

# Executive Committee

Wed 10 Nov  
2010  
7.00 pm

Committee Room 2  
Town Hall  
Redditch



[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)

# Access to Information - Your Rights

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- 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.
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- 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:  
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**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  
Ivor Westmore  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: 01527 64252 (Extn. 3269) Fax: (01527) 65216  
e.mail: (meeting contact)[@redditchbc.gov.uk](mailto:meetingcontact@redditchbc.gov.uk) Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **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**

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

### **Further Information**

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### **Fire/ Emergency instructions**

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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 Walter Stranz Square.**

# Declaration of Interests: Guidance for Councillors

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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

10th November 2010

7.00 pm

## Committee

Committee Room 2 Town Hall

### Agenda

#### Membership:

Cllrs:	Carole Gandy (Chair)	Malcolm Hall
	Michael Braley (Vice-Chair)	Gay Hopkins
	Juliet Brunner	Jinny Pearce
	Greg Chance	Debbie Taylor
	Brandon Clayton	

<b>1. Apologies</b>	To receive the apologies of any Member who is unable to attend this meeting.
<b>2. Declarations of Interest</b>	To invite Councillors to declare any interests they may have in items on the agenda.
<b>3. Leader's Announcements</b>	<ol style="list-style-type: none"> <li>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</li> <li>2 any other relevant announcements.</li> </ol> <p>(Oral report)</p>
<b>4. Minutes</b> Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 20th October 2010.  (Decisions previously circulated, minutes to follow)
<b>5. Budget Update 2011/12 - Presentation</b>  Exec Director (Finance and Corporate Resources)	Members to consider a presentation regarding the budget for 2011/12.  (Oral Presentation)  <b>(No Specific Ward Relevance)</b>
<b>6. Climate Change Strategy</b>  (Pages 1 - 6)  Director of Policy, Performance and Partnerships	To seek approval for the adoption of a Joint Climate Change Strategy and Action Plan for Bromsgrove District and Redditch Borough Councils.  (Report and Appendices to Committee members attached. Appendices also available on the website and in Group Rooms.)  <b>All Wards</b>

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<p><b>7. Review of Dial a Ride Service</b></p> <p>(Pages 7 - 16)</p> <p>Head of Community Services</p>	<p>To consider recommendations for the future delivery of the Dial a Ride Service.</p> <p>(Report and Appendices to Committee members attached. Referral from Overview and Scrutiny Committee to follow. Appendices also available on the website and in Group Rooms. )</p> <p><b>All Wards</b></p>
<p><b>8. Scheme of Delegation: Land Drainage Enforcement</b></p> <p>(Pages 17 - 22)</p> <p>Head of Environmental Services</p>	<p>To seek the Committee's approval to revised funding limits to enable Officers to proceed in a more timely fashion with enforcement actions in accordance with current legislation.</p> <p>(Report attached)</p> <p><b>All Wards</b></p>
<p><b>9. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups etc.</b></p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels, Shared Services Board, WETT Management Committee, etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p><b>10. Shared Services Board</b></p> <p>(Pages 23 - 26)</p> <p>Chief Executive</p>	<p>To consider the notes of the most recent meeting of the Shared Services Board held on 14th October 2010.</p> <p>(Notes attached)</p>
<p><b>11. Advisory Panels - update report</b></p> <p>(Pages 27 - 30)</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 attached)</p>
<p><b>12. Action Monitoring</b></p> <p>(Pages 31 - 34)</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>

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<b>13. Exclusion of the Public</b>	<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><b>“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 (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p>
<b>14. Confidential Minutes / Referrals (if any)</b>	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).





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CLIMATE CHANGE STRATEGY

Relevant Portfolio Holder	Councillor Peter Whittaker (BDC) Councillor Brandon Clayton (RBC)
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance and Partnerships
Key Decision	

**1. SUMMARY OF PROPOSALS**

To agree a Joint Climate Change Strategy for Bromsgrove District (BDC) and Redditch Borough (RBC) Councils.

