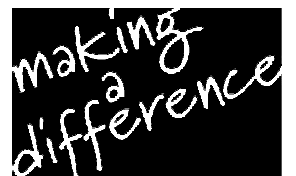


Executive Committee

Tue 1st February
2011
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

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- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
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- 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:
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Ivor Westmore
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 (Extn. 3269) Fax: (01527) 65216
e.mail: 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

Committee

1st February 2011

7.00 pm

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	

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2. any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 14) Chief Executive</p>	<p>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.</p> <p>(Minutes of the meetings on 2nd December and 10th January attached and of the meeting on 12th January to follow)</p>
<p>5. Housing Revenue Account 2011/12 (Pages 15 - 24) Head of Finance and Resources</p>	<p>To consider the Initial Estimates for the Housing Revenue Account for 2011/12 and the proposed dwelling rents for 2011/12.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance)</p>

Executive

Committee

1st February 2011

<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>

Executive

Committee

1st February 2011

<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>

Executive

Committee

1st February 2011

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 <i>(to be specified)</i> 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).



Executive Committee

2nd December 2010

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Malcolm Hall, Gay Hopkins, Jinny Pearce and Debbie Taylor.

Also Present

Councillors Kath Banks and Derek Taylor

Officers:

R Bamford, H Bennett, J Bough, M Bough, K Dicks, C Felton, S Hanley, T Kristunas, A Marklew, J Pickering, G Revans, D Taylor and D Hancox.

Committee Services Officer:

S Skinner.

118. APOLOGIES

There were no apologies for absence.

119. DECLARATIONS OF INTEREST

There were no declarations of interest.

120. LEADER'S ANNOUNCEMENTS

The Chair advised the Committee that the following items of business, scheduled on the Forward Plan to be dealt with at this evening's meeting, had been re-scheduled to a later meeting of the Committee:

- Draft Core Strategy
- Bromsgrove and Redditch Joint Core Strategies – Consultation Responses
- Local Development Scheme Update
- Fees and Charges 2011.

	Chair
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Executive Committee

2nd December 2010

The Chair advised that she had accepted late circulation of the following papers:

- Item 4 – Minutes of the meeting of the Executive Committee on 10th November 2010.

Finally, the Chair also advised that she had accepted the following additional item as Urgent Business:

- Local Enterprise Partnerships.

121. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 10th November 2010 be confirmed as a correct record and signed by the Chair.

122. BUDGET UPDATE 2011/12

Officers provided a brief update on the budget situation as currently understood, pending imminent Government announcements.

Members noted that the financial announcements anticipated on 2nd December had not yet been made and that further reports to Members would be provided as soon as more was known.

RESOLVED that

the report be noted.

123. NEW CEMETERY - SITE AND FUNDING

The Committee considered potential sites for investigation as a new cemetery for the Borough. Members noted the advantages and disadvantages of sites considered to date and agreed that the proposal for the Brooklands Lane site appeared at the current time to be the best option, subject to more detailed investigation.

Members requested the insertion of the words '*up to*' the sums indicated in the decisions below, in order to confirm their interest in minimising expenditure if early investigations revealed that the site was not going to prove suitable.

RECOMMENDED that

- 1) a sum of up to £35,000 be allocated in the Capital Programme 2011/12 for the pre-planning permission survey works and any preliminary civil works on the chosen site so that a report can be brought to a future meeting of the Executive Committee regarding future capital funding requirements; and

RESOLVED that

- 2) site investigation be carried out at the Brooklands Lane site to establish its suitability as a cemetery site, prior to Members taking a final decision on the location of a new Borough Council cemetery; and
- 3) expenditure of up to the sum agreed by the Council at 1) above be approved in accordance with Standing Order 41, for the purposes defined in the report.

124. TENANT INVOLVEMENT AGREEMENT

The Committee received a report seeking authority to implement a new Tenant Involvement Agreement, as part of the Tenant Involvement Strategy Action Plan, previously approved by Members in December 2009.

Members generally supported the proposals, but felt some improvement could be made to the wording of some of the detail of the document. Members' comments included:

- fixing the quorum figure for Borough Tenants' Panel meetings at 4 persons;
- reference should be made to Auditing of Accounts in an appropriate and proportionate ('light touch') way only; and
- some minor rephrasing and textual amendment to improve the wording of the document, such as using the wording '*to be apolitical*' rather than '*not to be party political*' in the conduct of business".

RECOMMENDED that

subject to Members' comments being incorporated, the new Tenant Involvement Agreement, attached to the report at Appendix 1, be adopted.

125. VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

The Committee received and approved proposed changes to the Council's Grants Policy and associated processes.

Members noted that the Overview and Scrutiny Committee had pre-scrutinised, and recommended approval of, these proposals.

The Committee thanked Officers for the report and welcomed the greater clarity the proposals brought to the Council's Grants process.

RECOMMENDED that

- 1) **the updated Voluntary Sector Grants Policy attached to the report at Appendix 1 be approved;**
- 2) **the following themes and percentages of funding be allocated for the 2011/12 voluntary and community sector grants process:**
 - **Enterprising Communities - 55% = £130,000**
 - **Safe/ Clean & Green - 8% = £ 20,000**
 - **LSP theme - Health and Wellbeing - 8% = £ 20,000**
 - **LSP theme - Education - 25% = £ 60,000**
 - **LSP theme – Stronger Communities - 4% = £ 9,000;**
- 3) **£2,000 be re-allocated from the existing Grants budget for the use by the Grants Team to deliver:**
 - **workshops, networking and promotional events;**
 - **advertising and communication support;**
 - **newsletters; and**
 - **support packages; and**

RESOLVED that,

subject to the Council's approval of the above recommendations 1) & 2),

- 4) **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.**

**126. QUARTERLY BUDGET MONITORING - QUARTER 2
- JULY TO SEPTEMBER 2010**

Members considered an overview of the budget, including the achievement of approved savings, as at the end of the second quarter of the 2010/11 financial year.

Members noted a number of variations and improvements to the position detailed in the report.

RESOLVED that

the report be noted.

**127. QUARTERLY PERFORMANCE MONITORING - QUARTER 2
- JULY TO SEPTEMBER 2010**

The Committee considered a quarterly performance report, which showed indicators that had improved, declined or remained static when compared with the same period in the previous financial year.

Members noted the possible impact of changes to the performance monitoring regime, which indicated that the Government's set range of indicators might be reduced. However the Council might still wish to retain some indicators which were useful for the conduct of the Council's business.

RESOLVED that

the report be noted.

**128. QUARTERLY MONITORING OF THE BENEFITS SERVICE
IMPROVEMENT PLAN - QUARTER 2 - JULY TO SEPTEMBER
2010**

The Committee received a report on the performance of the Benefits service during the second quarter of the improvement plan.

Members were pleased to note the very good performance detailed in the report and that there had been a significant reduction in the number of complaints in this area.

The Committee congratulated Officers on their achievements.

RESOLVED that

the report be noted.

Executive Committee

2nd December 2010

129. QUARTERLY MONITORING OF FORMAL COMPLAINTS AND COMPLIMENTS - QUARTER 2 - JUNE TO SEPTEMBER 2010

Members considered a report which detailed the Council's performance in relation to complaints and compliments recorded during June to September 2010 and the Ombudsman's Annual Review. Members noted that the Council's response to complaints was in line with national performance figures.

RESOLVED that

the report be noted.

130. DISPOSAL OF LAND – “TEAR DROP” ADJ. A441 ALVECHURCH HIGHWAY

The Committee was asked to formally declare as surplus the 'tear drop' site adjacent to the Abbey Stadium and Cemetery / Crematorium area. Members confirmed that it had been the Council's intention as part of the earlier, larger-scale proposed Abbey Stadium redevelopment to offer this site for redevelopment. However, it appeared no formal decision to do this had yet been recorded.

Members re-affirmed their intention to direct the income derived from the sale towards the Abbey Stadium Redevelopment project.

Members also determined which of five offers for the site, reported in the confidential appendix to the report, should be accepted.

(There was no discussion in confidential Session.)

RESOLVED that

- 1) the land known as the “Tear Drop” be disposed of for the purposes detailed in the report; and**
- 2) Officers be instructed to proceed with the offer from Party E as detailed in the confidential Appendix 2 to the report.**

131. OVERVIEW AND SCRUTINY COMMITTEE

RESOLVED that

the minutes of the meetings of the Overview and Scrutiny Committee held on 27th October 2010 be received and noted.

Executive Committee

2nd December 2010

132. WORCESTERSHIRE ENHANCED TWO TIER SHARED SERVICE JOINT COMMITTEE

There were no minutes or recommendations to consider at this meeting.

133. LOCAL ENTERPRISE PARTNERSHIPS

The Committee considered the need for an urgent decision in respect of which Local Enterprise Partnership, of a number of such proposed partnerships, Redditch should align itself with. An explanatory briefing note was tabled at the meeting which was also to be provided to all Council members in relation to the 13th December full Council meeting.

Members noted that it was possible to be part of more than one LEP and that local businesses, when recently surveyed, had expressed a preference to join a Worcestershire LEP. However, at this stage it was not clear whether the Worcestershire LEP would proceed.

RECOMMENDED that

in order to ensure that the business and economic interests of the businesses and residents within the Borough of Redditch can be properly and adequately represented, the Council approve that Redditch Borough form part of both the Worcestershire Local Enterprise Partnership (LEP), if successful, and the Birmingham and Solihull LEP.

(This item was accepted by the Chair for consideration by the Committee as Urgent Business, in view of the need to obtain a full Council decision before the Christmas break 2010.)

134. MINUTES / REFERRALS - OVERVIEW AND SCRUTINY COMMITTEE, EXECUTIVE PANELS ETC.

There were no minutes or referrals under this item.

135. ADVISORY PANELS - UPDATE REPORT

Members noted that a schedule of meetings had been drawn up for the Constitutional Review Working Party and Member Development Steering Group for the period up to the next Council Annual Meeting.

Executive
Committee

2nd December 2010

RESOLVED that

the report be noted.

136. ACTION MONITORING

Under consideration of this item, the Committee requested reinstatement of more regular reports in relation to sickness monitoring and staff vacancies.

RESOLVED that

subject to Members' comments, as recorded in the preamble above, the report be noted.

The Meeting commenced at 7.00 pm
and closed at 8.55 pm

.....
Chair



Executive Committee

10th January 2011

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Gay Hopkins, Jinny Pearce and Debbie Taylor

Also Present:

M Collins (Observer for Standards Committee)

Officers:

E Baker, R Bamford, M Craggs, K Dicks, C Felton, S Hanley, A Marklew, S Skinner and J Staniland

Committee Services Officer:

D Sunman

137. APOLOGIES

An apology for absence was received on behalf of from Councillor Malcolm Hall.

138. DECLARATIONS OF INTEREST

There were no declarations of interest.

139. LEADER'S ANNOUNCEMENTS

The Chair advised that she had accepted the following matter for consideration as Urgent Business:

Item 8 – Job Evaluation and Terms and Conditions Review

(Report not meeting the publication deadline)

.....
Chair

140. BROMSGROVE AND REDDITCH JOINT CORE STRATEGY - CONSULTATION RESPONSES

The Committee received a report that detailed the outcome of the Bromsgrove and Redditch Consultation on Redditch expansion, which had been conducted from 8th February 2010 to 22nd March 2010.

Members were informed that the period of consultation was conducted following the Examination in Public into the Phase Two Revision of the West Midlands Regional Spatial Strategy (WMRSS), which provided the framework and targets for the separate Core Strategies being produced by Bromsgrove District and Redditch Borough Councils. It had been recommended that 7000 dwellings be delivered to meet Redditch's growth needs up to 2026. Of those 4000 were to be delivered within Redditch's boundaries and around 3000 in Bromsgrove District.

Officers clarified the status of the WMRSS in that it continues to be part of the development plan. Members were informed that Central Government's intention would be to abolish Regional Spatial Strategies. However, Members were informed that the possibility could not be taken into account at this time.

RESOLVED that

that the outcome of the Bromsgrove and Redditch Special Consultation on Redditch Expansion (as detailed at Appendix A to the report) be approved.

141. DRAFT CORE STRATEGY

Members considered a report which sought endorsement of the Revised Preferred Draft Core Strategy (PDCS) and the Sustainability Appraisal, as detailed in Appendices A and B of the report respectively.

Officers reported that the Core Strategy outlines the vision, objectives and key policies that will guide Redditch Borough's development up until 2026 and reflects both national planning policy and information on matter that are important locally.

Members were informed that currently the West Midlands Regional Spatial Strategy (WMRSS) still forms part of the statutory development plan and that the Government's stated intention to abolish Regional Spatial Strategies was not a material consideration.

A lengthy discussion took place regarding the recommended housing targets that had been set for the Borough by the WMRSS.

An amendment to the Revised Preferred Draft Core Strategy relating to the suggested increase in the total number of newbuild properties under the WMRSS was proposed, seconded and defeated.

RECOMMENDED that

- 1) **the Revised Preferred Draft Core Strategy (Appendix A to the report) be approved for the purposes of public consultation;**
- 2) **the Sustainability Appraisal (Appendix B) for the Preferred Draft Core Strategy be approved for the purposes of public consultation;**
- 3) **a consultation period be held from 21st January 2011 for six weeks;**
- 4) **authority be delegated to the Acting Development Plans Manager in consultation with the Portfolio Holder for Planning, Leader of the Council and the Leader of the Opposition, to make any minor amendments to the Revised Preferred Draft Core Strategy and Sustainability Appraisal prior to the consultation period commencing on 21st January 2011.**

142. LOCAL DEVELOPMENT SCHEME - UPDATE

Members considered a report which sought agreement of a flexible timetable for the production of the Core Strategy Development Plan Document (DPD) and to temporarily abandon work on the Site Allocations and Policies in order to focus resources on the Core Strategy DPD.

RESOLVED that

- 1) **work towards the Publication version of the Core Strategy Development Plan Document continue, but with flexibility in the timetable for production;**

RECOMMENDED that

- 2) **work on the Site Allocations and Policies Development Plan Document be abandoned temporarily.**

**143. WORCESTERSHIRE WASTE CORE STRATEGY AND
WORCESTERSHIRE LOCAL TRANSPORT PLAN NO 3 -
RESPONSES**

Members considered a report which sought approval for:

- 1) the Council's response to the Worcestershire Waste Core Strategy; and
- 2) Redditch Borough Council and Bromsgrove District Council's response to the Worcestershire Local Transport Plan No 3 (LTP3).

Officers reported that the Council's support for the content of the Worcestershire Waste Core Strategy and would encourage the location of waste management facilities in Redditch

Officers also reported that Redditch Borough and Bromsgrove District Council's general response was supportive of the content of LTP3 but had raised a number of concerns which should be addressed by Worcester County Council (WCC) before adoption of the final plan.

In particular, Members expressed their concerns regarding the possibility of opening bus lanes to motorcycles and other traffic, a suggestion that had previously been opposed by WCC.

Members were opposed to any such move and asked Officers to liaise with Councillors Gandy and Debbie Taylor regarding an amendment to the wording to reflect the Council's wishes in this respect.

RECOMMENDED that

- 1) **the response prepared to the Worcestershire Waste Core Strategy, as detailed in the Appendix to the report, be endorsed; and**
- 2) **the response to the Worcestershire Local Transport Plan No. 3, as detailed in the Appendix to the report, be endorsed subject to an amendment in respect of Paragraph 4.2 (iii) of the report regarding the potential opening of bus lanes to other traffic.**

144. JOB EVALUATION AND TERMS AND CONDITIONS

Members considered a report on the progress of Job Evaluation and harmonisation of Terms and Conditions.

Officers advised that, although the item had been circulated as a confidential report, the matter could properly be discussed in public session providing Members did not stray into:

- discussion around Terms and Conditions that would be subject of negotiation between the authority and staff and the Unions; or
- discussion of the Terms and Conditions of individual members of staff.

Members agreed that this item should be dealt with in public session.

The Executive Director of Finance and Resources reported on the current position on implementation of the Job Evaluation Scheme and sought delegated powers to allow the Executive Director Leisure, Environmental & Community Services and the Executive Director of Finance and Resources to undertake negotiations with Union representatives and reach agreement on amended Terms and Conditions with the aim to implement by 1st April 2011.

Officers were instructed to report further to the Committee to seek a Member decision if a collective agreement could not be reached through negotiation.

RESOLVED that

- 1) the current position on the implementation of the Job Evaluation Scheme be noted and Officers be requested to continue to negotiate with the relevant trade unions to achieve a collective agreement; and**

RECOMMENDED that

- 2) authority for negotiation and agreement of changes to Terms and Conditions be delegated to the Executive Director Leisure, Environmental & Community Services and Executive Director of Finance and Resources.**

(This report had been accepted as a matter of Urgent Business – not having met the publication deadline – and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government

Executive
Committee

10th January 2011

Act 1972 to agree to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the report needed to be considered at the current meeting to allow implementation of the Job Evaluation Scheme to progress and to delegate powers to Officers to undertake negotiations aimed at amending a number of Terms and Condition.

The Meeting commenced at 7.07 pm
and closed at 8.51 pm

.....
Chair

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

1st February 2011

HOUSING REVENUE ACCOUNT INITIAL ESTIMATE 2011/12

Relevant Portfolio Holder	Councillor Brandon Clayton, Housing, Local Environment & Health.
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources/ Liz Tompkin, Head of Housing.
Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the Initial Estimates for the Housing Revenue Account for 2011/12 and the proposed dwelling rents for 2011/12.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) **the draft 2011/12 Estimates for the Housing Revenue Account attached to the report at Appendix A, be approved;**
- 2) **the actual average rent increase for 2011/12 be 5.99%; and;**
- 3) **£1,000,000 be transferred to a reserve as a Revenue Contribution to Capital to fund the future Capital Programme.**

3. BACKGROUND

- 3.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.
- 3.2 The Council, through the system of Housing Finance introduced by the Local Government and Housing Act 1989, has been subject to reducing external support to the Housing Revenue Account, in the form of diminishing Housing Subsidy over the past few years. The Council now pays in excess of £6,000,000 to Central Government because it is in a negative subsidy position.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

1st February 2011

- 3.3 Rent restructuring was introduced in 2002/03. The objective of this is set out in a Government policy statement "Quality and Choice: A Decent Home for All – The Way Forward for Housing". It is proposed that rent setting in the social housing sector should be brought on to a common system based upon relative property values and local earnings levels. The intention was for there to be rent convergence between sectors within 10 years. Briefly, the rent increase each year should be based on an increase for inflation, plus an adjustment of 10% of the difference between the formula rent and the actual rent on an individual property basis. The 10% adjustment, which is aimed at achieving the formula rent for all properties within 10 years, may result in an increase or decrease in rent. The current target date for rent convergence is 2016/17.
- 3.4. The Government has set out its proposals to allow Council housing services to be 'Self Financing'. The proposal is in the form of a financial settlement which will mean a redistribution of the 'national' housing debt. The final details of this proposal are not known, but it is anticipated that 2011/12 will be the last year of housing subsidy.

4. KEY ISSUES

- 4.1 This section of the report outlines the major issues which have an impact upon the Housing Revenue Budget Account setting process for 2011/12.
- 4.2 Based on the data included in the Housing Revenue Account Subsidy Determination for 2011/12, the actual average rent increase for 2011/12 will be 5.99%. The average rent on a 52 week basis will be £67.17, or £72.77 on a 48 week basis. This compares to the actual average for 2009/10 on a 52 week basis of £63.38 and £68.66 on a 48 week basis.

