0.64
84.68	14.00	Asset & Maintenance	907.50	10.72	10.72		89.53	88.53	91.53	92.53	93.53	94.53	92.70	92.70	86.50	85.68	85.18	84.68
		Short term Absences up to 28 days	456.19	5.39			40.50	37.48	28.73	43.48	31.39	13.02	45.65	69.88	44.95	39.08	34.44	27.59
		Long term Absences 29 days+	451.31	5.33			55.80	57.04	72.81	75.32	38.44	37.20	38.44	18.60	38.44	0.00	0.00	19.22
							1.08	1.07	1.11	1.28	0.75	0.53	0.91	0.95	0.96	0.46	0.40	0.55
94.27	14.00	Housing & Community	1158.86	12.29	12.29		102.70	102.84	97.62	96.54	94.96	94.78	94.46	96.17	89.10	89.87	92.44	94.27
		Short term Absences up to 28 days	577.70	6.13			93.40	50.39	79.36	38.36	19.71	50.29	25.11	55.95	60.71	51.13	26.66	26.63
		Long term Absences 29 days+	581.16	6.16			55.50	77.66	59.07	81.04	96.62	55.80	17.98	22.62	56.03	20.78	18.06	20.00
							1.45	1.25	1.42	1.24	1.23	1.12	0.46	0.82	1.31	0.80	0.48	0.49
129.60	26.00	Operations	1574.50	12.15	12.15		138.76	138.61	137.94	137.44	137.48	137.67	133.75	133.56	128.46	126.65	126.65	129.60
		Short term Absences up to 28 days	912.59	7.04			80.90	78.12	30.63	57.12	48.98	91.14	110.36	93.03	61.61	106.20	60.76	93.74
		Long term Absences 29 days+	661.91	5.11			11.30	30.53	11.31	11.69	67.49	47.27	106.55	64.09	104.67	69.35	80.00	57.66
							0.66	0.78	0.30	0.50	0.85	1.01	1.62	1.18	1.29	1.39	1.11	1.17
33.98	4.00	Environment	91.07	2.68	2.68		31.45	31.62	31.62	31.62	32.62	32.04	31.31	29.31	30.98	31.98	31.98	33.98
		Short term Absences up to 28 days	91.07	2.68			9.00	2.92	9.30	3.49	20.01	6.51	0.00	9.35	23.56	2.53	1.27	3.13
		Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							0.29	0.09	0.29	0.11	0.61	0.20	0.00	0.32	0.76	0.08	0.04	0.09
21.59	1.00	Planning & Building Control	237.17	10.99	10.99		23.83	24.83	23.83	24.17	24.17	24.53	24.27	24.27	22.59	22.59	21.59	21.59
		Short term Absences up to 28 days	63.05	2.92			0.00	3.72	13.02	2.48	7.56	0.00	19.22	0.50	2.65	2.71	11.16	0.03
		Long term Absences 29 days+	174.12	8.06			18.60	19.22	18.60	19.22	19.22	18.60	3.10	18.60	19.74	19.22	0.00	0.00
							0.78	0.92	1.33	0.90	1.11	0.76	0.92	0.79	0.99	0.97	0.52	0.00
20.20	4.00	Strategy & Partnerships	140.89	6.97	6.97		19.39	19.94	20.44	22.11	22.11	22.11	21.11	21.11	19.11	16.72	16.72	20.20
		Short term Absences up to 28 days	65.25	3.23			6.60	0.00	4.34	1.24	17.98	8.68	0.34	5.61	3.10	1.24	0.62	15.50
		Long term Absences 29 days+	75.64	3.74			18.60	19.22	18.60	19.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							1.30	0.96	1.12	0.93	0.81	0.39	0.02	0.27	0.16	0.07	0.04	0.77
25.67	8.00	HR & Communications	308.42	12.01	12.01		24.68	24.68	23.14	22.14	19.52	20.63	23.75	25.15	24.67	24.67	24.67	25.67
		Short term Absences up to 28 days	65.72	2.56			4.80	4.37	8.70	0.62	1.86	0.65	8.29	9.30	14.26	7.44	2.26	3.17
		Long term Absences 29 days+	242.70	9.45			0.00	0.00	15.08	15.58	19.22	18.60	19.22	18.60	19.22	38.44	34.72	44.02
							0.19	0.18	1.03	0.73	1.08	0.93	1.16	1.11	1.36	1.86	1.50	1.84
40.96	6.00	Customer & IT	202.05	4.93	4.93		47.25	47.65	47.34	47.84	47.23	41.59	37.27	39.27	38.83	39.83	39.83	40.96
		Short term Absences up to 28 days	182.31	4.45			13.80	14.34	24.20	16.29	12.29	2.28	9.83	23.36	26.09	24.83	7.02	7.98
		Long term Absences 29 days+	19.74	0.48			0.00	19.22	0.00	0.00	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00
							0.29	0.70	0.51	0.34	0.26	0.05	0.28	0.59	0.67	0.62	0.18	0.19
61.86	5.00	Leisure & Arts	283.77	4.59	4.59		61.82	61.98	61.82	65.14	64.02	63.84	55.47	55.03	60.12	60.44	62.94	61.86
		Short term Absences up to 28 days	205.73	3.33			8.80	7.98	14.42	5.03	33.81	11.65	22.55	19.02	20.34	39.53	19.68	2.92
		Long term Absences 29 days+	78.04	1.26			0.00	0.00	0.00	0.00	0.00	0.00	0.52	18.60	18.60	10.26	12.79	17.27
							0.14	0.13	0.23	0.08	0.53	0.18	0.42	0.68	0.65	0.82	0.52	0.33
12.37	1.00	Project Development	86.38	6.98	6.98		13.60	13.60	13.07	13.07	13.07	13.07	12.08	12.08	12.37	12.37	12.37	12.37
		Short term Absences up to 28 days	37.50	3.03			8.60	4.84	0.55	3.07	5.11	0.50	3.29	1.27	0.77	3.10	6.40	0.00
		Long term Absences 29 days+	48.88	3.95			0.00	0.00	0.00	0.00	0.00	15.08	14.58	0.00	0.00	0.00	0.00	19.22
							0.63	0.36	0.04	0.23	0.39	1.19	1.48	0.11	0.06	0.25	0.52	1.55
3.72	0.00	Audit	45.27	12.17	12.17		3.72	3.72	3.72	3.72	3.72	3.72	3.72	3.72	3.72	3.72	3.72	3.72
		Short term Absences up to 28 days	31.24	8.40			1.86	0.00	0.90	4.52	15.03	0.00	0.00	0.00	2.71	1.24	4.98	0.00
		Long term Absences 29 days+	14.03	3.77			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.03	0.00	0.00
							0.50	0.00	0.24	1.22	4.04	0.00	0.00	0.00	0.73	4.10	1.34	0.00
13.68	2.00	Sure Start	70.98	5.19	5.19		12.26	13.26	13.26	12.56	12.63	14.44	14.44	16.00	15.07	14.68	13.68	13.68
		Short term Absences up to 28 days	70.98	5.19			6.60	1.63	0.00	9.30	1.86	0.62	6.59	7.08	5.81	14.28	15.97	1.24
		Long term Absences 29 days+	0.00	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							0.54	0.12	0.00	0.74	0.15	0.04	0.46	0.44	0.39	0.97	1.17	0.09
10.16	0.00	Personal Assistant Service	67.70	6.66	6.66		10.74	10.74	10.74	9.74	9.74	9.74	9.74	9.74	10.18	10.16	10.16	10.16
		Short term Absences up to 28 days	67.70	6.66			0.70	0.50	3.95	14.88	0.62	4.96	2.16	13.02	6.14	8.06	12.71	0.00
		Long term Absences 29 days+	0.00	0.00			0.07	0.05	0.37	1.53	0.06	0.51	0.22	1.34	0.60	0.79	1.25	0.00

