

Overview and Scrutiny Committee

Wednesday, 17th
November, 2010
7.00 pm

Committee Room Two
Town Hall
Redditch



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.
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- 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.
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- 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
Jess Bayley and Michael Craggs
Overview and Scrutiny Support Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Ext. 3268) / 01527 64252 (Ext. 3267) Fax: (01527) 65216
e.mail: jess.bayley@redditchbc.gov.uk / michael.craggs@redditchbc.gov.uk
Minicom: 595528**

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

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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).



Overview and Scrutiny Committee

Wednesday, 17th November, 2010

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Diane Thomas William Norton
 (Chair) Brenda Quinney
 Anita Clayton (Vice- Mark Shurmer
 Chair) Graham Vickery
 Peter Anderson
 Bill Hartnett
 Robin King

<p>1. Apologies and named substitutes</p>	<p>To receive apologies for absence and details of any Councillor (or co-optee substitute) nominated to attend this meeting in place of a member of this Committee.</p>
<p>2. Declarations of interest and of Party Whip</p>	<p>To invite Councillors to declare any interest they may have in items on the Agenda and any Party Whip.</p>
<p>3. Minutes (Pages 1 - 10)</p>	<p>To confirm the minutes of the most recent meeting of the Overview and Scrutiny Committee as a correct record.</p> <p>(Minutes attached)</p> <p>(No Specific Ward Relevance)</p>
<p>4. Actions List (Pages 11 - 12)</p>	<p>To note the contents of the Overview and Scrutiny Actions List.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>5. Call-in and Scrutiny of the Forward Plan</p>	<p>To consider whether any Key Decisions of the Executive Committee's most recent meeting(s) should be subject to call-in and also to consider whether any items on the Forward Plan are suitable for scrutiny.</p> <p>(No separate report).</p> <p>(No Specific Ward Relevance)</p>

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<p>6. Task & Finish Reviews - Draft Scoping Documents</p>	<p>To consider any scoping documents provided for possible Overview and Scrutiny review.</p> <p>(No reports attached)</p>
<p>7. Task and Finish Groups - Progress Reports</p>	<p>To consider progress to date on the current reviews against the terms set by the Overview and Scrutiny Committee.</p> <p>The current reviews in progress are:</p> <ol style="list-style-type: none">1. External Refurbishment of Housing Stock – Chair, Councillor Graham Vickery;2. Joint Worcestershire Hub – Redditch representative, Councillor Roger Hill; and3. Work Experience – Chair, Councillor Peter Anderson.4. Promoting Redditch – Chair, Councillor Graham Vickery <p>(Oral reports)</p> <p>All Wards</p>
<p>8. Crime and Disorder Scrutiny Panel - Chair's Update</p> <p>(Pages 13 - 14)</p> <p>Councillor Bill Hartnett</p>	<p>To receive a report from the Chair of the Crime and Disorder Scrutiny Panel on any further developments in the work of the Panel that may have occurred since the previous meeting of the Committee.</p> <p>(Oral report).</p> <p>All Wards</p>
<p>9. External Refurbishment of Housing Stock Short-Sharp review - final report</p> <p>(Pages 15 - 34)</p> <p>Councillor Graham Vickery</p>	<p>To consider the final report from the External Refurbishment of Housing Stock Short-Sharp Review Group</p> <p>(Report attached)</p> <p>(Greenlands Ward)</p>

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<p>10. Portfolio Holder Annual Report - Portfolio Holder for Housing, Local Environment and Health</p> <p>(Pages 35 - 38)</p> <p>Councillor Brandon Clayton</p>	<p>To receive a presentation from the Portfolio Holder for Corporate Management, Councillor Brandon Clayton, based on the questions proposed by the Overview and Scrutiny Committee.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>11. 2011/12 Grants Policy</p> <p>(Pages 39 - 64)</p> <p>A Heighway, Head of Community Services</p>	<p>To consider the 2011/12 Grants Policy and to determine whether to recommend any amendments.</p> <p>(Report attached)</p> <p>All Wards</p>
<p>12. Campaign to discourage dog fouling</p> <p>(Pages 65 - 74)</p> <p>Head of Environmental Services</p>	<p>To receive a presentation on the campaign to discourage dog fouling in the Borough and determine whether recommendations are appropriate.</p> <p>(Verbal presentation to follow)</p> <p>All Wards</p>
<p>13. Performance Report for the services within the Corporate Management Portfolio</p> <p>Director of Policy, Performance and Partnerships</p>	<p>To receive the Performance Report for the services within the Corporate Management Portfolio.</p> <p>(report to follow)</p> <p>All Wards</p>
<p>14. Referrals</p>	<p>To consider any referrals to the Overview & Scrutiny Committee direct, or arising from:</p> <ul style="list-style-type: none">• The Executive Committee or full Council• Other sources. <p>(No separate report).</p> <p>(No Specific Ward Relevance)</p>

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<p>15. Work Programme (Pages 75 - 80)</p>	<p>To consider the Committee's current Work Programme, and potential items for addition to the list arising from:</p> <ul style="list-style-type: none">• The Forward Plan / Committee agendas• External publications• Other sources. <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>16. Exclusion of the Press and Public</p>	<p>Should it be necessary, in the opinion of the Borough Director, during the course of the meeting to consider excluding the public from the meeting on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>"That, under S.100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act".</p> <p>(No Specific Ward Relevance)</p>



Overview and Scrutiny Committee

Wednesday, 27th October, 2010

MINUTES

Present:

Councillor Diane Thomas (Chair), and Councillors Peter Anderson, Bill Hartnett, Robin King, William Norton, Brenda Quinney and Mark Shurmer

Also Present:

Councillor Derek Taylor and Trish Buckley, (Co-opted representative for UNISON).

Officers:

J Pickering, T Kristunas, S Hanley, J Bough and A Heighway

Committee Services Officer:

J Bayley and M Craggs

115. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Anita Clayton and Graham Vickery.

116. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

117. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on 6th October 2010 be confirmed as a correct record and signed by the Chair.

118. ACTIONS LIST

Members considered the latest version of the Committee's Actions List. Officers advised, in relation to item eight on the Actions List,

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Chair

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that the membership of the Promoting Redditch Task and Finish Group had been confirmed since the previous meeting of the Committee. This membership would consist of Councillors Graham Vickery (Chair), Andy Fry, Brenda Quinney and Derek Taylor.

RESOLVED that

the Actions List be noted.

119. CALL-IN AND SCRUTINY OF THE FORWARD PLAN

There were no call-ins and no items were identified on the Council's Forward Plan as suitable for further scrutiny.

120. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents for consideration.

121. TASK AND FINISH GROUPS - PROGRESS REPORTS

The Committee received the following reports in relation to current reviews:

a) External Refurbishment of Housing Stock

Officers reported that a further meeting of the External Refurbishment of Housing Stock Short Sharp Review Group would take place on Monday 1st November.

b) Joint Worcestershire Hub

Members were advised that there had been no further updates on the progress of this review since the previous meeting of the Committee.

c) Work Experience Opportunities

The Chair of the review, Councillor Peter Anderson, advised that the Group had convened a meeting where Members had discussed their approach to the review and had identified potential expert witnesses. The Group had also interviewed a student who had been participating in work experience at the Town Hall.

RESOLVED that

the update reports be noted.

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122. PETITION TO KEEP A FAMILY RESIDENT IN A COUNCIL PROPERTY ON PROSPECT ROAD

Officers advised that the Overview and Scrutiny Committee had a specific role in relation to consideration of certain types of petitions. The prayer for the petition received by Members requested that a family be allowed to remain in a Council property located in the Lodge Park ward. The role of the Committee was to monitor the procedure that was in place for Council housing tenancies, particularly in relation to succession arrangements.

Members were informed that Section 87 of the Housing Act 1985 outlined the rules in relation to secure tenancies. This legislation stipulated that there could only be one statutory succession to a property. These rules also applied to assured tenancies for social landlords. Officers used their discretion when considering housing allocations. Assessments were made on a case by case basis and the particular circumstances of tenants were considered as part of this process. The case which formed the basis for the petition had been noted by relevant Officers in this manner.

Residents were able to appeal any decisions made regarding tenancy of a Council house property. Under these circumstances the tenant could appeal to the Council's Housing Appeals Committee.

The Council also encouraged tenants to consider the various housing options available to them and to move to suitable accommodation when their personal circumstances changed. This included encouraging residents to consider downsizing to a smaller property when the number of residents in a household had been reduced. A number of support services and processes, such as housing mutual exchange, were available to support residents in this situation.

RESOLVED that

the petition be noted.

123. REVIEW OF THE DIAL-A-RIDE SERVICE

Officers explained that the report and recommendations had been produced in accordance with the suggestions that had been outlined in a report produced by JMP Consulting. Officers had also taken into account feedback which had been provided by customers in a customer survey and the work of the Dial-A-Ride Task and Finish Group that had been undertaken in 2009.

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Members were informed that the funding available to support community transport and concessionary fares would be affected by the transfer of responsibility for concessionary fares from District to County Councils. The Bus Service Operator Grant (BSOG), which was distributed to fund community transport and concessionary fares, was likely to be affected as part of this process. Officers were anticipating that the BSOG grant to the Dial-A-Ride Service of £11,000 would be cut. Reductions in funding would also impact on private bus companies which currently operated concessionary fares.

Many customers were aware that the economic climate and cuts to funding for local authorities could impact on the delivery of services like Dial-A-Ride. A number of customers had indicated in their customer survey responses that they would be happy to pay a larger sum for the use of the service. The fee was £1.05 per journey, a sum which had been inconvenient for some customers in the past as it required vulnerable elderly travellers to identify small change to pay for the service. Officers were suggesting that £1.60 would be a more convenient charge for the customers, though a number had suggested that they would be willing to pay as much as £2.00.

Members noted that the Council had a spare bus and that the possibility of removing this spare bus had originally been discussed as one solution to reduce the costs involved in operating the service. However, this option had not been feasible. The spare bus provided service cover when any of the other vehicles were out of circulation, thereby helping to minimise the impact on service delivery. Moreover, the introduction of the spare bus had helped the Council to ensure that maintenance work was undertaken on the Dial-A-Ride fleet during the week. Prior to the introduction of the spare bus this work had been carried out on the vehicles during the weekend at a greater financial cost to the Council.

The Committee also questioned why there had been a reduction in the use of the Dial-A-Ride service. In part, changes in usage of the service occurred over time due to client morbidity and social mobility. Furthermore, recent closures of a number of social venues had impacted on a number of customers who had regularly utilised the service to visit these locations.

Members noted that Dial-a-Ride had been the subject of a Task and Finish review which had been placed on hold earlier in the year. As these Members had developed expertise on the subject it was agreed that they should have an opportunity to review the report

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prior to consideration of the matter by the Executive Committee on 10th November.