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4.3 Housing Subsidy

The amount of Housing Revenue Account Subsidy payable by the Authority is now calculated as follows:-

allowance for management and maintenance
+
allowance for major repairs (MRA)
+
charges for capital
+
other items of reckonable expenditure
-
a notional amount for rent
-
interest on receipts.

4.4 The constituent parts of this are as follows:-

- a) The management and maintenance figure is calculated by using the Department for Communities and Local Government (DCLG) target allowance, multiplied by the number of houses as at the 1st of April 2010.
- b) The major repairs allowance is an amount, notified by the DCLG, per property type, multiplied by the number of each property type, as at the 1st of April 2010.
- c) The amount of charges for capital are based on subsidy capital financing requirement, assumed debt management expenses, an allowance for premiums and discounts and the authority's consolidated rate of interest.
- d) Other reckonable expenditure is again, a notified figure from the DCLG based on expenditure on leasehold properties.
- e) The amount of notional rent income is calculated by using the national target rent income figure, notified by the DCLG, multiplied by the number of properties as at the 1st of April 2010.
- f) The interest on receipts is again a notified notional figure, based on an estimate of the Council's mortgage interest and the interest from Housing Revenue Account balances.

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4.5 To exemplify the above, the actual subsidy figures are given below:-

Draft Subsidy Calculation

		2011/12
		Initial
		£
(i)	Management and Maintenance	9,546,532
(ii)	Other reckonable expenditure	84
(iii)	Major Repairs Allowance	3,843,949
		13,390,565
(iv)	Rent Income	(20,145,662)
(v)	Interest on Receipts	(55,616)
		(6,810,713)

Members will note from this, that the financial position with regard to Housing Revenue Account subsidy in 2011/12, is that the Council will again be in overall negative subsidy.

Capital Resources

- 4.6 From the 1st of April 2004 capital receipts from the sale of housing land and dwellings have been subject to pooling, (75% of Right To Buy (RTB) receipts have to be paid to the Government for redistribution). Officers have estimated that in the short term the number of RTB sales for this Council will be around 5 per annum, generating around £85,000 in usable capital receipts.
- 4.7 The introduction of the Major Repairs Allowance from April 2001 provided the Council with additional capital resources. This will continue for 2011/12. In 2011/12 £3,843,949 will be transferred from the Housing Revenue Account into a Major Repairs Reserve. This Reserve will then be available to fund capital expenditure for Housing Revenue Account purposes and to repay any Prudential Borrowing.
- 4.8 The Council has previously made transfers of monies from the HRA, when resources permit, to transfer sums to a reserve to fund future capital programmes. It is estimated that there will be sufficient resources in the HRA in 2011/12, to allow £1,000,000 to be transferred in this way.

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Housing Repairs Account

- 4.9 The budgeted contribution to the Housing Repairs Account, as shown at Appendix A, is £4,135,820 for 2011/12, including inflationary increases where appropriate.

Right to Buy Scheme - Rent Income

- 4.10 The 2011/12 figures at Appendix A allow for the sale of 5 Council homes. The full effect is an anticipated £17,465 loss of rent income.

Provision for Bad and Doubtful Debts

- 4.11 Members will be aware that the provision was reduced to £690,000. Appendix A reflects the need to maintain this provision for 2010/11,

Inflation

- 4.12 With the exception of those elements of the Housing Revenue Account fixed through the Housing Subsidy Determination, no increase has been applied for inflation.

Housing Revenue Account Balances

- 4.13 The Head of Finance and Resources has previously advised Members on the minimum level of revenue balances, to be maintained in lieu of unforeseen events affecting the Housing Revenue Account and the Council's housing stock. Members have previously approved the retention of a minimum balance of £600,000.
- 4.14 The figures shown in Appendix A indicate that the balance carried forward at the 1st of April 2011 will be £1,252,157, which will leave a working balance of £947,787.

5. FINANCIAL IMPLICATIONS

The Financial Implications are as set out throughout the report.

6. LEGAL IMPLICATIONS

Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.

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7. POLICY IMPLICATIONS

The Council since 2002/03 has set its dwelling rents by reference to the rent formula, introduced as part of the Government Rent Restructuring Policy.

8. COUNCIL OBJECTIVES

The HRA provides the financial resources to enable the Council to meet its objectives with respect to the management and maintenance of its housing stock.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 There are financial risks to the Council of not following Government Policy in terms of rent restructuring.

9.2. The Council needs to approve the rents in a timely manner, in order to allow Officer time to notify the tenants of the annual rent increase.

10. CUSTOMER IMPLICATIONS

The report contains implications for customers in terms of rent increases.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

There are no direct equality or diversity implications.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

The budget provides resources for the maintenance of the housing stock.

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 resource implications.

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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**

There are no direct community safety implications.

17. HEALTH INEQUALITIES IMPLICATIONS

There are no direct health inequality implications.

18. LESSONS LEARNT

None.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

None.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	No
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Environment and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Finance & Resources	Yes
Head of Legal, Equalities & Democratic Services	No
Corporate Procurement Team	Not relevant

21. WARDS AFFECTED

All.

REDDITCH BOROUGH COUNCIL

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22. APPENDICES

Appendix A – Housing Revenue Account 2011/12

23. BACKGROUND PAPERS

Housing Subsidy Determination 2011/12 – DCLG

AUTHOR OF REPORT

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HOUSING REVENUE ACCOUNT
2011/12 Initial Estimate

	2010/11 Initial Estimate	2011/12 Initial Estimate
<u>INCOME</u>		
Dwelling Rents	19,827,780	20,924,790
Non Dwelling Rents	516,730	522,500
Charges for Services & Facilities	188,460	194,050
Contributions to Expenditure	0	0
Government Subsidies	0	0
Total Income	20,532,970	21,641,340
<u>EXPENDITURE</u>		
Supervision & Management	5,860,830	5,433,830
Repairs & Maintenance	4,017,150	4,135,820
Rents, rates, taxes & other charges	184,800	186,800
Depreciation	3,773,810	3,843,950
Item 8 Debit	215,100	259,600
Negative HRA subsidy payable	6,037,140	6,810,710
Provision for Bad Debts	125,000	100,000
Total Expenditure	20,213,830	20,770,710
Net Cost of Services	-319,140	-870,630
Revenue Contributions to Capital	0	1,000,000
Provision for Job Evaluation	190,000	190,000
Net Operating Expenditure	-129,140	319,370
Interest Receivable	-17,000	-15,000
(Surplus) / Deficit on services	-146,140	304,370
<u>HOUSING REVENUE ACCOUNT BALANCE</u>		
B/fwd Balance	1,106,017	1,252,157
Surplus/(Deficit) for year	146,140	-304,370
C/fwd Balance	1,252,157	947,787

APPENDIX A

**Independent Remuneration Panel for Worcestershire
District Councils**

Annual Report and Recommendations for 2011-12

Redditch Borough Council

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Recommendations

The Independent Remuneration Panel recommends to Redditch Borough Council the following:

- (i) That the Basic Allowance for 2011/2012 remains unchanged from those recommended for 2010/11 as set out in Appendix 1.**
- (ii) That the Special Responsibility Allowances for 2011/2012 remain unchanged from those recommended for 2010/11 in terms of sums paid, but that allowances are not paid to Vice-Chairmen of Committees;**
- (iii) That travel and subsistence allowances for 2011/12 continue to be paid in accordance with the HMRC mileage allowance.**
- (iv) That the Dependent Carer's Allowance remains unchanged.**

Basic Allowance 2011/12**Calculation of Basic Allowance**

This is based on:

- The roles and responsibilities of Members; and
- Their time commitments – including the total average number of hours worked per week on Council business.

In calculating the recommended Basic Allowance, the Panel has previously used the average hourly earnings for the West Midlands from the Annual Survey of Hours and Earnings (ASHE) based on place of residence, produced by the Office for National Statistics.

In 2009 the Panel reviewed the figure for weekly average hours and whilst this may be considered to be on the low side, is of the opinion that as a guide and a base figure it does produce allowances which are comparable to national figures for allowances for other similar authorities. The average Basic Allowance for shire districts taken from the 2008 IDEA survey of members' allowances being £4,194 compared to the Panel's recommendation in its 2008 report of £4,200. Therefore, the Panel saw no reason to alter the basis of the calculation.

The Panel acknowledges that many Councillors work for long hours on behalf of their communities, sometimes in excess of what might reasonably be expected. However, when arriving at the figure for the Basic Allowance we have applied a discount of 40% to recognise that an element of what Councillors do is public service.

The Panel, in view of the severe wider economic situation, considers that its overriding duty is to arrive at recommendations that are fair and reasonable. The Panel must always be aware of its responsibility to command public confidence in its decisions. For this reason the Panel considers that there should be no increase in the basic allowance for 2011/12.

The Panel noted that Redditch Borough Council has accepted the recommendations of its Independent Remuneration Panel in the last two years, whilst agreeing not to take the increases. The amounts of allowances shown in the appendix to this report takes account of this and shows the recommended amounts rather than what has been paid to Councillors.

Special Responsibility Allowances (SRA) 2011/12**General Calculation of SRAs**

Appendix 1 to this report sets out the allowances for 2011/12. The Panel considers that because of the exceptional circumstances this year there is no justification for recommending an increase to these. The Panel will be reviewing the level of Special Responsibility Allowances during 2011.

The Panel considered requests from the Council that a Special Responsibility Allowance be introduced for two positions: Chair of the Audit and Governance Committee and Chair of the Crime and Disorder Panel.

Chair of Audit and Governance Committee – from the evidence presented to the Panel about the frequency of meetings of this Committee we recommend that there is sufficient additional responsibility and workload to justify a Special Responsibility Allowance at 0.25 of the basic allowance.

Chair of the Crime and Disorder Panel – the Panel was not convinced that the workload and responsibility justify a Special Responsibility allowance for this post. However, the Panel acknowledged that the Panel has not operated for long. We will consider the workload and review this position during 2011.

Vice-Chairmen – the Panel has previously been reluctant to recommend Special Responsibility Allowances for Vice-Chairmen unless it receives evidence of the position incurring significant additional responsibility above other members of the relevant Committee. We did not consider on the evidence we received that this was the case. We are therefore not recommending that allowances continue to be paid for Vice-Chairmen of Committees.

If there is a significant call on a Vice-Chairman then our view is that it is a matter for the Council whether they receive any payment. For example, if a Chairman is unable to act for a period of time and the Vice-Chairman takes on their responsibilities, then the Chairman may consider foregoing a proportional element of their special responsibility allowance to pay the Vice-Chairman.

Deputy Leader of the Council – the Panel considered the role of the Deputy Leader at Redditch very carefully. Generally, we consider that the work of a Deputy Leader does not involve substantial additional responsibility to that of the role of a cabinet member and we considered recommending that the Special Responsibility Allowance is reduced to the same as that for a cabinet member. However, in the case of Redditch we are satisfied that the Deputy Leader has portfolio responsibilities and for this reason recommend that the Special Responsibility allowance continues. We recognise that the formal position may be changing with the implementation of the Local Government and Public Involvement in Health Act from May 2011.

Group Leaders – the Panel noted the amounts currently set for leaders of the opposition and of the political groups. The Panel was concerned at the payment of fixed fees. We favour the approach of payments on a per head basis, which allows for any changes to Group membership during the year.

Due to time constraints preventing detailed research into these payments, the Panel is not recommending changes to them in 2011-12. However, we will review them in more detail during the forthcoming year.

Mileage and Expenses 2011/12

The Panel notes that Redditch Borough Council currently uses the HMRC rate of 40p per mile for payment of mileage for Councillors and recommends that this continues.

Allowances to Parish Councils

The Panel notes its continuing role as Independent Remuneration Panel for Parish Councils within the Districts covered.

The Independent Remuneration Panel

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent Remuneration Panel is set up on a joint basis with the other 5 District Councils in Worcestershire, the decision having been taken during 2010 to follow the principle previously established by having a joint Panel in the South of the County. Separate Annual Reports have been prepared for each Council.

Initially the South Worcestershire Panel has carried out the work for the 6 Districts, while the Councils reviewed the size and operation of the Panel. The members of the Panel have been:

- Rob Key, the Chair of the Panel – Rob has 42 years' experience of working in District Councils in a variety of operational and management roles, including senior positions at Worcester City, Wychavon District and Wyre Forest District. He is an Independent Chair for the Strategic Health Authority for Continuing Care and sits on County Council Appeals Panels for School Preference Appeals and Service Complaints.
- Elaine Bell, JP, DipCrim – Elaine has been a Magistrate for 14 years, Day Chair of Adult and Family Courts; Chair of the Bench Training & Development Committee; past member of the Magistrates Advisory Panel (interviewing and selecting for appointment to the Bench). She is also a Governor of the Lloyds Educational Foundation; Member of the Sytchampton School Appeals Panel; Hon Treasurer of Ombersley and Doverdale Tennis Club and a Past Governor of Ombersley Primary School.
- Bill Simpson – Bill spent 30 years in Further Education culminating in 11 years as Principal of Pershore College. He then entered the private sector as Director of two national Horticultural Societies. He served as a magistrate for 9 years until retirement. He is Chairman of several charities including *Thrive* between 2001 and 2008.
- Reverend Prebendary Michael Vockins OBE – Mike is Honorary Curate of three rural parishes, Rural Dean of Ledbury and one of the original members of the Independent Remuneration Panel. He is former Chief Executive of

Worcestershire County Cricket Club and currently Secretary of a sporting charity.

- Mel Nock OBE, BA Joint Hons, Dip IPD – Mel is currently Vice-Chair of the Lucy Faithfull Foundation and Chair of the Governance, Finance and General Purposes Committee. He is Executive Chair of EIL Malvern. Previously Mel was Chairman of a GKN division and Regional Director with a Regional Health Authority moving on to become Assistant Managing Director. Mel established his own HR consultancy in the 1990's specialising in remuneration and organisational change. He has also served as a member of the Lord Lieutenant's (South Worcestershire) Advisory Committee on the appointment of magistrates.

The Panel could not begin work on this year's report until the end of the summer. We appreciate that this has meant we have not been able to review each Council in as much detail as we would like. Our early understanding of the current situation across the Worcestershire Districts shows some differences between the level of allowances paid for similar roles. We have not been able to investigate the detail behind this in the time available to us this year. We have agreed that we will begin our research for our next Annual Report early in 2011 so that we can undertake an in depth review and complete our proposals by December in order to tie in with each Council's budget-making process.

The Panel has been advised and assisted by:

- Steve Taylor from Worcester City Council, who retired during the year, and was replaced by Chris Watkins;
- Sheena Jones from Wychavon District Council;
- Joanne Lowman from Malvern Hills District Council;
- Karen Firth from Bromsgrove District Council;
- Penelope Williams and Diana Glendenning from Wyre Forest District Council;
- Steve Skinner and Trish Buckley from Redditch Borough Council.

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

Rob Key

Chairman of Independent Remuneration Panel

Redditch Borough Council – Allowance Recommendations 2011-12

Appendix 1

-	Multiplier of Basic Allowance	Recommendations for 2010/11 and unchanged for 2011/12	Actual for 2010/11
Basic Allowance:		3,350 ¹	3,219
Special Responsibility Allowances:			
Leader/Chair of the Executive Committee	2	6,697	6,438
Deputy Leader/Vice-Chair of Executive Committee	1.4	4,687	4,506
Portfolio Holders/Executive Co Members (includes Exec Panel Chair role, includes Leader & Deputy as portfolio holders)	0.46	1,560	1,500
Other Executive Committee Members who are not portfolio holders (ie other political parties)	0.32	1,072	1,030
Chair of Executive Panel (if not a portfolio holder)	0.4	1,340	1,288
Chair of Overview and Scrutiny	0.6	2,009	1,931
Overview and Scrutiny members	0.32	1,072	1030
Chair of Audit and Governance Committee	0.25	838	none
Chair of Planning Committee	0.96	3,214	3,090

¹ This figure takes into account a public service discount of 40%

Chair of Licensing Committee	0.4	1,340	1,288
Independent Chair of Standards Committee	0.078	261	266
Independent Member of Standards Committee	0.06	202	103
Leaders of "Minority" Groups	0.62	2,080	1,000
Representative on Local Government Association and General Assembly	0.08	269	258
Representative on Local Government Association Rural Commission	0.08	269	258
Representative on Local Government Urban Commission	0.08	269	258
Representative on West Midlands Leaders Board (being wound up)	0.08	269	258

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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SHARED INFORMATION AND RECORDS MANAGEMENT STRATEGY

Relevant Portfolio Holder	Bromsgrove – Councillor Del Booth Redditch – Councillor Michael Braley
Relevant Head of Service	Deb Poole – Head of Business Transformation
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This document sets out an overarching framework for implementing Information and Records Management initiatives at both Bromsgrove District and Redditch Borough Councils.
- 1.2 The strategy gives a corporate approach to Information and Records Management to improve the quality, availability and effective use of information and records throughout the two authorities.
- 1.3 This will enable overall coordination of all information and records management and ensure alignment with the Councils' business strategies.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that

the Information and Records Management Strategy attached at Appendix 1 to the report be approved.

3. BACKGROUND

- 3.1 The Information and Records Management Strategy itself is based on a vision and set of information management principles developed and approved by the county wide and regional Information Management Network Groups.
- 3.2 This Strategy will be supported by additional documents such as action plans, guidance notes, flowcharts, and process and procedure documents. This will allow for continuous review and updating of discreet elements of the Strategy.

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4. KEY ISSUES

For the Strategy to be successful:

- (a) There must be a strategic view of the way information is applied and used across both authorities. Information must be used effectively and technology may not be the only solution all options must be explored.
- (b) There must be a commitment to develop the right skills for all employees to manage information effectively.

5. FINANCIAL IMPLICATIONS

There are no financial implications.

6. LEGAL IMPLICATIONS

6.1 The following legislation governs the information that we process as a Local Authority:

- (a) The Data Protection Act.
- (b) Freedom of Information Act.
- (c) Environmental Information Regulations.
- (d) Reuse of Public Sector Information.

6.2 The legislation gives the person rights of access to information that we hold and sets timescales by which a response must be made. To ensure both authorities meet the timescales, information must be managed proactively.

6.3 Both authorities can only comply with these Acts if recorded information is properly stored and accessible. The Information Commissioner has issued a code of practice for public authorities in line with Section 46 of the Freedom of Information Act on the practice they should follow for keeping, managing and destroying records.

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7. POLICY IMPLICATIONS

The Shared Information and Records Management Strategy will constitute a new shared policy and needs full Council approval.

8. COUNCIL OBJECTIVES

- 8.1 This strategy links to Bromsgrove's Council Plan's Objective Two Improvement.
- 8.2 This strategy links to Redditch's Council Plan which identifies and explains what the Council will be doing to keep its own house in order, to ensure we continue to be a well managed organisation.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

Any risks associated with this strategy will be identified and included in the corporate risk registers.

10. CUSTOMER IMPLICATIONS

- 10.1 The aim of this Strategy is to help improve efficiency and effectiveness of Council Services through improved Information Management. These improvements include:
 - (a) Improve data quality.
 - (b) Information available at one point of access.
 - (c) Increased speed of access to information.
- 10.2 The Business Development Team will be working closely with all departments to ensure awareness and compliance with the Strategy.
- 10.3 The implementation of good Information Management will underpin service delivery and compliance to legislation that governs that service delivery.
- 10.4 Information Management Systems must enhance effectiveness, efficiency and the customer experience.

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11. EQUALITIES AND DIVERSITY IMPLICATIONS

The Strategy will help both authorities to deliver equality of access to all information.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

Future pressures on departmental budgets will require improved use of information resources to support the delivery of efficiencies.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 Implementing the Strategy's actions, including measuring paper recycling, less paper records and more electronic records, will help provide a more efficient service.

