

Executive Committee

Wed 12th January
2011
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
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e.mail: ivor.westmore@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

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

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

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

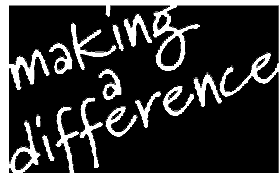
- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these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

and

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

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

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



Executive

12th January 2011

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

1. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
2. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
3. Leader's Announcements	<ol style="list-style-type: none">To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 6) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 2nd December 2010 (Decision Notice attached - Minutes to follow)
5. External Refurbishment of Housing Stock Short Sharp Review - Final Report (Pages 7 - 30)	To consider the final report and recommendations of the External Refurbishment of Housing Stock Short Sharp Review Group. (Report attached) (Various Wards)

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<p>6. Joint Worcestershire Hub Task and Finish Group - Final Report (Pages 31 - 114)</p>	<p>To consider the final report and recommendations of the Joint Worcestershire Hub Task and Finish Group.</p> <p>(Report attached – Minutes of the Overview and Scrutiny Committee meeting on 8th December refer and contain recommendations – later on this agenda)</p> <p>(No Specific Ward Relevance)</p>
<p>7. Budget 2011/12 - Update Pickering - Exec Director (Finance and Corporate Resources)</p>	<p>To consider an update on the draft budget for 2011/12.</p> <p>(Report to follow)</p> <p>(No Specific Ward Relevance)</p>
<p>8. Council Tax Base (Pages 115 - 122) Head of Finance and Resources</p>	<p>To set the Council Tax Base for 2011/12/</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>9. Customer Experience Strategy 2011 - 2014 (Pages 123 - 150) Head of Customer Services</p>	<p>To seek approval of the Customer Experience Strategy.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>10. Learndirect - Relocation Update (Pages 151 - 156) J Godwin, Head of Leisure and Cultural Services</p>	<p>To update Members on the relocation of the Learndirect Service and provide information on the new operation.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>11. Council Response to "Local Decisions - A Fairer Future for Social Housing" (Pages 157 - 172) Head of Housing</p>	<p>To consider the Council's response to the consultation document "Local Decisions: A Fairer Future for Social Housing".</p> <p>In view of the timescales and subject to the agreement of the Mayor, this item may not be available for call-in (the consultation response is required less than five days following the meeting).</p> <p>(Report attached)</p> <p>(All Wards)</p>

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<p>12. Garden Waste Collection Service - Outcomes of Trial</p> <p>(Pages 173 - 182)</p> <p>Head of Environmental Services</p>	<p>To provide the Committee with an update on the additional consultation exercise in the west area to determine likely levels of take up and make recommendations for the future of the service.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>13. Redditch Borough Council Establishment - Quarters 1 and 2 - April to September 2010/11</p> <p>(Pages 183 - 188)</p> <p>T Kristunas, Head of Resources</p>	<p>To advise Members of the position at the end of the period with regards to vacancies.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>
<p>14. Overview and Scrutiny Committee</p> <p>(Pages 189 - 214)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meetings of the Overview and Scrutiny Committee held on 17th November and 8th December 2010.</p> <p>(Minutes attached)</p>
<p>15. Shared Services Board</p> <p>(Pages 215 - 254)</p>	<p>To consider the minutes and referrals from the meeting of the Shared Services Board on 9th December 2010.</p> <p>(Part of the minutes of this meeting and a report and appendix mentioned below are NOT FOR PUBLICATION as they relate to contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority. In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.)</p> <p>(Minutes attached – Confidential report in respect of the business case for a shared PPP Service between Bromsgrove DC and Redditch BC and an accompanying confidential Appendix attached in view of a subsequent amendment to the structure charts.)</p>
<p>16. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>

17. Urgent Business - Record of Decisions

Head of Legal, Equalities
and Democratic Services

To note the following decision taken in accordance with SO36 since the last ordinary meeting of the Executive Committee:

HMRS – Licence for use of Town Hall Premises
(Executive Director of Finance and Resources)(Decision Reference 488)

All necessary approvals were sought to permit a licence to be granted to Her Majesty's Revenue Service (HMRS – the 'Tax Office') for use of a small amount of back office space (for three desks), plus access to the RBC Customer Service Centre (OSS) on a number of days per week (three currently proposed). Revenue of £18,000 p.a. will be generated. The need for Member authority was only latterly noted and, for practical purposes, taking into account the Christmas and New Year holidays, a decision was sought before the next available meeting of the Executive Committee in 2011.

It was therefore RESOLVED that

- 1) **authority be delegated to the Head of Resources and Head of Customer Services and Director of Policy, Performance and Partnerships to take all necessary steps to achieve the aims indicated above; this to include authority to sign all necessary agreements with HMRS; and**
- 2) **the Council be asked to note the financial implications and adjust budgets accordingly.**

(Abbey Ward)

18. Advisory Panels - update report

(Pages 255 - 258)

Chief Executive

To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.

(Report attached)

19. Action Monitoring

(Pages 259 - 260)

Chief Executive

To consider an update on the actions arising from previous meetings of the Committee.

(Report attached)

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20. Exclusion of the Public	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business 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 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs <i>(to be specified)</i> of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p>
21. Confidential Minutes / Referrals (if any)	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).