RESOLVED that

- 1) **the Dial-A-Ride Task and Finish Group scrutinise the report in further detail and, subject to the approval of the Chair of the Overview and Scrutiny Committee, report its findings for the consideration of the Executive Committee; and**
- 2) **the report be noted.**

124. PERFORMANCE REPORT - PORTFOLIO FOR HOUSING, LOCAL ENVIRONMENT AND HEALTH

The Committee received a written report which detailed the performance of services within the remit of the Portfolio Holder for Housing, Local Environment and Health, Councillor Brandon Clayton. On the basis of the information contained within the report Members requested that the following questions be addressed by the Portfolio Holder in his Annual Report to the Committee, which was scheduled to be delivered on 17th November 2010.

- 1) How are Government policy changes to housing benefit expected to impact on Redditch residents?
- 2) What impact is expected of the Government White Paper *Equity and excellence: liberating the NHS* on local health provision?
- 3) What progress has been made on the 10:10 Climate Change agreement?
- 4) What have been the outcomes following the implementation of the Introductory Tenancies Service?
- 5) What has been the affect of the switch of the Care and Repair service from a local service to the Worcestershire Care and Repair Agency?
- 6) What recent action has been undertaken to tackle health inequalities?
- 7) What is your position regarding transition towns?

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- 8) What costs does the Council accrue by ridding the roads of detritus?
- 9) What plans are there to work with partners to provide social housing during the next twelve months?
- 10) Will the Council consider selling off any of the existing housing stock?

RESOLVED that

- 1) **the Portfolio Holder for Housing, Local Environment and Health be invited to answer the questions detailed in the preamble above when delivering his Annual Report before the Committee; and**
- 2) **the report be noted.**

125. BUDGET SCRUTINY

Members received a presentation on the Council's financial position following the Comprehensive Spending Review. The presentation included indicative year on year grant reduction figures until 2014/15. It was currently predicted that the total grant reduction up to and including 2014/15 would be £1.4m excluding inflation, although it was stressed that the figures were indicative. The Grant settlement announcement would be made on 2nd December 2010.

The presentation informed Members of Officers current financial assumptions for 2011/12, including a pay freeze for all salaries over £21k. It was thought that Job Evaluation would lead to a three per cent increase in the annual pay bill. Officers across departments would be consulted to consider how fees and charges might be raised to compensate for an expected three per cent rise in inflation. The Council had begun work with Deloitte to review fees and charges levied by local authorities across Worcestershire. This would offer an idea of where fees and charges could be raised in line with neighbouring local authorities to increase revenue.

Officers explained how the Council's gross £31m spend for 2010/11 had been allocated out to departments. Members would receive more comprehensive information on the figures at the budget scrutiny workshop on 22nd November 2010.

A current financial summary for 2011/12 was provided. This included a current budget gap of £1.155m. Officers had undertaken

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a review of current expenditure to help uncover what cuts could be made which would not have a detrimental impact on staffing and the local community.

A number of potential savings to the Council budget had been identified. These included savings made through shared services with Bromsgrove District Council. Officers were considering where the implementation of shared services changes could be accelerated to accrue faster savings, although this did not necessarily involve staffing changes. Senior Management Team was to undertake a thorough budget review to see where further savings could be made.

Officers would also work with their counterparts at the County Council to ensure that they notified in advance of planned cuts to County services. Mitigating action would then be developed to minimise the effect on the Redditch community.

Officers requested that Members submit any questions regarding the budget or requests for further information ahead of the Budget Scrutiny Workshop on 22nd November 2010 to enable Officers to collate and provide the necessary information in advance.

RESOLVED that

the report be noted.

126. CHARGING POLICY - MONITORING REPORT

Members received a monitoring report outlining the impact of the Charging Policy and Procedure, produced by the Fees and Charges Task and Finish Group in 2008, on the Council's fees and charges setting process.

Following the introduction of the Charging Policy and Procedure the fees and charges levied by the Council for particular services had been reviewed by the Executive Fees and Charges Sub-Committee. The Sub-Committee had produced a Fees and Charges report for 2009/10 proposing significant changes to charging arrangements, particularly for Leisure Services. Furthermore, charges had been introduced for a number of services, which had either previously been free at the point of delivery or were new services. The Council had also recently started to work with Deloitte to compare the fees and charges levied by the Council with the fees charged for similar services delivered by other local authorities.

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The fees and charges that were levied for the use of the fitness suite were discussed in further detail. Members noted that the fitness suites appeared to be making a loss and suggested that the Council needed to ensure that there was competitive pricing for services and value for money in management of the equipment provided in the gyms.

Members questioned whether it was possible to accurately assess the operating costs for the fitness suites. Officers advised that this would be difficult to assess. The Council did not have access to the level of detail and sophisticated equipment that would be required to accurately determine whether the fitness suites were operating at a financial loss to the Council.

RESOLVED that

the report be noted.

127. TRAINING UPDATES

Members provided feedback on the outcome of two training events that had taken place in October 2010.

a) The Future of Overview and Scrutiny Conference – Councillor Brenda Quinney

Councillor Quinney reported that she had attended the Future of Overview and Scrutiny Conference, organised by the Centre for Public Scrutiny (CfPS), on 5th October. As requested, she had produced a written report about the conference, a copy of which had been provided for the consideration of the Chair of the Committee.

A number of speakers had attended the conference and had been invited to outline the potential impact of the various changes that had been proposed by the coalition government on Overview and Scrutiny and local accountability. However, many of these speakers had been unable to comment on the issues they had been invited to discuss because the implications had yet to be properly assessed and clarified.

b) Scrutiny Skills Workshop – Councillors Anderson, Thomas and Shurmer

Members reported that the Scrutiny Skills workshop, which was hosted by Worcestershire county Council, had taken place on 5th October. The training had been delivered by an

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external organisation which had used interactive acting techniques. The training had covered standard aspects of scrutiny.

The Committee agreed that they needed to be selective in relation to scrutiny related Member development activities. Training was often delivered at the Town Hall and Members remarked that this often represented greater value for money than attendance at external training venues. Members suggested that training could continue to be delivered by external consultants, where appropriate, at the Town Hall, though training could also be delivered relatively cheaply by the Overview and Scrutiny Support staff where required.

RESOLVED that

the reports be noted.

128. REFERRALS

There were no referrals.

129. WORK PROGRAMME

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 6.40 pm
and closed at 8.20 pm

Actions requested by the Overview and Scrutiny Committee

Date Action Requested	Action to be Taken	Response
14th July 2010 1	Members questioned what courses would not be provided if the REDI Centre were to be closed.	Officers were asked to provide this information in due course. Lead Officer, Project Development Manager, estimated completion date, not specified. TO BE DONE.
4th August 2010 2	Members discussed the points that had been raised during the course of the Scrutiny Work Programme Planning Event concerning public engagement. With scrutiny.	Officers to scope options for public speaking at Overview and Scrutiny Committee meetings and the practicalities involved in convening Overview and Scrutiny Committee meetings at various locations across the borough and to report back for the consideration of the Committee at a later date. Lead Officer, Head of Legal, Equalities and Democratic Services, Estimated completion date not specified. TO BE DONE.
15th September 2010 3	Members agreed that there should be a short sharp review of the housing stock in Woodrow as an interim measure prior to further consideration of any Task and Finish Review. This would be led by Councillor Vickery and relevant Officers.	Councillor Vickery and relevant Officers to report back before the Committee on the conclusions reached in the short sharp review in November. Lead Councillor, Councillor Vickery, estimated completion date, 17th November 2010. TO BE DONE THIS MEETING
6th October 2010 8	Members considered the scoping document for a possible task and finish review for Promoting Redditch. It was agreed that a Task and Finish Group would be set up with Cllr Vickery to Chair.	Officers to liaise with Group leaders to confirm membership DONE

6th October 2010 11	Members proposed that feedback on the training sessions be provided at the following meeting of the Committee and Councillor Quinney was asked to provide a written report as part of this process.	The committee's Work Programme has been amended accordingly. DONE
27th October 2010 13	Members of the Dial-A-Ride Task and Finish Group requested that another meeting of the Group be facilitated to review the recommendations contained with the report.	Officers to organise a further meeting of the Dial-A-Ride Task and Finish Group to take place before the Executive Committee meeting on 10th November 2010. DONE
27th October 2010 15	Members requested that they receive hard copy versions of the presentation on the Budget that they received at the meeting	Officers to circulate hard copies of the presentation in the post to Members. DONE

Redditch Crime and Disorder Scrutiny Panel: Chair's report of Panel meeting held on Thursday 21st October 2010.

Officers from Worcestershire PCT attended to respond to five questions which had earlier been submitted by the Panel regarding the possible establishment of a Sexual Assault Referral Centre (SARC) in the West Mercia Police area. The responses to each question were followed by a question and answer session.

1) What is your provision at the moment for victims of sexual violence?

Worcestershire PCT officers informed the Panel that, in the absence of funding to establish a SARC, the Worcestershire Referral and Sexual Advice Centre (WRASAC), had been established. A paper was circulated outlining the current "patient pathways" which included a flow chart /diagram of the services available. Worcestershire PCT officers praised the WRASAC, although acknowledged the pathways to entry could be strengthened. The WRASAC is based at a confidential location in Worcester.

2) What funding could you provide to support a SARC in the West Mercia area?

No funding has been identified by any of the four PCTs in the whole West Mercia area however a "Certificate of Stakeholder Agreement" was signed by the four PCTs and by West Mercia Police in October 2010. This details key deliverables which clearly is progress and was welcomed by the Panel.

3) Please could you briefly outline what changes are due to be made to the NHS and in particular to local PCTs?

The release of the NHS White Paper *Equity and excellence: Liberating the NHS* outlined proposed changes to be made in the NHS and the local PCT. This included the establishment of NHS Commissioning Boards at a strategic level; and GP Practice teams working in consortia at a local level. It was presently understood that PCTs would remain in operation until 2012.

4) How are these changes to NHS and PCT provision of services likely to impact locally on potential support for a SARC?

Details of how the changes of the NHS would impact on the provision of a SARC for this area were not yet known. It was uncertain who would pick the SARC issue up although it was thought that this might fall to NHS Health and Wellbeing Boards.

5) Is there anything further which you would like to add on behalf of the Worcestershire PCT regarding SARCs?

Worcestershire PCT Officers said they had nothing particularly to add but took the opportunity again to say that any help we could offer to the support group would be appreciated.

The Panel thanked both Officers for their attendance and their help and advice.

The Next Steps

The Panel decided to make several recommendations following discussion during the previous item.

- 1) To support Cllr Blagg, the Panel's co-opted representative, in her visit to James Brockenshire MP, Minister for Crime Prevention, where this matter will be raised in December;
- 2) To write to the Redditch Community Safety Partnership supporting the WRASAC whilst highlighting the "Certificate of Stakeholder Agreement", particularly paragraph 3 which discusses the aspiration deliverables in relation to improved health and forensic outcomes; and
- 3) To write to the Overview and Scrutiny Committee supporting the need for a SARC in the West Mercia Police area and to seek their support, and that of Council, with a view the Council issuing a letter to the Health and Wellbeing Board highlighting the level of uncertainty for the future provision and the apparent gaps in the NHS white paper.