13.2 Confidential waste recycling credits will be allocated.

13.3 Better use of office accommodation.

13.4 More electronic records storage prevents unnecessary journeys by staff to access physical records.

14. HUMAN RESOURCES IMPLICATIONS

None

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

Information will be managed as a corporate resource to support the operations and decision making process and will be managed throughout its lifecycle to ensure its quality and integrity.

Where it is feasible, information will be captured and stored only once and reused as many times as is needed. It may be duplicated provided there is a single authoritative source and measures are in place to ensure consistency.

Information Management will be used to improve the capture and use of knowledge across the organisation.

REDDITCH BOROUGH COUNCIL

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

None.

17. HEALTH INEQUALITIES IMPLICATIONS

None.

18. LESSONS LEARNT

Advice has been taken from our district partner organisations and other authorities where Information Management has been introduced, and lessons learnt from those implementations have been included in the formulation of this Strategy.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

None

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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1st February 2011

20. OTHERS CONSULTED ON THE REPORT

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

21. WARDS AFFECTED

All Wards.

22. APPENDICES

Appendix 1 Shared Information and Records Management Strategy.

REDDITCH BOROUGH COUNCIL

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1st February 2011

23. BACKGROUND PAPERS

- (a) Local Government Act 1972
- (b) Data Protection Act 1998
- (c) Freedom of Information Act 2000
- (d) Re-use of Public Sector Information
- (e) Environmental Information Regulations
- (f) ISO 15489

AUTHOR OF REPORT

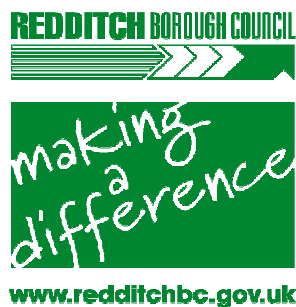
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APPENDIX A

Business Transformation Department

**SHARED INFORMATION AND RECORDS
MANAGEMENT STRATEGY**

2010 - 2015



Bromsgrove
District Council
www.bromsgrove.gov.uk

Document History

Title	Shared Information and Records Management Strategy
Purpose	Strategy
Owner	Business Transformation
Review Frequency	Annual
Consultation	Business Development
Permissions	Internally available

Version	Date	Author	Change	Approved	Next Review Date
1.0	25.08.09	K Jones	Final draft review		
1.2	2/9/2010	HKC/KJ	Joint strategy		
1.3	30/9/2010	HKC	Updated to include DP comments		
1.4	30/9/2010	HKC/ KJ	Updated		

Published Documents

Version	Date Uploaded to Intranet and link checked	Date Uploaded to website

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1 Introduction

This document sets out an overarching framework for implementing information and records management initiatives at both Bromsgrove District and Redditch Borough Councils. The strategy gives a corporate approach to information and records management to improve the quality, availability and effective use of information and records throughout the two authorities. This will enable overall coordination of all information and records management and ensure alignment with the Councils' business strategies.

The Information and Records Management strategy itself is based on a vision and set of information management principles developed and approved by the County wide and regional Information Management network groups. It is supported by an action plan, which will be reviewed and updated annually.

This strategy will be supported by additional documents such as action plans, guidance notes, flowcharts, and process and procedure documents. This will allow for continuous review and updating of discrete elements of the strategy.

1.1 Aims and Objectives

The aim of this strategy is to outline a wide range of activities that will deliver on the key aspects of the management of information within both councils and cover information of all types, regardless of format or media.

When devising this strategy, it was important to look at the ways in which the councils currently store and use information, and to consult the output from the information audits conducted in 2006/7

1.2 Core Principles of Information Management

The following set of principles were developed and approved by the Worcestershire Information Management Task Group and wider regional Information Management networks to underpin good information management and provide the focus of this strategy.

- The organisation will work towards an embedded culture that uses and promotes good information management practices
- Information will be managed as a corporate resource to support the operations and decision making process and will be managed throughout its lifecycle to ensure its quality and integrity.
- Information management systems must enhance effectiveness, efficiency and the customer experience.
- Information will be structured to facilitate information and knowledge sharing across the organisation and with other partner organisations
- The creation, storage and use of information will conform to legal and regulatory requirements as well as any guidelines and policies
- Where it is feasible, information will be captured and stored only once and reused as many times as is needed. It may be duplicated provided there is a single authoritative source and measures are in place to ensure consistency

- Access to the information will be as open as possible, subject to any security and legal restrictions
- Electronic storage and transmission is the preferred method of managing information
- Information management will be used to improve the capture and use of knowledge across the organisation
- Information will be managed in a secure way, ensuring the continuity of operations, and minimising the possibility of damage to service provision by limiting the impact of security threats or incidents.
- Information will be managed in a systematic way in accordance with the council's retention and disposal schedule
- Knowledge will be captured and re-used as a matter of process and procedure so that it can be shared across the organisation and with partners

2. Management and Resourcing

2.1 Sponsorship and Oversight

This strategy will be sponsored by the Head of Business Transformation and Portfolio Holders.

For this Strategy to be successful:

- Information and Records Management must be accepted as an integral part of the Councils' business planning and a strategic view applied across the organisation.
- There must be a commitment to develop the right skills and capabilities for all employees
- There must be a real partnership between all those utilising information
- Ensure cost effective capture and maintenance of relevant data
- The risks associated with information management should be properly managed.
- The value of efficient management of information should be measured.
- The culture of information sharing and ongoing learning should become embedded in the Authorities at all levels.

2.2 User Responsibility and Accountability

The Corporate Management Team (CMT) has overall responsibility for implementation of this strategy. However, the corporate nature, scale and scope of the proposals will require the involvement of various stakeholders throughout implementation.

Effective Information Management cannot be acquired through technology alone. It requires people adopting good practice and building appropriate processes, to allow information and knowledge sharing.

Information Management relates to the storage and use of the physical resource and Knowledge Management relates to people, what they know, how they learn and how they share information and knowledge.

Information and Knowledge Management is explained in the table below:

Data	<i>As an organisation we have many processes which generate data, which we gather together and organise for its subsequent use.</i>
	↓
Information	<i>Data is transformed into information through appropriate dissemination and interpretation.</i>
	↓
Knowledge	<i>Information from both within and outside the organisation, when used appropriately, assists in knowledge generation and decision making processes.</i>
	↓
Learning	<i>If successful, this process of turning data into information and knowledge is how our Councils can accumulate learning, move forward and deliver the improvements we need to make.</i>

2.2.1 Joint Corporate Information and Records Management Group

A joint Corporate Information and Records Management Group will be formed to support the communication and implementation of this strategy with the specific purpose of:

- Identifying and defining records management responsibilities
- promoting best practice and standards on information management
- assisting in the communication of corporate file plan, naming and classification standards
- monitoring information performance measures
- identifying training needs
- providing additional support to services

This group will also have a critical role to play in developing an information management culture and embedding the new policies, procedures and working practices by acting as the focus for good practice and support within the service areas.

The joint Corporate Information and Records Management Group will report progress and any significant issues identified that may cause any major changes to

the scope of work, additional investment requirements and consideration of business cases to the Business Development Manager, who can take issues forward to CMT where appropriate.

2.2.2 Information Liaison Officers

Information Liaison Officers (ILOs) will need to be identified within each service, with assigned roles and responsibilities for managing information and records.

- ILOs will be nominated for each service area.
- ILOs to receive specific records management training, to include: use of the Retention and Disposal schedule, naming conventions and document history pages. Records and e-records management advice and guidance for ILOs will be created, maintained and updated on the ORB by the Business Development Team in the form of FAQs.
- ILOs have responsibility for individual service systems and the quality of data processed within systems
- ILOs to ensure all new members of staff, through the appropriate induction procedures, receive initial basic procedural training
- ILOs to ensure staff understand and conform to records management procedures and policies which are available on the Information Management pages on The ORB
- ILOs to inform Business Development Team of any Health and Safety issues relating to records maintenance and storage
- ILOs to communicate changes in Information Management policies, procedures and good practice to staff in their service teams.

2.2.3 Involvement from Teams

The Business Development Team will work with teams in all services to roll out this strategy. There will be a project plan to support this work. Teams will be expected to complete agreed actions within a specified timeframe to implement and embed the improvements.

3. Local Context

Bromsgrove District and Redditch Borough Councils are in a period of change. The following are currently being engaged:

- Shared service arrangements between Bromsgrove and Redditch councils.
- Worcestershire Regulatory Service, hosted by Bromsgrove.
- A Transformation Programme.
- Worcestershire Enhanced Two Tier developed by Worcestershire County Council.

This strategy will support the information needs of teams involved in restructuring, relocation and change programmes. Areas of support will include:

- Accommodation resource and efficient use of office space
- Data transfer, merging and cleansing
- Secure disposal

The support work will be based on need – it can be included in the project plan or on an ad hoc basis.

3.1 Links to other Initiatives

This strategy also recognised that there are strong linkages and dependencies between this strategy and other initiatives in the following areas:

- The need to develop, implement, support and maintain an ICT infrastructure to ensure staff, members, the public and where necessary partnership organisations have quick and ready access to the information they require
- The adoption of common standards that are essential for effective information retrieval, both on the internet, intranet and other internal networks
- Ensuring that land and property information remains corporately managed – putting the Local Land and Property Gazetteer at the centre of all property based data
- To promote the use of the ORB as a resource for team information and document store
- Encouraging improved web contact by making as much information as possible freely available and accessible by the public while remaining compliant with legislation.
- The need to work towards the use of common identifiers, in particular for customers and properties, to enable matching of records that are held in disparate information systems
- The need for information security to protect information from a wide range of threats in order to ensure business continuity, minimise business damage and maximise value and business opportunities

Equally these priorities and the Information and Records Management Strategy are central to achieving the objectives formulated in other key Council documents including:

- Corporate Plan
- Joint ICT Transformation Strategy
- Corporate Equality Strategy
- Corporate Communications Strategy
- HR Policies and competency frameworks
- Corporate Risk Register
- Service Business Plans

- Climate Change Strategy
- Data Quality Strategy
- Corporate Performance Framework

4 Legal Obligations

4.1 Information Governance

The following legislation governs the information that we process as a Local Authority:

- The Data Protection Act - sets out eight principles governing personal information about data subjects
- Freedom of Information Act - gives a general right of access to the information that we hold as a public authority
- Environmental Information Regulations - gives a right of access to information concerning the environment and elements
- Reuse of Public Sector Information - the public have the right to request to re-use the information that we hold

The legislation gives the person rights of access to information that we hold and sets timescales by which a response must be made. If the authorities are to meet the timescales, information must be managed proactively.

4.2 Supporting Compliance in other Areas

The implementation of good information management will underpin service delivery and compliance to legislation that governs other service delivery.

5 Efficiencies

The aim of this strategy is to help improve efficiency and effectiveness of council services through improved information management. These improvements include:

- Reduce storage requirements
- Save energy and paper
- Improve data quality
- Information available at one point of access
- Increased speed of access to information

Objectives are to standardise the use of information to improve performance and reporting processes and reduce costs. There will be ongoing monitoring and reporting of space saving and service efficiency.

Metrics will be captured to and used to benchmark how the Councils are managing information and measure the effectiveness of improvements. File duplication across services can be identified by running a software application.

More efficient methods of storing physical records will maximise office space and lead to a better working environment.

6. Information Systems Infrastructure

6.1 Internet and Intranet (ORB)

Information posted on the websites is readily available to the public on our websites. Services will review their web pages to ensure information is up to date and available.

The Orb has been developed to provide an information portal across both authorities. During the next phase of the development, services use the Orb as a file store for their working files. The ORB will replace the existing method of file storage on traditional drives.

6.2 Middleware and Integration

Microsoft's BizTalk and Visual Studio.Net framework are proposed as the middleware and integration solutions, which are based on open, industry standard Extensible Mark-up Language (XML) interfaces using technology that is flexible, modern and relatively cheap to implement.

Middleware is a communication layer that allows applications to interact, share and exchange information between different systems, similar to a 'black-box' that passes information between front-end systems, such as Customer Relationship Management System (CRM) or the Web, to back office systems such as Planning, Benefits, Environmental Health etc.

It is recognised that not all opportunities for integration will be taken advantage of, for example due to limited budget, availability of application support etc., and in these cases the Authority will make use of products such as Smartpoint.

Any middleware or integration will be primarily used to support the CRM development, the Web and the Intranet development projects.

Key benefits to be obtained from the introduction of middleware:

- Improved quality of Council services achieved by integrating existing disparate systems
- Providing a consistent message to customers and system users
- Within the CRM providing a single up-to-date view of customer information (by bringing together back office information)
- Improved partnership working by enabling different service providers to share information
- Removal of data duplication and an improvement in data standards, retention and usage
- Generation of efficiencies – as listed above.

The use of an enterprise middleware environment can address identified issues with current working practices and information sharing, these include:

- Legacy issues – information held in silos
- Cultural issues – resistance to change
- Technical issues – incompatible proprietary systems and dependency on third party suppliers
- Ownership issues– who is responsible for the information?
- Data issues - poor quality of existing data

Each service team's information ownership, management and work processes need to be mapped and reviewed to ensure a suitable middleware solution is applied to include back office systems. If a requirement for middleware architecture is identified, it will develop as part of the implementation process.

6.3 Handling Information Requests

The existing Customer Feedback system used by Bromsgrove Council will be upgraded to include a module to facilitate the handling of requests for information and record responses for both authorities including Worcestershire Regulatory Services.

7. Implementing the Strategy

Our approach to implementation is based around building an information management culture and introducing good information management practices and procedures that should start to deliver clear benefits in improved efficiencies and savings.

7.1 Corporate Implementation

Practical implementation is underpinned by action and project plans. It is an interactive process which will be reinforced by constantly consulting and involving all levels of the organisation.

- There will be a joint Information and Records Management Working Group
- Information Liaison Officers will be identified within each service.
- To ensure the embedding of this new culture, Information management will become an intrinsic part of all job requirements within the Authority.
- Develop a register of Policies and Strategies devised from corporate consultations, service consultations, relevant legislation, and the lists of Policies and Strategies,
- Information sharing protocols will form part of agreements with partner organisations
- The ORB will become pivotal as a business tool to assist roll out

There are already tools and guidance published on the ORB, to help staff start the process of organising and storing their information and records according to corporate requirements. Further tools will be developed and maintained and these may be service specific.

Any changes and additions to the above documents will be communicated to all staff and details will be made available via the ORB.

The implementation of this strategy will allow consistent and accurate information to be available for public access.

Technical forums and social networking will be investigated for making information available with increased accessibility.

There will be a trial implementations and the action plan and checklists will be amended to take account of learning gained. Following reviews, monitoring and assessment there will be a systematic roll out to each individual service.

7.2 Individual Services Implementation

To have a comprehensive and functional information and records management system, each department will have an implementation plan aimed at their specific needs. This will be led by the Business Development team and the service 'Information Liaison Officer' using shared project management framework.

The Implementation Plan will include the following actions:

- Identify all types of information held, where and how it is stored (paper, electronic, email, CD, microfiche, EDMS, databases)
- Data cleansing
- Identify information that is or should be in the public domain
- Identify ownership responsibility and location of information
- Implement the retention and disposal policy
- Deliver the Corporate file plan and related guidance
- Identify work processes to aid design for functional part of the file hierarchy
- Advise on best practice for use, storage and retention of email
- Review work processes to incorporate records requirements
- Regular monitoring by ILOs and auditing by the Business Development Team
- Identify where the Geographical Information is used as a resource

7.3 Implementation Support

Overall support and guidance will be provided by the Business Development team and the appointed ILOs within each service team. This will be ongoing to ensure that the Information and Records Management system is maintained and utilised in accordance with this strategy.

All new staff will receive training on their responsibilities for information legislation compliance followed by routine training updates.

Information and records management will also form an intrinsic part of their on the job training. There is Information and Records Management guidance available on the intranet.

8 Monitoring and Review

As the implementation rolls out across the two authorities, metrics will be captured to measure the effectiveness of the actions included within this Strategy.

These metrics will be reported to the Joint Information and Records Management Group and used to benchmark how the Authority is managing its information and that the improvements and outcomes are being delivered.

9 Risk Assessment

Any risks associated with this strategy will be identified and included in the corporate risk registers.

10 Equality & Diversity

In order to ensure that our information and communication technology systems are delivering our equality and diversity needs in terms of service delivery and monitoring of information, it is essential that any project gives adequate consideration to customer access issues when scoping or developing the project.

The Council will seek to make reasonable adjustments to standard ICT services and facilities offered to its customers and employees where there is an identified need to enable access to our services or carry out their duties as effectively as possible.

Glossary

Information

Whenever the term 'information' is used in this strategy it is used to define any information used by the Councils whether stored in electronic form, on paper or any other media.

Intranet (The ORB)

The ORB will be a vital tool in the implementation and use of the new Information and Records Management Strategy. Information on the ORB will hold the most up to date information available for all to see without duplicating any documentation. The intranet will be a place all staff log onto regularly to search for information as well as receive updates and news. Each service will update the content of their area.

Internet (The web)

The website will be a vital tool for services to make available information for public access.

Corporate Fileplan

The corporate file plan is intended to make information easy to access by all staff and Members, eliminate the need for duplication of information and ensure that all the information that is held by the council complies with the relevant legislation.

The file plan consists of three main folders, Corporate, Corporate Working Groups and Services. The corporate folder will contain information such as policies, procedures, standards, practices as well as all information that is available to the public. By having all this information in one place it eliminates the need for individuals to save their own copy locally, it eliminates the need to email large documents and it allows for an easy assessment of the corporate documentation held by the council.

The Corporate Working Groups pages provide a platform for larger, cross departmental working. Information on these pages is then stored centrally, again eliminating the need to duplicate or email, it is easy to set the permissions and access to the folders and ensures that no part of the project gets lost.

The service pages and folders are dedicated for each service. When initially set up there will be generic folder structures, however these can be adapted and updated following consultation with the service. The generic file structure allows staff to see that there is a place for documentation and there is a system to storing it. This will reduce the instances of 'lost' documentation, as well as duplication of documentation and will assist in information sharing within the service.

Although the filing systems have been designed to be intuitive to use, there are guidance notes and flow charts available on the ORB to help staff in the decision making process when saving documents. Eventually the flow charts will no longer be needed, however initially they will help ensure that all staff understand the file system.

Retention and Disposal Schedule

The retention and disposal schedules provide a list of record classes, the retention period and the authority for retention. The retention period may be specified in legislation, by government guidelines, an audit requirement or there may be a business need for keeping the record.

The retention and disposal schedule will allow all staff within the council to know when documents should be disposed of.

Duplication and Folder Analysis

A series of duplication identification scans will run on all the council's servers. These scans will pick up on information that is either identical or very similar and stored in multiple locations.

Part of the implementation process will be getting staff in each department to migrate their own files to the new file structure, including putting things forward that should be saved in the corporate file.

Once this has been completed by each department, a whole system scan can be run. This should show no duplications due to the new system of centrally storing information.

Policies and Strategies Table

The table lists policies, strategies and standard documents in use by the councils and its partners. Information on current version, date written, review dates, ownership and audience is included.

Services are responsible for keeping their documentation and the policies and strategies table up to date and any changes to documents or additions need to be recorded in this table.

Standard Naming Conventions

Standard Naming Conventions are a set of rules designed to help and advise people when naming documents and files. These conventions are designed to ensure documents and files are named in such a way that the names are meaningful, sensible and not too large. The ultimate aim is that anyone looking for a document they do not know the name of should be able to find it quickly. The Standard Naming Conventions are available on the ORB.

Document History Page

The inclusion of document history will provide summary information about the document including purpose, ownership, version history and review timescales.