**2. RECOMMENDATIONS**

That, subject to final Council decisions on the Policy / Budget implications,

- 1) Bromsgrove District Council Cabinet be requested to consider the BDC Overview Board comments and agree / reject / amend the recommendations (contained in Appendix 2 to the report), and note the comments from RBC Overview and Scrutiny Committee;
- 2) Redditch Borough Council Executive Committee be requested to consider the RBC Overview and Scrutiny Committee comments and agree / reject / amend the recommendations (contained in Appendix 3 to the report), and note the comments from BDC Overview Board;
- 3) the Cabinet / Executive Committee be requested to **RECOMMEND** to their respective full Councils adoption of the Climate Change Strategy (attached at Appendix 1 to the report);
- 4) the Cabinet / Executive Committee be requested to **RECOMMEND** reinvestment of a proportion of savings (*to be specified*) from the Salix project into further climate change work; and
- 5) the Cabinet / Executive Committee be requested to **RECOMMEND** that a policy be approved for insertion in both the Planning Core Strategy and Climate Change Strategy whereby:  
*“for any new developments that the Council undertakes, for example, building a new public leisure centre, consideration of whole life costs of the building are considered and, as part of this, all new public buildings will exceed the nationally set BREEAM standard”.*

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**3. BACKGROUND**

Because the issues of Climate Change are not geographically specific, a joint strategy for reducing carbon emissions and adapting to climate change is proposed.

**4. KEY ISSUES**

- 4.1 This strategy sets out the policy framework in which BDC/RBC can meet their corporate objective of tackling climate change,
- 4.2. The strategy also sets out the strategic direction required to meet targets on reducing carbon emissions internally, across the wider community, and how we can adapt to severe weather events and future climatic change.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There is currently no specific budget for climate change activity. This strategy does not ask for additional funding. However, it does require acceptance of potential spend to save activity. Should funding be required, separate capital bids would be submitted. In addition, external funding will be sought wherever possible.
- 5.2. Since the Overview Board, at Bromsgrove an interest free loan of £37,525 has been secured for energy efficiency projects, mainly at Bromsgrove Operational Depot (agreed as Urgent Business). This report asks that once the investment has paid back the loan, that the ongoing savings are reinvested to achieve further savings/undertake other climate change activity, ideally 100% of the saving.
- 5.3. At Redditch, a similar request is made for the recent Salix funding of £13,840, and also that a proportion of the ongoing savings from the original £189,000 funding (once the loan is paid back) are reinvested to achieve further savings/undertake other climate change activity.
- 5.4. This would only apply to this particular Salix funding stream, not to all climate change related efficiency savings. Should this be agreed, this commitment will be added to the final climate change strategy.

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**6. LEGAL IMPLICATIONS**

The Climate Change Act 2008 places the Secretary of State under a duty to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline. There is a possibility that the Government will place statutory targets for carbon reduction onto Local Authorities.

**7. POLICY IMPLICATIONS**

- 7.1 This strategy will set out the strategic framework in which the Councils will tackle one of its corporate priorities of climate change.
- 7.2. Following RBC Overview and Scrutiny Committee, despite having no objection to the anaerobic digestion in principle, Officers have established that it is not possible to include a recommendation specifically on the inclusion of anaerobic digesters in new developments, as it may not be viable in all schemes. In addition, there would be a requirement for a financial viability appraisal of the costs. Planners have also advised that it is not appropriate for the Core Strategy to specify any particular waste management method.
- 7.3. Officers recommend that a policy is approved for insertion in both the Planning Core Strategy and Climate Change Strategy whereby:

*“for any new developments that the Council undertakes, for example, building a new public leisure centre, that consideration of whole life costs of the building are considered and as part of this, all new public buildings will exceed the nationally set BREEAM standard”.*

**8. COUNCIL OBJECTIVES**

As above, Climate Change is a corporate priority in both Authorities.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY  
CONSIDERATIONS**

There is a risk that without a strategy the Council will not hit its National Indicator nor Local Area Agreement targets.

**10. CUSTOMER IMPLICATIONS**

None.

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**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

The strategy has implications for reducing fuel poverty and health inequality.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

A large section of this strategy describes how we need to manage our assets in a more efficient way, saving both money and carbon emissions.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

This strategy has significant implications to improve the Council's performance in these areas.

**14. HUMAN RESOURCES IMPLICATIONS**

One of the strategies actions is to review the mileage reimbursement rate as part of the Harmonisation of Terms and Conditions, with a view to reducing overall business mileage.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

Action plan will be monitored quarterly.