The Panel were also updated on initial findings to public consultation responses of the Home Office White Paper "Policing in the 21st Century – reconnecting police and the people". The Panel had earlier issued its own response. Over 800 responses including 440 online had been received. Some of the early findings and ideas which came forward included:

- a) Local Policing Teams - to ask local people what information they want from the Police and to make the information more accessible via the internet;
- b) one stop shop - to develop a seamless one stop approach between agencies which are victim centred to encourage more people to come forward to report crimes; and
- c) encouraging more recognition of Neighbourhood Watch, victim support, Special Constable Volunteers and indeed to create a volunteer network to assist the Police in "back room" functions or even assist the paid Police Community Support Officers.

Members confirmed that the next Panel meeting would take place on 20th January 2011 at 6.30 pm (previously 7.00pm)

Bill Hartnett.
Chair Redditch Crime and Disorder Scrutiny Panel.
22nd October 2010.

REDDITCH BOROUGH COUNCIL**OVERVIEW AND SCRUTINY
COMMITTEE**

17th November 2010

**EXTERNAL REFURBISHMENT OF HOUSING STOCK SHORT, SHARP
REVIEW – FINAL REPORT**

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder for Housing, Local Environment and Health.
Relevant Head of Service	Liz Tompkin, Head of Housing
Non-Key Decisions	

1. SUMMARY OF PROPOSALS

The External Refurbishment of Housing Stock Short, Sharp Review Group is proposing that a number of actions be taken to improve the appearance of properties in the Council's housing stock and the surrounding environment. Whilst the Group focussed on conditions in Woodrow many of the actions they have recommended could be implemented in other parts of the Borough and at a relatively low financial cost to the Council.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) **light colour paints be utilised to decorate garage doors to improve their visual appearance;**
- 2) **the lintels featured on Council properties be decorated to improve the visual appearance of those properties;**
- 3) **the retaining wall to the rear of 1-12 Martley Close be redecorated as part of a Council arts project;**
- 4) **the Council assume responsibility for the maintenance of small strips of land located close to private properties and public spaces;**
- 5) **the Council ensure that, when replacing diseased and dead plants, different types of plants are introduced to ensure there is a variety of leaf colours and foliage in any given area;**
- 6) **the remaining section 106 money available for use on capital landscaping work on the Greenlands Open Spaces be allocated to soft landscaping work in the courtyard area located in Wishaw Close;**

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- 7) in order to minimise the level of disruption experienced by local residents, there should be a holistic approach to the delivery of frontline services;**
- 8) representatives of local schools be invited to participate in estate walkabouts; and**
- 9) representatives of the local GP's Consortium be invited to participate in the estate walkabouts once the consortia have been introduced in 2012/13; and**

to RESOLVE that

the report be noted.

3. BACKGROUND

- 3.1** The review of the external refurbishment of the Council's housing stock was launched in September 2010. Initially, it had been intended that this review would be considered by a Task and Finish Group over a period of six months. However, the Overview and Scrutiny Committee requested on 15th September that the exercise be completed as a short, sharp review. The Committee requested that Councillor Vickery, who was appointed to lead the review, report back to the Committee by 17th November. Councillor Norton was also invited to participate in the exercise.
- 3.2** The review was launched to address concerns about the aesthetic appeal of some of the Council's housing stock. Members recognised that many of the Council's properties in the Borough were maintained to a high standard both in terms of internal facilities and external appearance. However, concerns were expressed about the urban design of many of the Council's properties, particularly on the estates in Woodrow. The design of these buildings was generally not considered to be aesthetically appealing. Moreover, it was suggested that the outward appearance of a property was important as this could impact on: the morale of local residents; the extent to which they felt that they were valued as members of a local neighbourhood or community; and also on the perceptions of other residents and visitors towards the area.
- 3.3** The review was completed in two parts. In the first place, Councillors Vickery and Norton attended a walkabout in Woodrow on 6th October 2010

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and were accompanied by relevant expert Officers. During the course of this walkabout Members visited Marley Close, Ombersley Close, Rushock Close and Wishaw Close and observed the condition of Council properties and the surrounding environment in those areas.

- 3.4 A number of issues were identified during the course of the walkabout which Members agreed required further consideration. In particular, issues were identified which had implications for: repairs and maintenance; housing; landscaping; and highways services. These were discussed in further detail during a meeting on 1st November, which formed the second part of the review. Based on these discussions Members proposed a number of recommendations.

4. KEY ISSUES/RECOMMENDATIONS

- 4.1 Further information about each of the External Refurbishment of Housing Stock Short, Sharp Review Group's recommendations is provided below:
- 4.2 **Recommendation One: We recommend that light colour paints be utilised to decorate garage doors to improve their visual appearance.**
- 4.2.1 During the course of the walkabout Members observed a number of garage doors for Council properties which had been painted brown. Members were concerned that this might not be the most suitable colour to apply to those garage blocks as the impact was to create an unappealing visual image, particularly for residents living in properties overlooking garage blocks. By contrast, Members agreed that where lighter colours could be used the appearance of such buildings was improved. Moreover, this served to improve the aesthetic appearance of local neighbourhoods, which it is contended could have a beneficial impact on local residents' quality of life.
- 4.2.2 Brown paint has been applied to numerous Council garages across the Borough. The supply of the paint and reapplication of paint to the garage doors is currently funded as part of the Council's standard repairs and maintenance process. Officers have advised that the introduction of lighter coloured paints into the Council's paint supply could be achieved relatively easily using existing budgets.
- 4.2.3 The Group were made aware, during the course of the walkabout, that a fresh coat of paint would recently have been applied by the Council to some garage doors. To ensure that the Council secures value for

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money, Members are suggesting that recently painted surfaces should not be reassessed immediately. Instead the lighter colour paint would only need to be applied as and when required.

4.3 Recommendation Two: We recommend that the lintels featured on Council properties be decorated to improve the visual appearance of those properties.

4.3.1 Lintels feature on the exterior façade of a number of properties in the Council's housing stock. Currently, these lintels are often plain features on similarly plain brick or concrete walls. However, the Group noted that the lintels could alternatively be painted in a bright colour to improve the visual appearance of these properties.

4.3.2 Officers have advised that this action could be completed at a relatively limited financial cost to the Council. The supply of paints used to decorate the garage doors could be utilised for this purpose.

4.4 Recommendation Three: We recommend that the retaining wall to the rear of 1-12 Martley Close be redecorated as part of a Council arts project.

4.4.1 Members observed a concrete wall to the rear of 1-12 Martley Close during the walkabout. As this was a retaining wall Members accepted that this feature could not be demolished. However, because the wall had been constructed using concrete Members expressed concerns that this feature was not aesthetically appealing to view. This added to the generally unattractive view to the rear of Martley Close, where a series of brown garage doors and a visibly large wall stain could be observed. In particular, the view was considered potentially oppressive for residents living in properties located along Woodrow Walk which overlooks the area. Members therefore agreed that particular action needed to be taken to improve the appearance of this local feature.

4.4.2 A number of community arts projects have been delivered in recent years which have involved both Redditch Borough Council, local partner organisations and local residents. These art projects have been delivered in a range of locations including pedestrian subways, bus shelters and the shutters utilised for shop units. Frequently, local young people have been involved in producing the artwork and this involvement has helped to encourage a feeling of community ownership and pride in the feature.

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- 4.4.3 It is difficult to provide an exact estimate for how much this project would cost to deliver. Financial costs will vary according to a variety of factors including: the ambition of the project; the charges levied by the professional artists; and the materials that are used. However, Officers have estimated that the minimal costs for the project that has been recommended would be approximately £400. (Further information about the financial costs involved in delivering this type of arts project are provided in Appendix 2)
- 4.4.4 Members believe that the wall to the rear of 1-12 Martley Close could usefully form the focus for another community art project. Indeed, Members are keen to encourage community pride in the local area as this could help to secure greater community cohesion.
- 4.5 **Recommendation Four: We recommend that the Council assume responsibility for the maintenance of small strips of land located close to private properties and public spaces.**
- 4.5.1 During the course of the walkabout Members observed a case of fly tipping in Rushock Close, which was subsequently reported through the Council's standard reporting channels. The particular case involved the disposal of a certain amount of debris in both the garden of a property and on a narrow strip of public land bordering a public footpath.
- 4.5.2 Officers have advised that similar small or narrow strips of land are located at various locations across the Borough, and often border both private properties and public spaces. These small strips of land can become overgrown and are unfortunately sometimes used for the disposal of litter.
- 4.5.3 Ownership of these areas of land is sometimes open to interpretation. However, the Group noted that inappropriate use of such areas could have a detrimental impact on the local environment and on the quality of life for local residents. Therefore, they are recommending that the Council should assume responsibility for the maintenance of these spaces.
- 4.6 **Recommendation Five: We recommend that the Council ensure that, when replacing diseased and dead plants, different types of plants are introduced to ensure there is a variety of leaf colours and foliage in any given area.**

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- 4.6.1 Members agreed that the numerous plants, particularly the trees, located in Redditch overall created an appealing visual image for the town. However, Members expressed concerns that in some neighbourhoods there was a lack of variety amongst the plant life. As a consequence, Members are suggesting that sometimes the view created by this plant life could be considered potentially dull and uninspiring.
- 4.6.2 Members have been advised that the Council does not have a programme for planting work in the Borough. In the early years of the Development Corporation numerous trees and other plants were grown in local neighbourhoods. However, over time this had created difficulties. Many plants had unfortunately attracted vandalism or had not been properly cared for, which had created long-term maintenance problems. Consequently, to avoid extending this problem it was not considered appropriate to introduce additional plants into neighbourhoods in order to create greater diversity in the local foliage.
- 4.6.3 Due to the limited availability of resources planting often now only occurs when there is a need to replace diseased or dead plants. The Group are suggesting that when replacing these plants consideration should be given to introducing different plants to a Neighbourhood in order to encourage greater diversity.
- 4.7 **Recommendation Six: We recommend that the remaining section 106 money available for use on capital landscaping work in the Greenlands Open Spaces be allocated to soft landscaping work in the courtyard area located in Wishaw Close.**
- 4.7.1 Members visited a courtyard area in Wishaw Close during the course of the walkabout in Woodrow. This courtyard area bordered a number of residential properties as well as a small area of grassland. The ground surface lacked consistency and there was evidence that sections were overgrown with weeds whilst separate patches of tarmac had been added to fill the spaces that had been left when former children's play features had been removed.
- 4.7.2 Originally a couple of drains had been located on the ground surface of this courtyard. However, over time these drains had become overgrown with weeds and filled with debris. A number of residents encountered during the course of the walkabout explained that the problem had been consistently reported and, whilst the Council's landscaping and cleaning teams did clean these drains when they

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received reports, it remained a recurring problem. The residents also explained that the drainage problem was compounded by the increasing introduction of driveways throughout the area which was replacing formerly green spaces. This had reduced the surface area for natural drainage so that flooding was increasingly experienced in the neighbourhood following periods of heavy rainfall.