638.28		Total Short Term Absence YTD	3224.48				295.46	220.45	248.35	238.15	247.39	206.23	221.20	273.12	243.31	240.95	176.42	202.35
		Total Long Term Absence YTD	2428.62				222.40	287.25	230.15	257.91	268.74	202.60	176.46	133.21	238.88	118.96	106.74	125.71
		TOTAL Days lost YTD	5653.10	7.85	9.77		517.86	507.70	478.50	496.06	516.13	408.83	397.66	406.33	482.19	359.91	283.16	328.06

		TARGET sick days per FTE per month					0.81	0.81	0.81	0.81	0.81	0.81	0.81	0.82	0.82	0.82	0.82	0.82
		BVPI 12 Sick Days Per FTE in Month					0.78	0.77	0.72	0.75	0.78	0.62	0.60	0.61	0.73	0.80	0.80	0.80
		TARGET sick days per FTE YTD					0.81	1.62	2.43	3.24	4.05	4.86	5.67	6.49	7.31	8.13	8.95	9.77
		BVPI 12 - Sick Days per FTE YTD					0.78	1.55	2.27	3.02	3.79	4.41	5.01	5.62	6.35	7.15	7.95	8.75
		BVPI 12 Projected Outturn					9.36	9.28	9.07	9.05	9.11	8.82	8.46	8.15	8.16	8.27	7.85	8.75

2008-09 Year	Annual 5182.39

Quarter 1	Quarter 2	Quarter 3	Quarter 4
1504.06	1421.02	1286.18	971.13

FTE March 08 — 663.65
FTE July 08 — 663.19
FTE March 09 — 638.28
# of Months average — 12

Key:
- more than 10% worse than target (red)
- worse than target, but within 10% (orange)
- on or better than target (green)

Finance, Revenues and Benefits Services Sickness Absence Reasons

Chart showing Number of Working Days Lost by sickness absence reason:

Reason	Number of Working Days Lost
ALLERGIES	0.62
ASTHMA PLEURISY CHEST IN	22.12
BACK STRAIN	13.61
BONES JOINT & FRACTURES	42.28
BOWEL PROBLEMS	1.24
CHICKEN POX MEASLES ETC	2.01
DENTAL TREATMENT	1.24
DIABETES CANCER MS ETC	9.92
EAR NOSE & THROAT	20.63
FEMALE ANATOMICAL	12.28
HEADACHE MIGRAINE VERTIG	15.27
HOSPITAL TESTS/TREATMENT	8.90
KIDNEYS BLADDER ETC	3.72
LIVER GALL BLADDER ETC	11.78
STRESS RELATED	27.28
VIRAL FLU COLDS	59.31
VOMITTING DIARRHOEA ETC	40.62