There are guidance notes available on the intranet.

Appendices

Reference Documents

External Documents

- Local Government Act 1972
- Data Protection Act 1998
- Freedom of Information Act 2000
- Re-use of Public Sector Information
- Environmental Information Regulations
- ISO 15489

BDC and RBC Documents

- Corporate Plan
- Redditch Community Strategy
- Corporate Equality Strategy
- Medium Term Financial Strategy
- Corporate Communications Strategy
- Corporate Performance Framework
- Asset Management Plan
- Capital Strategy
- Directorates Service Delivery Plans
- Transformation Programme Plan
- HR Policies and competency frameworks
- Corporate Risk Register
- Climate Change Strategy (2009/10)

A number of related policies and procedures are also in existence. These include:-

- Internet and Email Policy
- Information Security Policy
- I. C. T. Equipment Use and Security Policy
- Policies and Strategies Table
- Retention and Disposal Schedule

- Standard Naming Conventions
- Document History Page
- Information and Records Management Guidance Notes
- Corporate File Plans
- Guidance on use of file plan
- Flow Charts
- Records management policy
- Email usage

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**

1st February 2011

CREMATORIUM ENERGY RECOVERY PROJECT

Relevant Portfolio Holder	Councillor Brandon Clayton, Housing, Local Environment & Health
Relevant Head of Service	Guy Revans, Head of Environmental Services
Key Decision	

1. SUMMARY OF PROPOSALS

Members' approval is sought to utilise waste heat which will be generated as a result of an equipment upgrade at the Crematorium. The upgrade is required to ensure the Council complies with new legislation concerning mercury emissions to the atmosphere. The process of mercury abatement requires heat to be removed from the flue gases before their treatment and this is then dissipated via a cooling water circuit. Members are asked to consider the re-use of this waste heat to offset the significant gas requirements required for the new Abbey Stadium development, rather than allow the heat to escape into the atmosphere.

2. RECOMMENDATIONS

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

- 1) **£40,000, a proportion of the capital sum already approved for the installation of mercury abatement and cremation equipment, be redirected to the Abbey Stadium development project, to fund the engineering process associated with recommendation 2; and**

subject to which, to **RESOLVE** that

- 2) **any waste heat recovered as part of the flue gas cleaning process at the crematorium be used to supplement the heating requirement of the Abbey Stadium development; and**
- 3) **expenditure of up to the sum agreed by the Council at 1) above be approved in accordance with Standing Order 41, for the purposes defined in the report.**

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3. BACKGROUND

- 3.1 Bereavement Services has existing approval and funding to carry out a major equipment and buildings upgrade at the Crematorium in Redditch. Works include the installation of one new cremator with the associated mercury abatement equipment (required by new legislation) and the internal reuse of part of the waste heat from the flue gases.
- 3.2 In order to remove mercury from flue gases which are generated as part of the cremation process, the flue gases must be substantially cooled down, from over 800⁰C to around 140-160⁰C – which is a significant amount of heat energy loss. Once cooled, the flue gases are cleaned in the abatement plant to remove mercury, acids and particulate and are then evacuated to the atmosphere via the chimney. The heat energy recovered by this process is dissipated to the atmosphere via a separate cooling water circuit air blast cooler.
- 3.3 Operating a crematorium is a highly energy intensive process and in 2008, 170,000 kilowatt hours (kWh) of electricity and 1,516,000 kWh of natural gas was used. The energy needed for a typical 80 minute cremation releases to the atmosphere an average of 300 kW (high 400 kW, low 200 kW) of waste heat as part of the process. At present this heat energy is dissipated with the untreated flue gases via the chimney to the atmosphere and is lost.
- 3.4 With the mercury abated cremation there is an average of 280 kW of heat which must be removed from the flue gases as part of flue gas cleaning process. This lower figure is due to the fact that with the more efficient cremator fitted with mercury abatement technology, the operating temperature is lowered from 850⁰C to 800⁰C. In an abated system without any heat recovery, this energy would still be dissipated to the atmosphere via a separate abatement cooling system.
- 3.5 New cremators are far more technologically advanced and efficient than previous systems having shorter preheat times, greater heat retention and have the option to recover any heat from the secondary process (i.e. from the mercury abatement equipment – not from the cremator itself).

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4. KEY ISSUES

- 4.1 There are at least three existing examples in Hastings (East Sussex), Tameside Councils (Manchester), and Calderdale (West Yorkshire) who have already installed mercury abatement equipment, who are currently using a proportion of the heat energy in this way for internal use in their crematoria reusing the recoverable waste heat to heat their local buildings (although this only uses a small percentage of the waste heat available). This is not the preferred option for Redditch Crematorium, as this would involve a complete change of the heating system, which is currently run on electricity; secondly it would not utilise all of the available waste heat.
- 4.2 In Redditch the Crematorium is located very close to the Abbey Stadium development which could potentially utilise the waste heat. The new development is large enough to be capable of being utilised as a 'heat sink' for all of the waste heat energy recovered from the flue gas. As far as Officers are aware, it is believed that this specific and innovative project is unique in its nature within the United Kingdom.
- 4.3 Members should note that on the Continent, Planning Permission for new Crematoria often stipulates the requirement for an adjacent development which can utilise the waste heat.
- 4.4 It was late on in the Abbey Stadium development programme that the idea of using this waste heat was discussed with the project managers and it was decided that more research would need to be undertaken to provide an engineering solution.
- 4.5 This work has now been done and it shows that the waste heat recovered from the flue gas can be used with very little alteration to the existing Abbey Stadium plan, other than a change to a piece of equipment in the plant room. The technology currently exists to use and transport any recovered waste heat energy to the site.
- 4.6 In order to remove mercury from the flue gases, the reuse of waste heat, it is essential that the flue gases are cooled significantly to remove the mercury. The waste heat recovered from this cooling process can be used in the new Abbey Stadium by installation of a means of transferring the heat from the abatement plant water cooling circuit to the leisure facility and to accept the cool return flow.

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- 4.7 The additional equipment for the stadium would be a water circuit from the crematorium comprising a delivery and a return pipe circuit, a water pump and a simple plate heat exchanger.
- 4.8 The pipe circuit from the crematorium would be a simple insulated pipe run underground. This would not disrupt any existing cemetery or grave site.
- 4.9 The initial work completed shows that there should be significant savings both in capital and energy saving costs for the stadium project. If the scheme does not go ahead, there will be additional costs incurred to the Abbey Stadium project (see 5.9).
- 4.10 It should be emphasised that there is no direct contact between the flue gases and the water in the abatement plant cooling circuit. Nor is there direct contact between the water in the abatement plant cooling circuit and the water in the leisure centre heating circuit.
- 4.11 It is fully recognised that a subject of this nature associated with bereavement services, will need to be sensitively handled, to ensure that the full facts are made available to local residents in order to explain the process and ensure that the technology is not misunderstood.

5. FINANCIAL IMPLICATIONS

- 5.1 As part of the original Council decision to fund the mercury abatement and cremation equipment, it was agreed at Full Council (September 2009) to also set aside £70,000 for the internal reuse of recovered waste heat energy. A proportion of this funding could be re-directed to the Stadium side of the engineering requirements.
- 5.2 The capture of flue gas waste heat based on the current operation (250 operating days of 8 hours) of the crematorium would be the equivalent of 280kWth/hour. At current gas prices of £0.026* per kWh (which is expected to rise in the future), this means that the Council reduces gas fuel charges at the Abbey Stadium by £14,560 per annum. Additionally this avoids the use of a significant amount of non-renewable fossil fuel, which has widespread environmental benefits.

*The crematorium currently pays 1.97pence per kWh of gas used; however, when the current supply contract ends, due to gas wholesale prices rising significantly at the moment; the mean average of all RBC gas costs (2.6pence/kWh) has been used in these calculations.

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- 5.3 The additional equipment in the abatement plant system is likely to include two 3-way valves, two isolation valves and a small amount of electrical work. This should cost less than £1,000 in total.
- 5.4 Although exact figure have not yet been ascertained the maximum costs for installing both the circuit and plate heat exchanger should be of the order of £39,000.
- 5.5 The system to pump waste heat to the complex is a 15kW pump which costs £3,609.61 annually in electrical energy. Maintenance for one heat exchanger and one large pump set would likely cost around £800 per annum. The overall saving would therefore be in the order of £10,150.39 per annum.
- 5.6 The capital cost increase of the Crematorium system is estimated at less than £1,000 so the payback period is approximately 2 months. If the estimated capital costs of £39,000 for the additional heat delivery circuit to the leisure facility and the plate heat exchanger are added to this cost then the payback period is less than 6 years; and is certainly worthy of consideration.
- 5.7 The proposed system means that the current plan to install a CHP unit on site to heat the leisure centre would no longer be required, saving an initial £100,000 (the lifespan of a CHP unit is around 10 years maximum). Over the 25 year lifespan of the Abbey Stadium pool, not having a CHP unit therefore results in a capital saving of £261,000 and a maintenance revenue cost of £225,000. This system therefore compares very favourably with the proposed plan.
- 5.8 To conclude, the financial saving to the Authority by removing the CHP from the sports development and using the recovered waste heat from the mercury abatement process instead at the neighbouring crematorium would, over 25 years generate a cost saving to the residents of Redditch of £466,000, without even including the full energy saving costs over that timeframe.

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5.9 The 25 year savings are summarised in the following table (assuming today's fuel prices):

Costs over 25 years	CHP unit	Waste heat technology	Saving
Capital cost	£300,000	£39,000	£261,000
Revenue cost	£225,000	£20,000	£205,000
Total cost	£525,000	£59,000	£466,000
Additional Gas cost*	£364,000	-	-
Electric cost	-	£90,225	-
Whole-life cost	£805,500*	£149,225	

*Only the offset gas proportion is listed here, there will be significant natural gas costs even with the waste heat technology to supplement heating.

5.10. Based on these fuel costs the payback period for the waste heat technology is 4.05 years (£59,000/£14,560).

6. LEGAL IMPLICATIONS

There may be a requirement to apply for a Bishops Faculty through the Church of England. There is currently no cemetery plan available to show if any of the cemetery has been designated as consecrated ground. A Faculty may be required if route which the insulated pipe work takes from the crematorium facility to the stadium project is to pass through any such areas. However, an alternative route outside the cemetery area is feasible.

7. POLICY IMPLICATIONS

This work would assist in meeting the requirements of the climate change strategy and the air quality management strategy.

8. COUNCIL OBJECTIVES

This will specifically meet with the key priority of being clean and green – Officers estimate this scheme will reduce the organisations corporate carbon footprint by around 4-5% by providing the ideal outlet for recycling of

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the waste heat energy recovered through the statutory requirement to reduce mercury emissions to air.

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

9.1 The main risk associated with this report is:

- Misunderstandings about the technologies leading to potential adverse publicity.

9.2 These risks are being managed as follows:

By the production of detailed communications plan that will include documentation explaining the process and full engagement with key stake holders and customers of the service.

9.3 Currently the risks identified in 9.1 are not addressed by any risk register and will be added to the Environmental Services Risk Register.

10. CUSTOMER IMPLICATIONS

10.1 The Council is well aware of the sensitivities involved in Bereavement Services. It is important that the message which reaches customers is that although the heat is generated as part of the crematorium process, this heat is removed as part of the process to clean the flue gas and remove mercury. This heat is exhausted to the atmosphere in a totally independent system to the cremators and dissipated to the atmosphere through a separate route than the flue gases. The only difference is that instead of the heat being dissipated into the atmosphere, it is instead re-used in a way that benefits the community for this generation and those to come.

10.2 The significant increase of cremations undertaken in eco-friendly coffins is an indication of the general desire of many residents to limit their impact on the environment.

10.3 There is no direct contact between the cremator and the taking of heat from the flue gases in terms of the process of re-using the heat.

10.4 Reducing the costs of gas/energy can support limiting the cost of funeral services which can be a concern to many families.

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11. EQUALITIES AND DIVERSITY IMPLICATIONS

None identified.

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

12.1 Value for money implications are detailed within the Key issues. The cremator and associated ancillary equipment will be procured using an industry recognised OJEU framework agreement as advised by Redditch Borough Council procurement team, for the provision of one cremator, mercury abatement equipment and associated works at Redditch Crematorium.

12.2 It is anticipated that the contract will be awarded in the 1st Quarter of 2011 and its implementation will commence forthwith.

12.3 Although the heat recovery technology will form part of the procurement, it is envisaged that a separate procurement process will be required to connect the two projects. This pipe work circuit and connection contract will run parallel with both upgrades.

12.4 Asset management have been involved from the start of the cremator and buildings upgrade and will continue to provide essential support through the installation project.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 This work contributes significantly to the Council's objectives under the corporate priority of tackling climate change as it reduces our energy consumption and therefore our carbon footprint.

13.2 The reusing of waste heat, combined with reduced energy usage of the more efficient cremators together with energy recovery will significantly reduce the carbon footprint of both the Abbey Stadium and the Crematorium and will contribute to the Governments target of reducing carbon emissions by 80% of 1990 levels by 2050 under the Climate Change Act (2008).

14. HUMAN RESOURCES IMPLICATIONS

None identified.

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15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

None identified.

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

None identified

17. HEALTH INEQUALITIES IMPLICATIONS

None identified

18. LESSONS LEARNT

We are not aware of any other cremation authority in the United Kingdom using waste heat in specifically this way.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

In addition to the communication plan and section 10, Members and Officers will be given briefing notes including FAQ. These guidance notes will be provided in association with technology providers and consultants, working on behalf of Redditch Borough Council. This will reduce the risk of any misinformation and will provide factual background for explaining and understanding the reasons and benefits of using the waste heat energy in this way.

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20. OTHERS CONSULTED ON THE REPORT

Portfolio Holders	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Head of Service (GR/JG)	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	No
Project Development Manager (Abbey Stadium)	Yes
Corporate Procurement Team	No - but have been involved in procurement of cremation equipment

21. WARDS AFFECTED

All

22. APPENDICES

N/A

23. BACKGROUND PAPERS

N/A

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24. KEY

N/A

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
Committee**

1st February 2011

INTRODUCTION OF A PRIVATE HOME SUPPORT SERVICE

Relevant Portfolio Holder	Councillor Brandon Clayton – Housing, Local Environment & Health
Relevant Head of Service	Liz Tompkin – Head of Housing Services
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Committee is asked to consider the introduction of the Council's Home Support Service into the private sector.
- 1.2 The Home Support Service's primary function is to promote and encourage independence for older and vulnerable people to enable them to live in their own homes for as long as possible.
- 1.3 By operating the Home Support Service within the Private Sector we will; be able to meet the conditions of the Supporting People funding, offer a Home Support Service to all residents of Redditch and provide private customers of the Lifeline service with the emergency Home Support call out service.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) the Home Support Service be introduced to the Private Sector;**
- 2) an emergency Home Support call out service be introduced to private sector customers;**

3. BACKGROUND

- 3.1 The Home Support Service was previously known as the Community Warden Service. Currently the Service provides a visiting, liaison and advocacy service to older and vulnerable Council tenants to enable them to live independently in their own homes for as long as possible. This includes welfare maximisation, social inclusion and health and welfare advice.

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- 3.2 The Home Support Service works closely with Lifeline to provide an emergency Home Support to Council Tenants customers in an emergency 24 hours a day 7 days a week.
- 3.3 Currently the Home Support Service is provided to council tenants only and is partially funded through a contract with the County Council's Supporting People service. A condition of this funding is that we now make the service available to all who have a need for the service regardless of tenure.
- 3.4 The Service is part funded through Supporting People arrangements on a gross contract basis. If a customer meets all of the eligibility requirements they will have this service funded through the Supporting People contract. To qualify, customers have to be eligible for housing benefit and have a need for the service. The arrangements have been expanded to reflect that the service must be available for all vulnerable people regardless of tenure. For customers who own their own home, the eligibility criteria, has been extended, to include those in receipt of Guaranteed Pension Credits.
- 3.5 When supporting those funded through the Supporting People programme, the Home Support Service must be able produce a support plan for each customer with demonstrable outcomes. These form part of Supporting People's performance monitoring and feed into Worcestershire County Council's outcomes (Appendix 1).
- 3.6 Each service that is funded by the Supporting People grant must demonstrate that it is continually improving against the Quality Assessment Framework. At the last Supporting People inspection the service was awarded a high marking (level B) which very few providers have gained.
- 3.7 The pilot of the Home Support Service in the Private Sector had 17 customers receiving the service. See Appendix 2 for case studies.
- 3.8 Officers promoted the Service in the Town Centre by holding an event in the Market Square. Leaflets were given out and questionnaires completed.
- 3.9 Meetings have been held with Social Workers, Occupational Therapists, both in the community and in the hospitals, Age Concern, Older Persons Forum, GP surgeries and District Nurses. The overall opinion was that they felt there was a need for the Home Support Service in the Private Sector. See Appendix 3 Trial of Home Support Service and feedback from clients.

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- 3.10 Referrals for the Service have been made through the event in the Town Centre, the Home Support Supervisors, and the hospital.

4. KEY ISSUES

- 4.1 The Supporting People contract changed from an accommodation based contract to an hourly rate contract. Further discussions have taken place with the Supporting People Team who agreed that the hours should be used to provide this service to those who meet the eligibility criteria regardless of tenure.
- 4.2 The Council's Lifeline Service is provided in the Private Sector, it would be seen as an enhancement to this service if the Home Support Service was also available.
- 4.3 Currently Council Tenants who receive the Lifeline Service and Home Support Service are provided with an out of hours cover where the Home Support Officer will attend in an emergency. Those Lifeline customers in the Private Sector are currently unable to access the Home Support call out service.
- 4.4 Discussions have also taken place at the Supporting People Forum to agree criteria for people in the private sector to access the Supporting People funding. The qualifying criteria agreed is anyone who has a support need and is entitled to guaranteed Pension Credits will be eligible for the Supporting People grant and incur no charge.
- 4.5 Although the majority of people who signed up to the pilot agreed the Service was invaluable when they needed it, some felt that they would not always require the regular support visit but would prefer and benefit from the Home Support emergency call out service.
- 4.6 The Home Support emergency call out service is very favourable with families who do not live close to their relatives and offers reassurance that, in the case of an emergency, someone would be with their relatives immediately.
- 4.7 The customer would be able to 'dip in and dip out' of the Home Support service dependent on their need.

5. FINANCIAL IMPLICATIONS

- 5.1 There would be no additional cost to implement the recommendations.

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- 5.2 The Supporting People Team at Worcestershire County Council have agreed to fund a post for 3 years to promote and develop the work of Supporting People funded services. We would be able to use this post to develop the Private Sector side of the business.
- 5.3 By expanding into the Private Sector and thus our potential customer base, we will be able to generate more income and identify any economies of scale.

6. LEGAL IMPLICATIONS

The service is currently not available for all residents of Redditch and we could therefore be at risk of discriminating against customers in the Private Sector.

7. POLICY IMPLICATIONS

- 7.1 The recommendations are for an extension of the service currently provided to Council Tenants into the Private Sector. This is a new policy and will require Full Council approval.
- 7.2 This is not a Statutory Service however the service currently provides support to the most vulnerable of the Council's tenants and is a lifeline to living independently.

8. COUNCIL OBJECTIVES

- 8.1 **Enterprising Community**
By extending the Home Support Service into the Private Sector extra income will be generated for the service. A service will be in place to enable older people and the most vulnerable to maintain independent living.
- 8.2 **Safe**
Customers who use this service, especially if also in receipt of Lifeline, feel safe in their homes knowing they can contact the Home Support emergency call out 24 hours a day, 7 days a week.
- 8.3 **Well Managed Organisation**
The Home Support Service has achieved a level B in the Supporting People Quality Assessment Framework. By extending service provision to all residents of Redditch, regardless of tenure, we will be able to further demonstrate the benefit this service provides to older and vulnerable people.