- 4.7.3 Attempts had been made in the past to improve the visual appearance and practical use of the space for the benefit of local residents. The children's play features and a bench had been installed at the location some years previously. However, residents reported that these features had attracted anti-social behaviour and had eventually been removed.
- 4.7.4 The Group was keen to resolve the continuing problems associated with the courtyard area to the benefit of local residents. They believe that an appropriate solution to the problem would be to extend the soft landscaping, or grassy area, to cover the whole of the outside space. This would help to resolve the existing problems with the ground surface and would extend the area of natural drainage that might help to reduce the impact of flooding in the neighbourhood.
- 4.7.5 Members have been advised that a proportion of section 106 money was secured in recent years for investment in projects that could be delivered in areas defined as the Greenlands Open Spaces. A portion of this funding, has been retained by the Council but the exact amount remains to be clarified. An estimate remains to be provided outlining how much the project recommended by Members would cost. However, the Group believes that, if the project is affordable, the soft landscaping work they are proposing would represent a suitable project to fund using this section 106 money.
- 4.8 **Recommendation Seven: We recommend that in order to minimise the level of disruption experienced by local residents, there should be a holistic approach to the delivery of frontline services.**
- 4.8.1 During the course of the walkabout Members discussed the arrangements in place for the delivery of frontline services. The Council delivered a variety of services which could impact on local tenants and residents, including repair and maintenance work to Council properties and landscaping work on local greenery.

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- 4.8.2 However, delivery of these services was not co-ordinated but tended to be undertaken as and when required throughout the year. Members expressed concerns that this could potentially lead to a greater degree of disruption to residents' lives than might be necessary. The Group are contending, therefore, that there should be corporate planning over the timetables for delivering these services. As part of this process Officers from different departments would be required to liaise over forthcoming works and to attempt to co-ordinate service delivery so that such frontline services were delivered at the same time. Officers would potentially need to spend an extended period of time planning service delivery. However, the Group contends that this would minimise the level of disruption then experienced by local residents.
- 4.9 **Recommendation Eight: We recommend that representatives of local schools be invited to participate in estate walkabouts.**
- 4.9.1 Estate Walkabouts are increasingly taking place in all wards across the Borough. The walkabouts provide an opportunity for representatives from a variety of services and organisations to work together to address residents', including Council tenants', needs at the local neighbourhood level. This could include reviewing many of the issues assessed by the Short Sharp Review Group and identifying suitable solutions to any problems that are observed.
- 4.9.2 The Council's Housing Team co-ordinates an annual schedule of Estate Walkabouts around the Council's housing estates. Frequently, representatives from the local Landscaping; Community Safety; Tenancy; and Anti-Social Behaviour teams are invited to participate in these walkabouts alongside local Police Officers and ward Councillors.
- 4.9.3 The value of these walkabouts has been recognised by Councillors in previous years and was promoted as an example of best practice for community engagement by the Neighbourhood Groups Task and Finish Group in 2009. However, the Group are suggesting that the value of these walkabouts could be further extended to help address some of the differences in quality of life affecting Redditch which were identified in the Comprehensive Area Assessment (CAA) for Worcestershire in 2009.
- 4.9.4 The CAA identified low educational attainment amongst young people in Redditch as a cause for concern. Members recognise that the CAA has now been disbanded. However, they are also aware that this does

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not mean that the problems with educational attainment in Redditch have been resolved.

- 4.9.5 The Group are suggesting that the conditions in which young people live, socialise and study indirectly impact on their achievements in education. As such, local schools should be familiar with these conditions so as to address the many factors impacting on the educational experiences of their pupils. The Group contends that participation in estate walkabouts would help representatives of local schools to develop this familiarity.
- 4.9.6 The Redditch Partnership has taken a strategic lead in addressing the low educational attainment levels that were identified in the CAA. The Group are therefore suggesting that it would be appropriate for the partnership to be advised about this recommendation.
- 4.10 **Recommendation Nine: We recommend that representatives of the local GP's Consortium be invited to participate in the estate walkabouts once the consortia have been introduced in 2012/13.**
- 4.10.1 Health inequalities were also identified as a cause for concern in the CAA. Within Worcestershire Redditch was discovered to have the highest smoking levels and the least healthy lifestyles.
- 4.10.2 The Group is suggesting that the conditions in which a resident lives, works and socialises may impact on the health of local residents. Some residents may also have received limited education about healthy lifestyles. Under these circumstances the Group are contending that it would be appropriate to invite an expert medical practitioner to participate in the estate walkabouts as this could lead to improvements in public health. The participation of these medical practitioners would provide them with an opportunity to share ideas with local partner organisations as well with the chance to educate any local residents encountered during the course of the walkabouts about healthy lifestyles.
- 4.10.3 The Group are aware that the GP's Consortia are not scheduled to be launched until 2012/13. However, Members noted that these consortia would have a more localised focus than the current Primary Care Trusts (PCTs). Consequently, the Group contends that it would be appropriate to invite representatives of the consortia to participate in the estate walkabouts once these consortia have been established.

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- 4.10.4 The Redditch Partnership has taken a strategic lead in addressing the health inequalities that were identified in the CAA. The Group are therefore suggesting that it would be appropriate for the partnership to be advised about this recommendation.

5. FINANCIAL IMPLICATIONS

- 5.1 The majority of the recommended actions could be implemented not just in Woodrow but also in other parts of the Borough at a relatively low financial cost to the Council.
- 5.2 Implementation of the actions requested in recommendation six would require a greater degree of expenditure. However, the Group has been assured that the funding required is available in the form of the section 106 funding secured on a previous occasion. This can be utilised to fund projects that would benefit the local community and should be spent in accordance with set rules and procedures. The Group has been advised that the project they are proposing would comply with these requirements.

6. LEGAL IMPLICATIONS

There are no legal implications.

7. POLICY IMPLICATIONS

The Group are recommending a number of changes to working practices which could have policy implications for particular Council services.

8. COUNCIL OBJECTIVES

The Group's recommendations are designed to enable the Council to meet the objective to be a well managed organisation. In addition, the Group believes that many of the actions they are suggesting, particularly with regards to the visual appearance of Council properties, would help the Council to meet the corporate aim to be clean and green.

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

There are no direct risk management including health and safety implications.

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10. CUSTOMER IMPLICATIONS

The Short, Sharp Review Group are recommending actions which are designed to improve living conditions, particularly for the Council's tenants. Furthermore, the Group are suggesting that if the Council was to adopt a holistic approach to service delivery the level of disruption experienced by local residents, including Council tenants, would be minimised. Implementation of this recommendation would therefore have positive implications for local customers.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

There are no direct equalities and diversity implications.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

The Group recognises that any measures which are implemented in response to this report should be cost effective and represent value for money. In particular, the Group are requesting that if recommendation one is approved, any Council garage doors that were recently painted brown should only receive a fresh coat of lighter paint once redecoration is required. This would ensure that the Council obtains value for money from work that has already been completed.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

The introduction of soft landscaping features in the courtyard area located in Wishaw Close would expand the surface area suitable for natural drainage. This would help to address some of the problems that residents have recently reported with flooding in the vicinity.

14. HUMAN RESOURCES IMPLICATIONS

There are no direct human resources implications.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

There are no direct governance or performance management implications.

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

During the course of the walkabout on 6th October Members and Officers observed some evidence of anti-social behaviour. Evidence of anti-social behaviour is generally identified by Anti-Social Behaviour and Community Safety Officers when conducting regular site visits to locations across the Borough and is not strictly within the remit of the Group to review. The evidence that was observed has been referred to the Redditch Community Safety Partnership's Tasking Group for further consideration.

17. HEALTH INEQUALITIES IMPLICATIONS

The proposal to involve representatives of the local GP's Consortium in estate walkabouts does have health inequalities implications. The inclusion of representatives from the health service in these walkabouts might help local partners to identify issues within the local environment which encourage unhealthy lifestyles. Moreover, medical practitioners could provide expert advice on healthy lifestyles to any residents encountered during the walkabouts.

18. LESSONS LEARNT

Short, sharp scrutiny reviews have rarely been undertaken in Redditch. However, this review has demonstrated that short sharp reviews can add value and can be completed relatively quickly. The Overview and Scrutiny Committee might therefore wish to consider expanding the use of short sharp review arrangements for scrutinising relevant subjects in future years.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

During the course of the walkabout two residents engaged in conversation with the Members and raised a number of concerns about Wishaw Close. The views expressed by these residents were taken into consideration by the Councillors and helped to inform their final recommendations.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No.
Chief Executive	No.

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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	The Head of Community Services and the Head of Housing both participated in the walkabout in Woodrow and have been consulted over the Group's recommendations.
Head of Resources	No.
Head of Legal, Equalities & Democratic Services	No.
Corporate Procurement Team	No.

21. WARDS AFFECTED

Greenlands ward is directly affected by the recommendations detailed within this report. However, many of the Group's recommendations could also be implemented in other wards in the Borough.

22. APPENDICES

Appendix 1- Repair and Maintenance Costs.

Appendix 2 – Art Projects – Financial Costs.

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23. BACKGROUND PAPERS

Comprehensive Area Assessment 2009, Audit Commission.

Neighbourhood Groups Task and Finish Group, Final Report, 2009.

Notes from the walkabout in Woodrow which took place on Wednesday 6th October 2010.

Notes from the meeting of the External Refurbishment of Housing Stock Short, Sharp Review Group which took place on Monday 1st November 2010.

Photographic evidence taken during the walkabout on 6th October 2010.

24. KEY

CAA – Comprehensive Area Assessment.

25. EXPRESSIONS OF THANKS

The External Refurbishment of Housing Stock Short sharp Review Group would like to thank the following individuals for the help they provided during the course of the review. As this was a short sharp review the process had to be completed quickly and a number of people provided information when requested in a very short space of time.

The Group would particularly like to thank the residents from Wishaw Close who engaged with the Councillors during the walkabout.

Members also wish to thank the following Officers for the contributions they have made to this review:

Jayne Bough, Housing Services Manager
Angie Heighway, Head of Community Services
Peter Hill, Community Safety Project Officer
Amar Hussain, Assistant Solicitor
Ian Ranford, Capital Operations Manager
Liz Tompkin, Head of Housing
Carl Walker, Landscape and Countryside Manager
Mark White, Capital Projects Officer

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AUTHOR OF REPORT

Name: Jess Bayley, Overview and Scrutiny Support Officer
E Mail: jess.bayley@redditchbc.gov.uk
Tel: (01527) 64252 Extn: 3268.

Appendix 1

Repair and Maintenance Costs

The External Refurbishment of Housing Stock Short Sharp Review Group have recommended that the garage doors and lintels featuring on Council properties should be painted in light colours.

Paint:

The current cost for any colour of paint that could be applied to garages, lintels and concrete uprights, is £95.00 per garage.

Rough Cast Works:

Repair and maintenance can also carry out rough cast works to houses. This was considered by the Group but eventually rejected on the basis of the financial costs involved.

The cost of undertaking this work on the inner property (front and rear) would be £1,700.

The cost of undertaking this work on the outer property, including the addition of a gable, would be £ 3,600.

Appendix 2:

Arts Projects – Financial Costs

The financial costs involved in delivering an arts project vary according to the scale of the project. However, based on the costs levied for a recent arts project it is possible to estimate the minimal costs.