Legal, Democratic & Property Services Sickness Absence Reasons

Number of Working Days Lost

Reason	Value
ASTHMA PLEURISY CHEST IN	59.83
BEREAVEMENT	0.75
BOWEL PROBLEMS	23.04
DENTAL TREATMENT	0.62
DIABETES CANCER MS ETC	231.06
EAR NOSE & THROAT	3.72
FEMALE ANATOMICAL	13.02
HEADACHE MIGRAINE VERTIG	4.21
HOSPITAL TESTS/TREATMENT	16.74
KIDNEYS BLADDER ETC	4.34
LIVER GALL BLADDER ETC	6.82
SKIN PROBLEMS	35.34
STRESS RELATED	7.49
VIRAL FLU COLDS	15.55
VOMITTING DIARRHOEA ETC	4.27

Audit Sickness Absence Reasons

Chart: Number of Working Days Lost by sickness absence reason

- BACK STRAIN: 1.24
- HEADACHE MIGRAINE VERTIG: 22.17
- VIRAL FLU COLDS: 16.79
- VOMITTING DIARRHOEA ETC: 5.08

Operations Sickness Absence Reasons

Chart: "Operations Sickness Absence Reasons" — bar chart showing Number of Working Days Lost by absence reason.

Reason	Number of Working Days Lost
ALLERGIES	3.10
ASTHMA PLEURISY CHEST IN	34.72
BACK STRAIN	130.20
BONES JOINT & FRACTURES	487.90
CHICKEN POX MEASLES ETC	25.42
DENTAL TREATMENT	9.92
DIABETES CANCER MS ETC	143.61
EAR NOSE & THROAT	21.08
EYE PROBLEMS	129.03
HEADACHE MIGRAINE VERTIG	52.70
HOSPITAL TESTS/TREATMENT	98.06
LIVER GALL BLADDER ETC	3.72
SKIN PROBLEMS	16.12
STRESS RELATED	199.17
VIRAL FLU COLDS	122.02
VOMITTING DIARRHOEA ETC	79.72
NO REASON	18.06

Environment Sickness Absence Reasons

Number of Working Days Lost

Reason	Number of Working Days Lost
ASTHMA PLEURISY CHEST IN	5.58
BEREAVEMENT	6.20
BOWEL PROBLEMS	1.24
DENTAL TREATMENT	1.24
EAR NOSE & THROAT	6.51
FEMALE ANATOMICAL	0.62
HEADACHE MIGRAINE VERTIG	3.41
STRESS RELATED	22.25
VIRAL FLU COLDS	37.28
VOMITTING DIARRHOEA ETC	6.69
NO REASON	0.03

Planning & Building Control Sickness Absence Reasons

Number of Working Days Lost

Reason	Value
BACK STRAIN	2.48
DIABETES CANCER MS ETC	1.26
EAR NOSE & THROAT	3.72
EYE PROBLEMS	1.86
HEADACHE MIGRAINE VERTIG	1.86
HOSPITAL TESTS/TREATMENT	181.04
MALE ANATOMICAL	9.92
VIRAL FLU COLDS	10.09
VOMITTING DIARRHOEA ETC	6.35
NO REASON	18.60

Strategy & Partnerships Sickness Absence Reasons

Bar chart showing Number of Working Days Lost by sickness absence reason:
- ASTHMA PLEURISY CHEST IN: 5.27
- BACK STRAIN: 87.42
- BONES JOINT & FRACTURES: 3.10
- EAR NOSE & THROAT: 15.50
- HEADACHE MIGRAINE VERTIG: 1.24
- KIDNEYS BLADDER ETC: 2.48
- VIRAL FLU COLDS: 14.60
- VOMITTING DIARRHOEA ETC: 11.29

Human Resources and Communications Sickness Absence Reasons

Number of Working Days Lost

Reason	Value
ALLERGIES	4.03
ASTHMA PLEURISY CHEST IN	2.48
BACK STRAIN	3.10
BONES JOINT & FRACTURES	0.62
DENTAL TREATMENT	2.09
DIABETES CANCER MS ETC	183.84
EAR NOSE & THROAT	3.72
FEMALE ANATOMICAL	1.88
HEADACHE MIGRAINE VERTIG	4.34
HOSPITAL TESTS/TREATMENT	3.10
LIVER GALL BLADDER ETC	0.62
VIRAL FLU COLDS	83.86
VOMITTING DIARRHOEA ETC	9.84
NO REASON	4.96

Housing & Community Services Sickness Absence Reasons

Chart showing Number of Working Days Lost by absence reason:

Reason	Number of Working Days Lost
ASTHMA PLEURISY CHEST IN	66.7
BACK STRAIN	49.1
BEREAVEMENT	73.7
BONES JOINT & FRACTURES	126.4
BOWEL PROBLEMS	65.1
DENTAL TREATMENT	2.915675676
DIABETES CANCER MS ETC	176.3
EAR NOSE & THROAT	29.6
EYE PROBLEMS	17.08
FEMALE ANATOMICAL	47.7
HEADACHE MIGRAINE VERTIG	28.49486486
HEART ATTACK CHEST PAINS	15.09783784
HOSPITAL TESTS/TREATMENT	51.10810811
KIDNEYS BLADDER ETC	10.2
LIVER GALL BLADDER ETC	16.08648649
SKIN PROBLEMS	5.3
STRESS RELATED	193.3
VIRAL FLU COLDS	82.9
VOMITTING DIARRHOEA ETC	59.7
NO REASON	70.3