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

- 9.1 The main risk associated with the details included in this report is loss of income.
- 9.2 If we do not meet the new conditions of the supporting people grant it is possible that we could lose the funding. Worcestershire County Council Supporting People will be making budget cuts and will be looking to re-tender for services over the next three years. If we do not extend the service we will not be in a position to compete with other providers.
- 9.3 This risk will be managed through the risk register, the Service Plan and the Housing Performance and Database Team plan.

10. CUSTOMER IMPLICATIONS

- 10.1 All residents of Redditch will be able to access this service regardless of where they live. This will be communicated to all via a press release, posters in the Customer Service Centres, flyers in Doctor's surgeries, hospitals etc. Promotional material will also be available on the website, given to other services such as Lifeline to distribute and through various agencies such as the Home Improvement Agencies.
- 10.2 We will need to make sure all Council Staff and Services are aware of the Home Support Service and what it provides.
- 10.3 The Sundry Debtor Team will be responsible for the invoicing of customers which they currently do for private Lifeline customers.
- 10.4 The Housing and Performance and Database Team will need to extend the mechanism it uses to record private lifeline customers in receipt of supporting people funding to include private Home Support Service customers.
- 10.5 Finance will need to set up and communicate the relevant budget codes.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

If the recommendations in this report are not agreed then we will be discriminating against Private Sector residents.

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12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 Currently income is generated from Council tenants who do not qualify for the Supporting People grant. If we are able to extend this service into the Private Sector the potential to generate income will increase.

12.2 The fixed costs of the service will not increase however we will be delivering the service to more customers.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

If the recommendations are approved there will be an increase in the mileage undertaken by the Home Support Service Officers and Supervisors who work on a geographical basis. However, when determining the days and times of visits, routes will be plotted to make them as carbon efficient as possible. It is not possible to do this job using public transport.

14. HUMAN RESOURCES IMPLICATIONS

The Service can be provided within current resources.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

The Housing Performance and Database Team will need to submit performance returns, details of outcomes achieved and case studies to demonstrate to the Supporting People Team at Worcestershire County Council that the Home Support Service is being delivered to private sector residents.

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

No direct Community Safety implications have been identified.

17. HEALTH INEQUALITIES IMPLICATIONS

The Home Support Service encourages their Council tenants to participate in gentle exercise classes, Tai Chi classes and swimming to improve their health. By not extending this service into the Private Sector, it is possible that some vulnerable people may not be supported to look after their health.

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18. LESSONS LEARNT

We have gained valuable experience from delivering this service to Council tenants and the pilot into the Private Sector. We have learnt that not all customers want a full hour of support but would like the piece of mind that they have access to the Home Support Service in an emergency. We have also found that customers would prefer to have the support when they need it, to 'dip in and out' of the service. We will therefore offer varying degrees of support dependant on the need of the customer.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Relevant Officers, Housing Advisory Panel, Borough Tenants Panel and Community Forum. Pilot conducted see Appendices for further information.

20. OTHERS CONSULTED ON THE REPORT

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

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21. WARDS AFFECTED

All wards.

22. APPENDICES

Appendix 1 – Worcestershire County Council Supporting People Team outcomes.

Appendix 2 – Case Studies from customers of the Private Sector trial.

Appendix 3 – Feedback from the pilot.

23. BACKGROUND PAPERS

12th January 2005 Executive Report.

Supporting People Contract Analysis.

24. AUTHOR OF REPORT

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APPENDIX 1

	AREA OF SUPPORT Older persons over 60s	Total number of service users IDENTIFIED as needing support in area of support	Total number of service users STILL RECEIVING support to achieve independence in area of support	Total number of service users who ACHIEVED independence in area of support and no longer require support	Total number of service users who did NOT achieve independence in area of support and is no longer receiving support to achieve it	Additional Information Required (Record when achieved)	Comments	LAA Indicators
Economic Success that is Shared by all								
1	Maximise income including accessing correct benefits	169	114	55		1: Pension Credits 2: Attendance Allowance 3: Disability Living Allowance 4: Grant or charity payment		L13: Successful pension credit, attendance allowance and DLA claims. 169
2	Budget/reduce debt and achieve appropriate expenditure	0	0	0				0
3	Obtained furniture & household appliances for their property	14	5	9				14

APPENDIX 1

Improving Health and Wellbeing									
4	Access to statutory services	74	53	21	74	1: Children services	39		74
						2: Learning disability services			
						3: Mental health services			
						4: Physical disability and sensory impairment services			
5	Understand/address health & hygiene within their home	770	349	421	770	5: Older people services	5		770
						6: Safeguarding services			
						1: Personal health & hygiene			
						2: Repair & maintenance services for their property			
						3: Access to non statutory care services			
						4: Maintain health and hygiene within their environment			
						5: Occupational health			
						6: Telecare & Tele health			
						7: Aids and Adaptation services (Home Improvement Agency etc)			
						1: Accessing a GP			
6	Develop and/or maintain physical health including:	269	128	141	269	2: Accessing a Dentist	1	NI 123: smoking rates	269
						3: Has a better understanding of sexual health issues			
						4: Supported to stop smoking			
						5: Access a health visitor			
7	Access preventative mental health services	149	67	82	149		0		149
8	Support around bereavement issues	171	114	59	171				173

APPENDIX 1

9	Access drug & alcohol services (for some services more specifically continue to be engaged)	12	9	3		1: Alcohol Services 2: Drug Services	8	NI39: Alcohol related harm	12
10	Access appropriate accommodation	49	19	30		1: Register with Choice Based Lettings	9		49
						2: Supported Accommodation	3		
						3: Rent Deposit Schemes			
						4: Private Rented Accommodation			
						5: Access part or full ownership			

APPENDIX 1

17	Comply with statutory orders	0	0	0	0	3: Child contact orders	0	over crime and anti social behaviour NI18 Adult reoffending rates for those under probation supervision	0
18	Manage stress and/or cope with a history of abuse	29	22	7					29
19	Attended the Freedom or other Domestic Abuse specific Programme	0	0	0					0
20	Access advocacy services	8	3	5					8
21	Access legal services	1	1	0					1

APPENDIX 1

Stronger Communities																	
22	Access employment	0	0	0	0	1: Service users with a learning disability <u>in</u> employment: 2: Service users in contact with secondary mental health services <u>in</u> employment 3: Service users aged 16-18 year olds <u>in</u> employment		NI 146: Adults in LD in Employment NI150 Adults in contact with secondary mental health services in employment NI 117 16 - 18 year olds who are not in employment, education or training NI 152 working age people on out of work benefits	0								
										23	Access training/education	13	12	1	1: Service users aged 16-18 year olds <u>in</u> training/ education	NI 117 16 - 18 year olds who are not in employment, education or training	13
25	Access social, cultural, leisure activities	333	144	189	1: Sport and Active Recreation	NI 8 Adult participation in sport and active recreation	333										
								26	Access volunteering opportunities	0	0	0			0		
27	Developed and/or maintained relationships with neighbours	64	40	24		NI 2 Feeling part of the neighbourhood	64										
								28	Establish or maintain appropriate networks	296	113	183	1: Family networks 2: Social networks 3: Carer relationships 4: Community networks	NI 2 Feeling part of the neighbourhood	296		

**APPENDIX 2 ~ CASE STUDIES FOR HOME SUPPORT SERVICE
PRIVATE SECTOR CLIENTS**

CASE ONE

Mrs H is an elderly lady living on her own in the Astwood Bank area, Mrs H has dementia.

Mrs H's son lives in Bromsgrove he used to be able to visit his mother daily to give her support, but due to his own ill health he is finding the constant journeys from his home a great strain. Mrs H has a care package but the son worries about the 'What ifs' of her daily life.

The Social Worker made contact with the Home Support service. The Home Support service visited this lady and with her developed an individual support plan, which required the Home Support Officer to support her in her home twice a week. These sessions would last between 20mins to 45minutes. Mrs H really enjoyed these sessions, which have given peace of mind to the family, who do not have to call as many times a week.

The Social worker has fed back to the Home Support service saying, 'the Home Support service has had a positive outcome for Mrs H and the family. The son feels the Home Support service has taken away the anxiety he felt on the days when he was too ill to visit his mother.

The Social worker feels that the Home support service is a truly valuable service to the private sector, and fills the gap that is always left in the community between social care services provision.

**APPENDIX 2 ~ CASE STUDIES FOR HOME SUPPORT SERVICE
PRIVATE SECTOR CLIENTS**

CASE TWO

Mr & Mrs M live in the Headless Cross area in their own property. Mr M has poor mobility. They have no family support or other services going in to them.

Mr & Mrs M receive visits weekly for about 15mins, but sometimes they need more support time. When agreeing with them their support plan the Home Support Officer identified that they:

- were not claiming Attendance Allowance
- needed help cleaning their home
- would benefit from equipment and adaptations in their home
- were unable to go out independently
- needed assistance keeping the garden tidy
- had little information on bogus callers, falls prevention, delivery of medication, healthy eating and contacts for mobile hairdressers

The Home Support Officer was able to refer the couple to the Pension service and Mr M is now receiving Attendance Allowance. Through the signposting of the Home Support Officer Mr and Mrs M now have a cleaner and a gardener. Mrs M is now a regular user of Dial A Ride and is able to go out independently. They have also had a referral to the Occupational Therapist and have had the necessary equipment and adaptations to enable them continue to live in their own home with more independence.

Through the work of the Home Support Officer Mr and Mrs M have been able to achieve tangible outcomes. All of which are recognised by Worcestershire County Council Supporting People Team (see Appendix 1 for details of these outcomes).

**APPENDIX 2 ~ CASE STUDIES FOR HOME SUPPORT SERVICE
PRIVATE SECTOR CLIENTS**

CASE THREE

Mrs T lives in Headless Cross area and is a wheelchair user.

When the Home Support service first started to visit Mrs T it was agreed to visit her just once a week. She had friends and neighbours who are very good to her and she employs a cleaner and a gardener.

A few weeks after the first visit, Mrs T was taken in to hospital following a fall. The Home Support officer kept in contact with the hospital to identify when she would be discharged.

Eventually Mrs T was discharged without a care package; she had slept in a chair all night, was very distressed and was finding it difficult to cope. The Home Support Officer was contacted and visited her straight away. The Home Support Officer identified that Mrs T should have an assessment and arranged for a Social Worker to visit the same afternoon. Following this assessment it was agreed that a care package would be put in place for Mrs T.

While waiting for a care package to be set up the Home Support Officer called daily to check on her well being. She continued these daily visits until Mrs T started to improve. Now that Mrs T health is better the support plan has been reviewed and the visits have now been reduced. However Mrs T knows how to make contact should she require any further support.

Pilot of the Home Support Service.

34 Referrals were received from various sources such as Age Concern, family, hospitals, social services and Lifeline. The Home Support Supervisors visited each person to assess the support needs of the potential customer.

Each customer had an individually tailored support plan which was developed with the Home Support Officer.

Upon assessment it was identified that some customers would benefit from the Home Support emergency call out service, in response to a lifeline call. In some instances a short visit or a phone call per week was also offered. The remaining customers were identified as having a support need that required more regular visits for a longer length of time.

Feedback from Clients in the Private sector.

All customers would continue with the service whether it is the Home Support Emergency call out service or an agreed support visit.

Customers found the telephone contact less successful, especially if they had a minor sensory impairment, as they cannot always hear correctly over the phone. Following this it was felt that a face to face visit is more conducive to developing a bond of trust with the Home Support Officer. This can be reduced to a telephone call if it meets the needs of the customer.

The pilot has identified the need for clients in the private sector require support in applying for alternative accommodation, more suited to their needs.

We have been able to achieve positive outcomes for all customers and this has included support and flexible visits and support, following hospital discharge and illness.

When asked most stated that they would be willing to pay for the service at around £8.00 per half hour. Those who were not willing to pay were on low incomes and they would be eligible for Supporting People funding.

Comments received from those visited:

Mrs W ~ I will need more support in the future due to deterioration in health, I hope the service does not stop.

Mr M ~ This is an excellent service and really required.

Mrs H ~ I think the service is excellent. I have had so much advice, treated as a person, help when needed, I can't put into words how much peace of mind and emotional help is given by all the Home Support Service. Even more so on bad days when I feel down, I shall miss very much the feeling someone does care.

Mrs F ~ The Home Support visits to my Mom have been very helpful to mom and myself and as a direct result of this mom's standard of living has improved and I feel more secure knowing that she is visited most days as I live 45 minutes away and cannot get over as often as I would like. Weekend visits would be good as well.

REDDITCH BOROUGH COUNCIL**POLLING STATIONS - ANNUAL REVIEW 2011**

Responsible Portfolio Holder(s)	Cllr Carole Gandy and Cllr Michael Braley, Portfolio Holders for Community Leadership and Corporate Management.
Responsible Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services

1. SUMMARY

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.

2. RECOMMENDATION

The Council is asked to **RESOLVE** that

- 1) **the polling places detailed at Appendix 1 to the report be approved and adopted, with particular reference to proposed changes in respect of Abbeywood First School in Church Hill and the REDI Centre, which are to take immediate effect; and**
- 2) **with regard to the Methodist Church Schoolroom, Headless Cross, the change take effect only when necessary, once the date of closure of the current premises is known.**

3. BACKGROUND

- 3.1 This review is not concerned with alterations to Ward or Polling District boundaries, only the situation of polling stations; and then only with proposed changes to three Polling Places.
- 3.2 The Electoral Administration Act 2006 requires all local authorities in England and Wales to undertake a full review of Polling Districts and Polling Places every 4 years this full review will take place later in 2011. An interim annual review of polling places is, however, also considered good practice.
- 3.3 This interim review has been prompted by issues relating to three specific locations in the Borough and the need to assure polling arrangements are in place.

- 3.4 In undertaking the review, the Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances, and have regard to the needs of electors who have disabilities.

4. **KEY ISSUES**

- 4.1 All polling places and polling stations within the Borough have been evaluated in terms of suitability and accessibility. The law says that facilities for voting must be reasonable and practicable. What this means in practice is a matter of judgement, but there is certainly no duty on the Council to make an unreasonably high level of provision, or to provide facilities in locations where it is impracticable to do so.

Representations Received

- 4.2 A request has been received from Abbeywood First School to consider an alternative venue for use as a polling station for the Church Hill North Polling District (CHB) as current use of the school also includes closure of the Church Hill Middle School on the day of poll.
- 4.3 A request has been received from County Councillor Barry Gandy to look at use of St Augustine's High School as an alternative venue for the Hunt End Polling District (AFB), the Portable Building at Banners Lane.

Revisions Considered

- 4.4 Electors for the Church Hill North Polling District (CHB) currently vote at the Abbeywood First School, Wood Piece Lane which shares a site with Church Hill Middle School. There have been a number of requests from parents and the Head Teacher to relocate this polling station. A suitable alternative would be to use the St Andrew's Methodist Church, Upperfield Close which is currently used as a polling station for Marlfield Polling District (CHD). This polling place has accommodation for multiple polling stations; it is within the electoral Ward and only a short distance from Abbeywood First School.
- 4.5 Electors for the Smallwood Polling District (CEB) currently vote at the REDI Centre, South Street, which closed in Spring 2010. A suitable alternative location for a polling station has been identified at the Youthworcs Centre on West Street / Ipsley Street (Youth House). These premises have the required accommodation for multiple polling stations with access that meets the Disabilities Act recommendations and adjacent car parking.
- 4.6 Electors for the Highfield Polling District (HOB) currently vote at the Headless Cross Methodist School Room, Evesham Road.

Officers are aware of likely closure of these premises pending large-scale renovation work and, although no date has yet been set, it has been necessary to identify a suitable alternative should notification of closure be received at the time of an election. The only viable location available is the car park at the 'Headless Cross Triangle' off Birchfield Road / Evesham Road which could be used with for a portable building(s) with ramped access for electors with disabilities and have car parking facilities. Other identified local venues were considered but were either not suitable or else not available.

- 4.7 The polling station for Hunt End Polling District (AFB) is the Portable Building at Banners Lane. Following the Electoral Boundary Review in 2004 this polling place was allocated following visits to sites including St Augustine's High School which was considered unsuitable following a risk assessment. No other suitable alternatives have ever been identified.

The Council would not normally consider closing a High School, because of impact on education and examinations; and at the same time there would be a serious child safety issue arising from additional vehicles bringing voters to the school while it was open, particularly at 'school run' times.

5. FINANCIAL IMPLICATIONS

The hire of a portable building costs considerably more than usual accommodation (some £1,000 - £1,200 as against £200 - £300). Overall costs should, however, remain within budget.

6. LEGAL IMPLICATIONS

The report is in accordance with the requirements of Section 18C of the Representation of the People Act 1983. Polling Places are for the Council to identify, within which the Returning Officer identifies Polling Station(s).

7. POLICY IMPLICATIONS

The proposed action is more statutory than Policy led, although it supports Equalities and public involvement in Democracy aims and objectives.

8. COUNCIL OBJECTIVES

The proposals contribute towards the 'Well Managed Organisation' objective.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

No significant risks have been identified.

10. CUSTOMER IMPLICATIONS

The proposals help to meet the needs of customers by seeking to reduce discrimination and promote equality. The change of polling stations will be identified to electors by a special note included on polling cards.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

By addressing Polling Station issues, the Council seeks to improve access to all areas of the Community.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

Competitive quotes are sought in accordance with procurement requirements, but costs have to be weighed against location / accessibility / sustainability and general quality of accommodation issues.

There are no Asset Management implications for the authority.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None have been identified. However, Polling Stations are selected to be as accessible as possible both to pedestrians and, in view of distances, to people travelling by car.

14. HUMAN RESOURCES IMPLICATIONS

No direct HR implications have been identified.

15. GOVERNANCE / PERFORMANCE MANAGEMENT IMPLICATIONS

The Electoral Commission monitors performance of Electoral Services with a view to ensure proper conduct of electoral processes at all times. The Redditch & Bromsgrove Shared Service has been judged to perform at, and often above, the required standards.

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

The proposed Polling Stations have been considered in Community Safety Terms and deemed to be appropriate.

17. HEALTH INEQUALITIES IMPLICATIONS

Ease of access varies from station to station, but is always an important consideration in proposals for Polling Stations.

Other options are available for people who can not readily go to a Polling Station to vote in person, or to assist people with disabilities (postal or proxy voting for instance).

18. **LESSONS LEARNT**

There continue to be very few suitable options available in any given area, so choices of venue are generally fairly simple, given the limited choices. Sadly, use of portable buildings often seems to be the only solution.

19. **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Local Borough and County Members have been consulted, together with various premises managers.

20. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder(s)	YES
Chief Executive	YES
Returning Officer	YES
Executive Director (S151 Officer)	N/A
Executive Director – Leisure, Cultural, Environmental and Community Services	N/A
Executive Director – Planning & Regeneration, Regulatory and Housing Services	N/A
Director of Policy, Performance and Partnerships	N/A
Head of Service	YES *
Head of Finance and Resources	N/A
Head of Legal, Equalities & Democratic Services	YES *
Corporate Procurement Team	NO

21. **WARDS AFFECTED**

Central, Church Hill and Headless Cross & Oakenshaw Wards.

22. APPENDICES

- Appendix 1 List of Polling Districts and Polling Stations
- Appendix 2 Youthworcs, Ipsley Street location plan
- Appendix 3 St Andrew's Methodist Church location plan
- Appendix 4 Headless Cross Car Park location plan.

