

Executive Committee

Tuesday 2nd August
2011
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

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

Your main rights are set out below:-

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

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

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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

2nd August 2011

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
3. Leader's Announcements	<ol style="list-style-type: none">To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 6) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 12th July 2011. (Minutes attached)
5. Employment Policies - Review (Pages 7 - 44) Head of Finance and Resources	To consider a review of a number of Human Resources Policies. (Report attached) (No Specific Ward Relevance);

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<p>6. Information Shelters - request to disconnect electricity / demolish sites</p> <p>(Pages 45 - 48)</p> <p>Director of Policy, Performance and Partnerships</p>	<p>To consider a request to demolish information gateway sites which are outdated and require significant maintenance.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>7. Overview and Scrutiny Committee</p> <p>(Pages 49 - 60)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on the 5th July 2011</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p>8. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>9. Advisory Panels - update report</p> <p>(Pages 61 - 64)</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>10. Action Monitoring</p> <p>(Pages 65 - 68)</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>

11. Exclusion of the Public

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:

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”

These paragraphs are as follows:

Subject to the “public interest” test, information relating to:

- **Para 1 – any individual;**
 - **Para 2 – the identity of any individual;**
 - **Para 3 – financial or business affairs;**
 - **Para 4 – labour relations matters;**
 - **Para 5 – legal professional privilege;**
 - **Para 6 – a notice, order or direction;**
 - **Para 7 – the prevention, investigation or prosecution of crime;**
- _____**
may need to be considered as ‘exempt’.

12. 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

12th July 2011

MINUTES

Present:

Councillor Braley (Vice Chair, in the Chair) and
Councillors Juliet Brunner, Greg Chance, Brandon Clayton, Malcolm
Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

Also Present:

Councillor Robin King

Officers:

R Bamford, S Hanley, T Kristunas, S Morgan and J Pickering

Committee Services Officer:

D Sunman

28. APOLOGIES

Apologies for absence were received on behalf of Councillor Carole Gandy.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. LEADER'S ANNOUNCEMENTS

- 1) The Chair advised that he had accepted the following matter as Urgent Business:

Shared Service Board Minutes – 30th June 2011.

- 2) The Chair also informed members that the Council had been advised by UFI Ltd that the current Learndirect contract operating from the Greenlands Centre was to be terminated. The current contract was due to expire on 31st July 2011 but an extension had been awarded until 30th September 2011.

.....
Chair

Learndirect had contacted all existing learners in Redditch to advise them that there would no longer be provision at the Centre beyond September and that they were not able to advise them of who would provide a service in the forthcoming academic year.

Officers had been asked to prepare an urgent report for consideration by this Committee.

Members expressed their concerns at the loss of the contract for both students and staff.

31. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 21st June 2011 be confirmed as a correct record and signed by the Chair.

32. CONSOLIDATED REVENUE OUTTURN - FINANCIAL YEAR 2010/11

The Committee considered a report which outlined the Council's overall financial outturn for the 2010/11 financial year.

Members were informed that the report showed the actual income and expenditure for 2010/11 financial year and compared it to the budget for General Fund Services and the Housing Revenue Account.

RECOMMENDED that

- 1) the movement in reserves, as detailed in Appendix 1 of the report, be approved; and**

RESOLVED that,

- 2) the report be noted.**

33. CAPITAL PROGRAMME OUTTURN 2010/11

The Committee considered a report on the actual expenditure and funding of the capital programme for 2010/11.

Officers reported that the figures included in the report would be subject to examination by the Audit Commission as part of the final accounts audit.

RESOLVED that

the report be noted.

34. SHARED SERVICE BUSINESS CASE - LAND CHARGES

The Committee received a report on the Shared Services Business Case – Land Charges, which had been considered by the Shared Services Board on 30th June 2011.

Members noted the recommendations of the Shared Services Board.

RECOMMENDED that

the delivery of a Shared Local Land Charges Service provided by a single team hosted by Bromsgrove District Council, as detailed in Option 4 of the report, be approved.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to consultations or negotiations, or contemplated consultations or negotiations in connection with labour relations matters arising between the authority and employees of, the authority. However, there is nothing exempt in this record of the proceedings.)

35. SHARED SERVICE BUSINESS CASE - BUILDING CONTROL

The Committee received a report on the Shared Services Business Case – Building Control to provide a shared service for Bromsgrove District Council, Redditch Borough Council and Wyre Forest District Council, which had been considered by the Shared Services Board on 30th June 2011.

Members noted the recommendations of the Shared Services Board.

RECOMMENDED that

- 1) in accordance with the agreed PID dated 9th December 2010, the three partner Councils proceed with the creation of the shared service in accordance with recommendation 6 of the report: the delivery of Shared Building Control Services, provided by a single Team, hosted by Bromsgrove District Council;**

- 2) **implementation costs be shared on the same basis as the total revised service costs amongst the three Councils to reflect the percentage of the initial budget allocation into the service (as detailed at Appendix 5 to the report); this to be subject to final financial agreements being in place between the partner authorities; and**
- 3) **the new service be known as 'North Worcestershire Building Control' and use a service specific logo and document templates, the design of which is to be formally agreed before the completion of this project.**

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to consultations or negotiations, or contemplated consultations or negotiations in connection with labour relations matters arising between the authority and employees of, the authority. However, there is nothing exempt in this record of the proceedings.)

36. SHARED SERVICES BOARD - PROGRESS REPORT

The Committee received a progress report, which provided an update with regard to all elements of Shared Services work, together with the minutes of the Shared Services Board on 30th June 2011.

Members were informed that the Shared Services Board had considered an option to bring forward a Single Business Case to their August meeting for all remaining services to be shared. Officers reported that the recommendation referred to 'moving the remaining services into a shared environment by the end of the calendar year'. This should have read 'financial year'.

RECOMMENDED that

- 1) **Members note progress to date, as detailed in the report: and**
- 2) **Officers be tasked with producing, for the August meeting of the Shared Services Board, a Single Business Case that will identify benefits and risks associated with moving the remaining services into a shared environment by the end of the ~~calendar~~ *financial* year, in so far as this is currently achievable, between Bromsgrove District and Redditch Borough Council.**

37. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 14th June 2011.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 14th June 2011 be received and noted.

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

There were no minutes or referrals under this item.

39. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Advisory Panels and similar bodies. It was noted that the Procurement Steering Group would be meeting the following day.

RESOLVED that

the report be noted.

40. ACTION MONITORING

The Committee received an Action Monitoring report and requested that Officers provide an up-date to the next meeting of the Executive Committee on the Single Equalities Scheme in respect of what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.

RESOLVED that

the report be noted.

41. EXCLUSION OF THE PUBLIC

RESOLVED 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 on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraph 4 of Part 1 of Schedule 12 (A) of the said Act, as amended:

- **Shared Service Business Case – Land Charges (as detailed at Minute 34 above**
- **Shared Business Case – Building Control (as detailed at Minute 35 above).**

The Meeting commenced at 7.00pm
and closed at 7.30pm

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Chair

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COMMITTEE**

2nd August 2011

REVISED EMPLOYMENT POLICIES

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finances & Resources
Wards Affected	None
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the revised employee policies that have been developed in conjunction with Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Employment Policies attached at Appendices 1–7 be approved.

3. KEY ISSUES

- 3.1 As Members are aware, officers and Unions have been working together to review a number of employee related policies over the last 12 months.
- 3.2 This report includes the proposed revised policies developed and agreed with the trade unions to reflect the following:
- a) agreed changes to Terms and Conditions following the formal Collective Agreement being reached with the Unions in May 2011;
 - b) revised proposed policy in relation to periods of pay protection offered to staff if their pay is reduced as a result of Job Evaluation;
 - c) a proposed reorganisation and change policy to ensure that all staff are treated within a fair and consistent framework during the periods of change.

Terms and Conditions

- 3.3 A period of 90 days formal consultation was entered into with the Unions in relation to the proposed changes to Terms and Conditions. Regular joint meetings were held and a number of revisions to the original management proposals were made following these meetings to

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ensure that the outcome reflected the discussions that were undertaken during the period of negotiation.