Asset & Maintenance Sickness Absence Reasons

Number of Working Days Lost

Reason	Days
ALLERGIES	0.62
ASTHMA PLEURISY CHEST IN	17.67
BACK STRAIN	16.74
BEREAVEMENT	75.02
BONES JOINT & FRACTURES	331.10
DENTAL TREATMENT	1.86
DIABETES CANCER MS ETC	155.00
EAR NOSE & THROAT	6.82
EYE PROBLEMS	2.01
HEADACHE MIGRAINE VERTIG	3.10
HEART ATTACK CHEST PAINS	1.86
HOSPITAL TESTS/TREATMENT	15.50
KIDNEYS BLADDER ETC	3.10
SKIN PROBLEMS	3.10
STRESS RELATED	28.91
VIRAL FLU COLDS	67.27
VOMITTING DIARRHOEA ETC	46.05
NO REASON	43.40

Sure Start Sickness Absence Reasons

Customer & IT Services Sickness Absence Reasons

Number of Working Days Lost

Reason	Days
ALLERGIES	1.86
ASTHMA PLEURISY CHEST IN	27.80
BACK STRAIN	1.24
BONES JOINT & FRACTURES	36.95
DENTAL TREATMENT	4.34
DIABETES CANCER MS ETC	0.57
EAR NOSE & THROAT	11.31
EYE PROBLEMS	0.62
FEMALE ANATOMICAL	7.44
HEADACHE MIGRAINE VERTIG	14.38
HOSPITAL TESTS/TREATMENT	3.18
KIDNEYS BLADDER ETC	8.68
SKIN PROBLEMS	0.62
STRESS RELATED	17.71
VIRAL FLU COLDS	37.21
VOMITTING DIARRHOEA ETC	17.04
NO REASON	11.08

Project Development Sickness Absence Reasons

Number of Working Days Lost

Reason	Value
ASTHMA PLEURISY CHEST IN	0.13
BACK STRAIN	3.10
BONES JOINT & FRACTURES	31.67
EAR NOSE & THROAT	1.11
HEADACHE MIGRAINE VERTIG	10.34
SKIN PROBLEMS	0.50
VIRAL FLU COLDS	11.21
VOMITTING DIARRHOEA ETC	10.11
NO REASON	7.34

Leisure and Arts Sickness Absence Reasons

Chart: "Leisure and Arts Sickness Absence Reasons" — bar chart with Y-axis "Number of Working Days Lost" (0.00 to 90.00).

Reason	Number of Working Days Lost
ALLERGIES	6.20
ASTHMA PLEURISY CHEST IN	20.06
BACK STRAIN	7.72
BONES JOINT & FRACTURES	76.40
DENTAL TREATMENT	0.62
DIABETES CANCER MS ETC	32.24
EAR NOSE & THROAT	7.44
FEMALE ANATOMICAL	5.51
HEADACHE MIGRAINE VERTIG	1.91
HOSPITAL TESTS/TREATMENT	35.40
SKIN PROBLEMS	1.24
VIRAL FLU COLDS	38.80
VOMITTING DIARRHOEA ETC	17.37
NO REASON	32.93

P.A.s and Directorate Support Sickness Absence Reasons

Chart showing Number of Working Days Lost by absence reason:

Reason	Number of Working Days Lost
ASTHMA PLEURISY CHEST IN	4.51
BONES JOINT & FRACTURES	0.25
DIABETES CANCER MS ETC	8.68
EAR NOSE & THROAT	6.51
EYE PROBLEMS	13.02
HEADACHE MIGRAINE VERTIG	0.35
HOSPITAL TESTS/TREATMENT	0.45
STRESS RELATED	13.52
VIRAL FLU COLDS	15.72
VOMITTING DIARRHOEA ETC	2.48
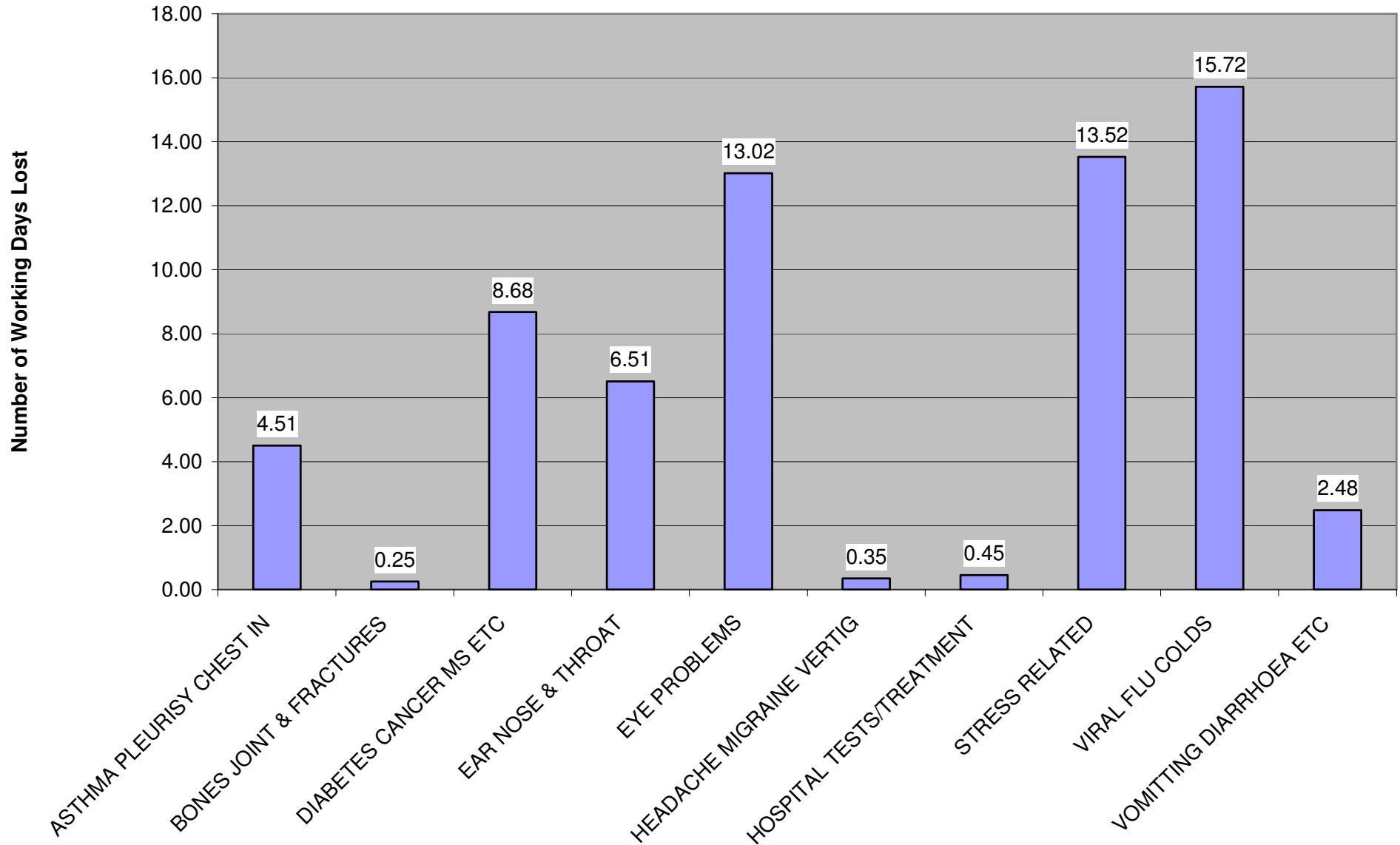
Reasons for Sickness Absence April 08 - March 09