**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

None.

**17. HEALTH INEQUALITIES IMPLICATIONS**

17.1 The strategy takes into account its contribution to reducing health inequality.

17.2. In relation to the BDC Overview Board recommendations v) and vi) Officers suggest that any public communication about "switching off" is kept low key and is specifically related to lights and appliances, to avoid confusion and vulnerable residents possibly switching off electric heaters/heating systems which they genuinely need in order to remain healthy – this is especially important during winter months. We can revise this once we know more about the issue through working with the Primary Care Trust.

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None.

**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

A consultation on this report has been carried out with key stakeholders such as the Worcestershire Partnership Climate Change Task Group, Transition Bromsgrove, and members of the public who expressed an interest in being consulted.

**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Head of Service	All
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All Wards.

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**22. APPENDICES**

- Appendix 1 - Draft Climate Change Strategy
- Appendix 2 - Extract of minutes from the BDC Overview Board - 31.8.10
- Appendix 3 - RBC Overview and Scrutiny Committee Referral

**23. BACKGROUND PAPERS**

Climate Change Draft Strategy (Appendix 1).

**24. KEY**

***BREEAM*** = Building Research Establishment's Environmental Assessment Method

**AUTHOR OF REPORT**

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**DIAL A RIDE SERVICE - REVIEW**

Relevant Portfolio Holder	Councillor Carole Gandy, Portfolio Holder Community Leadership & Partnerships
Relevant Head of Service	Angie Heighway, Head of Community Services
Key Decision	Yes

**1. SUMMARY OF PROPOSALS**

This report contains the recommendations for the future delivery of the Council's Dial a Ride Service. The Council commissioned an independent review of the service which was carried out by JMP Consulting Agency. (Appendix 1).

This review was undertaken owing to the current climate of reducing budgets, the impending Government Comprehensive Spending Review and the requirement to look at the sustainability and resilience of the service in future years.

**2. RECOMMENDATIONS**

The Committee is asked to **RESOLVE** that

- 1) **subject to any budget setting considerations, the Council continue to deliver the Dial a Ride service;**
  - 2) **expenditure of up to the amount of any capital funding agreed in due course by the Council be approved in accordance with Standing Order 41, for the purposes defined in the report;**
- and to **RECOMMEND** that
- 2) **with effect from April 2011, the discount offered to passengers who have a Concessionary Bus Pass be decreased from 50% to 24%, which will increase the fare paid from £1.05 to £1.60;**
  - 3) **capital investment for fleet replacement be included in the Capital Replacement Programme (later separate report will refer);**

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- 4) **the possibility of closer working with Bromsgrove District Council, regarding the Bromsgrove Urban and Rural Transport (BURT) service, be assessed in respect of potential cost saving opportunities for both Councils; and**
- 5) **further opportunities for additional types of provision, which would include the hire of vehicles to community groups, registering for contracts with Worcestershire County Council and having the option to have a mixed fleet of vehicles, be investigated.**

**3. BACKGROUND**

- 3.1 The Council commissioned a full review of the Dial a Ride (DAR) Service between June 2010 and August 2010. The full report is contained at Appendix 1 to this report.
- 3.2 The DAR service provides affordable travel around Redditch for people who cannot use public transport. It enables people to maintain independent living, giving customers an improved quality of life with easy access to health care, shopping and social events. This in turn has a positive impact on the mental health and well being of customers, helping to ensure they have a healthy and sustainable lifestyle long into their old age; whilst guaranteeing social inclusion.
- 3.3 The Council over a period of time have looked at the long term sustainability of DAR and have been working with the DAR Task and Finish Group to improve resilience, performance and cost effectiveness of the service
- 3.4 The continuing reduction in grant funding and increased pressures on public spending has highlighted a need for an independent review of the current Dial a Ride service.
- 3.5 JMP consultants were engaged to review the DAR service to look in depth at the operation of, and demands for, DAR. This included current policy, organisational structures, operation and deployment of vehicles and drivers, costs and revenue, models of provision, bookings management, demands and needs, user profile and patterns of usage, accessibility considerations, and the eligibility to use the service.