A ballot was held with Union Members and a significant proportion voted to accept the proposals. The main changes as identified in the policies attached at Appendix 1 – 7 include:

- a) reduction in the car mileage rate to the Inland Revenue allowances of 45p per mile;
 - b) increase in the number of miles to be entitled to essential car user allowance to 2,500;
 - c) simplifying of the annual leave criteria to reflect time with the Council rather than grade.
- 3.4 It was agreed that the impact of a number of policies would be phased over a period to ensure that detrimental impact was mitigated as much as possible.

Job Evaluation

- 3.5 As part of the continued discussions in relation to the implementation of Job Evaluation officers have proposed a revision to the period of pay protection. The proposal is to increase the protection for any staff whose pay is reduced as a result of Job Evaluation to 2 years from date of implementation. This is reflected in Appendix X.
- 3.6 As previously reported to Members there have been a number of discussions and negotiations with Trade Union representatives with the aim to achieve a Collective Agreement for the implementation of a revised pay model to reflect Job Evaluation. Following a 90 day period of consultation a final pay model and relevant equality impact assessments were sent to UNISON National Office for consideration. It is hoped that following this consideration a ballot will be held and formal agreement reached. A report will be presented to Members once a response is received from the National Office.

Reorganisational Change

- 3.7 The proposed reorganisation and change policy is attached at Appendix 7. This policy has been developed with the Trade Union representatives and recognises that the Council has a need to be able to adapt to changing economic, technological and organisational circumstances through the sharing of services.
- 3.8 The objective of the policy is to provide a framework for carrying out organisational change in a fair, open and consistent manner, whilst considering the responsibilities and obligations regarding consultation with employees and Trade Unions. In addition there are a number of

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measures that will be considered with the aim to avoid compulsory redundancy where possible.

3.9 The key elements of the policy include:

- a) Alternative Employment;
- b) Redeployment;
- c) Pay Protection;
- d) Consultation periods;
- e) Outplacement support.

3.10 Members are to note that the period of pay protection in relation to service reviews and restructures is proposed at 12 months. This is an increase to the current protection level of 6 months full / 6 months half pay but is less than the protection afforded to staff as a result of Job Evaluation (proposed at 2 years from date of implementation). However it is proposed by officers that any employee who, as a result of a service review, has a reduction in pay during the period of Job Evaluation implementation, will receive up to 2 years protection on their pay.

Financial Implications

3.11 During the medium term financial plan considerations a number of proposals were investigated by officers to realise savings to meet the significant cut in Government Grant. By revising the mileage allowance paid to staff to the Inland Revenue of 45p together with increasing the criteria miles to be undertaken for the receipt of essential car user car allowances to 2,500 miles pa has resulted in savings of approximately £100,000. The majority of other changes to Terms and Conditions are offset and will not realise further savings.

3.12 The funding for the 2 year period of protection for Job Evaluation has been included in the 3 year financial plan and is to be funded from the additional budget allocated as a result of implementing Job Evaluation.

Legal Implications

3.13 All proposed changes to employee related policies have been developed in conjunction with Union representatives in accordance with employee legislation. In addition officers have considered the following in developing the proposed policies :

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-
- a) Working Time Regulation 2007;
 - b) National agreement on pay and conditions of service for Local Government Services;
 - c) Employment Rights Act 1996;
 - d) Employment Relations Act 2004;
 - e) Trade Union and Labour Relations (consolidation) Act 1992.

Service/Operational Implications

- 3.14 The proposed revised policies have been negotiated with Union representatives and communicated to staff at a number of meetings and staff forums to ensure that all staff were aware of the proposed changes. Changes to annual leave are to be phased over a period of 3 years to reduce the impact on the staff affected.
- 3.15 Following the Collective Agreement the changes to Terms and Conditions were effective from 1st June 2011 and there has been no impact on service delivery following the implementation.

Customer / Equalities and Diversity Implications

- 3.16 Assessments have been made across all proposed policies to identify any equality issues. These have been discussed with the Union representatives and further analysis of impact has been undertaken where required.

4. RISK MANAGEMENT

The proposed policies reflect the changes required to ensure a consistent approach to employee related matters and to support the operational change and Job Evaluation implementation in the future. There is a requirement for the Council to have clear, negotiated policies for staff and the risk of challenge from employees and Unions is significant if this process is not followed.

5. APPENDICES

- Appendix 1 - Annual Leave Policy
- Appendix 2 - Committee Allowance Policy
- Appendix 3 - Non Regular Forces Policy
- Appendix 4 - Flexi Time Policy
- Appendix 5 - Travel & Subsistence Policy
- Appendix 6 - Job Evaluation Policy

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Appendix 7 - Reorganisation and Change Policy.

6. BACKGROUND PAPERS

Previous employment related policies.
Minutes / documents from negotiations with Union representatives.

AUTHOR OF REPORT

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Annual Leave Entitlements

The annual leave year runs from 1st of the month following entry into Local Government service. You have the option to change your annual leave year once during your employment by agreement with your Director.

The annual leave entitlements effective from 1st June 2011 are:

23 days	up to 5 years service
28 days	5 years + service

In addition to the above, there will be one extra day at Christmas set by management.

NOTE: Staff may calculate their annual leave in hours, by agreement with their Line Managers.

JNC Officers

Officers who are on JNC terms and conditions (Chief Executive, Directors and Heads of Service) will receive:

33 days	up to 5 years service
38 days	5 years + service

Plus one additional day set by management which will be at Christmas.

How to Calculate Annual Leave For Part-Time Employees.

Entitlement to annual leave will be proportional to the number of hours worked in relation to the normal working week. The entitlement, normally calculated in working days, will be converted to an entitlement in working hours in order to avoid any confusion which may arise due to complex working arrangements.

Please see the calculation below:

Example A

An employee works 20 hours per week over 5 days and is entitled to 23 days annual leave.

Mon	Tue	Wed	Thur	Fri
4	4	4	4	4

This employee would be entitled to 23 of their days, ie 23 Mornings or 23 Afternoons.

Example B

An employee works 20 hours per week over 3 days and would be entitled to 23 days annual leave, if they worked full time

Mon	Tue	Wed	Thur	Fri
7½	7½	5		

If an employee works a variable working pattern annual leave should be expressed in hours, which in this example would equate to 92 hours.

If a Monday was taken as annual leave 7½ hours would be deducted from the 92 hour entitlement. If Wednesday was booked as leave 5 hours would be deducted.

How to Calculate Annual Leave in Hours

For employees working reduced hours or non-standard days over various shift patterns it may be necessary for the Line Manager to calculate annual leave in hours. The following calculation should be used:

Number of days annual leave per annum FTE x daily hours (7.4) / standard hours per week (37) x number of hours worked per week,

An employee working 22 hours per week over three days FTE 23 days:

$$23 \times 7.4 / 37 \times 22 = 101.2$$

The annual leave entitlement would be 101 hours.

Recording Annual Leave

Annual leave must be recorded on an annual leave card and relevant recording system ie calendar, wall-chart, computer and/or desk diary. Employees should also keep their own personal record of annual leave; Audit recommends that employees keep an up-to-date photocopy of their **Annual Leave card**.

Approval for Leave

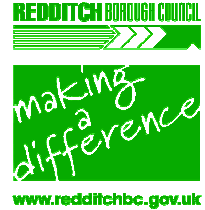
All leave must be approved in advance by the appropriate manager, in accordance with the time scales set by the Manager.

Time scales may vary from section to section, due to the exigencies of the Service and the necessity to arrange cover. Each Head of Service should decide and circulate the appropriate time scales to employees in their Units.

No commitments are to be made before formal approval has been given.

Carry Over Of Annual Leave

In exceptional circumstances and by agreement with the Service Manager, annual leave can be carried forward to the next leave year; up to a maximum of 5 days.



APPENDIX 2

Committee Allowance Policy

1. Introduction

This policy outlines the rules and principles that apply to Committee Attendance Allowance, and the procedure that should be followed when claiming Committee Attendance Allowances.

The policy applies to all staff employed by Redditch Borough Council, including those on a fixed term contract.

2. Committee Allowance policy

Committee Services employees and staff (excluding Directors, heads of service and the Chief Executive) who have a statutory role to attend evening Committee meetings, will have the option of being paid £27.15 per meeting they attend or claiming the time back as TOIL.

All other members of staff who attend Committee meetings will be entitled to claim the time back as TOIL, and will not be eligible for the £27.15 payment.