Bar chart: Number of Working Days Lost by reason.

Reason	Number of Working Days Lost
ALLERGIES	16.43
ASTHMA PLEURISY CHEST IN	270.40
BACK STRAIN	315.98
BEREAVEMENT	157.54
BONES JOINT & FRACTURES	1140.11
BOWEL PROBLEMS	91.61
CHICKEN POX MEASLES ETC	27.43
DENTAL TREATMENT	24.85
DIABETES CANCER MS ETC	942.47
EAR NOSE & THROAT	138.62
EYE PROBLEMS	163.61
FEMALE ANATOMICAL	90.91
HEADACHE MIGRAINE VERTIG	164.38
HEART ATTACK CHEST PAINS	16.96
HOSPITAL TESTS/TREATMENT	417.20
KIDNEYS BLADDER ETC	32.47
LIVER GALL BLADDER ETC	39.03
MALE ANATOMICAL	9.92
SKIN PROBLEMS	62.19
STRESS RELATED	535.66
VIRAL FLU COLDS	628.63
VOMITTING DIARRHOEA ETC	325.30
WORK INJURY	2.48
NO REASON	206.74

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APPENDIX 2

Work Programme to support the reduction of sickness absence and well being.

Research shows that in order to reduce sickness absence we need to concentrate on both the reactive (high sickness levels) and the proactive (supporting well being).

Detailed below at **(1)** are the actions that are currently built into the Human Resources and Communications Service Plan. Those items detailed at **(2)** are how we are linking with our partners in order to deliver the service plan.

(1)

Planned position at 30th Jun 2009	• Review and update Sickness Absence Policy. • Sickness statistics circulated at six weekly intervals. • Manager toolkits established, together with learning and development programme.
Planned position at 30th Sep 2009	• Regular health talks established. • Regular manager meetings established with HR officers to support with sickness absence issues.
Planned position at 31st Dec 2009	• Review Employee Assistance Programmes.
Planned position at 31st Mar 2010	• Terminally ill policy introduced. • Stress policy introduced and stress risk assessments established.

(2)

PCT

In order to support some of the above we are working with the Worcestershire PCT, Health Improvement Co-ordinator to support the reduction of sickness absence through health promotion and well being of employees. In addition we are

working with the PCT on Heart Smart Business Award, this focuses on supporting staff fitness, supporting smokers to quit etc

Wellness Works

We have signed upto programme which is funded by big lottery funding as part of the Regional Living Well Programme. This shows a commitment to the health and well being of our staff.

As part of this funding we will have access to a number of services, all free of charge. These are listed below:

- Health and wellbeing workshops for managers and employees
- Information, resources and materials to support and promote health and wellbeing in the organization
- Policy development

Health Events Calendar

We are arranging local events to link with national events on Health promotion with our current occupational health provider (WCC) throughout the year.

Overview and Scrutiny Committee

Wednesday, 27 May 2009

MINUTES

Present:

Councillor Phil Mould (Chair), and Councillors G Chance, R King, W Norton, J Pearce, D Taylor and D Thomas.

Also Present:

Councillor M Braley

Officers:

A Marklew, J Smith and E Storer

Committee Services Officer:

J Bayley and H Saunders

1. **APOLOGIES AND NAMED SUBSTITUTES**

   Apologies for absence were received on behalf of Councillors Banks and Smith.

2. **DECLARATIONS OF INTEREST AND OF PARTY WHIP**

   There were no declarations of interest or of any party whip.

3. **MINUTES**

   RESOLVED that

   the minutes of the meeting of the Committee held on Thursday 30 April be confirmed as a correct record and signed by the Chair.

4. **ACTIONS LIST**

   The Committee considered the latest version of the outstanding Actions List.

