

# Council

Mon 14th Sept  
2009  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:  
**[www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)**

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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact  
Ivor Westmore  
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01926) 64252 (Ext: 3269) Fax: (01527) 65216  
e.mail: [committee@redditchbc.gov.uk](mailto:committee@redditchbc.gov.uk) Minicom: 595528**

# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

**Do Not stop to collect personal belongings.**

**Do Not use lifts.**

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

The emergency **Assembly Area** is on **Walter Stranz Square**.

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

**and**

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

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

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



# Council

14th September 2009

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

Cllrs:	M Hall (Mayor)	N Hicks
	K Banks	G Hopkins
	P Anderson	D Hunt
	M Braley	R King
	J Brunner	W King
	M Chalk	C MacMillan
	G Chance	P Mould
	A Clayton	W Norton
	B Clayton	J Pearce
	J Cookson	B Quinney
	D Enderby	M Shurmer
	J Field	D Smith
	A Fry	D Taylor
	C Gandy	D Thomas
	W Hartnett	

<b>1. Welcome</b>	<p>The Mayor will open the meeting and welcome all present.</p> <p>The Mayor's Chaplain, Canon David Rogers, will lead the Council in prayer.</p>
<b>2. Apologies</b>	<p>To receive any apologies for absence on behalf of Council members.</p>
<b>3. Declarations of Interest</b>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<b>4. Minutes</b> Chief Executive	<p>To confirm as a correct record the minutes of the meeting of the Council held on 27 July 2009.</p> <p><b>(Minutes circulated in Minute Book 3 - 2009/10)</b></p>
<b>5. Redditch Rugby Club - League Champions</b>	<p>To mark the success of the Redditch Rugby Club First Team in winning the league title for the second consecutive year.</p> <p>A reception will be held at 6.00pm, prior to the Council meeting, for Members to meet with players from the successful team and Redditch Rugby Club committee members.</p>

<p><b>6. Communications and Mayor's Announcements</b></p>	<p>To receive a report from the Mayor on civic matters which have arisen since the last meeting or events which may be occurring in the near future.</p> <p>To give notice of any variation to the items listed in the Forward Plan and/or items accepted as "Urgent Business".</p> <p>(No separate report / oral update)</p>
<p><b>7. Executive Committee</b> (Pages 1 - 16) Chief Executive</p>	<p>A. To consider a Matters arising report in respect of the minutes of the meeting of the Executive Committee on 1st July 2009, submitted to the previous meeting of the Council but subsequently not resolved upon</p> <p>(Report attached)</p> <p>B. To formally receive the minutes of the meetings of the Executive Committee held on 10th June, 22nd July and 27th July 2009</p> <p>(All decisions here have previously been fully resolved. There are no outstanding recommendations or referrals which require the Council's consideration. The minutes of the meeting on 10th June should have been submitted to the previous meeting of the Council for formal adoption but were omitted from the minute book.)</p> <p><b>(Minutes circulated in Minute Book 3 2009/10 – to follow)</b></p> <p>C. To receive the decision notices and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>12 August 2009</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Worcestershire Land Drainage Protocol;</li><li>• Church Hill District Centre – Redevelopment Update;</li><li>• Maintenance of Unadopted Paved Areas; and</li><li>• Shared Services Board.</li></ul> <p><u>26 August 2009</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Older Person's housing and Support Strategy;</li></ul>

	<ul style="list-style-type: none"><li>• Strategic Housing – Selection of Registered Social Landlords;</li><li>• Constitution – New Executive Arrangements / Whole Council Elections;</li><li>• Governance Arrangements – Adoption of Written Member Roles;</li><li>• Overview and Scrutiny Committee; and</li><li>• Arrow Valley Social Club.</li></ul> <p>(Decision Notices attached)</p> <p>Any matters arising, not covered elsewhere in the agenda, will be considered under this heading).</p> <p>Confidential matters may be taken after the Exclusion of the Public, <u>subject to notification at this point in the meeting.</u></p>
<p><b>8. Regulatory Committees</b> Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council’s Regulatory Committees:</p> <p>Audit and Governance Committee - 4 August 2009</p> <p>Planning Committee - 14 July 2009</p> <p>- 11 August 2009</p> <p><b>(Minutes circulated in Minute Book 3 2009/10 – to follow)</b></p>
<p><b>9. Urgent Business - Record of Decisions</b> Chief Executive</p>	<p>To note the following decision taken in accordance with SO36 since the last meeting of the Council:</p> <p><u>The Redditch Borough Council Group Life Assurance Scheme</u> (Head of Financial, Revenues and Benefits Services) (Decision Reference 478)</p> <p>The case for urgency was that, due to deaths in service, the Scheme has been operated recently. Funds have been received by the Council and they need to be paid out by Authorised Officers as soon as possible..</p> <p><b>It was therefore RESOLVED that</b></p> <p><b>the Scheme of Delegation be amended to delegate authority to administer the Redditch Borough Council Group Life Assurance Scheme to the Section 151 Officer and Financial Services Manager for the time being.</b></p>

	<p><u>GCSx (Government Connect Secure Exchange) Personal Commitment Policy</u> (Head of Customer Services and IT) (Decisions Reference 479)</p> <p>The case for urgency was that the Department of Works and Pensions have withdrawn the use of email communication via any unsecured network now that the connection to Government Connect network has been approved. This will enable Officers to continue to interact with DWP across the secure network.</p> <p><b>It was therefore RESOLVED that</b></p> <p><b>the Council adopt this document as policy for the personal commitment statement for access to the Government Connect network.</b></p>
<p><b>10. Urgent Business - general (if any)</b></p>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting and/or on the Leader's Forward Plan.)</p>
<p><b>11. Exclusion of the Public</b></p>	<p>It may be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to the following items of business on the grounds that exempt information is likely to be divulged. It may be necessary, therefore, to move the following resolution:</p> <p><b>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p> <p><b>Item 12 – CCTV and Lifeline Shared Services Business Case – Procurement Process</b></p> <p><b>Item 13 – Shared Services Board</b></p>



<p><b>12. CCTV and Lifeline Shared Services Business Case - Procurement Process</b></p> <p>Director of Housing, Leisure and Customer Services</p>	<p>To seek full Council authority to proceed with procurement processes relating to the CCTV/Lifeline Shared Services proposal to meet required timelines.</p> <p>(In view of the fact that it contains information relating to expenditure proposed to be incurred by the Council in future contracts, this report is confidential and has been circulated to Members and relevant Officers only.)</p> <p>(Report under separate cover)</p> <p><b>(All Wards)</b></p>
<p><b>13. Shared Services Board</b></p> <p>Chief Executive</p>	<p>To consider the recommendations arising from the meeting of the Shared Services Board held on 8th September 2009.</p> <p>(In view of the fact that it contains information relating to individuals, which might reveal the identity of individuals and also contemplated consultations or negotiations in connection with labour relations matters arising between the authority and employees of the authority, this report is confidential and has been circulated to Members and relevant Officers only.)</p> <p>(Minutes to follow – Report to the Shared Services Board circulated to Members under separate cover)</p> <p><b>(No Direct Ward Relevance)</b></p>
	<p>(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)</p>