Employees who are paid SCP 28 and below will be entitled to claim time and a half, employees above SCP 28 will be entitled to claim plain time. Time is recorded for the actual time spent at the meeting.

For employees on JNC terms and conditions (Directors and Heads of Service) no additional payment will be made, and TOIL cannot be claimed.

3. Procedure for Claiming Committee Allowance

On the 15th of each month (or the nearest practicable date to this), Democratic Services staff will produce a claim form for each qualifying officer who has attended an evening Committee meeting[s] during the course of the previous one month period. Claim forms will be distributed in the internal post.

Qualifying Officers may claim attendance for any meeting which lasts longer than 15 minutes. Attendance Allowance can only be claimed for meetings which take place after 7pm.

Officers making claims for attendance allowance should check and sign to confirm that the claim form is correct. They should contact Democratic Services officers in case of any queries.

Officers should make claims for subsistence on relevant local forms, or petty cash forms, and receipts / evidence of purchase should be attached.

Once the information on the form has been checked and signed, it is the claimant's responsibility to ensure that the form has been certified by the relevant budget holder. If the claimant is the budget holder, the form should be certified by another authorised signatory or relevant Head of Service/ Director.

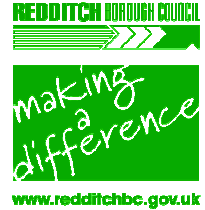
Once certified, the form should be returned to the Payroll Team for inclusion in the next salary payment, in line with the relevant payroll deadlines.

4. **Recording of time off in Lieu**

TOIL should be recorded on timesheets/holiday cards, and authorised by the employee's manager.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.



APPENDIX 3

Service in Non Regular Forces Policy

1. Introduction

All non regular forces volunteers have training commitments, which usually include attendance at an annual training camp. Redditch Borough Council supports its employees who are forces volunteers to attend such training.

This policy relates to all employees including those on a fixed term contract who are engaged as forces volunteers.

2. Main policy areas

Volunteer members of the Non-Regular Forces who attend Summer Camp will be granted two weeks' paid leave, for this purpose.

Additional paid leave will be granted to members of the Non-Regular Forces who are required by statute to undertake training in addition to the Summer Camp and who are unable to arrange for such training to be undertaken on days when they would not normally be working. Such training should be undertaken at a time which is mutually agreed between the employee and his/her Line Manager.

The employee should complete a Special Leave Application form and submit it to the Line Manager for approval.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

APPENDIX 4

Flexitime Policy

1. Introduction

The purpose of the Flexitime system is to support the operational flexibility of Redditch Borough Council services, and give employees a greater flexibility in the hours that they work, thus supporting a better work life balance.

Flexi time allows employees to have a degree of flexibility in the hours that they work, whilst ensuring that offices are covered throughout opening hours. The whole operation of the scheme is based firmly on the principle that the needs of the service and the Council's core standards of customer care must have absolute priority. The Council maintains the right to manage flexitime for the benefit of its quality of service.

The purpose of this document is to ensure that Council employees understand, and adhere to, the arrangements for utilising a Flexitime system as the basis for managing operational cover.

2. Flexitime policy

The Council's Flexitime system is based upon contracted hours of 37 hours per week, which equates to 7 hours 24 minutes per day. For a part-time employee or employees working on a job-share basis their standard day would need to be calculated on a pro-rata basis to the normal 37 standard full time hours.

The flexitime system will be available to as many services as possible, but the Council can exclude any employee from the scheme and require him/her to work standard office hours at any time, based on the needs of the service.

As the flexitime system exists to ensure quality of service, all managers must implement the system in such a way to ensure that sufficient cover is maintained for all areas during standard office hours. Employees also have a duty to ensure office hours are covered and that they are working their contracted hours.

Employees participating in the scheme must ensure that, upon resignation, their flexitime record does not show a debit/ credit balance on their last working day.

Hours of Work

The flexi-scheme will operate between 8am and 7pm. All employees are required to take at least a 30 minute lunch break after no more than 6 hours in accordance with Working Time Regulations.

A minimum of 4 hours per day must be worked, and employees will have discretion over lunch breaks and start/finish times. However, if service needs are identified, certain provisions may be put in place by the service manager.

Standard contracted hours of work for employees of the Council are as follows:

9am until 5pm Monday – Friday

One whole day's paid absence will count as 7 hours and 24 minutes, a half day as 3 hours 42 minutes.

Flexitime Accounting Period

The accounting period is one calendar month. All debit and credit balances at the end of each accounting period will automatically be carried forward to the next period.

The maximum carry forward is 15 hours (credit or debit), at the end of the annual leave year. A maximum of two days flexitime per calendar month (pro rata for part time employees), can be taken, to be approved by line management. However, this may be varied by line management agreeing with employees a lesser amount, which may be taken during specified peak periods, and a greater amount which may be taken during quiet periods; providing this does not exceed a total amount allowable of 24 days in any one year.

Managers must ensure that flexi balances are monitored throughout the year to ensure that excessive credit and debit hours are not accrued.

Taking Flexi leave

Although employees will have flexibility in the taking of lunch breaks and start/finish times, the taking of Flexitime remains at the discretion of line managers, and subject to any operational requirements that may arise.

A maximum of two days flexi leave may be taken per month, (pro rata for part time employees).

Varying Start & Finish Time

Employees may leave early / come in late in accordance with the hours during which the flexi time scheme operates. Any flexi time taken that is in excess of

2.5 hours in either the morning or afternoon will be classed as half day flexi / annual leave, and must be recorded and approved in advance, in line with this policy or the annual leave policy. The 2.5 hours will be calculated in accordance with the normal operating hours of the service.

Therefore, where offices are open at 9am employees may arrive up to 11.30am without booking half a day flexi / annual leave. For offices that open until 5pm an employee may leave as early as 2.30pm without booking half a day flexi / annual leave.

If employees wish to significantly vary their start and / or finish time, they must gain approval in advance from their line manager and call the office, to confirm their whereabouts, for Health and Safety reasons.

Flexi Leave Recording

Employees must keep an accurate record of Flexi time, to be recorded on the electronic timesheet, available on the Orb. A copy should be sent to the line manager for monitoring at the end of every month.

All flexi leave booked must be recorded on the annual leave card, and authorised by line management, prior to leave being taken.

Time off for Medical Appointments

For those services operating a flexitime scheme, employees must take appointments as Flexi leave/ time, except where appointments are consultant led, and appointment times cannot be varied. Where appointments are consultant led / treatment (this includes maternity appointments), the time worked by the employee and the time absent from the workplace will be credited up to half a day (3 hours 42 minutes). Employees will need to gain prior approval for all medical appointments, from their line manager, who may ask the employee to provide evidence of the appointment.

For those services that do not operate the flexitime scheme, employees must endeavour to make all appointments outside of working hours. For employee led appointments, no time will be credited, and employees will be expected to use annual leave or make arrangements with their line manager to make up the time. Where appointments are consultant led (this includes maternity appointments), time will be credited. Employees will need to gain prior approval for all medical appointments from their line manager, who may ask the employee to provide evidence of the appointment.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

APPENDIX 5

Travelling and Subsistence Policy

1. Introduction

This policy outlines the rules and principles that apply to travelling and subsistence, and the procedure that should be followed when claiming travelling and subsistence allowances.

The travelling allowances paid are designed to ensure that employees are compensated for additional expenditure genuinely incurred whilst on official business away from their work base.

The policy applies to all staff employed by Redditch Borough Council, including those on a temporary or fixed term contract.

2. Travel and Subsistence policy

2.1 Travel & Mileage - Basic Principles

2.1.1 All employees must comply with the law in relation to their chosen method of transport. Such laws include those relating to drink driving, speeding and using hand-held mobile phones while driving.

2.1.2 RBC will not accept responsibility or liability for reimbursement of any fines or penalties incurred whilst employees are on the Councils business.

2.1.3 In many situations, attending a meeting is the most effective way of communicating. However, employees are expected to think carefully about whether a proposed journey is necessary. In some cases it may be more efficient to communicate using other methods such as the telephone or e-mail, when travelling time and costs are taken into account.

2.1.4 Employees are reminded of their responsibilities for ensuring that any vehicle, motorcycle or bicycle they use for travelling, including business journeys, is in good working order and that they wear appropriate safety clothing and/or equipment.