Recent Arts Project: Brick Bus Shelters

For this project two brick bus shelter were spray painted, (covering a space approximately equivalent to two to three times the space of the wall in Martley Close). Each bus shelter also received an anti-graffiti coating. Two professional artist were contracted to deliver the art project in co-operation with a small group (4-12) supervised young people. The designs were created by the young people. The total financial cost involved in delivering this project was £660.

Arts Project, Martley Close: Estimated Cost

The wall appears to cover a smaller surface area than the two bus shelters, and would be approximately the size of a width of a standard garage door (though no measurements have been taken). It has been estimated that for an area the size of one garage door space, and if the art work was completed to the same standard as the bus shelter project, the minimum costs involved in delivering the project would be approximately £400. This is based on an estimate that the work would take four hours to complete.

Officers have advised that if the area needed to be pre-painted ready for the artwork an additional £80.00 would be added to the price.

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PORTFOLIO HOLDER ANNUAL REPORTS: QUESTIONS AND SUBJECTS FOR DISCUSSION WITH COUNCILLOR BRANDON CLAYTON, PORTFOLIO HOLDER FOR HOUSING, LOCAL ENVIRONMENT AND HEALTH

The following themes have been suggested by Members of the Overview and Scrutiny Committee. Questions relating to these themes will be posed to Councillor Brandon Clayton, Portfolio Holder for Housing, Local Environment and Health at the Overview and Scrutiny Committee meeting on Wednesday 17th November 2010.

1. How are Government policy changes to housing benefit expected to impact on Redditch residents?
2. What impact is expected of the Government White Paper *Equity and excellence: liberating the NHS* on local health provision?
3. What progress has been made on the 10:10 Climate Change agreement?
4. What have been the outcomes following the implementation of the Introductory Tenancies Service?
5. What effect has there been the switch of the Care and Repair service from a local service to the Worcestershire Care and Repair Agency?
6. What recent action has been undertaken to tackle health inequalities?
7. What is your position regarding transition towns?
8. What costs does the Council accrue by ridding the roads of detritus?
9. What plans are there to work with partners to provide social housing during the next twelve months?
10. Will the Council consider selling off any of the existing housing stock?

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NB Note draft revision /Update – Page 2. S

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Portfolio Holders are appointed annually by the Council (separate sheet refers) and between them cover all areas of the Council's work and responsibility.

"Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below.

"Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility,

CAN	1.	Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Community Strategy • Corporate Plan • Service Plans • Budgets • E.Government statements • BVPI's / Local PI's (separate document available) • Forward Plan 	*
	2.	Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3.	Act as consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4.	Act as "Spokesperson" for the Council in relation to Press / Media / outside the Council, but not exclusively (other Members may also	

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		<u>have this shared role)</u> (Council decision – 11th October ??)	
	5.	Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility; and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. (Council Annual Meeting 22 nd May 2006)	
	6.	<i>the role of Portfolio Holders be expanded to include a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed.</i> (Exec January 2007 / Council ...)	
CANNOT		Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec., Council, or Officer authority)	
			*
MAY	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. <p style="text-align: right;">in accordance with current approved constitutional requirements.</p>	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes 	

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		<ul style="list-style-type: none"> Regulatory Committees, via normal report / agenda preparation processes Overview and Scrutiny Committee <p>in accordance with current approved constitutional requirements.</p>	

G:M&C/Members/Portfolio Holder Guide
& Constitution / Const.documents/revised sms/8.7.6/16.7.7

REDDITCH BOROUGH COUNCIL**OVERVIEW AND
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VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

Relevant Portfolio Holder	Cllrs Carole Gandy and Michael Braley
Relevant Head of Service	Angie Heighway, Head of Community Services
Key Decision / Non-Key Decision	Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 Overview and Scrutiny Committee is requested to consider changes to the Grants Policy 2010, to ensure the Council's voluntary sector grant funding provides value for money and increased access for voluntary and community sector organisations.
- 1.2 Overview and Scrutiny Committee is also requested to consider the option for allocating themes and percentages for the Voluntary and Community Sector (VCS) grants process for 2011/12.

2. Options

- 1) **Review the updated Voluntary Sector Grants Policy attached to the report at Appendix 1**
- 2) **consider the option for themes and percentages of funding be allocated for the 2011/12 voluntary and community sector grants process.**
- 3) **consider the option for funding being made available from the main Grants scheme to deliver a support programme to the VCS organisations**
- 4) **consider the option for authority be delegated to the Head of Community Services, in consultation with the Grants Panel, to agree the allocation of community grants under the Local Strategic Partnership 'Stronger Communities' theme.**

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3. BACKGROUND

- 3.1 There is increasing awareness of the role the Voluntary and Community Sector can and does play in local communities, in particular contributing to community empowerment, local partnerships and the design and delivery of public services. By adopting a pro-active plan of engagement with the local VCS, Redditch Borough Council will be in a position to support significant improvements in the way that it works with the third sector to achieve stronger more sustainable communities and better outcomes for local people.
- 3.2 Following an Overview and Scrutiny Committee review in 2008, a more transparent and inclusive grants scheme was agreed. The 2010 Grants Policy has been reviewed taking on board issues raised by Officers, the Grants Panel and VCS organisations.
- 3.3 To ensure that the Council moves forward and delivers grants that provide value for money, Officers have suggested changes to the current policy (see Appendix 1) that will allow the sector to grow and build stronger partnerships both with Redditch Borough Council and other organisations and meet the long term needs of the local VCS.
- 3.4 Redditch Borough Council can help facilitate the building of effective relationships with our local VCS organisations, who will then have the opportunity to contribute to the Council's priorities by improving local services; strengthening democracy; achieving increased value for money; and in leadership and 'place-shaping'.

4. KEY ISSUES

- 4.1 The Council needs to ensure that it has a transparent and fair grants scheme. This policy relates to the 'investing' and 'giving' element of the funding framework.
- 4.2 The 'Shopping' element forms part of the Council's procurement process. The Grants scheme should support and encourage the local VCS community to grow and become sustainable. The Council will deliver a Support Package to assist VCS organisations to become self sustaining / funding which in turn will build capacity and the skill base within the Sector, thus increasing the viability of well managed Voluntary Sector organisations.

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- 4.3 Officers are working with the Council's Economic Development and Procurement Teams to enable collaborative working to take place with external funders and our local VCS organisations / groups to provide the VCS with the skills and knowledge to become sustainable.
- 4.4 It is proposed that £2,000 should be allocated from the grants budget for the use by the Grants Team to enable delivery of:
- Workshops, networking and promotional events
 - Advertising and communication support
 - Newsletters
 - Support packages.
- 4.5 To enable the Council to deliver its grants programme, Officers will need to work closely with the Communications Team to ensure that a full and informative guide to the new procedure is implemented and that Officers are engaging with the full range of VCS organisations and groups within the local area.
- 4.6 There is a need to support and up skill the vibrant Redditch VCS for growth. Working with the sector Officers can reduce the reliance on Redditch Borough Council for grants, which in turn will help the organisations to become self sufficient and give them a broader base of funding streams to help build and sustain them.
- 4.7 Local Authorities will be expected under the "Big Society" banner to support and help build capacity and up-skill those organisations operating within the third sector.
- 4.8 The 'Shopping' element of the funding framework does not form part of this Policy as the procurement of services is dealt with by the Council's Procurement Strategy. Officers are identifying how they can work with the VCS to ensure they are engaging with the sector to look at delivery via Redditch Borough Council's procurement process.
- 4.9 Officers are proposing the level of split between the relevant themes based on the current priorities and needs of the Borough. Following the announcement of the Comprehensive Spending Review and the current economic climate it was considered that the largest funding stream should be for the priority of enterprising community.

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- 4.10 Officers considered that the remaining themes and priorities had significant mainstream funding in tackling issues and there were fewer opportunities for the VCS to make impacts on the outcomes of these.
- 4.11 After reviewing the 2010/11 grants programme, Officers noted that there were no applications from smaller community groups. For the 2011/12 grant programme, Officers propose a mechanism for funding smaller community projects and to put into place a funding pot to ensure the Council meets the needs of these grassroots organisations for 2011/12.
- 4.10 Below are the proposed timescales for the 2011/12 Grant programme. By adopting the proposed allocation of grants for 2011/12, Redditch Borough Council's grants programme will have the opportunity to support 20 projects from the main grant themes with up to 18 community grants being allocated throughout 2011/12.

Process for Main grants programme	Timescale
Launch of the 2011/12 Grant Process	Tuesday 14 th December 2010 Update timetable per conversation
Application deadline	4.00pm Thursday 20 th January 2011
Initial screening out of ineligible applications	Friday 22 nd January 2011
Full assessment of applications by Grants Panel	February 2011
Executive Committee	17 th March
Successful and unsuccessful applicants informed	21st March
First instalment of funding released	1 st April 2011

Process for Community Grant programme	Timescale
Launch - 1 st Round	Tuesday 14 th Dec 2010
1 st Application deadline for projects to commence from April 1 st (Funds Released)	4pm, Thursday 20th January 2011
Launch - 2nd Round – Theme	Monday 14 th March
2 nd Application deadline for projects to commence from July 1 st (Funds Released)	4pm Friday 8 th April 2011
Launch - 3 rd Round - Theme	Monday 20 th June
3 rd Application deadline for projects to commence from 3 rd October (Funds Released)	4pm Friday 15 th July
Assessment of applications	Within 14 working days of deadline
Successful and unsuccessful applicants informed	Within 21 working days of deadline

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5. FINANCIAL IMPLICATIONS

The total budget for grants to voluntary organisations for 2011/12 is £241,000. The proposed provision of £2,000 to deliver support and events throughout 2011/12 will leave £239,000 available to allocate as grant to outside bodies..

6. LEGAL IMPLICATIONS

- 6.1 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 or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 6.2 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

7. POLICY IMPLICATIONS

The Policy for Award of Grants to Voluntary and Community Sector Organisations (Grants Policy) previously was agreed by Executive Committee on 10th June 2009 and Full Council on the 22 June 2009.

8. COUNCIL OBJECTIVES

- 8.1 Enterprising Communities – Recognising the value of the Third Sector as an integral part of shaping and delivering better services for the citizens of Redditch. The Council can be flexible in its approach to partnership and funding so as to recognise the Third Sector's role in the sustainability of delivery of public services.
- 8.2 Safe – Specific projects that will be delivered to support and raise awareness of issues that affect Redditch citizens.

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

There is a risk that the Council could be criticised for failing to support the local Third Sector organisations or community groups in up-skilling and

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building the capacity to become self sustaining. To mitigate this risk, Officers propose to put into place a provision of a support package delivered by the Grant Co-ordinator to help build capacity, skills and options of alternative funding streams for the VCS organisations that are looking to strengthen their long-term future.

10. CUSTOMER IMPLICATIONS

Communities' expectations are rising and require services tailored to the needs of local areas and residents. By supporting the VCS organisations that receive funding from the grants scheme the Council can help them pro-actively source and successfully bid for alternative funding allowing the grants fund to move forward year on year to support new and expanding VCS organisations to deliver timely services / projects / events to the residents of Redditch.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

The Grants process facilitates engagement with and support for more marginalised people and promotes equality and diversity issues within the local authority.
Value can be added to the local VCS by ensuring transparency of grant-giving practices thus promoting fairness and diversity.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

- 12.1 Selection of successful applications will follow scoring criteria to ensure value for money is achieved.
- 12.2 The 'Shopping' element of the Grants process will be delivered via the Council's procurement process. Training and awareness of the process will be built into the support package.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None identified.