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**4. KEY ISSUES**

- 4.1 There will be increasing costs owing to the age of the fleet of minibuses. There are 6 minibuses who are between 5 and 8.5 years old. As a result there is the need to invest in a new fleet over the next 2-3 years. The expected date of the first 3 buses to be replaced will in be in year 2011/2012 and will be part of the ongoing vehicle replacement plan
- 4.2 Worcestershire County Council has agreed to loan Redditch Borough Council two 6 seater vehicles to assess whether a mix of vehicles would be more cost affective for smaller groups or individual travellers. This pilot will run from the 1<sup>st</sup> of October to the 31<sup>st</sup> of March and the Council will have the option to extend further if all information required has not been collected.
- 4.3 There is a need to investigate further opportunities for additional types of provision which would include the hire of vehicles to community groups, register for contracts with Worcestershire County Council and have the option to have a mixed fleet of vehicles.

**5. FINANCIAL IMPLICATIONS**

- 5.1 By not acting on the recommendations of the JMP report a sustainable budget for service delivery is unlikely to be achieved. However if there is investment in new vehicles, increase to fares as suggested and the opportunity to work with other providers/partners a more positive outcome could be achieved.
- 5.2 An investment for 3 minibuses will be required in year 11/12 which will be highlighted in the vehicle replacement programme. There will be no additional costs to the revenue budget as depreciation is factored in as a capital recharge. There could, through the procurement process be a small saving on the capital recharge
- 5.3 Concessionary Fares will be moving to Worcestershire County Council and there is a likelihood that the before 9.30 travel may be excluded from the provision of free travel. This may have an impact on DAR journeys as more customers would want to use the service before 9.30. There is also the possibility of being grant funded, from WCC, for the concessionary travel element instead of recharging the passenger journeys through the Councils in-house finance section. This has yet to be decided at County level. The Concessionary Fares Scheme will be passed to WCC on the 1<sup>st</sup> of April 2011

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- 5.4 By increasing the concessionary fare to £1.60, and based on 2009/2010 passenger figures of 33,842, the additional revenue raised would be an extra £18,613 (an additional 55p per passenger). From April next year if the fares are increased, and based on the figures for 2009/10 the actual revenue would be £54,147
- 5.6 A very small number of passengers who are not entitled to the concessionary fare allowance are charged £2.10. This charge will be reviewed in line with annual fees and charges review processes in consultation with the Sure Start service.

**6. LEGAL IMPLICATIONS**

All contracts with partners/others will be subject to a detailed Service Level Agreement which will require the endorsement of the Council.

**7. POLICY IMPLICATIONS**

- 7.1 The current Dial a Ride Policy was last updated in 2006. The Integrated Passenger Transport Strategy 2007-2011 would form the basis of setting a specific policy for Dial a Ride.
- 7.2 Community Transport is supported by Worcestershire County Council policies through their Local Transport Plan and will provide opportunity to work closely and engage with Joint Members Transport Forum and Community Transport (CT) partnership.

**8. COUNCIL OBJECTIVES**

- 8.1 Enterprising community – Customers frequent the Kingfisher Shopping centre and local small business for personal care or shopping enabling those generally excluded to contribute to the wider society within Redditch
- 8.2 Clean and Green - Reduction in CO2 emissions could be achieved by purchasing new/smaller vehicles and maximising capacity.
- 8.3 Well managed organisation – Staff training on how to link trips and connect passengers to ensure the vehicles are used efficiently
- 8.3 In addition the DAR supports the Redditch Partnership's priority to improve health inequalities. The service provides affordable travel around Redditch for people who cannot use public transport and enables people to maintain

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independent living, giving customers an improved quality of life with easy access to health care.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

- 9.1 Failure to approve the recommendations will make it difficult for the Council to achieve a sustainable service.
- 9.2 The impact of the loss of the Dial a Ride Service will be:
- (a) Customers will become socially isolated.
  - (b) Customers health and well being will be severely affected.
  - (c) Loss of staff.
  - (d) A reduction in the level or loss of the DAR service currently provided, may lead to negative customer feedback and media reports.