2.1.5 All employees are expected to use the most efficient means of transport for business journeys. This decision should be based on a consideration of the following factors:

- The actual cost of the journey

- Whether other work can be carried out during the journey (e.g. taking the train may provide an opportunity to catch up on work related reading)
- Individual factors (e.g. health of employee, disability, safety issues)
- The time the journey will take
- Environmental factors
- Car sharing

2.2 Car User Classification

All Employees will receive the same rate per mile for business mileage.

2.3 Travelling by Motor Vehicle – Driving Licence and Business Insurance

Vehicles owned and provided to staff to undertake work are insured by the Council.

If you use your own vehicle or a vehicle belonging to someone else to go on Council business you must ensure that you have the following:

- The vehicle has a current MOT certificate (If required by law)
- You must hold a valid driving licence, and
- Ensure that the motor insurance policy covering your use of the vehicle, whether it is insured in your name or someone else's, covers you for business use.

Human Resources will check the MOT certificate (if required), certificate of insurance (stating business use), as well as your driving licence; on an annual basis. Failure to produce such documents could result in disciplinary action.

Business use is readily available but not automatically provided by an insurer. You must ask for it in addition to the usual vehicle use permitted under the insurance certificate. Some, but by no means all, insurers may require an additional premium for the provision of business use cover but this is generally nominal. Any additional premium payable is solely your responsibility.

It is your responsibility to inform the council immediately, if you have any criminal convictions, or offences relating to driving; including penalty points, disqualifications etc.

2.4 How to Determine Mileage

Many business journeys will involve you leaving your office or base, travelling to a particular destination and returning to your office or base on the same day. For such journeys, you should claim the actual mileage travelled.

The “Lesser Than Rule” – Business Journeys made directly from Home or Returning Directly to Home at the End of the Working Day

Some business journeys will involve travelling to a location directly from home without visiting your office or base. Some journeys will involve returning home at the end of the working day without visiting your office or base. The Council decided to provide the “lesser than rule” to ensure that some mileage is payable for these journeys. This is to recognise that you are travelling in the most efficient way, reducing unnecessary congestion and environmental damage.

If you make a journey from home directly to a location other than your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from your home to the location

OR

The mileage that you would have claimed if you had travelled from your base to the location.

If you travel from a location directly to home rather than to your base, for that part of the journey, you can claim **whichever is the lesser of either:**

The actual mileage that you travelled from the location to your home

OR

The mileage that you would have claimed if you had travelled from the location to your base.

Employees who do not operate from a Fixed Base

If you do not operate from a fixed base, the following rules will generally apply:

- Your Head of Service will designate a base at a location as close as practicable to the centre of the area in which you work.
- This base will be selected according to your proposed pattern of working, so as to minimise distances to be travelled.

2.5 Car Mileage payments

The Council will reimburse any business mileage at the published HM Revenue and Customs authorised non taxable rates (given below).

All claims for vehicle mileage must be submitted promptly at the end of each month. Claims which are more than 2 months old will be rejected.

Inland Revenue rates:

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p

Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers	5p per person per mile	
Towing	6p	

Training mileage will be paid at the same rate as normal business mileage.

Essential car allowance

Employees who claim over 2,500 miles per year will be entitled to a lump sum payment in line with the level 2 NJC rate, currently £963 per annum. The essential car user allowance will be reviewed on an annual basis and will only continue to be paid to staff who have reached the 2,500 mile threshold. This shall be calculated by payroll on an annual basis from the 1st June, based upon mileage claims for the previous financial year.

The essential lump sum will be paid in 12 equal payments throughout the year. Directors and Heads of Service are not eligible to claim the lump sum even if they meet the criteria.

Use of public transport for Council duties and/or training

Where employees have prepaid for public transport i.e. bus and train passes, and use this during the course of their duties and or/training, they will be reimbursed up to the value of their journey; upon evidence of costs. This will be reimbursed via payroll.

2.6 How to claim mileage

Mileage can be claimed by filling out the mileage claim form available from Payroll.

3. Subsistence Allowance – Basic Principle

Subsistence claims may only be made for additional expenditure whilst out of the office on non-routine duties/visits.

Expenditure incurred on car parking fees, taxi, rail or public transport fares will only be reimbursed upon production of receipts. This can be claimed via the Petty Cash form at RBC, and via payroll at BDC.

3.1 Meals

You can claim the actual expenditure incurred, up to the maximum subsistence allowance, subject to retention of receipts. However, if a meal is

provided as part of the arrangements, e.g. if lunch is provided as part of a seminar or course, then you cannot claim an allowance for that meal.

Meal allowances may only be claimed with prior approval of the authorising manager.

Breakfast

All of the following requirements must be met to allow reimbursement for breakfast meal costs

- Claims may be up to a maximum of £5.00 only
- Where the employee is required to either:
 - attend a location which is not their normal place of work early in the morning, or to
 - stay away from home overnight (and in most situations breakfast costs should form part of the overnight hotel bill)

Lunch

- Claims may be up to a maximum of £6.75, and may include up to one beverage
- Generally this is restricted to employees who are necessarily absent from their normal place of work for more than four hours, and where these four hours fall over the 'normal' lunch break period

Evening Meal

- Claims may be up to £20.00, and may include up to two courses and one drink
- Generally this is restricted to employees who, for work reasons, are unable to return home to take evening meals

Where an employee in the course of his/her official duties, has to stay away from home overnight, he/she is entitled, subject to the prior agreement of the authorising manager, to claim the cost of an evening meal, bed and breakfast.

To be eligible for subsistence allowance you need to be absent from your normal workplace because of business in accordance with the following times:

- 1) Breakfast – absent before 7.30am
- 2) Lunch – absent for more than two hours within the lunchtime period, which is defined as 11.45am to 2.15pm
- 3) Evening meal – absent after 6.30pm

Expenses shall be paid by filling out the 'Training, Seminars and Conferences form' available on the Orb. You must attach original receipts, photocopies will not be accepted. Claims up to £60.00 will be processed through cashiers. Claims over £60.00 should be sent to payroll for processing.

3.2 Overnight Accommodation

This will only be approved where the employee is required to start work before 8am **and** where this is located more than an additional 70 miles from their normal place of work. All overnight accommodation should be arranged and booked through the payments section, with the prior approval of the Line Manager. 10 working days notice will need to be given to payments section.

3.3 Train tickets

These can be ordered through the payments section, 10 working days notice, where possible, must be provided.

FOR FURTHER INFORMATION ON THIS POLICY, PLEASE CONTACT YOUR HUMAN RESOURCES OFFICER.

NOTE: RBC reserve the right to vary the content of this document with consultation where appropriate.

**EXECUTIVE
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**INFORMATION SHELTERS - REQUEST TO DISCONNECT ELECTRICITY /
DEMOLISH SITES**

Relevant Portfolio Holder	Cllr Brandon Clayton, Portfolio Holder Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance & Partnerships Guy Revans, Head of Environmental Services
Wards Affected	All Wards
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1 The 5 existing tourist information areas located at key gateway sites entering the town are now in a poor state of repair, as detailed in a recent O&S report on improving the image of Redditch. They may require significant funds in the future to remain safe if they are kept – there is currently no maintenance budget. The communication boards are extremely out of date, as evidenced by the use of the old RBC logo and incorrect maps. There is no evidence that the sites are well used.
- 1.2 As part of a successful £3.5M bid to the Department of Transport for rolling out the “Choose how you Move 2” project – designed to encourage more sustainable transport in the town; money is available for the provision of six information kiosks at the Kingfisher Centre, Kingsley College, Alexandra Hospital, Redditch Civic Centre, Arrowvale Sports Centre and Redditch Train Station. This is a £62,000 investment and the capital element will be spent by end of 2012/2013.
- 1.3 Members are asked to re-consider demolishing the existing information shelters for the reasons above, but mainly from a climate change perspective. Keeping the information shelters lit could be considered a poor use of resources (costing the Council £4,690 per annum), especially as the cost of electricity continues to rise, and unnecessarily contributes to the Council’s carbon footprint.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that:

- 1) the information shelters be demolished and the lighting system be disconnected; and**

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- 2) **the annual budget for electricity consumption from 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

3. KEY ISSUES**Financial Implications**

- 3.1 Based on 5 sites; annually these information shelters consume 68,174 kWh of grid electricity. This equals 35.65 tonnes of CO₂ per annum or 1.2% of our total buildings carbon footprint. Although this appears small, it is important to realise all opportunities for reducing emissions, especially at low, or no cost; to result in a larger cumulative reduction towards our targets.
- 3.2 Lighting these 4 sites costs the Authority an annual revenue cost of £4,690 per annum, which is likely to rise. We are unclear who is paying for the electricity at the fifth site; most likely WCC, so the true annual saving through demolition would be £5,863.
- 3.3. The cost of complete removal of the information shelters, disconnecting the power and re-landscaping is £5,470 (disconnection cost is £1,985).
- 3.4 Officers suggest that the remainder of the year's saving achieved once the power is disconnected goes towards the total cost. The remaining costs could come out of the Capital Landscape budget.
- 3.5 Officers request that Members consider diverting the ongoing annual budget towards the energy efficiency 'spend to save' project, so that other similar schemes to this can go ahead.