14. HUMAN RESOURCES IMPLICATIONS

None identified.

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15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

Members of the Grants Panel will be required to attend quarterly panel meetings.

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

None identified.

17. HEALTH INEQUALITIES IMPLICATIONS

None identified.

18. LESSONS LEARNT

- 18.1 The application forms and guideline documents have been updated. This will give applicants clearer guidelines on the grants they are applying for and what information they need to submit and allows a smoother reviewing process of applications.
- 18.2 The previous policy did not promote or engage with small community groups and, with only having one bidding round, small events / projects missed out on funding as projects were required to be designed several months before their inception.
- 18.3 By not previously having a designated Grants Officer the monitoring of the grants scheme had been minimal. This did not allow the grants scheme to reach a wider range of VCS organisations and add value to the Council's priorities. In order to cultivate an atmosphere of trust and partnership working within the VCS, it has been recognised that the support of a Grants Officer will be invaluable to ensure the long-term strength and success of Redditch Borough Council's grant scheme.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

- 19.1 A workshop has been booked for November to engage with VCS organisations to help up-skill and support bid writing and the grant making process.
- 19.2 An event in December 2010 will be held to launch the new grants rounds for 2011/12. This event will be held at the Town Hall and will target all local VCS organisations. The event will include a presentation on how the grants are allocated in 2011/12 and will have a provision for

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organisations to access support and advice from Redditch Borough Council's Officers and BARN. Officers will also be surveying the groups to see where they historically go for advice and guidance on grants.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder(s)	
Chief Executive	
Executive Director (S151 Officer)	
Executive Director – Leisure, Cultural, Environmental and Community Services	
Executive Director – Planning & Regeneration, Regulatory and Housing Services	
Director of Policy, Performance and Partnerships	
Head of Service	
Head of Resources	
Head of Legal, Equalities & Democratic Services	
Corporate Procurement Team	

21. WARDS AFFECTED

All

22. APPENDICES

Appendix 1 – Voluntary and Community Sector Grants Policy

Appendix 2 – Proposed Themes and Percentages

23. BACKGROUND PAPERS

Policy for Award of Grants by Redditch Borough Council to Voluntary and Community Sector Organisations.

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Worcestershire Compact: Link to Web-pages:

<http://www.worcestershire.gov.uk/cms/community-and-living/vcs-unit/worcestershire-compact.aspx>

24. KEY

BME – Black Minority Ethnic

LSP – Local Strategic Partnership

‘Place-Shaping’ -- Local authorities are strategic leaders in place-shaping responding to residents' ambitions and aspirations and working with partners to deliver relevant services.

‘Third Sector’ –The voluntary sector or community sector (also non-profit sector) is the sphere of social activity undertaken by organisations that are for non-profit and non-governmental. This sector is also called the third sector.

VCS – Voluntary and Community Sector.

AUTHOR OF REPORT

Name: Donna Hancox

E Mail: donna.hancox@redditchbc.gov.uk

Tel: 01527 64252 ext: 3015

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Appendix 1

See attached Voluntary and Community Sector Grants Policy

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Appendix 2

**55% allocated to Enterprising Communities -
Total: 130k for the Delivery of Projects under the “Enterprising
Communities” Banner.**

90k – Investing Grant	To deliver: Financial and Debt advice within the Town	<input type="checkbox"/> With a commitment to help people resolve their legal, money and other problems by providing: <input type="checkbox"/> Free, independent and confidential advice.
40k - Investing grants - Maximum grant of 10k for each project submitted	To deliver: projects under the Enterprising Communities theme:	<input type="checkbox"/> Providing supported employment, work experience and training to people disadvantaged by learning difficulties or other special needs. <input type="checkbox"/> Information and advice services for Elderly residents. <input type="checkbox"/> Projects to promote savings schemes within local schools and for people on lower incomes. <input type="checkbox"/> Promoting equality of opportunities for people from black, Asian or any other ethnic minority group.

**Sub Theme - 25% allocated to Education & Learning Development -
Total: £60k for the delivery of projects under the “Education” Banner.**

50k Investing grant	To deliver: Childcare and Holiday schemes into the Town	<input type="checkbox"/> Discounted childcare for local children with specific criteria for discounted places to be allocated to ensure the full benefit is gained from those families who have the highest need. <input type="checkbox"/> Discounted Holiday play schemes for local children that have outcomes linked into education and health and well being priorities.
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<p>10k Investing Grants - Maximum grant of 2k for each project submitted</p>	<p>For delivery of projects that support: Young people's participation in positive activities within Redditch</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Education activities on Arts, culture and diversity <input type="checkbox"/> Working with disabled children <input type="checkbox"/> Raising awareness with 13 to 18 yrs on volunteering opportunities and working with the community
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**Sub theme - 8% allocated to "Safe/Clean & Green" -
Total: 20k for the delivery of projects under the "Safe / Clean & Green" Banner.**

<p>20k Investing Grants Maximum bids for each project submitted of 5k</p>	<p>For delivery of projects that support the Council's Safe / Clean & Green priorities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Support for victims of Domestic violence with a focus on younger people and the BME <input type="checkbox"/> Reducing environment crime <input type="checkbox"/> Re-offending with a focus on getting women ex offenders into work Respect and responsibility activities with young people.
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**Sub theme - 8% allocated to "Health and Well being" -
Total: 20k allocated for the delivery of projects under the Health & Well being
Banner – This can be linked to the LSP priorities.**

<p>20k Investing Grants Maximum bids for each project submitted of 4k</p>	<p>For delivery of projects that support the Council's Health & Well being priorities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> With focus on Adult/Childhood Obesity . <input type="checkbox"/> Increase in Adult participation in Sport. <input type="checkbox"/> Reducing under 18 conception rate. <input type="checkbox"/> Health awareness initiatives within the older community. <input type="checkbox"/> Arts, cultural and reminiscence activities for the older community. Working with the younger generation to raise awareness of history and culture. <input type="checkbox"/> Projects that support Veterans to readjust within the community.
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**Stronger Communities - Community Grant Fund – Total £9k -
For the delivery of grassroots community projects/events**

<p>£9k Giving Grants Maximum bid of £500.00 per project submitted in each round</p>	<p>For delivery of projects that that have a clearly identified need within the community working in partnership with Community groups Redditch Borough Council can support this grassroots sector - these groups will not need to be formally constituted but will be required to have a recognised role within the community they represent</p>	<ul style="list-style-type: none"> ❑ £9,000 for community projects ❑ Three Rounds at £3000 per round for community grants in 2011/12 ❑ Community groups invited to bid for up to £500 for delivery of community projects at each round. ❑ Authority to approve projects that are within the criteria set by the Council.
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VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

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1. Introduction

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 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 or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4 This policy is written in conjunction with the “Let’s Do It Smarter – Worcestershire Compact: Funding and Procurement Code of Good Practice”. The Compact is a commitment to improve relationships between public and voluntary and community sector organisations, with a mutual objective of ‘delivering high quality, good value services and support to the local community’.

2. Scope

- 2.1 This policy applies only to the allocation of grants to voluntary and community sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 This policy applies to all grant funding from Redditch Borough Council to voluntary and community sector organisations. This includes grants made available from individual service budgets.

3. Funding Framework

- 3.1 The Council uses the ***Shopping, Investing and Giving*** funding framework
- 3.2 **Shopping:** refers to procurement and contractual arrangements that are legally binding, where Redditch Borough Council seeks bids from external organisations to provide a specified service that Redditch Borough Council either has to provide by law, or it has made a decision to provide within its legal powers’ ***The technical differences between grants and contracts are as follows:***

- ***A public sector grant involves the provision of subsidy (capital or revenue) funding, by the relevant public sector body, in support of a charitable, or other public benefit, service, which the public body wishes to support, as part of fulfilling its own public benefit remit. A grant is provided on conditions aimed at ensuring the proper application of the grant funds, but not in return for anything.***
- ***A public sector contract involves the provision of goods or services, to the relevant public sector body, directly in return for payment representing the price of the relevant goods or services. Terms and conditions of a contract regulate the exchange of services for payment. The Council is committed to extending the opportunities available to voluntary and community sector organisations and are committed to actively encourage the VCS to be more involved in the design and delivery of more public services because of the 'added value' they can bring.. However, this policy does not apply to those arrangements which will be managed using a contract.***

3.3 Investing: refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding contributions to voluntary and community sector infrastructure support services, or making funding available for training or business development activities within organisations. ***This element of the funding stream will be aligned to the overall strategy of Redditch Borough Council, thus ensuring a strategic investment in VCS in order to skill up and strengthen front line VCS organisations to deliver value for money services and give a platform for the delivery of projects that strengthen and support the local communities. Themes and the percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects commencing after the 1st April of the following year.***

3.4 Giving: refers to the Council providing funding to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide. Awarding grants to the VCS is a key opportunity for the Council to reinforce its community leadership role. Small grants to local community groups (a maximum of £500.00 per application) can generate a significant amount of community activity and positive impact. Themes and the percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects/events commencing after the 1st April of the following year. These groups will not need to be formally constituted but will need to have a recognised role within the community they serve.

The giving element will consist of 3 rounds of grant making:

- ***April***
- ***July***
- ***November***

with the total percentage of funding allocated to the giving element evenly distributed to each round. Head of Community

Services, in consultation with the Grants Panel, to agree the allocation of community grants under the Local Strategic Partnership 'Stronger Communities' theme.

- 3.5 This policy applies to grants made to support the ***Investing*** and ***Giving*** elements of the Council's funding framework. For the purposes of this policy, a **grant** is a financial contribution to an activity designed and delivered by a voluntary and community sector organisation which the Council has chosen to support because it is broadly aligned with the Council's own objectives. A grant can be given either to contribute towards organisational costs, or to wholly or partly fund a specific piece of work. A grant is a financial contribution with an expectation of mutually agreed, clearly defined outcomes. These outcomes are specified in a grant funding agreement, and monitoring arrangements are commensurate with the value of grant given.
- 3.6 ***The giving element is regarded as sums of up to and including £500.00 and the investing element is regarded as sums valued at over £500.00. These limits will affect risk considerations (section 7), grant assessment criteria (section 9) and monitoring requirements (section 11).***

4. Purpose of Grant Funding

- 4.1 The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.
- 4.2 Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.
- 4.3 The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity. Demonstrating support of Council objectives may include:
- a) ***linking grant awards to an approved list of Council priorities, the current priorities are Enterprising Communities, Safe, Clean and Green. With the option of including LSP or other priorities as identified by Redditch Borough Council***
 - b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim.