   ....
   Chair

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Wednesday, 27 May 2009

In relation to item 3 (National Angling Museum), Officers reported that the Council's IT Services Officers had submitted an order to purchase the four versions of the National Angling Museum domain name.

RESOLVED that

subject to the update in the preamble above, the Actions List be noted.

5. **CALL-IN AND PRE-SCRUTINY**

Officers referred to Decision 10 of the Executive Committee Decision Notice of Wednesday 20 May 2009 (Housing Mutual Exchange Task and Finish Group recommendation).

Officers informed Members that this recommendation had been approved by the Executive Committee. An item would therefore be scheduled onto the Overview and Scrutiny Committee's Work Programme to enable the Committee to monitor the implementation of this recommendation.

There were no Call-ins or suggestions for pre-scrutiny.

6. **TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS**

Sheltered Housing Schemes - Review of Parking Arrangements

Officers advised that Councillor A Clayton, who had been due to attend the meeting to suggest a review of parking arrangements for sheltered housing schemes, had withdrawn the proposal.

Members were informed that the Council had a policy for parking at sheltered housing schemes. Officers would therefore be working with Councillor Clayton to review parking arrangements at Chiltern House. There was the possibility that this review might result in the identification of issues that would be suitable for an alternative scrutiny review.

There were no draft scoping documents for pre-scrutiny.

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7.   TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received reports in relation to current reviews.

a)   <u>Council Flat Communal Cleaning – Chair, Councillor P Mould</u>

Councillor Mould informed Members that the Group had recently met to agree their recommendations. The Group would present their final report and recommendations at the following meeting of the Overview and Scrutiny Committee on Wednesday 17 June.

b)   <u>Dial-A-Ride – Chair, Councillor R King</u>

Councillor King informed Members that the first meeting of the Group had taken place and had been attended by relevant Officers. The Group had agreed to shadow staff who delivered the Dial-A-Ride service to observe delivery of the service in action. The Group had also been informed that a long-serving Manager of the service would be leaving the Council. The Group had therefore arranged to interview this Officer on Thursday 28 May to ensure that they could consider the important evidence that could be provided by this expert witness.

Members were informed that a questionnaire was sent to customers of the Dial-A-Ride service on an annual basis. The Group would be considering the information provided in response to these questionnaires in 2009 as part of their review.

c)   <u>National Angling Museum – Chair, Councillor P Mould</u>

Councillor Mould informed Members that one meeting of the Group had already taken place. During this meeting Members had discussed an ongoing project to establish a National Angling Museum at a National Trust property: Mottisfont Abbey. A consultancy firm, JD Consulting, had been commissioned to review suitable arrangements for establishing a National Angling Museum in the country and had identified Mottisfont Abbey as a possible location for this site. The Chair explained that this would have implications for the review.

He informed Members that a further meeting of the Group would be taking place at the beginning of June. During this meeting relevant Officers from Leisure and Property Services

would be interviewed to discuss options for establishing a National Angling Museum in Redditch.

d)   <u>Neighbourhood Groups – Chair, Councillor K Banks</u>

Officers explained that the first meeting of the Neighbourhood Groups Task and Finish Group would be taking place on Tuesday 23 June. At the request of the Chair an article would be appearing in the June edition of Redditch Matters promoting the launch of the review. The Chair had also arranged for basic information about the launch of the review to be discussed as a corporate item during the June / July round of Neighbourhood Group meetings.

RESOLVED that

the Task and Finish Group update reports be noted.

8.   **COMMUNICATIONS TASK AND FINISH GROUP - UPDATE**

Officers presented a written report outlining the responses of the Council's Communications Team to the Communications Task and Finish Group's final recommendations (Appendix A).

Officers explained that corporate branding related not just to the Council's logo but also to other practices which impacted on the Council's corporate identity, such as letterhead styles. Recently Officers had identified the impact of the footers, that were listed on the end of staff emails, upon corporate identity. The Council would be introducing a corporate standard for these footers which would require members of staff to list their name, job title and contact details in a specified manner. Furthermore, these footers would contain reference to the Council's priorities.

Members discussed the Council's relations with representatives of the local press. The local press had been adversely affected by the economic climate. The amount of advertisements placed in the local press by advertisers generally, had decreased which had had an adverse impact on the financial position of many newspapers. A number of local journalists had unfortunately been made redundant. However, relations between the local press and the Council remained largely positive and articles about Council business tended to feature prominently in local media reports.

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Members discussed the different corporate branding arrangements that were utilised by some sections of the Council, such as Leisure Services. They questioned the impact that this had on the Council's corporate identity. Officers explained that some services did have slightly different branding known as co-branding. An example of this would be the branding used for the Palace Theatre. However, Members were advised that it was fairly common for co-branding arrangements to be utilised by local authorities. In all cases, Redditch Borough Council ownership should be made clear through secondary use of the Council's logo.

Members noted that one of the problems which had been identified by the Communications Task and Finish Group was that some people had poor perceptions of the town. Members suggested that to address these perceptions the Council could produce a calendar containing images of the attractions that were based within the Borough. Moreover, in order to encourage civic pride, Members suggested that the images for this calendar could be provided through a local competition. Residents could be invited to submit photographs of local attractions for this competition. Officers were asked to consider this option in further detail.

Members praised the Communications Team for the work they had undertaken to address the recommendations contained in the Task and Finish Group's report.

RESOLVED that

the report be noted.

