

Executive Committee

Tue 1st February
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
Ivor Westmore
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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

and

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

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

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



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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. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
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 - 14) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 2nd December 2010 and 10th and 12th January 2011. (Minutes of the meetings on 2nd December and 10th January attached and of the meeting on 12th January to follow)
5. Housing Revenue Account 2011/12 (Pages 15 - 24) Head of Finance and Resources	To consider the Initial Estimates for the Housing Revenue Account for 2011/12 and the proposed dwelling rents for 2011/12. (Report attached) (No Specific Ward Relevance)

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<p>6. Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2011-12</p> <p>(Pages 25 - 34)</p>	<p>To consider the recommendations of the Independent Remuneration Panel for Worcestershire District Councils.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>7. Shared Information and Record Management Strategy</p> <p>(Pages 35 - 60)</p> <p>Head of Business Transformation</p>	<p>To consider the formal adoption of a Shared Information and Record Management Strategy.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>8. Crematorium Energy Recovery Project</p> <p>(Pages 61 - 72)</p> <p>Head of Environmental Services</p>	<p>To consider a report on the utilisation of waste heat which will be generated as a result of an equipment upgrade at the Crematorium.</p> <p>(Report attached)</p> <p>(Abbey Ward); (All Wards)</p>
<p>9. Private Sector Home Support Service</p> <p>(Pages 73 - 94)</p> <p>Head of Housing</p>	<p>To consider an extension to the Home Support Service into the private sector, in line with the Supporting People contract between Redditch Borough Council and Worcestershire County Council.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>10. Polling Stations - Annual Review 2011</p> <p>(Pages 95 - 110)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To consider the outcomes of an interim review of Polling Places within the Borough of Redditch in compliance with the Review of Polling Districts & Polling Places (Parliamentary Elections) Regulations 2006.</p> <p>(Report attached)</p> <p>(Central Ward); (Church Hill Ward); (Headless Cross & Oakenshaw Ward);</p>

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<p>11. Corporate Sickness Statistics</p> <p>(Pages 111 - 126)</p> <p>Head of Finance and Resources</p>	<p>To consider the current sickness statistics for the Council for the period April 2010 - Sept 2010 and the work programme developed by Officers to assist in the reduction of sickness absence.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>12. Shared Services Board</p> <p>(Pages 127 - 150)</p>	<p>To consider the minutes of the meeting of the Shared Services Board held on 11th January 2011.</p> <p>(Minutes attached)</p>
<p>13. Overview and Scrutiny Committee</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 19th January 2011.</p> <p>(Minutes to follow)</p>
<p>14. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels, Neighbourhood Groups, etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>15. Advisory Panels - update report</p> <p>(Pages 151 - 154)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p>16. Action Monitoring</p> <p>(Pages 155 - 158)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>

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