5. Which Organisations are eligible to apply for a Grant?

- 5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:
- a) it is voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
 - b) it has a democratic structure and can demonstrate effective management of the organisation's business;
 - c) it has a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
 - d) it operates in the Borough of Redditch on behalf of Borough residents;
 - e) it can demonstrate the need for financial assistance. An organisation will not normally be eligible for grant assistance if it holds reserves in excess of six months' average expenditure, unless the Council is satisfied that this position is justified by the organisation's reserves policy. Reserves are defined as those assets in the unrestricted funds of an organisation that can be made available for all or any of the organisation's purposes, once known commitments and planned expenditure have been provided for;
 - f) it can demonstrate the service it is providing by giving details of its activities and the number of people it is in contact with;
 - g) it meets all applicable legal requirements;
 - h) it actively promotes equality issues within its structure and operations;
 - i) all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.
- 5.2 The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- 5.3 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.

6. What will and will not be funded by a grant

- 6.1 Grant aid will only be considered for work that will be undertaken in the Borough of Redditch, and/or will be wholly or principally for the direct benefit of residents of the Borough of Redditch.
- 6.2 Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought, **this will include consultancy and brokering fees.**
- 6.3 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts.
- 6.4 Full cost recovery will not be considered for any grant awarded for projects under £5,000.

7. Risk considerations in grant giving

- 7.1 The Council has a duty to ensure that best use is made of its resources. This section considers risk in grant giving related to failure to achieve best use of Council resources. It does not consider risk assessment of, for example, items related to health and safety, which should form part of the grant assessment criteria as outlined in paragraph 9.6.
- 7.2 The Council acknowledges that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended.
- 7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 7.4 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £5,000 will apply to:
 - a) organisations that have been in existence for less than one year;
 - b) organisations that do not have audited accounts;
 - c) organisations that are not registered with either the Charity Commission or Companies House, or other appropriate government regulator;
 - d) innovative pieces of work testing a new approach to service delivery.
- 7.5 Assessment of all voluntary and community sector grants made by the Council will look more favourably on applications that:

- a) have a strong evidence base of need;
- b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
- c) do not contain high revenue costs that cannot be sustained;
- d) demonstrate how a lasting benefit will be achieved.

7.6 The higher the sum of money applied for, the greater the need for applications to:

- a) be from organisations with a good track record of delivery;
- b) be from organisations with a range of funding streams;
- c) meet wider aims and objectives of the Council;
- d) support delivery of Redditch Sustainable Community Strategy or other appropriate document;
- e) demonstrate co-operative working relationships with other organisations.

7.7 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded. General guidelines for payment schedules are:

- a) Grants of a total of £5,000 or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the submission deadline date, with monitoring information required following the project;
- b) Grants of between £5,000 and £10,000 will be paid in two instalments of 50% each. The first instalment will be paid in advance of the project being delivered. The second instalment will be paid after satisfactory monitoring information has been supplied on the progress of the project. For projects lasting one year, the second instalment will usually be due to be paid six months after the start of the project.
- c) Grants in excess of £10,000 will be paid by quarterly instalments in advance of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.

8. Grant Conditions

8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.

8.2 Monitoring information will be required on all grants, as outlined in section 11.

- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.

9. Assessment Process

- 9.1 Themes and the percentage of funding allocated for the 'Investing' and 'Giving' elements will be set prior to November by the executive Committee for projects commencing after the 1st April of the following year.
- 9.2 All opportunities for Voluntary and Community Sector grant funding from Redditch Borough Council will be openly advertised using a minimum of:
- Notice of the opportunity on the 'Voluntary Sector Support' section of the Redditch Borough Council website;
 - Notice of the opportunity circulated among an appropriate network or infrastructure organisation.
- 9.3 In addition to the minimum requirements outlined in paragraph 9.1, other advertising may be undertaken to promote grant opportunities as openly as possible.
- 9.4 Information provided to grant applicants will include as a minimum:
- The amount of money that is available in total;
 - The minimum and maximum amount of money that is available to each applicant;
 - Clear information on the purposes for which funding is offered;
 - Clear information on eligibility criteria;
 - Details of the full assessment criteria against which applications will be judged;
 - A full list of conditions that will apply to the grant, including payment schedules and required monitoring information;
 - The deadline by which applications must be submitted;
 - The date by which applicants will be informed of the outcome of their application.

Grant application forms will be made available in paper and electronic formats.

- 9.5 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally

assessed.

- 9.6 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:
- Clear outline of how the purposes for which the grant is made available will be met;
 - The outcome(s) that the proposal will achieve;
 - The structure and delivery plan that will support the achievement of the stated outcomes;
 - The clarity of the proposal's financial outline;
 - The organisation's ability to successfully manage finance, evidenced by submission of accounts, bank statements and cash flow forecasts as appropriate;
 - The approach to health and safety, duty of care, and other appropriate best practice requirements, and the organisation's ability to successfully manage these on the project;
 - The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting need within the community. There will be no pre-determined demographic allocation of funds. Some funding opportunities may be restricted to a particular delivery area, e.g. to a specific ward, but only where this is to address a specific identified need.
- 9.8 Full cost recovery is the process of sharing an organisation's core costs proportionately between its projects and areas of work. The Council supports the principle of full cost recovery for all grants over £5,000. However, applicants must provide clear explanations and justification for all calculations related to full cost recovery, which will be judged on a case by case basis.
- 9.9 All grant applications will be assessed by the Council's Grants Panel. The Grants Panel will consist of a minimum of five elected Members, with a minimum of three Members required to make decisions regarding grant awards. Conflicts of interest will be recorded, and members with a conflict of interest for a particular grant round will not participate in the assessment of any application in that grant round.
- 9.10 The Grants Panel will receive appropriate training in grant assessment, and will be supported by at least one officer with appropriate knowledge and expertise in the area for which the grant is being offered.
- 9.11 The Grants Panel will report its recommended decisions on grant applications to the Council's Executive Committee for approval.

- 9.12 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application.
- 9.13 Appeals against the process used to award a grant will be dealt with using Redditch Borough Council's complaints procedure. ***The Head of Community Services will handle the initial complaint.*** There is no right of appeal as to the decision itself.

10. Assessment Timescales

- 10.1 Other opportunities may be made available to apply for grants, for example from individual Council services seeking to deliver a specific objective. In all cases, there will be a minimum of three weeks from announcement of the grants opportunity to the closing date for applications, and a maximum of 12 weeks from the closing date for applications to applicants receiving notification of the outcome. The length of the bidding process will be proportionate to the type and value of the grant.
- 10.2 ***For the 2012/13 grants round Officers will ensure that the Grants process begins in August 2011. Advertising from September 2011 and approval by December 2011 for projects commencing 1st April of the following year – allowing successful applicants to place the project into their delivery calendar and to apply for match funding grants and giving unsuccessful applicants feedback and enough time to secure funding from alternative channels.***

11. Monitoring

- 11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.
- 11.2 ***All Grant panel members will be offered a training support package to ensure they are up to date with current trends and policies within the grant giving arena that affect the VCS.***
- 11.2 ***All grant recipients will be required to attend Quarterly monitoring workshops. These will be delivered to gauge the outcomes and effectiveness of the funding is consistent with the Funding application.***
- 11.3 ***A quarterly breakdown of the funding expenditure is submitted to the Grants team for review.***

- 11.4 Receipts and other monitoring information must be submitted to the Council as proof of spend within six months of the grant being received by the organisation (till slips, credit card vouchers, photocopied or altered receipts will not be accepted).
- 11.5 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

12. Collaborative Working

- 12.1 The Council recognises the potential benefits of working collaboratively with other funders. The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.
- 12.2 *Working with Economic Development the Grants Officer will work with the Local VCS to highlight and advertise all tendering and procurement opportunities available to the Sector.***
- 12.3 *The Grants Officer will engage with the VCS to initiate partnership working with the Sector itself.***
- 12.4 *To enable the collaborative working to take place with both external funders and our local VCS organisations/groups, it will be agreed on a year on year basis for a fund of £2000.00 to be allocated from the grants fund for the Grants team to enable delivery of:***
- ***Workshops, Networking and promotional events***
 - ***Advertising and communication support***
 - ***Newsletters: and***
 - ***Support packages***

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DOG FOULING AWARENESS CAMPAIGN

Relevant Portfolio Holder	Portfolio holder for housing, local environment and health
Relevant Head of Service	Head of Environmental Services

1. SUMMARY OF PROPOSALS

The report contains details of the dog fouling awareness campaign which has been running since late August 2010.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

Members note the outcomes of the dog fouling campaign including on going awareness raising and enforcement action to tackle dog fouling.

3. BACKGROUND

- 3.1 Members requested that a dog fouling awareness campaign should be carried out during 2010 and this action was included as a key deliverable in the environmental services business plan 2010/11.
- 3.2 The campaign supplements the on-going work carried out by enforcement officers in relation to monitoring and action to tackle dog fouling.

4. KEY ISSUES

- 4.1 The vast primary footpath network of footpaths in Redditch run behind housing areas, through industrial areas, to recreational areas and to district shops and often dogs are off their leads which gives greater temptation to the owners to “turn a blind eye”. Bagged dog fouling has been found in recreation areas and on footpaths and hanging from trees.
- 4.2 Dog fouling is removed from hard surfaced areas as part of litter picking operations. Instances of dog fouling in certain locations – such as outside schools – are treated as hazardous with a one hour response time for clearing the fouling once it is reported.
- 4.3 Enforcement officers carry out proactive and reactive action in relation to dog fouling, monitoring ‘hot spot’ areas and responding to complaints received. As with other offences such as fly-tipping, a phased approach is

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used as appropriate, either giving advice, a verbal caution, a written caution or issuing a Fixed Penalty Notice (FPN). In dealing with dog fouling, officers normally often give advice or a written caution and rarely need to issue a FPN. The campaign supports this approach of providing people with advice and information.

- 4.4 The campaign was timed to coincide with a national campaign run by the Keep Britain Tidy Group with resources targeted at awareness raising to a much higher level than is normally available. The aim of the campaign is to draw attention to the problem of dog fouling, to let people know that they should pick it up and use a litter or dog bin to dispose of it safely.
- 4.5 Areas targeted by the campaign were identified through local knowledge of the Borough, complaint 'hot-spots' and by ward Members and are listed in Appendix 1. The campaign then consisted of the following actions:
- 4.5.1 Initial monitoring of dog fouling incidents to assess the level of the problem;
- 4.5.2 Awareness raising campaign run through:
- (a) A2 temporary signs displayed on lampposts etc.
 - (b) Initial press release (taken up by the Advertiser and the Standard);
 - (c) Spraying each of the "incidents" with high visibility orange spray to highlight to those responsible that somebody was monitoring the situation and to raise awareness;
 - (d) Advertising on 2 bus shelter sites at Sainsbury's and near Tesco on Studley Rd.
 - (e) Walking the areas over 2/3 weeks, wearing high visibility 'dog patrol' vests and communicating with every member of the public we met (dog walkers and non-dog walkers) to explain what we were doing. The communication was well received and we feel that it was a positive publicity exercise for the council as a whole.
- 4.5.3 At the end of the period we conducted another monitoring exercise to evaluate if the campaign had made a difference; detailed results are included at Appendix 1 but overall there was a massive 68% reduction in the amount of dog fouling found across the target areas with the highest level of success in Matchborough (100% reduction), the Arrow Valley Country Park (91% reduction) and Church Hill North (83% reduction).