23. BACKGROUND PAPERS

Relevant Statutes and correspondence on file.

AUTHOR OF REPORT

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APENDIX 1

REDDITCH BOROUGH COUNCIL
POLLING STATION LIST

Ward	Polling District	Polling Station	Recommendation
Abbey	Riverside (ABA)	Abbeydale Community Club, Sedgley Close	No Change
Abbey	Papermill (ABB)	Portable Building, Rush Lane	No Change
Abbey	St. Stephens (ABC)	Baptist Schoolroom, Easemore Road	No Change
Astwood Bank & Feckenham	Astwood Bank (AFA)	Church Hall, Church Road, Astwood Bank	No Change
Astwood Bank & Feckenham	Hunt End (AFB)	Portable Building, Banners Lane	No Change
Astwood Bank & Feckenham	St. Johns (AFC)	Village Hall, High Street, Feckenham	No Change
Batchley & Brockhill	Birchensale (BYA)	Batchley One Stop Shop, Batchley Road	No Change
Batchley & Brockhill	Brockhill (BYB)	Portable Building, Carthorse Lane	No Change
Batchley & Brockhill	Foxlydiate (BYC)	Batchley Community Centre Cherry Tree Walk	No Change
Central	Musketts (CEA)	Communal Room Bentley Close	No Change
Central	Smallwood (CEB)	REDI Centre South Street	Youthworcs Centre, Ipsley Street.
Central	Southcrest (CEC)	Southcrest Evangelical Church, Plymouth Rd North	No Change
Church Hill	Church Hill South (CHA)	Church Hill Community Centre Loxley Close	No Change
Church Hill	Church Hill North (CHB)	Abbeywood First School Wood Piece Lane	St. Andrews Methodist Ch., Upperfield Close

Church Hill	Church Hill West (CHC)	Marlfield Barn Edgeworth Close	No Change
Church Hill	Marlfield (CHD)	St. Andrews Methodist Church, Upperfield Close	No Change
Crabbs Cross	St. Peters (CCA)	Harry Taylor First School Evesham Road	No Change
Crabbs Cross	Walkwood (CCB)	Windmill Community Centre Rye Grass Lane	No Change
Crabbs Cross	Callow Hill (CCC)	The Gazebo Foxholes Lane	No Change
Greenlands	Throckmorton (GRA)	Greenlands Church Centre Greenlands Avenue	No Change
Greenlands	Woodrow (GRB)	Woodrow Community Centre Woodrow Centre	No Change
Headless Cross & Oakenshaw	Vaynor (HOA)	Vaynor First School Tennyson Road	No Change
Headless Cross & Oakenshaw	Highfields (HOB)	Headless Cross Methodist Schoolroom Evesham Road	Portable Building Car Park Headless Cross Centre
Headless Cross & Oakenshaw	Oakenshaw North (HOC)	Oakenshaw Community Centre Castleditch Lane	No Change
Headless Cross & Oakenshaw	Oakenshaw South (HOD)	Portable Building Grangers Lane	No Change
Lodge Park	Arrowcrest (LPA)	Oak Hill First School Wirehill Drive	No Change
Lodge Park	Holloway (LPB)	Communal Room, Harry Taylor House Winstone Close	No Change
Lodge Park	St Georges (LPC)	Communal Room Beoley Road	No Change
Matchborough	Matchborough West (MBA)	Matchborough Day Services Clifton Close	No Change
Matchborough	Matchborough East (MBB)	Matchborough East Meeting Rooms Dilwyn Close	No Change
West	Webheath	Webheath	No Change

	(WEA)	(WEA)	
Winyates	Winyates East (WIA)	Tenacres Meeting Rooms, Quibury Close	No Change
Winyates	Winyates West (WIB)	Roman Way First School Colts Lane	No Change
Winyates	Winyates Green (WIC)	Winyates Green Meeting Rooms Furze Lane	No Change

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Drawing No: **P2037/8**

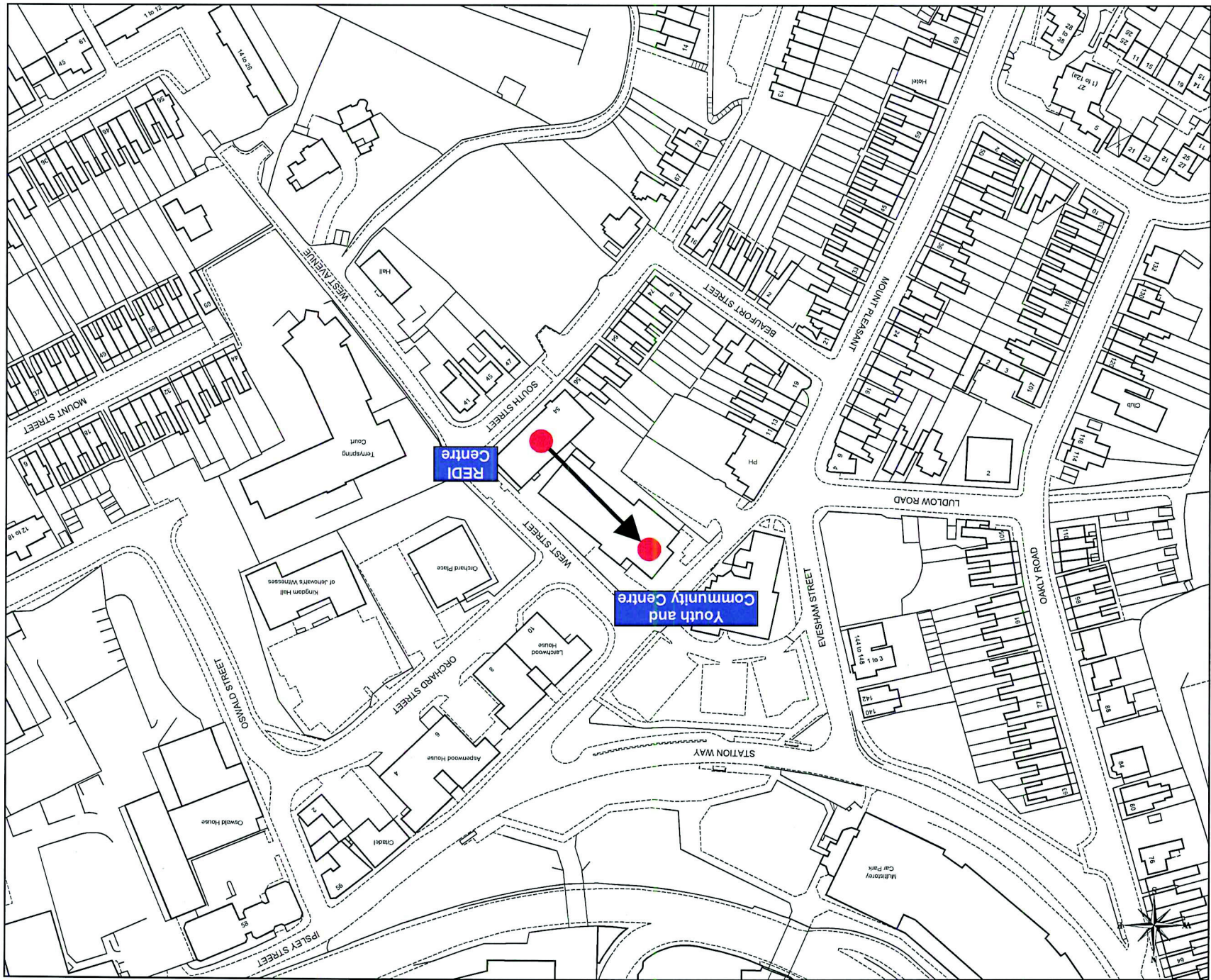
Drawn: PTL Scale: 1/1250
 Surveyed: OS Date: Nov 2010

Drawing: **Relocation of Station CEB
 Redditch Centre to
 Youth and Community Centre**

Project: **Redditch Polling Stations**

Drawn: RLV
 Date: 01/11/10

Notes:



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Drawing No: P203717

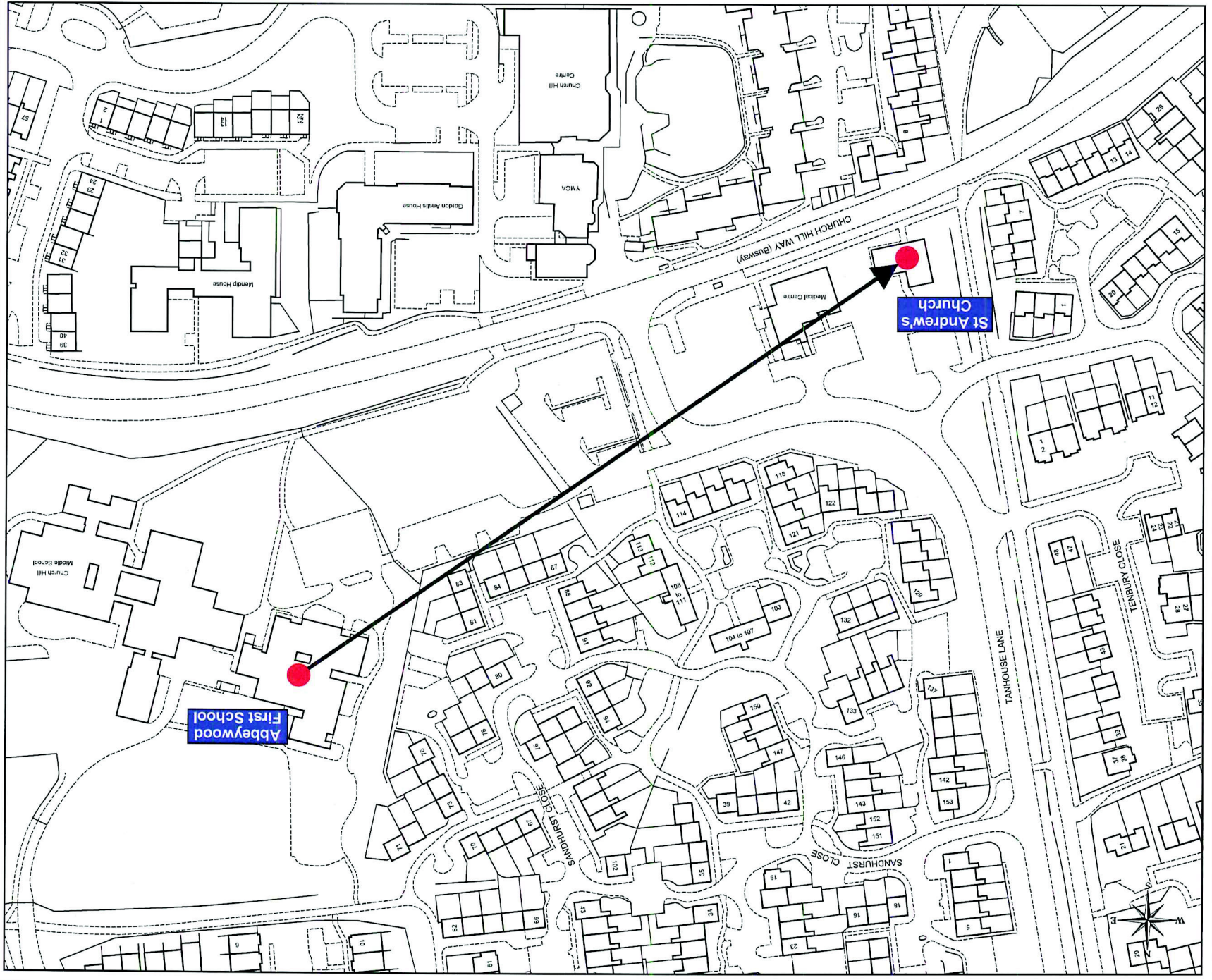
Drawn: PTL Scale: 1/1250
 Surveyed: OS Date: Nov 2010

Drawing:
 Polling District CHB
 Relocation of Station from
 Abbeywood First School to
 St Andrew's Church

Project:
 Redditch Polling Stations

Date	Rev	Drawn

Notes:



Notes:
 1. Temporary Portakabin to be supplemented with auxiliary lighting, generator and portable WCs

Date	Rev	Drawn

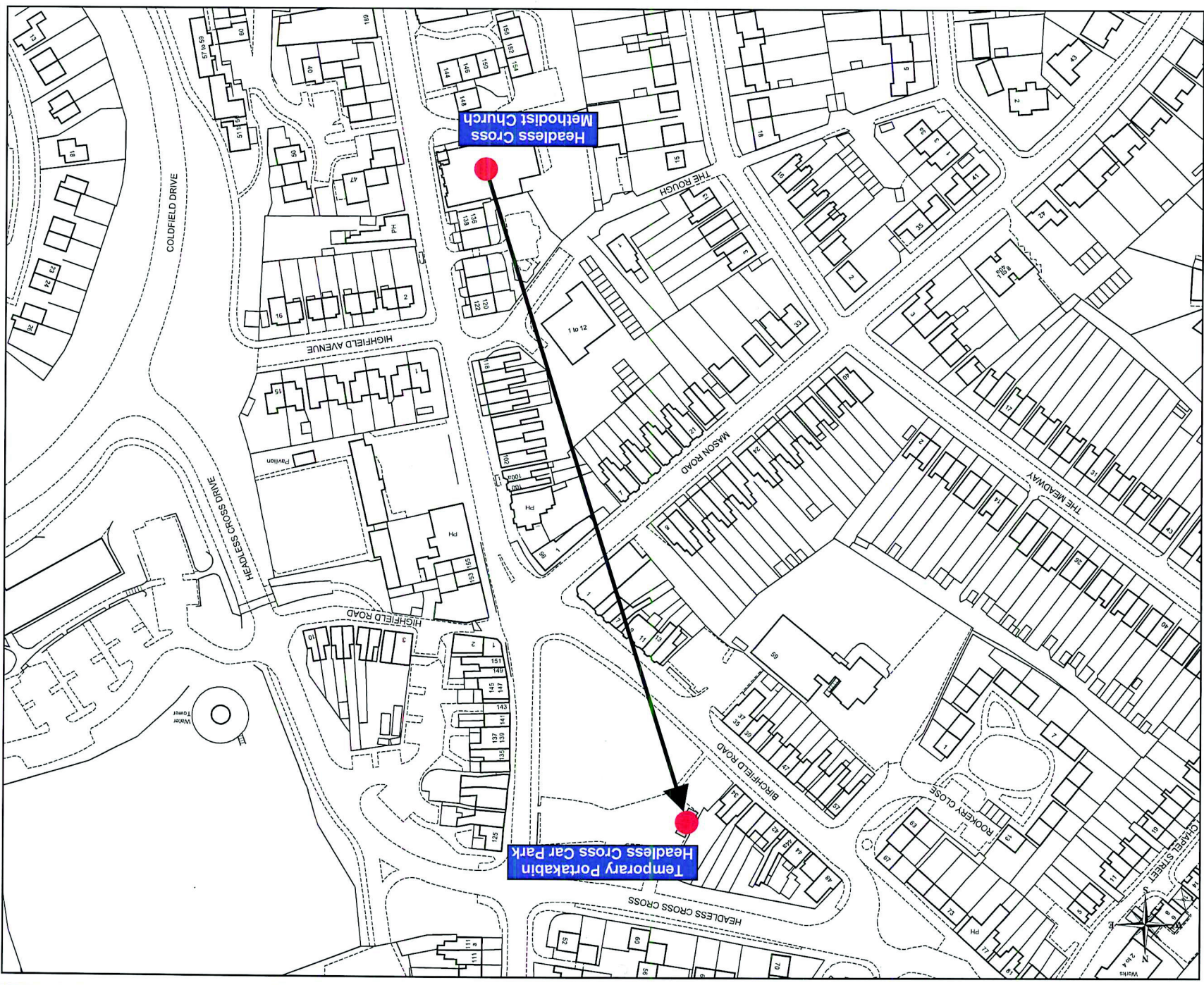
Project: Redditch Polling Stations
 Drawing: Relocation of Station from Methodist Church to Headless Cross HOB
 Headless Cross Car Park

Drawn: PTL Scale: 1/1250
 Surveyed: OS Date: Nov 2010
 Drawing No: P2037/9

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**EXECUTIVE
 COMMITTEE**

1st February 2011

CORPORATE SICKNESS STATISTICS

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management.
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To bring to Members' attention the current sickness statistics for the Council for the period April 2010 – Sept 2010 and to outline the work programme by Officers to assist in the reduction of these statistics.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

- 1) **the statistics be noted; and**
- 2) **the programme outlined in paragraphs 4.13 to 4.16 of the report to reduce sickness absence be approved.**

3. BACKGROUND

At the meeting of this Committee on 11th June 2008 Members requested a brief report be brought to alternate future meetings, outlining the current sickness absence statistics within the authority.

4. KEY ISSUES

- 4.1 Overview of sickness absence statistics are shown as Appendix 1. Details of current sickness absence statistics per department are shown at Appendix 2. A breakdown of reasons per department is shown as Appendix 3.
- 4.2 The sickness absence target for 2010/11 is set at 9.02 days per FTE. The 1st quarter outturn was 2.17 days per FTE and the 2nd quarter sickness absence outturn was 2.25 days per FTE, however the targets are not yet profiled to account for those quarters during the year when higher sickness absence levels are anticipated.
- 4.3 The current sickness outturn is higher than the same period in 2009/10 where the sickness outturn was 1.83 days per FTE for the 1st quarter and 2.02 days per FTE for the 2nd quarter.

EXECUTIVE COMMITTEE

1st February 2011

4.4 The comparable data is shown below.

The DLA Piper benchmarking survey 2010

4.5 The survey directly compares Redditch absence levels to that of the average for Districts and All local authorities.

4.6 The survey identifies that we are comparable to other Districts and lower than that of the average for all Local Authorities.

Redditch **9.02 days**

Districts Average 8.2 days

All Local Authorities Average 10.1 days

Chartered Institute of Personnel and Development (CIPD) Absence Survey for 2010 reports

4.7 Public Sector 9.6 days per employee per year a slight decrease from the previous years figures of 9.7.

4.8 Private Sector 6.6 days per employee an increase from previous year at 6.4 days.

4.9 CIPD report that a possible reason for the decrease in sickness levels was identified by employers are possibly due to increased employee concern over job security. 56% of organisations that participated in the survey have made redundancies in the last 12 months and 4 in 10 employers use absence data as part of the criterion when selecting for redundancy. Restricted sick pay is also identified as a contributing factor to the reduction in absence levels.

4.10 A sickness absence toolkit has been developed to assist managers managing staff through the sickness absence policy. The toolkit is available on the ORB.

4.11 Stress risk assessments have been introduced for all employees returning following a stress related absence. Managers are required to undertake the risk assessment with advice from Human Resources.

4.12 A close working relationship had been developed with the PCT and we are working in partnership to promote health awareness and signpost employees to where specific support is available.

EXECUTIVE COMMITTEE

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Future Development

- 4.13 The Sickness Absence policy is currently being reviewed in conjunction with Bromsgrove District Council as part of the harmonizing of employment policies. This will include looking at changes to the trigger points for Sickness Absence.
- 4.14 The Occupational Health provision will be reviewed as part of the Human Resources and Organisational Development shared services with BDC. The cost of in house provision for the two Councils will be investigated, with a view to being proactive in the area of health and wellbeing for Council employees. This will ensure consistency across the two Councils.
- 4.15 Human Resources is looking to become more proactive in the provision of health and well being to all employees and to provide support services to those staff going through shared service reviews; in order to reduce any associated sickness absence.
- 4.16 Sickness reporting will be reviewed when the HR21 (Kiosk system) is implemented, which is planned for next year. The HR21 facility will enable the development of electronic forms and self service for employees and managers.

