

# Council

Mon 29th March  
2010  
7.00 pm

Council Chamber  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

**Town Hall, Walter Stranz Square, Redditch, B98 8AH  
Tel: (01527) 64252 (Extn. 3269) Fax: (01527) 65216  
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# Welcome to today's meeting.

## Guidance for the Public

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### **Agenda Papers**

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

### **Chair**

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

### **Running Order**

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

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

### **Decisions**

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

### **Members of the Public**

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

### **Special Arrangements**

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

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

### **Further Information**

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

### **Fire/ Emergency instructions**

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

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

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

**Do Not use lifts.**

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

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

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

**and**

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

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

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



# Council

29th March 2010

7.00 pm

Council Chamber Town Hall

## Agenda

### Membership:

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

<b>1. Welcome</b>	<p>The Mayor will open the meeting and welcome all present.</p> <p>The Mayor's Chaplain, Canon David Rogers, will lead the Council in prayer.</p>
<b>2. Apologies</b>	<p>To receive any apologies for absence on behalf of Council members.</p>
<b>3. Councillor Jack Field</b>	<p>To pay tribute to the late Councillor Jack Field in recognition of his contribution to the Borough and its residents.</p>
<b>4. Declarations of Interest</b>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<b>5. Minutes</b> Chief Executive	<p>To confirm as a correct record the minutes of the meetings of the Council held on the 1st and 22nd February 2010.</p> <p><b>(Minutes circulated in Minute Book 8 - 2009/10 – To follow)</b></p>

<p><b>6. Communications and Mayor's Announcements</b></p>	<p>To receive a report from the Mayor on civic matters which have arisen since the last meeting or events which may be occurring in the near future.</p> <p>To give notice of any variation to the items listed in the Forward Plan and/or items accepted as "Urgent Business".</p> <p>(No separate report / oral update)</p>
<p><b>7. Executive Committee</b> (Pages 1 - 18) Chief Executive</p>	<p>A. To formally receive the minutes of the meeting of the Executive Committee held on 27th January 2010.</p> <p>(All decisions here have previously been fully resolved. There are no outstanding recommendations or referrals which require the Council's consideration.)</p> <p><b>(Minutes circulated in Minute Book 8 – 2009/10 – To follow)</b></p> <p>B. To receive the minutes and consider the recommendations and/or referrals from the following meetings of the Executive Committee:</p> <p><u>3rd February 2010</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Local Development Framework – Office Needs Assessment;</li><li>• Water Quality Report; and</li><li>• Private Sector Housing Strategy and Action Plan;</li></ul> <p><u>17th February 2010</u></p> <p>Matters requiring the Council's consideration include:</p> <ul style="list-style-type: none"><li>• Planning Services – Scheme of Delegation to Officers – Amendments relating to Tree Protection; and</li><li>• Planning Services – Increase in Charging for Pre-Application Discussions</li></ul> <p>(Matters arising report attached)</p>

22nd February 2010

All decisions here have previously been fully resolved. There are no outstanding recommendations or referrals which require the Council's consideration.

**(Minutes circulated in Minute Book 8 – 2009/10 – To follow)**

- C. To receive the decision notice and consider the recommendations and/or referrals from the following meeting of the Executive Committee:

10th March 2010

Matters requiring the Council's consideration may include:

- Home Improvement Agency;
- Redditch Housing Advice and Homelessness Review and Enhanced Housing Options Strategy and Action Plan;
- Prudential Indicators 2010/11 to 2012/13 and Minimum Revenue Provision Policy;
- Treasury Management Policy Statement; and
- REDI Centre – Procurement of Alternative Service Provider - Update

**(Decision Notice attached)**

## **8. Regulatory Committees**

Chief Executive

To formally receive the minutes of the following meetings of the Council's Regulatory Committees:

Licensing - 14th December 2010

Planning Committee - 10th February 2010

- 2nd March 2010

**(Minutes circulated in Minute Book 8 – 2009/10 – To follow)**

<p><b>9. Redditch Borough Council and Bromsgrove District Council - Shared Services</b></p> <p>(Pages 19 - 28)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To seek approval for two actions required to facilitate officers from Redditch Borough Council and Bromsgrove District Council, appointed to the Single Management Structure under Shared Services arrangements, to work in each authority.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>10. WETT Regulatory Services – Joint Appointments Committee</b></p> <p>(Pages 29 - 32)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To consider the Terms of Reference of and to appoint a representative to the Joint Appointment Committee, in relation to the Head of Service for the Worcestershire Enhanced Two Tier (WETT) Regulatory Services.</p> <p>(Report attached)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>11. Administrative Matters</b></p> <p>Chief Executive</p>	<p>To consider any Committee / Sub-Committee / Panel positions which have been left vacant on the death of Councillor Field. The positions to which nominations are required are as follows:</p> <p>Licensing Committee; Planning Committee; Standards Committee; and Complaints Appeals Panel.</p> <p>(No separate report)</p> <p><b>(No Direct Ward Relevance)</b></p>
<p><b>12. Urgent Business - Record of Decisions</b></p> <p>Chief Executive</p>	<p>To note any decisions taken in accordance with Standing Order 36 and/or the Overview and Scrutiny Procedure Rules (Constitution), as specified.</p> <p>(None to date).</p>



<b>13. Urgent Business - general (if any)</b>	<p>To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in him by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.</p> <p>(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting and/or on the Leader's Forward Plan.)</p>
<b>14. Exclusion of the Public</b>	<p>It may be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to the following items of business on the grounds that exempt information is likely to be divulged. It may be necessary, therefore, to move the following resolution:</p> <p><b>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p>
	<p>(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)</p>