**10. CUSTOMER IMPLICATIONS**

- 10.1 Reduction or loss of service will affect well being and the quality of life for those who use the service. Deterioration in health may occur if clients can not attend clinics or appointments to help people remain fit and healthy
- 10.2 Independence will be affected for the most vulnerable who attend groups or clubs and cannot go due to cost of alternative travel options. This will also reduce attendance of people and may result in the clubs unable to continue due to diminishing customers.

**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 11.1 Social exclusion for those who rely on door to door transport to attend social events, shopping trips and luncheon clubs
- 11.2 The cost of travel for those who need door to door transport would increase as private hire would have to be used by those who could not use public transport because of a disability
- 11.3 An Equality Impact Assessment (EIA) (Appendix 2) has been completed for the current service and a Predictive Equality Impact Assessment (PEIA) to look at the impact to customers should the service be dissolved. (Appendix 3 refers).

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**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

12.1 The JMP report states that as a Community Transport provider we are comparable to others in the delivery of the service. There has been a partial allowance for depreciation and replacement of vehicles (shown as a revenue contribution to capital charges) this figure is £27,750 for 2010/11. However a capital investment in new vehicles needs to be considered if the service is to continue.

12.2 All orders for vehicle replacement issued to manufacturers will be tendered for on the open market within Standing order 46 Procurement guide lines. This will safeguard the Council's budgets and quality of work.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

13.1 CO2 emissions will be lower with new or smaller buses

13.2 Maximising capacity on buses by leaner working and improving procedures and policies to allow for better use of resources

**14. HUMAN RESOURCES IMPLICATIONS**

The possible integration of BURT administration and operations may have an affect on staffing and resources.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

The proposed changes will assist the Council to make better use of the DAR service maximising capacity which will have a positive impact on its performance and increase the revenue to the Authority.

**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

The Council, as is duty bound, has considered crime and disorder implications, none have been identified.

**17. HEALTH INEQUALITIES IMPLICATIONS**

17.1 Access to clinics such as chiropody, Asthma, Stroke etc will be affected as local bus routes may be infrequent or not on the same route as the clinic.

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17.2 Unable to attend Medical appointments – Customers may wait longer before they are treated due to the cost of alternative door to door transport (taxis) this will have an impact on their health and well being which could add to the cost of care in the long term

17.3 Unable to attend social activities or groups such as Age Concern or St David's Luncheon Club which would severely affect the mental health, well being and independence of our customers.

**18. LESSONS LEARNT**

18.1 Comparisons are made in the JMP report to other Community Transport providers which have shown that most Community Transport providers are comparable to Redditch DAR.

18.2 The need to work closely with Worcestershire County Council and the County transport forums is a high priority as it will enable us to consider the county wide provision of Community Transport and how we can diversify to increase revenue through securing small contracts and alternative funding streams.

**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 Customers have been engaged through residential consultation on their views on DAR and how they valued the service. This is highlighted in Appendix 4.

19.2 Task and Finish group has been suspended until the review of DAR has been completed and recommendations of the JMP report have been assessed.

**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes

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Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Head of Service	Yes
Head of Resources	Yes
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All

**22. APPENDICES**

1. JMP Consultants' report
2. Current Equality Impact Assessment
3. Predictive Equality Impact Assessment
4. Resident consultations.

**23. BACKGROUND PAPERS**

Task and Finish  
Concessionary Fares Bulletins

**24. KEY**

RBC	Redditch Borough Council
BDC	Bromsgrove District Council
DAR	Dial a Ride
WCC	Worcestershire County Council
JMP	JMP Consultants
WRVS	Women's Royal Voluntary Service
BURT	Bromsgrove Urban and Rural Transport
CT	Community Transport
EIA	Equality Impact Assessment
PEIA	Predictive Equality Impact Assessment

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**AUTHOR OF REPORT**

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**SCHEME OF DELEGATION – LAND DRAINAGE ENFORCEMENT**

Relevant Portfolio Holder	Cllr Brandon Clayton – Housing, Local Environment and Health
Relevant Head of Service	Guy Revans - Head of Environmental Services
Key Decision	

**1. SUMMARY OF PROPOSALS**

To seek the Committee's approval of revised financial limits in the Scheme of Delegation in respect of Land Drainage enforcement.