Legal Implications

- 3.6 Not applicable.

Service/Operational Implications

- 3.7 Not applicable.

Customer / Equalities and Diversity Implications

- 3.8 There is no evidence that the sites are well used and that the money currently spent on electricity would better serve our customers in other ways.

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4. RISK MANAGEMENT

There is a risk of not giving visitors tourist information when they arrive in the town if the sites are completely removed, although this is mitigated by the new information kiosks going forward. There is little risk involved in providing unlit shelters.

5. APPENDICES

There are no appendices to this report.

6. BACKGROUND PAPERS

- 6.1 Decisions made previously in relation to this request.
- 6.2 The budget bids were considered as initial estimates for the Council's budget by the Executive on 21st February 2011. A bid for the removal of the 'tourist signs' was considered at that point. However, because it was classified as a low priority bid the proposal was not approved. This position was ratified by full Council the same evening.
- 6.3 The Overview & Scrutiny Task and Finish Group did suggest that the shelters be retained and updated but they also suggested that they no longer needed to be lit at night. The Executive Committee approved all of the Group's recommendations on 12th April 2011. However, this did not form an official recommendation but rather a proposed action in relation to improving the signage within the town in general.

AUTHOR OF REPORT

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APPENDIX 7

REORGANISATION AND CHANGE POLICY

1. COUNCIL'S COMMITMENT

In order to ensure that Redditch Borough Council provides the best services to its customers, it recognises the need to be able to adapt to changing economic, technological and organisational circumstances through the sharing of services.

2. PRINCIPLES

The objective of this policy is to provide a framework for carrying out organisational change in a fair, open and consistent manner, whilst considering the responsibilities and obligations regarding consultation with employees and trade unions.

The Council is committed to consulting and implementing change within a reasonable time frame to minimise uncertainty, whilst ensuring sufficient time for meaningful consultation.

The following measures will be taken in an attempt to avoid the need for compulsory redundancy:

- vacancies considered for staff on redeployment wherever possible, before going out to external advert
- reasonable training will be given to staff to cover skills gaps when taking a post through redeployment
- consideration given to job sharing or other flexible arrangements
- volunteers for voluntary compulsory redundancy/early retirement will be considered where appropriate

The Council is committed to providing support and assistance to employees affected by change.

3. CONSULTATION

Where it is likely that there will be a requirement to reduce staffing levels through compulsory redundancy, consultation will take place at the earliest reasonable opportunity with all relevant recognised Trade Unions. Such consultation will be with a view to considering the ways and means of avoiding compulsory redundancies and mitigating the consequences of the dismissals. To enable the Trade Unions to make constructive comments on the proposals they will be provided with all relevant information including:

- The reasons why employees affected may be at risk of redundancy;
- The post titles, departments and grades of employees at risk;
- Up to date Job Descriptions and Person Specifications which have been job evaluated

The minimum consultation period will be in accordance with relevant legislation:

- Where it is proposed that 100 or more employees are dismissed consultation must begin at least 90 days before the first of those dismissals take effect;
- Where it is proposed that between 20 and 99 employees are dismissed within 90 days or less consultation must begin at least 30 days before the first of those dismissals take effect.
- Where fewer than 20 redundancies are proposed, there is no statutory minimum, but in line with good practice the Council will consult at least 2 weeks before the first dismissal takes effect.
- At commencement of the consultation process employees will be notified that they are at risk and subject to formal consultation.

4. KEY ELEMENTS OF THE POLICY

4.1 Suitable Alternative Employment

Suitable Alternative Employment is normally defined as a post which closely offers:

- a. similar job role or function
- b. skills and experience
- c. at a similar level of responsibility
- d. in a similar or related work area
- e. comparable remuneration
- f. working hours

Managers and Human Resources will use the criteria above (a-f) to determine which posts are deemed suitable alternative employment.

Redundancy payments will only be made when no suitable alternative post has been found within the redundancy notice period. Where there is more than one employee matched to a post, then competitive selection will take place. If an employee declines an offer of suitable alternative employment they may lose the right to redundancy payment.

The Council will act reasonably in the light of case law and the needs of both the individual and the Council.

Any disputes over suitability should be referred to a relevant Executive Director, who will convene a panel with the Executive Director, Finance &

Corporate Resources (or appropriate substitute) and Human Resources representation. Their decision is final. The recruitment process should be used to assess the employee against the alternative post. Any dispute referrals (which may come from either the employee or the manager) should include detailed analysis of the employee against the person specification for the alternative post. **All decisions must be fully documented, particularly in relation to:**

- analysing the post with Human Resources
- selection for posts
- trial periods
- rejection of suitable alternatives

4.1.1 Ring Fenced Posts

Employees are ring-fenced to Suitable Alternative Employment (SAE) within the service area and wider council, where suitable alternative employment exists (using criteria in 4.1, a-f). This will be identified prior to consultation with employees and unions.

4.1.2 Slotting in

Employees who are ring fenced to posts where there is the same number of posts, or more posts than people, will be slotted into the post and will not be required to undergo a competitive selection process.

4.1.3 Refusal of Suitable Alternative Employment

If a suitable job offer in terms of pay, grade, job content, status and place of work is made and the employee unreasonably refuses it, then there may be no entitlement to a redundancy payment.

4.2 Alternative Employment

This is defined as any other vacant post that the employee is prepared to accept through the redeployment process.

4.2.1 Redeployment

Employees will be eligible to apply for posts as a redeployee once the final structure is agreed following the end of consultation, and where their post remains redundant.

Where employees are ring fenced to posts they are not precluded from also pursuing alternative opportunities that become available to them via redeployment. They will still be expected to remain in consideration for their ring fenced post until such a time as a formal offer of alternative employment is made and accepted.

Please note that posts that are ring fenced to employees can not be released onto redeployment.

4.2.2 Competitive Selection

Where there are more people ring fenced to a post than there are posts available, a competitive, score based selection process will be applied.

4.2.3 Salary Protection

Salary protection covers all employees of Redditch Borough Council who have accrued 12 months continuous service at the point they are given notice, where they are successfully redeployed into a post which carries a salary lower than their previous earnings. Protection will be capped at a maximum protection level of no more than 8 spinal column points above the top of the grade into which the employee is redeployed.

Every effort will be made to redeploy employees into a post that reflects their current level of earnings, however where it is necessary to redeploy an employee into a lower grade, then their current level of earnings will be frozen in accordance with Salary Protection detailed below.

- Employees redeployed into a new post will be entitled to have their previous contractual pay protected for a 12 month period from the date of appointment.
- After 12 months from the date of appointment the employee will be paid in line with the grade of the new post.
- The months that are referred to are consecutive calendar months and the 12 month period is not to be taken as the next financial or municipal year.
- There will be no incremental or pay award increases to the protected salary (old salary) during the protection period.
- If the salary in the new post rises above that of the “frozen” protected salary then the new basic salary would automatically apply.
- An individual being downgraded will be placed on the top spinal column point of the lower grade.

4.2.4 Trial Periods

A trial period of 4 weeks minimum, 8 weeks maximum will apply to all suitable alternative posts. This will be agreed in consultation between the Head of Service and the employee, and can be dissolved by either party if it can be demonstrated that the post is not suitable. In case of disagreement this should be referred to Executive Director. If it is agreed that a post is not suitable alternative employment, the employee will be put on notice and will then be eligible to apply for any vacant posts through the Redeployment process.