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- 4.5.4 The temporary signs were removed and replaced with longer lasting steel signs.
- 4.6 As part of the on-going campaign we are now looking to carry out the following:
- 4.6.1 Look at the signage on the bins to explain that “dog poo-any bin will do” and a telephone number to call if the bin is full.
- 4.6.2 Issue another press release outlining the actions and the results
- 4.6.3 Putt a plan together to maintain a higher than normal profile in these areas and utilise enforcement as appropriate, so that we do not lose the benefit of the work that has been carried out.
- 4.6.4 Liaise with community support officers on how we can work in partnership with them in continuing the campaign.
- 4.6.5 Enforcement officers and waste management officers will then continue to monitor the areas and take appropriate action.
- 4.7 In all of these areas, as time permits we are trying to identify root causes for the problem, perhaps there are other factors influencing the situation. The footpath running alongside Batchley Brook, identified as one of the ‘hot spot’ areas and a busy route to two major schools, is a prime example of this. A meeting was held at the Batchley support group where all the appropriate council agencies including the police and community support officers met to discuss the way forward. The aim is to provide a cleaner and safer environment, resulting in less anti-social behaviour, littering, dog fouling etc. as part of a holistic approach.
- 4.8 So far the campaign has had least success in Brockhill Park and we are looking at landscape improvements, such as cutting grass bordering the footpaths lower than at present to see if that makes a difference.
- 4.9 We are issuing regular updates to local members of the actions being taken and results as appropriate.

5. FINANCIAL IMPLICATIONS

The low cost of running the campaign, comprising largely from the cost of printing of posters and leaflets, has been met through existing budgets which are also used to promote other aspects of waste awareness. This and limited staff resources mean that we are unable to maintain this level of awareness raising as attention will also need to be paid to other priorities, such as recycling or fly-tipping.

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6. LEGAL IMPLICATIONS

- 6.1 Dog fouling is classed as litter for the purposes of monitoring the level of cleanliness through National Indicator 195. The Code of Practice on Litter and Refuse states that, "dog faeces are to be treated as if they were refuse when on certain descriptions of public land. (Dog fouling is a separate offence from littering)."
- 6.2 Under the Environmental Protection Act 1990 the Council has a duty to keep public land clear of litter and refuse and dog fouling is classed as 'refuse' when on certain types of land. The Clean Neighbourhoods and Environment Act 2005 repealed the Dogs Fouling of Land Act 1996 and dog fouling is controlled by way of Dog Control Orders. £50 Fixed Penalty Notices can be issued for dog fouling offences on land designated under the Act, which includes all public open spaces in the Borough (other than woodland).

7. POLICY IMPLICATIONS

There are no direct policy implications and we have set out how we will deal with the removal of dog fouling in our draft cleansing service standards.

8. COUNCIL OBJECTIVES

Provision of good quality, customer focused street cleansing services meets the Council priority of a 'Clean and Green' Borough.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 9.1 The most significant health and safety risk from carrying out the campaign is that of violence and aggression from residents who are challenged when they allow their dog to foul; officers undertaking the campaign are experienced and trained in dealing with this risk.
- 9.2 The greatest risk to public health from dog faeces is toxocariasis which is spread via unwashed vegetables and dog faeces. Young children in particular are at risk due to their weaker immune systems and because they are more likely to come into contact with dog faeces through playing on grass areas etc.

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10. CUSTOMER IMPLICATIONS

The vast majority of customers who we have spoken to through the campaign have been very positive about it and are pleased that the Council is doing more to tackle the problem of dog fouling.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

There are no direct equalities and diversity implications.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

There are no direct value for money, procurement and asset management implications.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

There are no direct climate change, carbon or biodiversity implications.

14. HUMAN RESOURCES IMPLICATIONS

There are no direct human resources implications.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

There are no direct Governance or performance management implications.

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

Direct links have been made between the quality of the local environmental in terms of cleansing and community safety and well being.

17. HEALTH INEQUALITIES IMPLICATIONS

There are no direct health inequalities implications.

18. LESSONS LEARNT

18.1 We have learned a number of things from carrying out the campaign including:

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- 18.1.1 There will be a need to work with officers from a number of services and external partners, such as schools, to tackle issues holistically;
- 18.1.2 It is very difficult to evaluate the impact and success of posters and consequently we would probably not use them again.
- 18.1.3 Metal signs cannot be erected using plastic tie wraps, as they can easily be removed and metal is currently a valuable material; we would use plastic signs in future.
- 18.1.4 We need to support promotional and awareness raising work with tougher enforcement action where needed – e.g. use of FPNs;
- 18.1.5 Set out how we will continue the campaign at the start – e.g. will we continue to use spray and how will we monitor results.
- 18.1.6 The campaign was very successful in reducing the amount of dog fouling.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and stakeholder engagement is what the campaign is all about. It is estimated that around 200 residents have been spoken to as part of the campaign.

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	Yes
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
Climate Change Manager	No

21. WARDS AFFECTED

The campaign has run across several wards (see appendix 1) and it is anticipated that awareness raising work will continue as further 'hot spot' areas are identified.

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22. APPENDICES

Appendix 1 List of areas targeted through the campaign and results.

23. BACKGROUND PAPERS

Code of Practice on Litter & Refuse 2006.
NI 195 handbook

AUTHOR OF REPORT

Name: Sue Horrobin
E Mail: sue.horrobin@redditchbc.gov.uk
Tel: 01527) 64252 extn. 3706

Appendix 1

Table showing targeted areas and number of dog fouling incidents found pre and post campaign.

	September	October
Morton Stanley Park	29	8
Matchborough	37	0
Winyates	22	10
Brockhill Park	80	58
Churchill North	130	22
Churchill South	12	8
Batchley Brook	68	16
Batchley Pond	16	12
AVCC	23	2



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No Direct Ward Relevance

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WORK PROGRAMME

(Report of the Chief Executive)

Date of Meeting	Subject Matter	Officer(s) Responsible for report
ALL MEETINGS	REGULAR ITEMS	(CHIEF EXECUTIVE)
	Minutes of previous meeting Consideration of the Forward Plan Consideration of Executive Committee key decisions Call-ins (if any) Pre-scrutiny (if any) Consideration of Overview and Scrutiny Actions List Referrals from Council or Executive Committee, etc. (if any) Task & Finish Groups - feedback Committee Work Programme	Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive Chief Executive
	REGULAR ITEMS Quarterly Performance Report Quarterly Budget Monitoring Report Annual Update on the Implementation of the Civil Parking Enforcement Scheme	Chief Executive Chief Executive Relevant Lead Heads of Service

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	<p>REGULAR ITEMS</p> <p>Update on fly tipping and progress with the Worth It campaign</p> <p>Update on the work of the Crime and Disorder Scrutiny Panel.</p>	<p>Relevant Lead Heads of Service</p> <p>Relevant Lead Heads of Service</p>
	<p>REGULAR ITEMS</p> <p>Oral updates on the progress of:</p> <ol style="list-style-type: none"> 1. the External Refurbishment of Housing Short, Sharp Review; 2. Joint Worcestershire Hub Scrutiny; 3. Promoting Redditch Task and Finish Review; and 4. Work Experience Task and Finish Review. 	
OTHER ITEMS - DATE FIXED		
17th November 2010	2011/12 Grants Policy	Relevant Lead Head of Service
17th November 2010	External Refurbishment of Housing Stock Short Sharp Review – Final Report	Relevant lead Councillor

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17th November 2010	Performance Report for the services within the Corporate Management Portfolio	Relevant Lead Head(s) of Service
17th November 2010	Portfolio Holder Annual Report – Portfolio Holder for Housing, Local Environment and Health	Relevant Lead Councillor
17th November 2010	Presentation on campaign to discourage dog fouling	Relevant Lead Head of Service
22nd November 2010	Scrutiny Budget Workshop	Relevant Lead Director
8th December 2010	Children and Young Peoples Plan – Pre-Scrutiny	Relevant Lead Head of Service
8th December 2010	Portfolio Holder Annual Report – Portfolio Holder for Corporate Management	Relevant Lead Councillor
8th December 2010	Quarterly Budget Monitoring Report – Second Quarter	Relevant Lead Head of Service
8th December 2010	Quarterly Performance Monitoring Report – Second Quarter	Relevant Lead Head of Service
19th January 2011	National Angling Museum Task and Finish Group – Update on Actions	Relevant Lead Head of Service
19th January 2011	Performance report for the services within the Leadership and Partnerships Portfolio	Relevant Lead Head(s) of Service

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19th January 2011	Town Centre Landscape Improvements (including Church Green Improvements)	Relevant Lead Head of Service
9th February 2011	Civil Parking Enforcement - Annual Monitoring Report	Relevant Lead Head of Service
9th February 2011	Disabled Facilities Grants and the Lifetime Grant – scrutiny of the Countywide Scheme	Relevant Lead Head of Service
9th February 2011	Performance Report for the services within the Planning, Regeneration, Economic Development and Local Transport Portfolio	Relevant Lead Head(s) of Service
9th February 2011	Portfolio Holder Annual Report – Leadership and Partnerships	Relevant Lead Councillor
2nd March 2011	Council Flat Communal Cleaning Task and Finish Group – Update on Implementation of Recommendations Stage Two.	Relevant Lead Head of Service
2nd March 2011	Performance Report for the services within the Leisure and Tourism Portfolio	Relevant Lead Head(s) of Service
2nd March 2011	Promoting Redditch Task and Finish Review – Final Report	Relevant Lead Councillor
2nd March 2011	Portfolio Holder Annual Report – Planning, Regeneration, Economic Development and Local Transport	Relevant Lead Councillor
23rd March 2011	Performance Report for the services within the Community Safety and Regulatory Services Portfolio	Relevant Lead Head(s) of Service

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23rd March 2011	Portfolio Holder Annual Report – Leisure and Tourism	
23rd March 2011	Youth Employment at Redditch Borough Council – Update Report	Relevant Lead Head of Service
13th April 2011	Portfolio Holder Annual Report – Community Safety and Regulatory Services	
13th April 2011	Update on fly tipping and progress with the Worth It campaign	Relevant Lead Head of Service
1st June 2011	Third Sector Task and Finish Group – Stage Two Update on Responses to the Group's Recommendations	Relevant Lead Head of Service
1st June 2011	Staff Volunteering Policy – Update	Relevant Lead Head of Service
1st June 2011	Work Experience Task and Finish Review – Final Report	Relevant Lead Councillor
OTHER ITEMS – DATE NOT FIXED		
	Education Action Plan – Report from the Local Strategic Partnership	Relevant Lead Director
	Economy Action Plan – Report from the Local Strategic Partnership.	Relevant Lead Director

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	Health Action Plan – Report from the Local Strategic Partnership	Relevant Lead Director
	Overview and Scrutiny Member Training on Pre-Scrutiny.	Relevant Lead Head of Service
	Options for Public Speaking at Scrutiny Meetings – Officer report	Relevant Lead Head of Service
	Private Sector Home Support Service – Pre-Scrutiny	Relevant Lead Head of Service
	Worcestershire Supporting People Strategy	Relevant Lead Head of Service