**2. RECOMMENDATIONS**

The Executive Committee is asked to **RECOMMEND** that

**the Council revise the limits in the current Scheme of Delegation in respect of Land Drainage enforcement to £10,000 per occurrence.**

**3. BACKGROUND**

- 3.1 The Council has successfully applied existing policies to date, albeit that Officers have been limited by the current nominal limit of £500.
- 3.2 Where the Council incurs expenditure through carrying out works in default of a Notice, recompense from the landowner is set out by legislation. To date, there have been no recent instances where the Council has had to invoke this element of the procedures.
- 3.3 Consequently, Officers are increasingly having to negotiate with third parties which is a very time-consuming process. It is recognised that if Officers are enabled to move earlier to formal enforcement without having to refer to Members on most occasions because of the current financial limits, then a more effective service can be provided.

**4. KEY ISSUES**

The Council has enforcement powers as an Land Drainage Authority under appropriate current Land Drainage legislation.

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**5. FINANCIAL IMPLICATIONS**

None. Where expenditure in carrying out works in default occurs, procedures for recovery of Council's costs are set out in appropriate current Land Drainage legislation.

**6. LEGAL IMPLICATIONS**

The Council has a duty to comply with the:

- a) Environment Act 1990;
- b) Land Drainage Act 1991;
- c) Flood Risk Regulations 2009; and
- d) Flood and Water Management Act 2010.

**7. POLICY IMPLICATIONS**

Land Drainage has been a high priority issue for Members. In order to ensure policies are complied with, it may be necessary for us to remind reluctant landowners by means of enforcement. Poor or a lack of proper maintenance will not be tolerated where this poses unacceptable flood risks to adjacent properties and/or highways.

**8. COUNCIL OBJECTIVES**

This item closely interfaces with all Council Objectives as new environmental powers are to be imposed, in addition to existing and enhanced enforcement responsibilities by the new Flood and Water Management Act 2010.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

This recommendation helps the Council to maintain and improve flood risk for the area.

**10. CUSTOMER IMPLICATIONS**

The suggested actions would improve flood risk management and minimise the impact of any future flooding events.

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**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

There are no equalities or diversity implications.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET  
MANAGEMENT**

The revised limit suggested, allows less officer time to be devoted to such matters when compared with the current situation.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

13.1 Properly maintained land drainage assets minimise the impacts of climate change.

13.2 Water-based habitats will be maintained allowing appropriate species of flora and fauna to thrive.

**14. HUMAN RESOURCES IMPLICATIONS**

There are no human resources implications other than savings in administration time.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

There are no governance or performance management implications.

**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF  
CRIME AND DISORDER ACT 1998**

There are no community safety implications.

**17. HEALTH INEQUALITIES IMPLICATIONS**

There are no health or inequalities implications.

**18. LESSONS LEARNT**

Current enforcement practices have been adversely affected by the current, low financial limits.

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**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

A possible district based river warden scheme is being considered for urban areas in conjunction with lengthmen for parishes in rural areas. This scheme, if pursued, will be developed in conjunction with relevant partners and referred to Members in advance for approval. It is envisaged that such functions would either be on a voluntary basis or where applicable, supported by the local Parishes and/or LLFA.

**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	No
Executive Director – Leisure, Cultural, Environmental and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	No
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All Wards

**22. APPENDICES**

There are no appendices.

**23. BACKGROUND PAPERS**

Existing Scheme of Delegation to Officers.

**24. KEY**

LDA Local Drainage Authority  
LLFA Lead Local Flood Authority.

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**AUTHOR OF REPORT**

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**SHARED SERVICES BOARD**

**14th OCTOBER 2010 at 5.30pm**

**THE COUNCIL HOUSE, BROMSGROVE**

**PRESENT:**

Councillors Roger Hollingworth (Chairman), Steve Colella, Geoff Denaro and Stephen Peters (Bromsgrove District Council)

Councillors Carole Gandy, Bill Hartnett and Malcolm Hall (Redditch Borough Council)

Officers: Kevin Dicks, Sue Hanley, Deb Poole and Karen Firth.

1. **APOLOGIES**

It was noted that Councillor Mike Braley was absent.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 19th August 2010 were agreed as a correct record.