Pay during the trial period will be in line with the post being trialled. If the new grade is lower salary protection will begin.

4.2.5 Training

Reasonable training will be given where a skills gap is identified which can be met through short term training and development (e.g. 3 months).

4.3 Definition of Terms used within the Policy

4.3.1 Redundancy

According to the statutory definition, as set out in the Employment Rights Act 1996, a redundancy occurs where a dismissal is wholly or mainly because:

- The employer has ceased, or intends to cease, to carry out their business for the purposes of which the employee is employed;
- The employer has ceased, or intends to cease, to carry on that business in the place where the employee was so employed, and the change of location is not practical for the employee affected;
- The requirements of that business for employees to carry out work of a particular kind have ceased or diminished or are expected to do so,
- The requirement of the business for employees to carry out work of a particular kind in the place where they were so employed have ceased or diminished or are expected to do so.

4.3.2 At Risk of Redundancy

When a post has been identified as no longer required or there is a reduction in post numbers and therefore too many people for posts during a service review, the post holder/s will be considered “at risk of redundancy” subject to the outcome of consultation.

If, during the consultation process the post is reinstated into the structure, or enough posts remain in the structure, the post holder will no longer be “at risk of redundancy”.

If it is deemed following consultation, that a post has been deleted and a new post created, but the employee continues to feel that the post in question is not a new post, this may be challenged by the employee through a 30% Appeal (see 5.1).

If, following consultation, there are more people than posts that are deemed suitable alternative employment, affected employees will remain at risk.

4.3.3 Under Notice of Redundancy

If, following the service review process employees have not been successful in securing a post they will be considered “under notice of redundancy” and will be issued with their formal notice period.

4.3.4 Voluntary Compulsory Redundancy

Voluntary Compulsory Redundancy (VCR) is where employees select themselves for redundancy which is then subject to approval by a panel. VCR is not an automatic right.

Although employees may submit VCR requests during the consultation process, they may retract their submission prior to the VCR panel. The deadline for withdrawal will be provided in the Implementation Timetable.

A VCR panel made up of an Executive Director, Trade Union Representative and Human Resources will consider the request and notify the employee of the outcome. The panel's decision is final, and there is no right of appeal.

4.3.5 Compulsory Redundancy

If, at the end of formal notice period, an employee has not been successful in securing a post they will be made Compulsory Redundant. To be entitled to receive a redundancy payment, employees must have been continuously employed by the Council for a period of 2 years. Entitlements will be calculated using the statutory redundancy calculator (included at Appendix 1) and contractual weekly pay, and will be based on length of service and age.

4.3.6 Outplacement Support

Where employees face redundancy Human Resources and Organisational Development can provide workshops on:

- Dealing with change
- The redeployment process
- All aspects of the job search and application process

The following additional support will also be available:

- On-line training and tools for job search and applications
- Recruitment Fact Sheets on various aspects of applying for jobs
- One-to-one coaching on the application and interview process

4.3.6 Time off to look for Employment

When an employee is under notice of redundancy, and has two years service, the Council will allow reasonable paid time off to look for alternative employment. This will be up to 2 days per week (pro rata for part-time employees).

What is considered reasonable will depend on individual circumstances, for example the distance required to be travelled to an interview, and will be agreed in advance by the service manager.

In addition, unpaid leave may be considered by service managers.

4.3.7 Early Retirement on the grounds of Redundancy

If an employee is a member of the LPGS scheme and is aged 55 years or over and is made redundant, they will be entitled to take early retirement, in addition to a redundancy payment, if applicable.

Further information and advice can be obtained from Worcestershire County Council Pension section.

4.4 Pay In Lieu of Notice

Although this will not be routinely applied and employees will be expected to work contractual notice period, this may be agreed by a Director Head of Service on an individual basis.

4.5 Garden Leave

Although this will not be routinely applied and employees will be expected to work their contractual notice period, this may be agreed by a Head of Service on an individual basis.

4.6 Re-employment

Offer of a new job with a modification order body

If the Council gives the employee notice of redundancy and before the dismissal takes effect the employee receives an offer of employment from another body specified in Schedule 2 of The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, the individual will lose entitlement to a redundancy payment.

This only applies where the relevant body make the offer of a new job before the end of the old contract and the employment starts within four weeks of the date of redundancy.

Note – if the contract ends on a Friday, Saturday or Sunday, the 4 weeks is counted from the Monday of the next week.

5. APPEALS

5.1 30% Appeals

If employees feel that the changes made to their post are not significantly different (i.e. 30% or less) they have the right to appeal.

All 30% appeals will be considered by a panel, which will consist of a Director, Human Resources Officer and a Trade Union representative. The panel will

consider the information submitted, in conjunction with the job descriptions and person specifications and decide whether or not the post has changed by 30% or more. The decision made by the panel will be final.

If the panel decide to uphold the decision that there has been a change of 30% or more, the original post will be made redundant and a new post created, in line with the proposals.

However, if the panel supports the appeal and agrees that there has been less than a 30% change, the employee will be entitled to slot into the modified post. They will then be no longer at risk of redundancy. In this circumstance the duties of the post will be subject to the changes identified, including revised terms and conditions and job descriptions.

Where a restructure reduces the number of posts available, regardless of whether or not these posts have changed by 30% or more, employees will still be at risk of redundancy. In this case, employees will be required to apply for the affected posts through a competitive redeployment process before they can secure continued employment.

5.2 Appeals against Redundancy

Employees have a right of appeal against redundancy. This should be made in writing to the relevant Human Resources & Organisational Development Officer within 10 days of a redundancy taking place.

6. Equal Opportunities

This policy will be applied in line with the Council's Equalities Policy.

Appendix 1

Statutory Redundancy Pay table

Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	1	1½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	1	1½	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	1	1½	2	2½	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	1	1½	2	2½	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	1	1½	2	2½	3	3½	-	-	-	-	-	-	-	-	-	-	-	-	-
23	1½	2	2½	3	3½	4	4½	-	-	-	-	-	-	-	-	-	-	-	-
24	2	2½	3	3½	4	4½	5	5½	-	-	-	-	-	-	-	-	-	-	-
25	2	3	3½	4	4½	5	5½	6	6½	-	-	-	-	-	-	-	-	-	-
26	2	3	4	4½	5	5½	6	6½	7	7½	-	-	-	-	-	-	-	-	-
27	2	3	4	5	5½	6	6½	7	7½	8	8½	-	-	-	-	-	-	-	-
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	-	-	-	-	-	-	-
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	-	-	-	-	-	-
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	-	-	-	-	-
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	-	-	-	-
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	-	-	-
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	-	-
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	-
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

**EXECUTIVE
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**INFORMATION SHELTERS - REQUEST TO DISCONNECT ELECTRICITY /
DEMOLISH SITES**

Relevant Portfolio Holder	Cllr Brandon Clayton, Portfolio Holder Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance & Partnerships Guy Revans, Head of Environmental Services
Wards Affected	All Wards
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1 The 5 existing tourist information areas located at key gateway sites entering the town are now in a poor state of repair, as detailed in a recent O&S report on improving the image of Redditch. They may require significant funds in the future to remain safe if they are kept – there is currently no maintenance budget. The communication boards are extremely out of date, as evidenced by the use of the old RBC logo and incorrect maps. There is no evidence that the sites are well used.
- 1.2 As part of a successful £3.5M bid to the Department of Transport for rolling out the “Choose how you Move 2” project – designed to encourage more sustainable transport in the town; money is available for the provision of six information kiosks at the Kingfisher Centre, Kingsley College, Alexandra Hospital, Redditch Civic Centre, Arrowvale Sports Centre and Redditch Train Station. This is a £62,000 investment and the capital element will be spent by end of 2012/2013.
- 1.3 Members are asked to re-consider demolishing the existing information shelters for the reasons above, but mainly from a climate change perspective. Keeping the information shelters lit could be considered a poor use of resources (costing the Council £4,690 per annum), especially as the cost of electricity continues to rise, and unnecessarily contributes to the Council’s carbon footprint.