5. FINANCIAL IMPLICATIONS

- 5.1 There is a health and safety budget available. In addition funding can be obtained to target specific health promotions. There is a Service Level Agreement in place with WCC for the provision of Occupational Health services.
- 5.2 Additional costs could be incurred through agency staff to cover sickness absence.

6. LEGAL IMPLICATIONS

The Council has a current Sickness Absence Policy. There are legal implications for the Council under Health and Safety at Work Act, "duty of care" for employees.

7. POLICY IMPLICATIONS

The sickness absence policy is currently under review as part of the Harmonisation of Policies we are undertaking with Bromsgrove District Council.

EXECUTIVE COMMITTEE

1st February 2011

8. COUNCIL OBJECTIVES

Well-managed organisation.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 9.1 There is a risk to service delivery and performance if there are high sickness levels in the organisation.
- 9.2 There are a number of changes taking place within the authority that could impact on future absence levels. For example, Job Evaluation and Shared Services.

10. CUSTOMER IMPLICATIONS

None.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

None identified.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

None.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None.

14. HUMAN RESOURCES IMPLICATIONS

Resources to support managers in the process, and arrangement of referrals.

15. GOVERNANCE / PERFORMANCE MANAGEMENT IMPLICATION

None identified.

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

None.

EXECUTIVE COMMITTEE

1st February 2011

17. HEALTH INEQUALITIES IMPLICATIONS

None identified.

18. LESSONS LEARNT

None.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Trades Unions were consulted in the preparation of this report.

20. OTHERS CONSULTED ON THE REPORT

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

21. WARDS AFFECTED

None directly.

EXECUTIVE COMMITTEE

1st February 2011

22. APPENDICES

- Appendix 1 - Overview of sickness absence statistics.
- Appendix 2 - Details of current sickness absence statistics per department.
- Appendix 3 - A breakdown of reasons per department.

23. BACKGROUND PAPERS

Records within Human Resources (some of which may be exempt).

AUTHOR OF REPORT

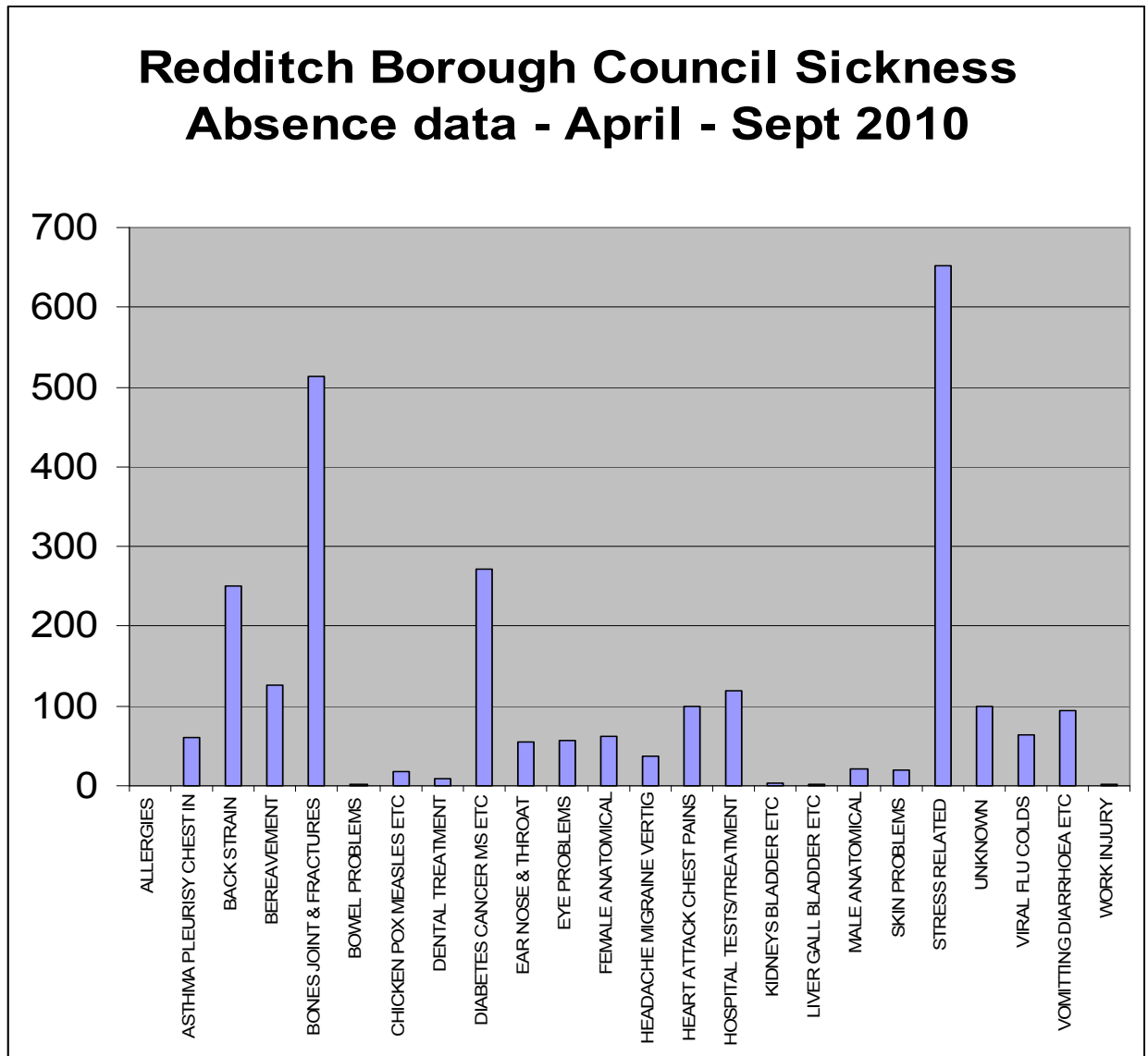
The author of this report is Becky Barr, (Human Resources & Development Manager) who can be contacted on extension 3385 (e-mail: becky.barr@redditchbc.gov.uk) for more information.

Sickness Figures for 2010/11 by Service

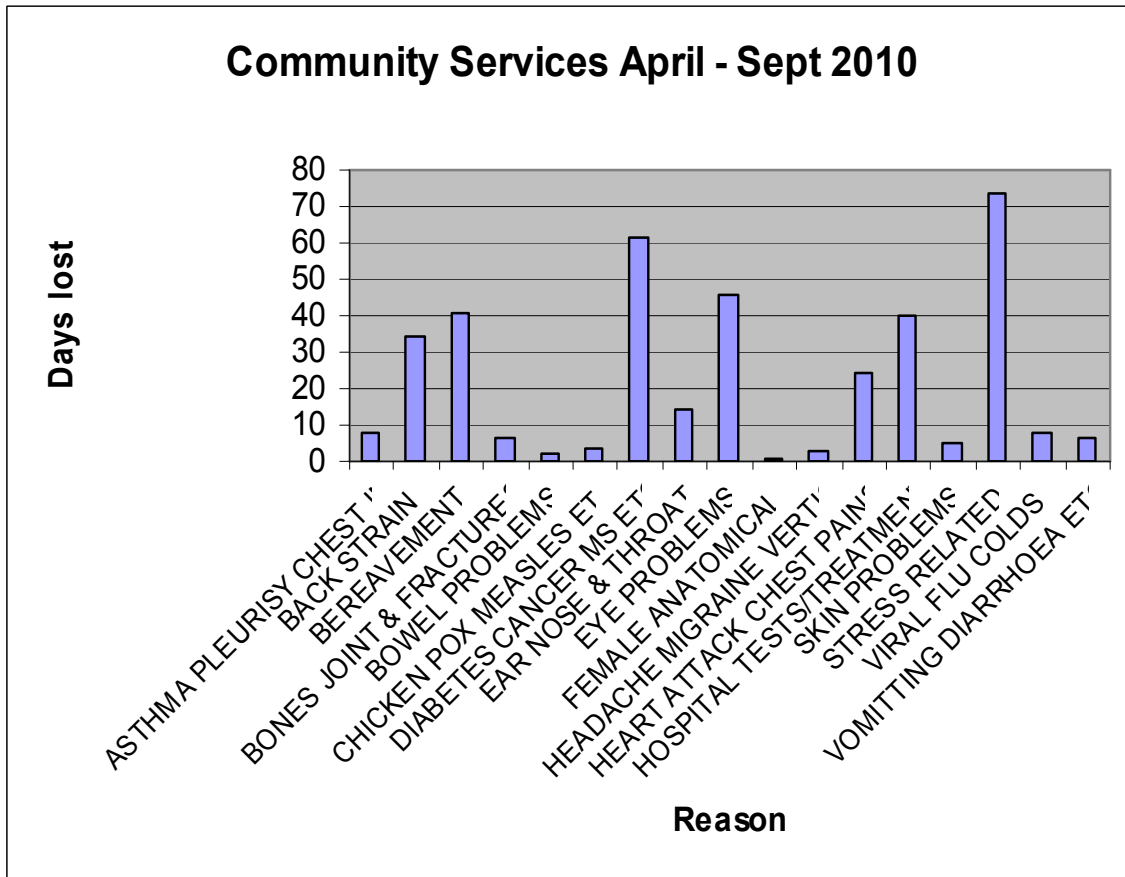
Service	Total FTE @ September 10	Actual no of employees absent - September 10	Total Sickness days April 10 to on	Projected - per FTE													
				Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11			
14.85	2.00	33.48	2.25	14.89	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85	14.85
		14.88	1.00	0.00	0.62	0.00	0.62	0.00	0.62	0.00	0.62	0.00	0.62	0.00	0.62	0.00	0.62
		18.60	1.25	18.60	19.22	18.60	16.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		1.29	1.09	1.29	1.09	1.29	0.25	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67
87.69	17.00	484.69	5.53	96.74	86.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59	87.59
		166.52	1.90	12.05	23.02	33.48	41.54	30.46	30.46	30.46	30.46	30.46	30.46	30.46	30.46	30.46	30.46
		318.17	3.63	41.47	42.86	41.47	76.88	37.67	77.67	77.67	77.67	77.67	77.67	77.67	77.67	77.67	77.67
		0.55	0.71	0.55	0.71	0.55	0.91	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23
31.14	9.00	230.55	7.40	31.63	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14	31.14
		145.08	4.66	10.61	24.38	30.40	29.76	26.04	23.89	23.89	23.89	23.89	23.89	23.89	23.89	23.89	23.89
		85.47	2.74	0.00	0.00	29.44	19.22	17.59	17.59	17.59	17.59	17.59	17.59	17.59	17.59	17.59	17.59
		0.34	0.77	0.34	0.77	1.92	1.57	1.45	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33
67.56	7.00	116.38	1.72	78.61	77.90	70.05	70.05	70.05	67.56	67.56	67.56	67.56	67.56	67.56	67.56	67.56	67.56
		81.95	1.21	17.70	11.33	9.43	22.32	13.64	7.53	7.53	7.53	7.53	7.53	7.53	7.53	7.53	7.53
		34.43	0.51	3.77	3.90	3.77	0.00	19.22	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77	3.77
		0.27	0.20	0.27	0.20	0.19	0.32	0.47	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17
127.88	21.00	766.60	5.99	124.11	127.88	129.88	129.88	127.88	127.88	127.88	127.88	127.88	127.88	127.88	127.88	127.88	127.88
		352.44	2.76	37.20	84.32	70.68	40.92	30.38	88.94	88.94	88.94	88.94	88.94	88.94	88.94	88.94	88.94
		414.16	3.24	55.80	57.66	93.00	76.88	56.42	74.40	74.40	74.40	74.40	74.40	74.40	74.40	74.40	74.40
		0.75	1.14	0.75	1.14	1.28	0.91	0.67	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28
82.16	12.00	469.11	5.59	92.14	85.87	86.87	86.87	82.16	82.16	82.16	82.16	82.16	82.16	82.16	82.16	82.16	82.16
		206.26	2.51	15.18	15.13	59.82	66.34	18.60	31.19	31.19	31.19	31.19	31.19	31.19	31.19	31.19	31.19
		252.85	3.08	39.21	40.26	39.46	57.66	18.60	18.60	18.60	18.60	18.60	18.60	18.60	18.60	18.60	18.60
		0.59	0.61	0.59	0.61	1.16	1.43	0.87	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61	0.61
28.71	3.00	58.72	2.05	29.13	27.71	29.71	29.71	28.71	28.71	28.71	28.71	28.71	28.71	28.71	28.71	28.71	28.71
		23.64	0.82	1.04	6.38	2.48	6.20	5.58	1.86	1.86	1.86	1.86	1.86	1.86	1.86	1.86	1.86
		35.18	1.23	0.00	0.00	10.93	19.22	0.00	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03	5.03
		0.04	0.23	0.04	0.23	0.48	0.86	0.19	0.24	0.24	0.24	0.24	0.24	0.24	0.24	0.24	0.24
0.87	0.00	8.68	9.98	14.90	14.90	1.09	1.09	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87
		8.68	9.98	2.48	6.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.17	0.42	0.17	0.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
142.76	27.00	684.78	4.80	143.28	141.25	140.54	141.54	142.76	142.76	142.76	142.76	142.76	142.76	142.76	142.76	142.76	142.76
		424.64	2.97	67.56	90.93	60.99	69.44	56.42	79.28	79.28	79.28	79.28	79.28	79.28	79.28	79.28	79.28
		260.14	1.82	55.80	55.32	53.54	57.66	19.22	18.60	18.60	18.60	18.60	18.60	18.60	18.60	18.60	18.60
		0.86	1.04	0.86	1.04	0.81	0.90	0.53	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69
24.23	1.00	36.75	1.52	24.90	24.90	24.23	24.23	24.23	24.23	24.23	24.23	24.23	24.23	24.23	24.23	24.23	24.23
		25.69	1.06	10.05	9.44	0.93	4.96	0.00	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31
		11.06	0.46	11.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.85	0.38	0.85	0.38	0.04	0.20	0.00	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01
1449.68		1449.68		174.51	274.08	258.37	273.42	195.92	273.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1430.06		1430.06		225.71	219.22	290.21	323.64	209.56	215.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2879.74		2879.74		400.22	493.30	548.58	597.06	405.48	489.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TARGET sick days per FTE per month				0.64	0.64	0.64	0.65	0.66	0.67	0.68	0.69	0.68	0.68	0.68	0.68	0.67	0.67
BVPI 12 Sick Days Per FTE in Month				0.60	0.74	0.83	0.90	0.61	0.74	0.74	0.69	0.69	0.69	0.69	0.69	0.69	0.69
TARGET sick days per FTE YTD				0.65	1.29	1.93	2.88	3.24	3.91	4.59	5.28	5.97	6.65	7.33	8.00	8.00	8.00
BVPI 12 - Sick Days per FTE YTD				0.60	0.74	0.83	0.90	0.61	0.74	0.74	0.69	0.69	0.69	0.69	0.69	0.69	0.69
BVPI 12 Projected Outturn				7.24	8.92	9.92	10.80	7.33	8.94	8.94	8.94	8.94	8.94	8.94	8.94	8.94	8.94
		2933.68		1442.10	1442.10	1442.10	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58	1491.58
		5624.19		5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19	5624.19
		5653.10		5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10	5653.10
		Annual		Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual

Key:
more than 10% worse than target
worse than target, but within 10%
on or better than target

FTE April 10 0.00
 # of Months 6
 average



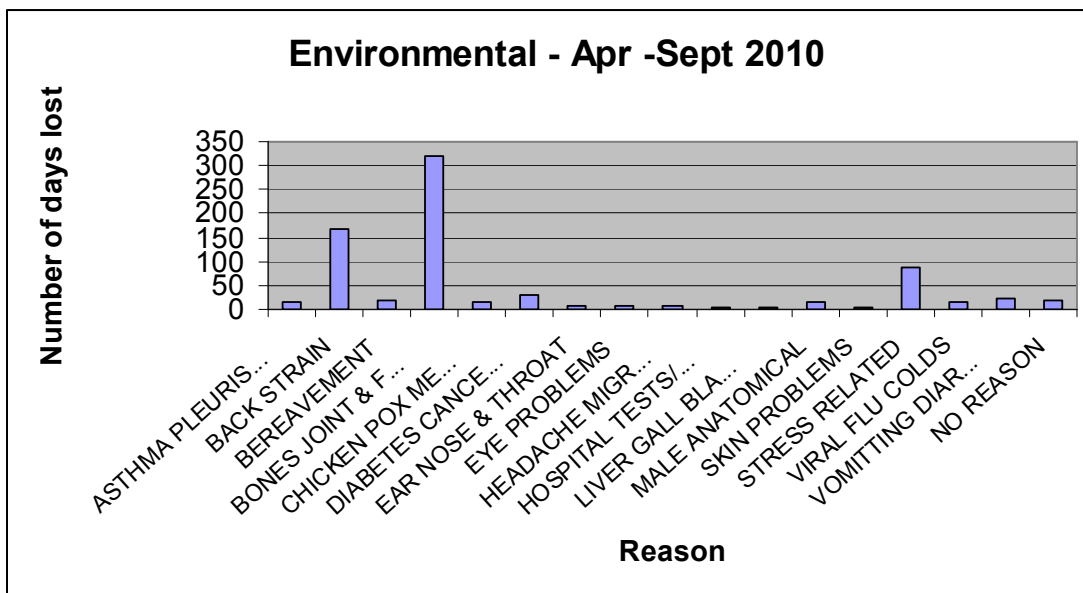
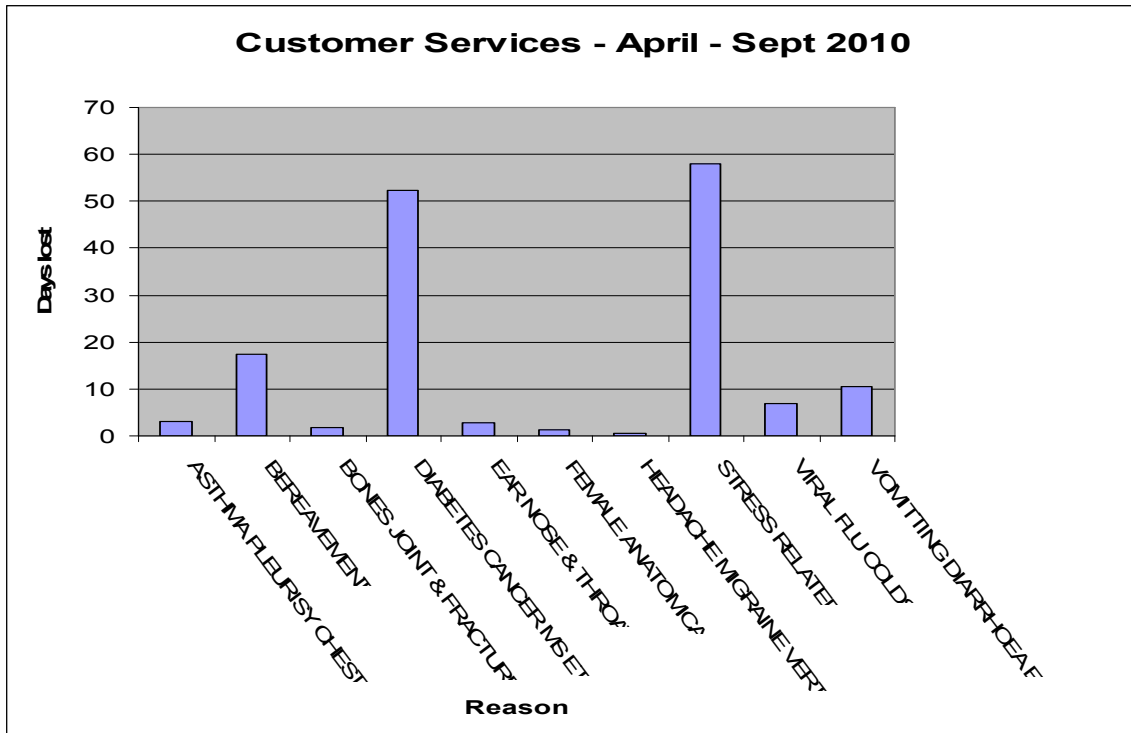
Reasons for Sickness Absence Redditch Borough Council Head of Service