3. **MATTERS ARISING FROM THE MINUTES**

**Environmental Services – Interim Review of Structures**

Reference was made to the question of staff morale within Environmental Services. Mr Dicks responded that whilst there had been some adverse impact, this was not 'across the board' and efforts were being made to keep staff informed and engaged and change support sessions would be held for staff going through Shared Services. Sue Hanley advised that some changes were being made to the proposals as a result of responses received during the consultation process

4. **SHARED SERVICES PROGRESS REPORT**

The progress report reminded Members that from now on the Board would only receive updates for an existing / approved Shared Service where the matter directly related to the issue of it being a Shared Service. Other issues with regard to performance would continue to be reported to each Council.

Mr Dicks highlighted key aspects of the latest progress report with support from Sue Hanley and Deb Poole.

**ICT**

Deb Poole provided further detail of the significant ICT issues at Redditch Borough Council (RBC) caused by the failure of the air conditioning in the server room and the actions taken in response.

Mr Dicks commented that the RBC Management Team had been let down by past ICT assurances which had not been fulfilled and Members were re-assured that proper back-up procedures were now in place and key systems were being migrated to the new virtual server. The virtualisation programme would prevent a recurrence and RBC would be virtualised to Bromsgrove District Council (BDC) the following week with BDC having already been virtualised to RBC. During the discussion Councillor Gandy paid tribute to RBC staff for coping so well with such severe disruption.

Reference was made to the change to email addresses for officers and Members arising from the new single domain name (bromsgroveandredditch.gov.uk). Mr Dicks undertook to raise the need for advance publicity with the relevant officers at BDC and RBC.

## CCTV/Lifeline

Sue Hanley reported that the CCTV/Lifeline Shared Service was now fully staffed and whilst progress was being made with regard to new procedures there was still a lot of work to do.

## Payroll

Mr Dicks highlighted that a proposal to deliver the payroll service for Wyre Forest District Council was currently under consideration.

## Procurement

The Board was informed that not all District Councils had wished to pursue a Shared Service and therefore it was now proposed that procurement be shared between BDC, RBC, Wyre Forest and Malvern Hills with countywide initiatives pursued where possible.

## Future Shared Services and Transformation Programme

Mr Dicks referred to the discussions underway to establish if Improvement & Efficiency West Midlands would be in a position to provide an additional resource to support the new Transformation Team. Deb Poole referred to the progress being made with regard to the establishment of the Transformation Team and to the training for staff and Members that was being planned. It was noted that more in-depth training would be provided for Portfolio Holders. Attention was also drawn to the success of the recent joint BDC/RBC Management Conference which had focused on transformation and systems thinking.

## Economic Development

Mr Dicks commented that there had been some concerns about slow progress but it was now on track. However, he cautioned that this could be compromised by the outcome of the Government's decisions with regard to Local Enterprise Partnerships. The position would be clearer the following week



## Building Control

Mr Dicks advised that a North Worcestershire Shared Service was under consideration with BDC as host. A Business Case would be submitted to the Board in due course.

## Planning Enforcement

It was noted that consideration was being given as to whether it was feasible to share this service across North Worcestershire.

## Regulatory Services

It was noted that transformation sessions were being held across all Districts to engage staff. Mr Dicks drew attention to the progress made with regard to the future staff structure including all posts having been evaluated against the Bromsgrove Job Evaluation Scheme. He also updated Members on the issue of pay protection.

## Audit

This Shared Service was reported to be progressing well and the new Shared Service Internal Manager was now in post.

## Property

Mr Dicks indicated that he had significant concerns with regard to the Property Shared Service both in terms of the way the staffing restructure was being handled and potential impact on service levels with regard to facilities/estates management and valuations. Board Members expressed a wish to address such concerns as soon as possible, and if necessary, to consider other options. Mr Dicks advised that he intended to meet with Peter Parkes, the Head of Property Services at the County Council.

## WETT Programme

Mr Dicks highlighted that officers were currently looking at potential further areas for joint working under the Worcestershire Enhanced Two Tier Working (WETT) Programme.

## Financial Implications

Mr Dicks drew attention to the Financial Summary appended to the report which showed the position as at the end of Quarter 2 of 2010/11. He suggested that more detail of the savings for each Council be provided in future. Board Members endorsed this proposal.