2. RECOMMENDATIONS

The Executive Committee is asked to RECOMMEND that:

- 1) the information shelters be demolished and the lighting system be disconnected; and**

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- 2) **the annual budget for electricity consumption from 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

3. KEY ISSUES**Financial Implications**

- 3.1 Based on 5 sites; annually these information shelters consume 68,174 kWh of grid electricity. This equals 35.65 tonnes of CO₂ per annum or 1.2% of our total buildings carbon footprint. Although this appears small, it is important to realise all opportunities for reducing emissions, especially at low, or no cost; to result in a larger cumulative reduction towards our targets.
- 3.2 Lighting these 4 sites costs the Authority an annual revenue cost of £4,690 per annum, which is likely to rise. We are unclear who is paying for the electricity at the fifth site; most likely WCC, so the true annual saving through demolition would be £5,863.
- 3.3. The cost of complete removal of the information shelters, disconnecting the power and re-landscaping is £5,470 (disconnection cost is £1,985).
- 3.4 Officers suggest that the remainder of the year's saving achieved once the power is disconnected goes towards the total cost. The remaining costs could come out of the Capital Landscape budget.
- 3.5 Officers request that Members consider diverting the ongoing annual budget towards the energy efficiency 'spend to save' project, so that other similar schemes to this can go ahead.

Legal Implications

- 3.6 Not applicable.

Service/Operational Implications

- 3.7 Not applicable.

Customer / Equalities and Diversity Implications

- 3.8 There is no evidence that the sites are well used and that the money currently spent on electricity would better serve our customers in other ways.

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4. RISK MANAGEMENT

There is a risk of not giving visitors tourist information when they arrive in the town if the sites are completely removed, although this is mitigated by the new information kiosks going forward. There is little risk involved in providing unlit shelters.

5. APPENDICES

There are no appendices to this report.

6. BACKGROUND PAPERS

- 6.1 Decisions made previously in relation to this request.
- 6.2 The budget bids were considered as initial estimates for the Council's budget by the Executive on 21st February 2011. A bid for the removal of the 'tourist signs' was considered at that point. However, because it was classified as a low priority bid the proposal was not approved. This position was ratified by full Council the same evening.
- 6.3 The Overview & Scrutiny Task and Finish Group did suggest that the shelters be retained and updated but they also suggested that they no longer needed to be lit at night. The Executive Committee approved all of the Group's recommendations on 12th April 2011. However, this did not form an official recommendation but rather a proposed action in relation to improving the signage within the town in general.

AUTHOR OF REPORT

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Overview and Scrutiny Committee

Tuesday, 5th July, 2011

MINUTES

Present:

Councillor Phil Mould (Chair), Councillor Mark Shurmer (Vice-Chair) and Councillors Peter Anderson, Andrew Brazier, Simon Chalk, Andrew Fry, Bill Hartnett, Gay Hopkins, Alan Mason, Luke Stephens and Brenda Quinney.

Also Present:

Councillor M Chalk and M Collins, (Vice Chair of the Standards Committee).

Officers:

J Staniland

Committee Services Officer:

J Bayley and M Craggs

28. APOLOGIES AND NAMED SUBSTITUTES

There were no apologies for absence.

29. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any party whip.

30. MINUTES

Members requested that the minutes of the previous meeting should be amended to recognise that Councillor Shurmer, Vice-Chair of the Committee, had chaired the meeting prior to the Chair's arrival.

RESOLVED that

subject to the amendment as detailed above, the minutes of the meeting of the Committee held on 14th June 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

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31. ACTIONS LIST

Members considered the latest version of the Committee's Actions List.

Members were advised that further information had been received from Officers regarding a request from the Committee to incorporate details about the savings that were made by the Council through landfill charges into the Council's quarterly performance reports. There would be difficulties involved in providing the cost of landfill waste arising from Redditch. The waste from the grey bin collections in the Borough were mixed with waste from Bromsgrove at the Redditch Transfer Station and consequently only an estimate could be provided about the level of waste deriving from Redditch. In addition, a proportion of the town's waste was not dispatched to landfill and was instead processed at an energy from waste facility.

Officers had suggested that as an alternative it might be possible for the Council to obtain figures in relation to the total amount of waste collected in the Borough. This figure had been monitored in previous years.

The Committee concurred that further information was required to enable Members to identify an appropriate solution. Members therefore requested that a report on the subject be submitted for their consideration at the following meeting of the Committee.

RESOLVED that

the Committee's Actions List be noted.

32. CONSIDERATION OF EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee noted that at a recent meeting of the Executive Committee, on 21st June 2011, the Work Experience Task and Finish Group's final report had been considered. Subject to a number of amendments, four of the Work Experience Task and Finish Group's recommendations had been approved.

The Chair of the Committee advised Members that a staff volunteering policy had been added to the draft Forward Plan for consideration by the Executive Committee on 23rd August. As this had formed the subject of members' discussions at a previous meeting of the Overview and Scrutiny Committee Members agreed that the item would be suitable for pre-decision scrutiny.

Overview and Scrutiny Committee

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RESOLVED that

- 1) the proposed staff volunteering policy be considered at a meeting of the Overview and Scrutiny Committee on 16th August 2011; and
- 2) the minutes of the meeting of the Executive Committee held on 21st June 2011 be noted.

33. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

The Committee considered three draft scoping documents.

a) Phone Masts

Councillor Michael Chalk attended the meeting to present a proposal to review the process for installing phone masts within the Borough.

Councillor Chalk explained that as the Chair of the Planning Committee and as a ward councillor he was aware that the installation of phone masts within the Borough was a subject of interest to the public. He expressed the view that there was a lack of understanding amongst residents about national requirements and the procedures that the Council followed. The overarching aim of the proposed review would be to identify how this procedure could be more effectively communicated to the public.

Officers explained that in previous years a local policy in relation to the installation of phone masts had been included in the Local Plan 3. However, in response to national guidelines this policy had been removed. Consequently, the Council's procedure was informed by national policies and legislation.

Applications for phone masts were considered in a different manner to other planning applications by the local authority. The Council could only influence the site and design of a phone mast. As part of the process for considering suitable sites for phone masts national guidelines in relation to the health implications of phone masts were adhered to. The Council did not determine the number of phone masts necessary in any given area. Instead, telecommunications companies provided estimates of the number of phone masts that would be required in future years, based on projections about demand for the use of the service.

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The Committee discussed the proposed review. Concerns were expressed about the review, as members suggested that it would be difficult for a Task and Finish Group to make any proposals that could change a process informed by national guidelines. However, the Committee noted that many Members were unfamiliar with the process and it was possible that more action could be taken to better communicate the procedure for the installation of phone masts to both Members and residents

Consequently, Members agreed that written guidance relating to the national policy should be circulated for the consideration of all Members. The topic could then be referred to the Planning Advisory Panel, which had the expertise to consider the subject in further detail effectively.

b) Promoting Sporting Participation

Councillor Luke Stephens presented a proposal to review appropriate ways to promote greater participation in sporting activities in the Borough.

Councillor Stephens informed members that the aim of the review was to encourage local residents, particularly though not exclusively young people, to participate in sporting activities in Redditch. There were numerous opportunities available within the Borough but unfortunately fewer than 21 per cent of adults participated in sporting activities on a regular basis.

Members agreed that this subject represented a suitable topic for scrutiny and that the review should be completed in two stages. The first stage would focus on the London Olympics and actions that could be taken in 2012 to encourage an increase in sporting participation through specifically Olympics themed events. The second stage would focus on actions that could be taken to promote sporting participation in the long-term.

c) Youth Service Provision

Councillor Simon Chalk presented a proposal to review the provision of youth services within the Borough.

Councillor Chalk explained that the focus of the review would be on options for delivering services to young people living in the Borough in future years. He advised Members that he was

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keen to investigate the potential for local third sector and private sector organisations to either deliver or provide assistance in the delivery of services suitable for young people. The review would also consider actions that could be taken to more effectively communicate activities that were already available to young people in Redditch. However, to avoid duplicating the work of the sports participation review the subject of sporting activities would not be considered.

The Committee was advised that Worcestershire County Council was currently undertaking consultation, as outlined in the report *Positive Activities for Young People*, in relation to potential changes to youth service provision. A number of options had been proposed by Worcestershire County Council for consideration as part of this consultation process, which was due to conclude in autumn 2011. The Task and Finish Group would consider and respond to this consultation process as part of the review.

The Committee agreed that the review represented a suitable topic for scrutiny and concurred that the Student Council should be engaged during the course of the exercise. Councillor Chalk advised Members that the Student Council had already been informed about the review and were keen to participate.