9. **COUNCILLOR CALLS FOR ACTION (CCFA)**

The Chair explained that, owing to ill health, the Head of Legal, Democratic and Property Services had been unable to attend the meeting. He therefore proposed that the Committee postpone consideration of details about the Councillor Call for Action (CCfA) procedures adopted at other local authorities until the following meeting of the Committee.

Officers confirmed that, as requested at the previous meeting, Officers had utilised copies of the CCfA request forms that had been produced by Worcestershire County Council and Birmingham City Council, to produce a draft form for Redditch Borough Council. This had been sent to the Chair and Vice-Chair of the Committee for consideration. Confirmation of the contents of this form would

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occur on the return of the Head of Legal, Democratic and Property Services.

Members noted that a large amount of paperwork had been issued containing details about the CCfA processes utilised at other local authorities.

RESOLVED that

1) **the contents of the Councillor Call for Action form for Redditch Borough Council be finalised for use as soon as possible;**

2) **Members consider details about Councillor Call for Action processes at other local authorities at the following meeting of the Committee; and**

3) **Members retain the paperwork relating to the Councillor Call for Action processes at other local authorities for consideration at their following meeting.**

10. **BRAINSTORM - QUESTIONS FOR WORCESTERSHIRE PRIMARY CARE TRUST (PCT)**

As previously requested by the Committee, Officers from Worcestershire County Council had provided further information about public transport access to the Alexandra Hospital. Following consideration of this information the Committee had concluded that representatives of Worcestershire Primary Care Trust (PCT) should also be invited to provide evidence on this subject.

Members proposed a number of questions for the consideration of Worcestershire PCT (Appendix B). They agreed that these questions should be forwarded to representatives of Worcestershire PCT. Officers were asked to advise the PCT of the dates of forthcoming meetings of the Overview and Scrutiny Committee and to invite representatives of the PCT to attend one of these meetings. Officers informed Members that recent legislation had created a duty to co-operate which would require Worcestershire PCT to respond to this request for information. However, this response might not entail attendance at a meeting of the Committee but, rather, receipt of written information.

Members were informed that, as requested by the Committee, Officers from Worcestershire County Council had also provided details about the potential to install a bus stop beside the Arrow

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Valley Countryside Centre. Officers had advised that a suitable site for a bus stop had been identified on Battens Drive for the inbound route, which would operate northwards towards the Town Centre. The installation of a bus shelter on this site would need to be funded by Redditch Borough Council. However, no suitable location had been identified for a bus stop to be located on the outbound route, which would face southwards in the direction of Ipsley. A bus stop could only be installed on the outbound route at a cost to Redditch Borough Council in excess of £100,000.

Officers from Worcestershire County Council had requested further guidance from the Overview and Scrutiny Committee as to whether they should pursue the option of installing a bus stop for the inbound route. Members agreed that this option would not be feasible and requested that Officers advise Worcestershire County Council accordingly.

RESOLVED that

1) **representatives of Worcestershire Primary Care Trust be invited to attend a meeting of the Committee to answer questions regarding public transport access to the Alexandra Hospital; and**

2) **Worcestershire County Council be advised to take no further action regarding the installation of a bus stop close to the Arrow Valley Countryside Centre.**

11. REFERRALS

There were no referrals for consideration at this meeting.

12. WORK PROGRAMME

Members discussed a number of items in relation to the Committee's Work Programme.

a) Portfolio Holder Annual Reports

Members discussed arrangements for Portfolio Holder Annual Reports for 2009/10. They agreed that Portfolio Holders should be invited to deliver answers to questions proposed by the Overview and Scrutiny Committee. The Portfolio Holders could also produce separate reports if they considered it to be

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necessary. The Portfolio Holders would be invited to deliver their reports in a style with which they felt comfortable.

Members discussed the frequency of Portfolio Holder Annual Reports during the year. However, Members agreed that for Portfolio Holders to report more than once annually might be excessive.

b) Budget Strategy and Budget Deficit – Discussion

The Chair advised Members that the Committee was scheduled to consider the Council's Budget Strategy and Budget Deficit in further detail at a meeting of the Committee on 17 June. As requested at a previous meeting of the Committee, Officers had circulated copies of the reports relating to the budget strategy and deficit amongst Members of the Group. This arrangement had been put in place to enable Members to identify whether they would require any further information when discussing the issue at the Committee meeting. The Chair informed Members that Officers had received no responses from Members regarding this matter. He suggested, therefore, that the reports should be re-circulated and that consideration of the item be postponed until the following meeting of the Committee on 8 July.

c) Member Training – Crime and Disorder Scrutiny

Officers advised Members that a conference, focusing upon scrutiny of crime and disorder issues, was scheduled to take place in London on 15 June. Members were advised that both Officers and Councillors could attend this conference. A place had already been booked for one of the Overview and Scrutiny Support Officers.

Members were advised that the fee for attending this conference would be £265.00. Consideration would also need to be given to paying the travel expenses for any Members who attended the conference. Officers informed Members that each Councillor had a personal allowance of £300.00, which was provided for individual support needs. In addition to this sum £5,800 was held centrally for Member Development purposes.

Members discussed the costs involved in booking a place on the conference. They agreed that any Councillor who was interested in attending this conference should not be expected to use all of their personal development funds. Instead, they

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agreed that £100.00 should be contributed from individual member's budgets and the remainder should be paid for using funds from the general Overview and Scrutiny budget.