## Human Resources Implications

Mr Dicks drew attention to discussions which had taken place at the Senior Management Team. A report would be brought forward to the Board in due course.

**It was AGREED:**

- (a) that the progress to date be noted;**
- (b) that in view of the concerns about Property Services, a special meeting of the Board be arranged before the next scheduled meeting to which Peter Parkes, the Head of Property Services at the County Council be invited to attend.**

5. **DATE OF FUTURE MEETING**

It was noted that the next scheduled meeting would be held on Thursday 9th December 2010 at 5.30 p.m. at Redditch Town Hall.

The Meeting closed at 6.43 p.m.

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**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

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.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**subject to Members' comments, the report be noted.**

**3. UPDATES****A. ADVISORY PANELS**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (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 B Clayton</u> / Vice-Chair: Cllr Anderson  Guy Revans.	Next meeting – 16th November 2010.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Braley  John Staniland / Georgina Harris	Next meeting – 2nd November 2010.

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3.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Quinney Liz Tompkin	Last meeting – 22nd June 2010.
4.	Leisure Contracts Advisory Panel	Chair <u>Cllr Hopkins</u> / Vice-Chair Cllr Anderson Kevin Cook	Last meeting – 16th August 2010
5.	Planning Advisory Panel	Chair <u>Cllr Pearce</u> / Vice-Chair Cllr M Chalk John Staniland / Ruth Bamford	Next meeting – 3rd November 2010

**B. OTHER MEETINGS**

6.	Constitutional Review Working Party	Chair <u>Cllr Gandy</u> / Vice Chair Cllr Braley Steve Skinner	Last meeting – 13th September 2010.
7.	Grants Panel	Chair / To be appointed at first meeting Vice Chair Cllr Braley Angie Heighway	Next meeting – Being arranged at present.
8.	Member Development Steering Group	Chair <u>Brunner</u> / Vice-Chair Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 27th September 2010
9.	Procurement Steering Group	Chair <u>Cllr Braley</u> / Vice-Chair Cllr Hall Sue Hanley	Last meeting – 18th January 2010.

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10.	Church Hill District Centre – Members' Panel	Chair <u>Cllr B Clayton</u> Jim Prendergrast	Last meeting - 24th August 2010
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**22. APPENDICES**

None.

**AUTHOR OF REPORT**

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

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**ACTION MONITORING**

<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>13th January 2009</b>		
<b>Cllr Gandy / Executive Committee</b>	<b>Third Sector Task and Finish Group</b>  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.
<b>27th January 2010</b>		
<b>Cllr Gandy / A Heighway</b>	<b>Single Equalities Scheme</b>  Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	
<b>16th June 2010</b>		
<b>M Braley / T Kristunas</b>	<b>Quarterly Budget Monitoring – Quarter 4</b>  Officers undertook to provide:  1. Councillor Chance with additional information regarding Item 8 Debit; and  2. all members of the Executive Committee a breakdown of amounts held in specific reserves from public donations.	

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<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>M Braley /</b> H Bennett / J Godwin / T Kristunas	<b>Quarterly Performance Monitoring – Quarter 4</b>  Officers undertook to provide:  Councillor Chance with additional information on the percentage of Council Tax collected by the Authority in the year (BV009) and One Stop Shop: customer satisfaction (WMO 003)	
<b>8th September 2010</b>		
<b>M Braley</b> L Tompkin / T Kristunas	<b>Irrecoverable Debts</b>  Officers undertook to respond to Councillor Braley as to whether the damage inflicted upon void properties constituted criminal damage.	
<b>29th September 2010</b>		
<b>M Braley /</b> I Westmore	<b>Advisory panels – Update Report</b>  Officers undertook to update the details of Chair and Vice Chairs subsequent to recent changes	Updating carried out
<b>G Hopkins / I</b> Westmore / R Cooke	<b>Redditch United Football Club (RUFC) – Financial Position Statement</b>  The Council to write to the Football Association and the Professional Footballers' Association expressing concern at the numbers of non-league clubs finding themselves in financial difficulty and requesting that those bodies do more to support the sport at a grass-roots level.	Letters to both organisations drafted



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<b>Note:</b>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 13/01/09 to 20/10/10

