

Executive Committee

Wed 16th Sep
2009
7pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
a
difference*

www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- 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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Committee Support Services**

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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.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

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 Walter Stranz Square.

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).



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16th September 2009
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Committee Room 2 Town Hall

Agenda

Membership:

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

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>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)</p>
<p>4. Worcestershire Enhanced Two Tier Programme (Pages 1 - 8) Chief Executive</p>	<p>To update Members on the Worcestershire Enhanced Two Tier (WETT) Programme. (Report attached) (No Specific Ward Relevance)</p>
<p>5. Prudential Indicators (Pages 9 - 14) Head of Financial Revenues and Benefit Services</p>	<p>To advise Members of the actual indicators for 2008/09 and to review the Prudential Indicators for the 2009/10 financial year. (Report attached) (No Specific Ward Relevance)</p>
<p>6. Complaints Policy - Review (Pages 15 - 38) Chief Executive</p>	<p>To consider a review of the Council's Complaints Policy. (Report attached) (No Specific Ward Relevance)</p>

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<p>7. Redditch Town Centre Strategy</p> <p>(Pages 39 - 46)</p> <p>Acting Head of Planning and Building Control</p>	<p>To consider approving a Town Centre Strategy.</p> <p>(Report attached – Strategy to follow)</p> <p>(Abbey Ward); (Central Ward);</p>
<p>8. Decent Homes Capital Programme and Housing Roofing Repairs</p> <p>(Pages 47 - 74)</p> <p>Director of Housing, Leisure and Customer Services</p>	<p>To report on the actual expenditure for the Decent Homes Capital Programme and Housing Roofing Repairs.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Redditch Crematorium - Cremator Replacement and Building Upgrades</p> <p>(Pages 75 - 82)</p> <p>Head of Operations</p>	<p>To advise Members of the requirement for a major infrastructure upgrade to the existing crematorium plant and buildings.</p> <p>(Report attached)</p> <p>(Abbey Ward)</p>
<p>10. Redditch Open Air Market - Regulations 2009/10</p> <p>(Pages 83 - 102)</p> <p>Head of Operations</p>	<p>To seek approval and adoption of the Open Air Market Regulations 2009/10.</p> <p>(Report attached)</p> <p>(Abbey Ward)</p>
<p>11. Arrow Valley Countryside Centre - Installation of Bus Stop</p> <p>(Pages 103 - 106)</p> <p>Head of Leisure and Arts</p>	<p>To consider installation of a bus stop on Battens Drive to serve Arrow Valley Country Centre.</p> <p>(Report attached)</p> <p>(Winyates Ward)</p>
<p>12. Overview and Scrutiny Committee</p> <p>Chief Executive</p>	<p>There are no minutes from the Overview and Scrutiny Committee to consider.</p>

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<p>13. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups etc.</p> <p>Chief Executive</p>	<p>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.</p>
<p>14. Advisory Panels - update report</p> <p>Chief Executive</p>	<p>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.</p> <p>(Report to follow)</p>
<p>15. Action Monitoring</p> <p>(Pages 107 - 110)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>16. Exclusion of the Public</p>	<p>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:</p> <p>“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.”</p> <p>Item 17 – Dingelside and Ipsley – Development Opportunities</p> <p>Item 18 – Shared Services Business Case – CCTV / Lifeline</p> <p>Item 19 – Shared Services Business Case – ICT Services</p>

<p>17. Development Opportunities - Dingleside and Ipsley</p> <p>Head of Legal, Democratic and Property Services</p>	<p>To advise Members of proposals for joint disposal of adjoining development sites with Worcestershire County Council.</p> <p>In view of the fact that it contains information relating to provisional terms of land disposals under negotiation, this report will not be for publication and will be circulated only to relevant Officers and Members of the Council. In view of this, it is anticipated that discussion of this matter will take place after the exclusion of the public.) (Report to follow)</p> <p>(Various Wards)</p>
<p>18. Shared Services Business Case - CCTV / Lifeline</p> <p>(Pages 111 - 148)</p> <p>Director of Housing, Leisure and Customer Services</p>	<p>To present the Business Case for Shared Services.</p> <p>(In view of the fact that it contains information relating to an individual or which is likely to reveal the identity of an individual, the business affairs of the authority and contemplated consultations or negotiations in connection with labour relation matters between the authority and employees of the authority, this report will not be for publication and will be circulated only to relevant Officers and Members of the Council. In view of this, it is anticipated that discussion of this matter will take place after the exclusion of the public).</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>19. Shared Services Business Case - ICT</p> <p>(Pages 149 - 188)</p> <p>Head of Customer and IT Services</p>	<p>To present the Business Case for a Shared Service.</p> <p>(In view of the fact that it contains information relating to an individual or which is likely to reveal the identity of an individual, the business affairs of the authority and contemplated consultations or negotiations in connection with labour relation matters between the authority and employees of the authority, this report will not be for publication and will be circulated only to relevant Officers and Members of the Council. In view of this, it is anticipated that discussion of this matter will take place after the exclusion of the public).</p> <p>(Report attached - breakdown of the capital costs shown in the ICT shared service business case to follow)</p> <p>(No Direct Ward Relevance)</p>

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20. Confidential Minutes / Referrals (if any)	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).
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