RESOLVED that

1) **Portfolio Holders be invited to indicate the meeting of the Overview and Scrutiny Committee to which they would prefer to deliver their Annual Reports;**

2) **copies of the reports relating to the Council's Budget Strategy and budget deficit be circulated for Members' consideration;**

3) **consideration of the Council's Budget Strategy and deficit be rescheduled for a meeting of the Committee on 8 July;**

4) **Councillors Norton and R King would attend the Crime and Disorder Scrutiny Conference on 15 June;**

5) **the Councillors' attendance at the conference be funded using £100.00 from each Councillor's personal support budget, together with funds from the general Overview and Scrutiny budget; and**

6) **the Committee's Work Programme be noted.**

The Meeting commenced at 7.00 pm
and closed at 8.50 pm

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Agenda Item 21

Executive

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No direct Ward relevance

1 July 2009

ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

(Report of Chief Executive)

1.   Purpose of Report

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee. At a meeting of the Committee in early 2009 it was agreed that Portfolio Holders review the present arrangements for their respective Advisory Panels and Working Parties and come to a conclusion as to whether they were still serving a purpose. The matter was to be discussed more generally at the next meeting of the Constitutional Review Working Party.

2.   Recommendation

The Committee is asked to RESOLVE that

subject to Members' comments, the report be noted.

3.   Updates

A.   ADVISORY PANELS

	Meeting :	**Lead Members / Officers :** (Executive Members shown <u>underlined</u>)	**Position :** (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel (formerly Environment Advisory Panel	Chair <u>Cllr MacMillan</u> / Guy Revans.	Next meeting – 23 June 2009.
2.	Community Safety Advisory Panel	Chair <u>Cllr Brunner</u> / Vice-Chair Cllr Banks Angie Heighway	No meetings planned at present.

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3.	Economic Advisory Panel	Chair <u>Cllr MacMillan</u> John Staniland / Georgina Harris	Last meeting - 7 April 2009.
4.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Pearce Jackie Smith	Next meeting – 7 July 2009.
5.	Leisure Contracts Advisory Panel	Chair <u>Cllr Anderson /</u> Vice-Chair Cllr MacMillan Ken Watkins / Kevin Cook	Last meeting – 20 January 2009. No requirement for meeting at present.
6.	Customer Services Advisory Panel	Chair <u>Cllr Braley</u> Jackie Smith / Jane Smith	Last meeting – 17 March 2009.
7.	Planning Advisory Panel	Chair <u>Cllr MacMillan</u> / Vice-Chair Cllr Chalk John Staniland / Ruth Bamford	Next meeting – 3 August 2009.

B.   <u>OTHER MEETINGS</u>

8.	Constitutional Review Working Party	Chair Cllr MacMillan / Vice Chair <u>Cllr Braley</u> Steve Skinner	Next meeting – to be arranged.
9.	Grants Panel	Chair Cllr Mould / Vice Chair <u>Cllr Braley</u> Angie Heighway	Last meeting – 27 January 2009. New date to be identified.

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10.	Independent Remuneration Panel	Independent Members / Chair Mr Andrew Powell	Next meeting – to be arranged. Currently working up proposals for 2010 Allowances Scheme.
11.	Member Development Steering Group	Chair Cllr MacMillan / Vice-Chair Cllr Brunner Steve Skinner / Trish Buckley	Next meeting – to be arranged.
12.	Procurement Steering Group	Chair Cllr MacMillan / Vice-Chair Cllr Hall Sue Hanley	Next meeting – 30 July 2009.
13.	Church Hill District Centre – Members' Panel	Chair Cllr B Clayton Rob Kindon / Jim Prendergrast	First meeting – to be arranged.

4.   Author of Report

The author of this report is Ivor Westmore (Member and Committee Support Services Manager), who can be contacted on extension 3269
(e-mail: ivor.westmore@redditchbc.gov.uk) for more information.

5.   Appendices

 None.

Agenda Item 22

REDDITCH BOROUGH COUNCIL

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No direct Ward relevance

1 July 2009

ACTION MONITORING

(Report of the Chief Executive)

Portfolio Holder(s) / Responsible Officer	Action requested	Status
13 January 2009		
Cllr Gandy A Heighway	**Third Sector Task and Finish Group** 1) Discussions to be held with other local authorities in the north of the County in respect of the provision of a joint-funded post to support the grants process.	Discussions to be arranged.
Cllr Gandy / Executive Committee	2) The Executive to consider the further work to be undertaken (detailed in recommendation 5) and come back with suggestions for further work in due course.	Awaiting further consideration by relevant Members.
22 April 2009		
Cllr Braley/ T Kristunas / E Storer	**Staff Vacancy and Sickness Absence Reporting** Members noted the recent lack of reporting of staff vacancies and sickness absence figures.	Staff Vacancy report taken to meeting on 20 May: Sickness Absence report scheduled for 1 July meeting.
Cllr MacMillan/ Ruth Bamford	**Action Monitoring – Economic Advisory Panel** Economic Development Strategy - Visits to Redditch businesses being arranged.	

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20 May 2009		
Cllr Braley / T Kristunas	**Redditch Borough Council Establishment** Officers to provide information on employment of Agency staff to Councillor Hartnett	
10 June 2009		
Cllr Braley / D Taylor / T Kristunas	**Benefits Service Improvement Plan** Officers were asked amend the action plan to include contact with Registered Social Landlords (RSLs) in Redditch with a view to negotiating a similar agreement to that concluded with Redditch Co-op Homes	
Note:	*No further debate should be held on the above matters, or substantive decisions taken, without further report OR unless urgency requirements are met.*	Report period: 13/01/09 to 10/06/09