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Appendix 3

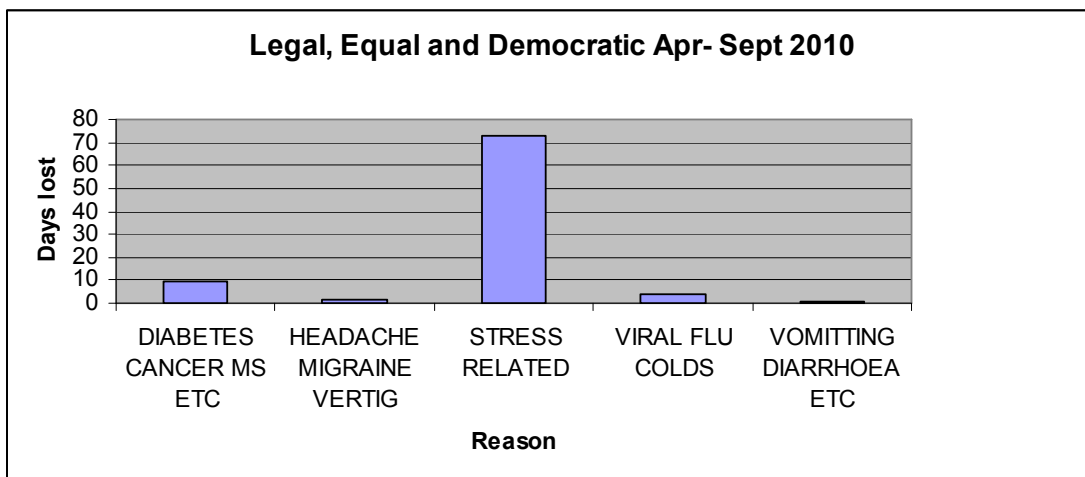
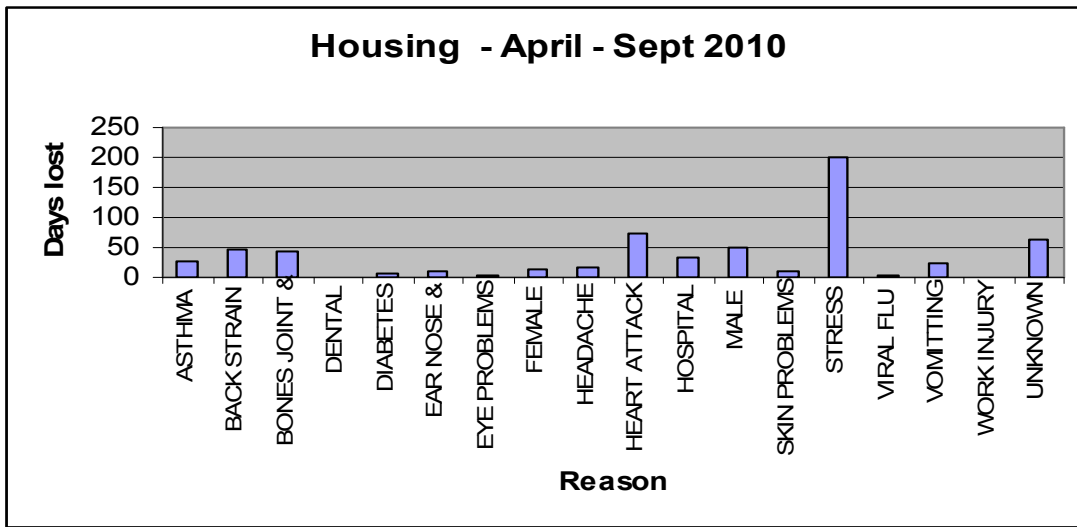
1st February 2011



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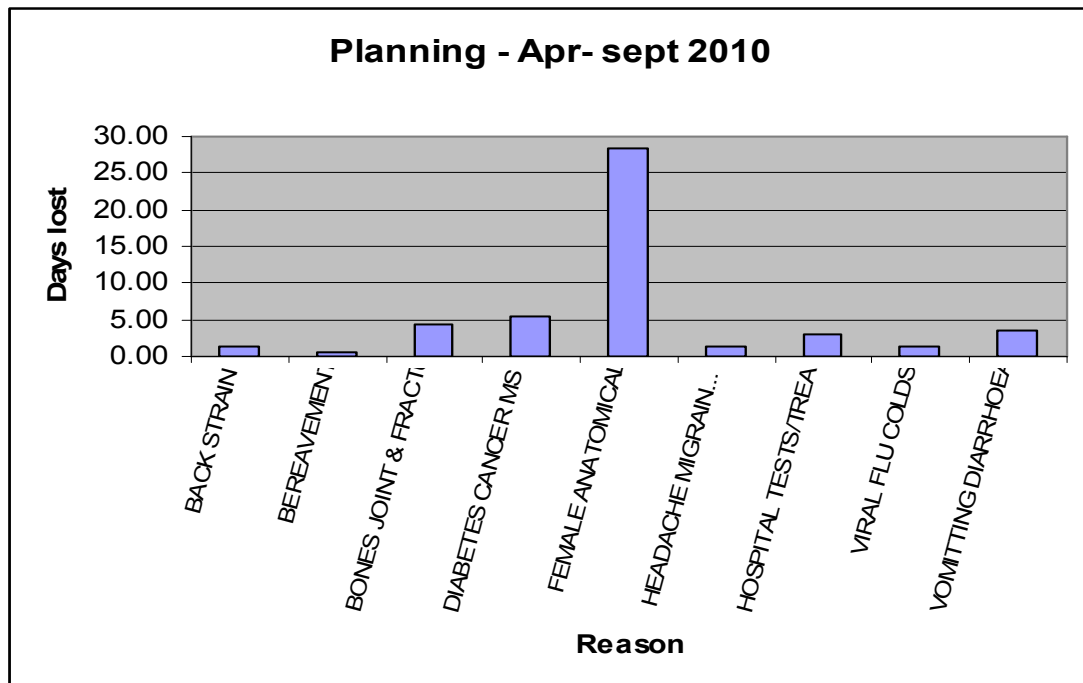
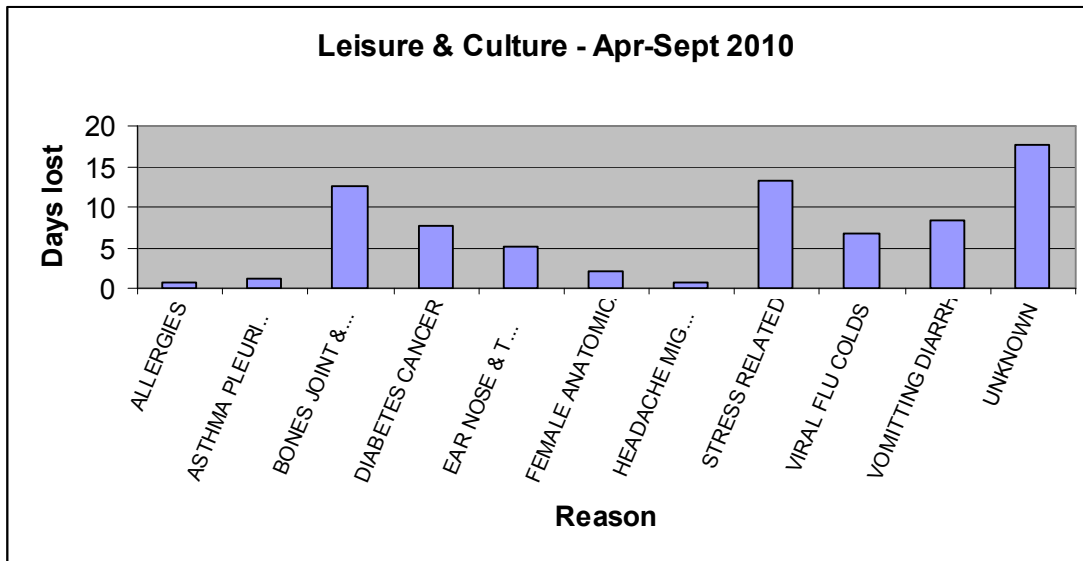
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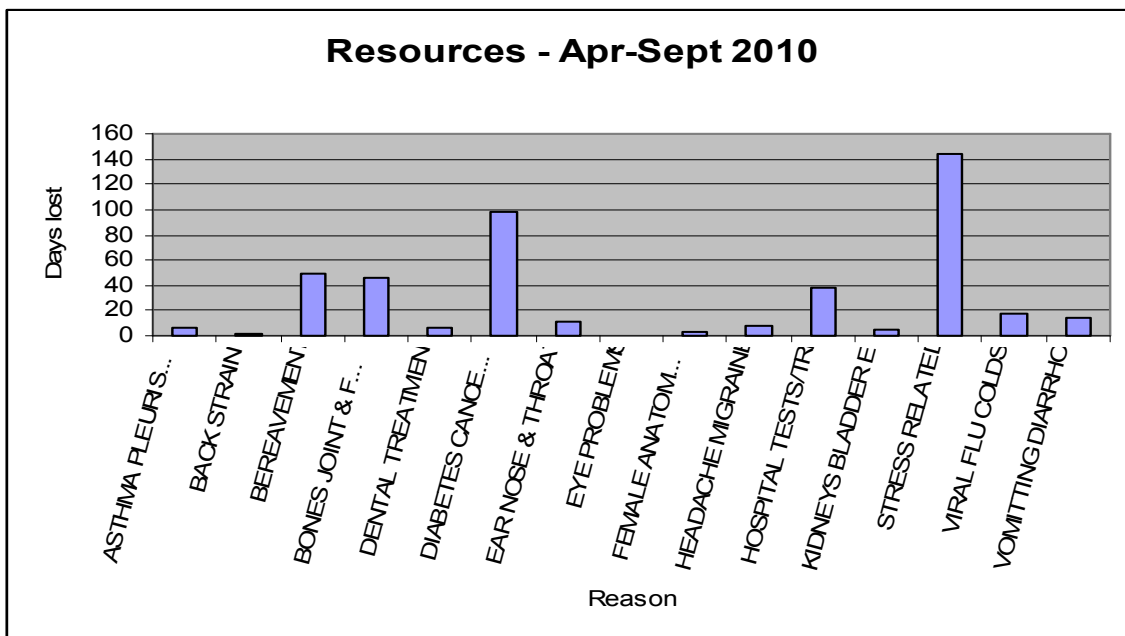
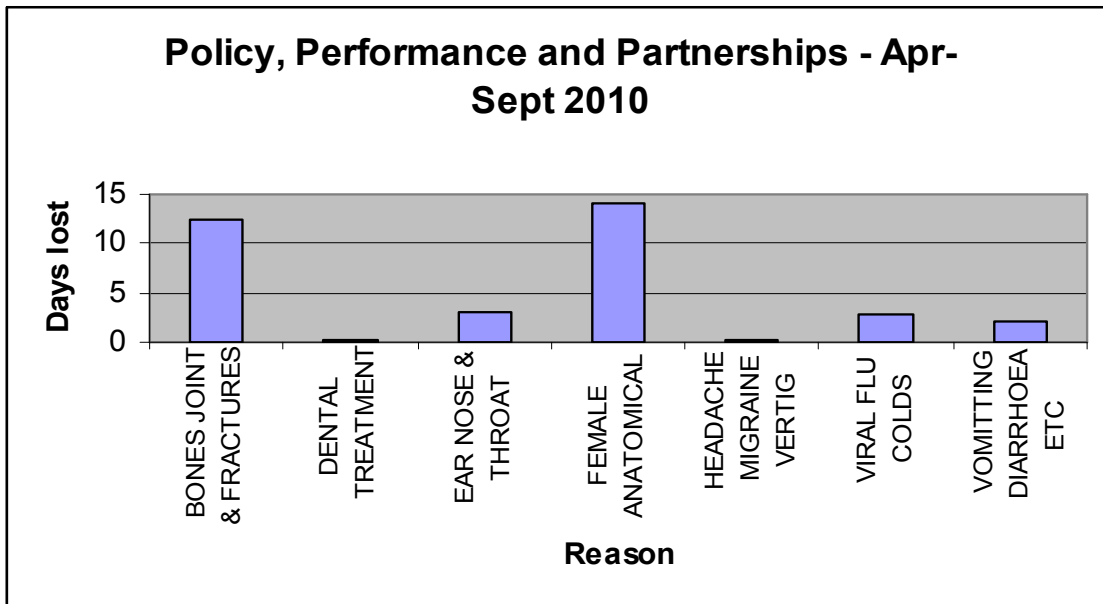


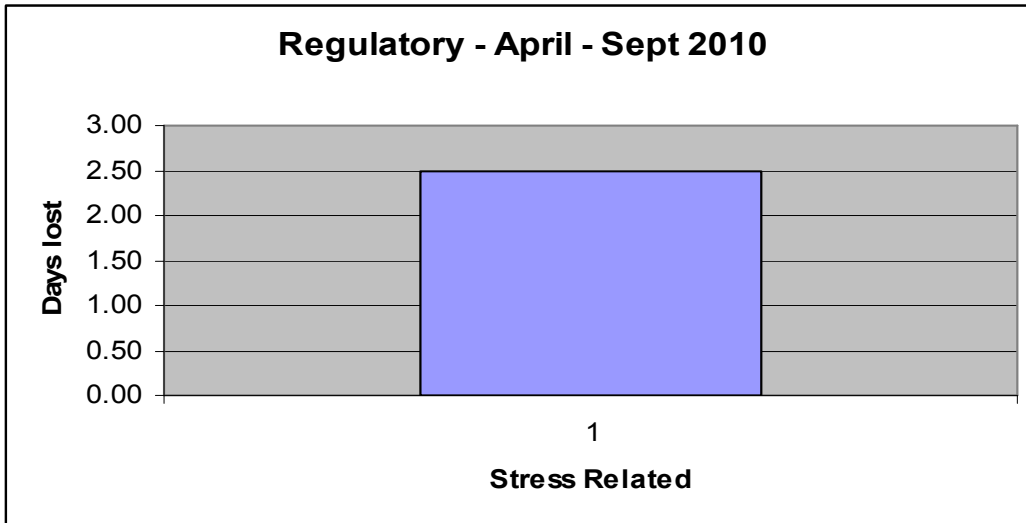
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BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL**SHARED SERVICES BOARD****11th January 2011****TOWN HALL, REDDITCH****Present:**

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

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

Also in attendance (Observer only): Cllr Jinny Pearce (RBC) – until 6.30 pm.

Officers (RBC / BDC): Kevin Dicks, Sue Hanley, Teresa Kristunas and John Staniland.

External Officers: Mike Parker and Andy Taylor (Director of Planning and Regulatory Services and Project Support Officer respectively - Wyre Forest District Council); and Peter Parkes (Worcestershire County Council).

Notes: Steve Skinner.

1. APOLOGIES

There were no apologies for absence.

2. MINUTES

The minutes of the previous meeting of the Board held on the 9th December 2010 were agreed as a correct record.

3. MATTER ARISING ON THE MINUTES - TERMS OF REFERENCE

In connection with Minute 4 k) (WETT Property Services), one Member asked whether this was appropriate business for the Board and asked to be reminded of the Board's terms of reference. Officers agreed to consider, and provide copies of, the Terms of Reference, but in the interim, given that leading Bromsgrove and Redditch Council Members were present and wished to pursue this matter; that it was related to a shared service, albeit involving other local authorities; that urgent attention was crucial in present circumstances, and that the Board had no decision-making powers in any case, it was appropriate for the Board to continue to consider the item.

There were no other matters arising, other than as recorded under the separate agenda items below.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

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ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

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

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel (formerly Environment Advisory Panel)	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Anderson Guy Revans.	Next meeting – 8th February 2011.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Braley John Staniland / Georgina Harris	Next meeting – 31st January 2011.

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3.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Quinney Liz Tompkin	Last meeting – 25th November 2010.
4.	Leisure Contracts Advisory Panel	Chair <u>Cllr Hopkins</u> / Vice-Chair Cllr Anderson Kevin Cook	Last meeting – 16th August 2010.
5.	Planning Advisory Panel	Chair <u>Cllr Pearce</u> / Vice-Chair Cllr M Chalk John Staniland / Ruth Bamford	Next meeting – 16th February 2011.

B. OTHER MEETINGS

6.	Constitutional Review Working Party	Chair <u>Cllr Gandy</u> / Vice Chair Cllr Braley Steve Skinner	Next meeting – <i>(subject to Member agreement)</i> 3 rd February 2011 - am.
7.	Grants Panel	Chair / To be appointed at first meeting Vice Chair Cllr Braley Angie Heighway	Next meeting – 2nd February 2011.
8.	Member Development Steering Group	Chair <u>Brunner</u> / Vice- Chair Cllr Braley Steve Skinner / Trish Buckley	Next meetings – 6.30pm Tuesday 15th February 2011 – CR3 6.30pm Thursday 31st March 2011 – CR3
9.	Procurement Steering Group	Chair <u>Cllr Braley</u> / Vice- Chair Cllr Hall Sue Hanley	Last meeting – 18th January 2010.

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

None.

AUTHOR OF REPORT

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ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
13th January 2009		
Cllr Gandy / Executive Committee	Third Sector Task and Finish Group The Executive to consider the further work to be undertaken (detailed in recommendation 5) and come back with suggestions for further work in due course.	Awaiting further consideration by relevant Members.
27th January 2010		
Cllr Gandy / A Heighway	Single Equalities Scheme Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	
8th September 2010		
M Braley L Tompkin / T Kristunas	Irrecoverable Debts Officers undertook to respond to Councillor Braley as to whether the damage inflicted upon void properties constituted criminal damage.	

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Portfolio Holder(s) / Responsible Officer	Action requested	Status
10th November 2010		
M Braley / J Pickering	Sickness / Absence / Vacancy Reports Officers to re-instate reports to Executive Committee on sickness absence and vacancies.	On present agenda
10th January 2011		
J Pearce / R Bamford / L Brockett	Worcestershire Local Transport Plan No 3 - Responses Members were opposed to the potential opening of bus lanes to other traffic and asked Officers to liaise with Councillors Gandy and Debbie Taylor regarding amendment to the wording to reflect the Council's wishes in this respect.	
M Braley / J Pickering / B Barr	Job Evaluation And Terms And Conditions Officers were instructed to report further to the Committee to seek Member decision if a collective agreement could not be reached through negotiation.	
12th January 2011		
G Hopkins / J Godwin / K Cook	Learndirect – Relocation Update 1) Officers undertook to carry out a general satisfaction survey of new and existing users of the service, the results of which would be reported	

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	<p>back to Members in due course.</p> <p>2) Officers undertook to provide Councillor Debbie Taylor with further information on the redeployment of staff from the REDI Centre following the meeting.</p>	
B Clayton / L Tompkin	<p>Council response to “Local Decisions – a Fairer Future for Social Housing</p> <p>Members requested that the exclusion of applicants with more than £20,000 in savings from the social housing waiting list in the response to Question 17 be revisited, in order that the appropriateness of the amount and the relevance of an applicant’s age or personal circumstances can be considered further.</p>	
<u>Note:</u>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 13/01/09 to 12/01/11