Members noted that a maximum of five members were generally appointed to Task and Finish Groups. However, the Chair commented that there were some areas where the reviews of youth service provision and sporting participation could potentially overlap. Therefore, subject to the approval of the political party group leaders, Members agreed that Councillors S Chalk and Stephens should be appointed as the sixth members of each review to ensure that the reviews would avoid duplication.

RESOLVED that

- 1) the national guidance regarding the installation of phone masts be circulated for Members' consideration;**
- 2) Members be asked to submit comments regarding the installation of phone masts to the Portfolio Holder for Planning, Regeneration, Economic Development and Transport;**
- 3) the subject of the installation of phone masts be referred to the Planning Advisory Panel for further consideration;**

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- 4) a Task and Finish review of ways to promote sporting participation in the town be launched;
- 5) Councillor Luke Stephens be appointed to Chair the Promoting Sports Participation Task and Finish Group;
- 6) a Task and Finish review of the provision of youth services be launched; and
- 7) Councillor Simon Chalk be appointed to Chair the Youth Service Provision Task and Finish Group.

34. HEALTH OVERVIEW AND SCRUTINY COMMITTEE UPDATE

Councillor Brenda Quinney, Redditch Borough Council's representative on the Worcestershire Health Overview and Scrutiny Committee, provided an update on the work of the committee.

Councillor Quinney advised Members that she had attended a meeting of the Health Overview and Scrutiny Committee on 21st June. During this meeting a district Council representative, Councillor Janet Marriott from Malvern Hills District Council, had been appointed the Vice-Chair of the Committee.

The main topic considered during the meeting had been a report from the West Midlands Ambulance Service NHS Trust, *Worcestershire Make Ready*. 'Make Ready' consisted of a plan to introduce central ambulance hubs within the areas served by the Ambulance Trust. This system had already been implemented effectively in Staffordshire and had resulted in reductions to the costs of service delivery and in improved efficiencies across ambulance operations.

The West Midlands Ambulance Service NHS Trust was proposing that in the county the Hub should be established in Worcester. This would ensure that the Hub was positioned in a central location within the traditional county boundaries and with close links to other activity centres within Worcestershire. However, concerns had been expressed by members of the Committee about the suitability of the system for patients in Worcestershire. Furthermore, Members were advised that many patients from Redditch and Bromsgrove were more likely to visit the Alexandra Hospital in Redditch than the Worcester Royal Infirmary and might want to retain a hub in the north of the county.

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During the course of the meeting there had been a critique of hospitals based within the county, including the Alexandra Hospital. Kidderminster Hospital was the only hospital in the county which had not been criticised as part of this process. The Committee had also discussed obesity levels and the extent of drug and alcohol abuse within the county.

RESOLVED that

- 1) **copies of the *Worcestershire Make Ready* report be circulated for the consideration of members of the Overview and Scrutiny Committee; and**
- 2) **the report be noted.**

35. ALCOHOL RELATED ADMISSIONS RATES - CRIME AND DISORDER SCRUTINY PANEL UPDATE

The Chair of the Crime and Disorder Scrutiny Panel, Councillor Bill Hartnett, presented a report on the subject of alcohol related admissions to hospital amongst young people for the consideration of the committee.

Reference was made to the presentation originally delivered for the consideration of the panel on the subject, *Crime and Disorder Scrutiny Panel: Alcohol Related Hospital Admissions*, by the Programme Lead for Alcohol from the Worcestershire Drug and Alcohol Action Team (DAAT). Members praised the Worcestershire DAAT for their work. However, Members noted that more action needed to be taken by all relevant partners to work with young people, particularly persistent drinkers, after they had been released from hospital.

The Committee noted that the covering report provided a number of options for the further consideration of this subject. Following publication of the agenda members had been advised that Worcestershire County Council was due to consider the subject as part of the Council's annual review of crime and disorder scrutiny matters. To avoid duplication Members agreed that the information gathered to date should be forwarded to Worcestershire County Council for further consideration. The Committee also agreed that a request should be submitted to Worcestershire County Council for Councillor Hartnett, as Chair of the Redditch Crime and Disorder Scrutiny Panel, to attend a meeting at the county council to submit evidence on the subject.

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Members discussed the possibility of proposing items for the consideration of the Crime and Disorder Scrutiny Panel. As this was not the subject of any item on the agenda the Committee agreed that after the meeting officers should liaise with interested Members and the Chair of the Panel to discuss the matter further.

RESOLVED that

- 1) **the evidence gathered to date on the subject of alcohol related admissions to hospital among young people be referred to Worcestershire County Council for further consideration as part of the county council's crime and disorder scrutiny process; and**
- 2) **the report be noted.**

36. QUARTERLY PERFORMANCE MONITORING - QUARTER 4 - JANUARY TO MARCH 2011

Members considered the latest quarterly report for the authority detailing performance up to the end of March 2011.

The Committee was advised that of the 43 indicators reported in the quarter, 48.8 per cent had improved when compared to the same quarter in the previous year. Seven of these indicators had been listed in the report as examples of good performance for Members' consideration. Three further performance indicators had been listed in the report as examples of concern. Officers had proposed actions that could be taken to resolve the problems in future years.

RESOLVED that

the update on key performance indicators for the period ending 31st March 2011 be noted.

37. ALEXANDRA HOSPITAL MEETING - FEEDBACK

Councillor Hartnett delivered a report to the Committee on the outcome of a recent visit to the Alexandra Hospital that he had attended alongside the Leader of the Council, the Portfolio Holder for Housing, Local Environment and Health, and the Chief Executive of the Council.

The meeting had been organised following a cross party Motion on Notice to Council in June on the subject of the Care Quality Commission's (CQC) assessment of the Alexandra Hospital. This

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assessment had identified a number of key areas of concern in relation to the quality of care received by patients at the hospital.

During the course of the visit Members met with senior hospital staff. Members had been advised that there had been a series of further hospital inspections since the publication of the report and these had confirmed that progress was being made to address the concerns raised by inspectors. Staff were using visual and written management aids to improve patient care, including the use of red trays to identify patients who required assistance with eating or drinking. Visiting hours had also been amended to enable family members to assist patients during meal times.

The Head of Nursing at the Alexandra Hospital had agreed to deliver a presentation prior to the next meeting of Council. This would provide an opportunity for Members to learn about the progress that had been made since the publication of the report.

RESOLVED that

the report be noted.

38. MEETING OF THE CHAIR OF THE COMMITTEE WITH THE LEADER OF THE COUNCIL - FEEDBACK

The Chair explained that he had attended the first quarterly meeting with the Leader of the Council on 30th June 2011. The quarterly meetings had been introduced to provide the Chair of the Overview and Scrutiny Committee with an opportunity to discuss scrutiny matters with the Leader of the Council. However, the Chair advised Members that where an issue required urgent discussion with the Leader he would contact her directly rather than wait for the next quarterly meeting.

During the meeting the Chair had discussed the subject of proposed scrutiny reviews with the Leader of the Council. The Leader had suggested that the Promoting Sporting Participation Task and Finish Group should invite County Councillor Jane Potter to submit evidence early in their review. Councillor Potter had been involved in a similar review and could provide useful information about actions that were already being taken or were due to take place at the time of the London Olympics.

Additional topics for scrutiny had also been discussed. The Leader of the Council had suggested that a review of the market, particularly actions that could be taken to promote the town's market more effectively, could be suitable for review. In addition,

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the Leader had suggested that a review of Members' IT provision could be undertaken later in the year to assess the effectiveness of the new arrangements.

The Portfolio Holder Annual Reports process had similarly been discussed. The Chair of the Committee had explained that the two stage approach to the report, involving the presentation of a written performance report and a question and answer session with the Portfolio Holder, would be retained in 2011/12. However, the Chair requested that there be a maximum of six questions proposed for the consideration of each Portfolio Holder.

Arrangements for budget scrutiny had also been addressed during the meeting. The Chair of the Committee and Leader of the Council had agreed that the Overview and Scrutiny Committee needed to be engaged as part of the budget preparation process and at a much earlier date prior to a decision by Council. Concerns were expressed, though, about the difficulty involved in contributing to the budget setting process at an early date unless draft budget proposals were made available for the Overview and Scrutiny Committee's consideration.

RESOLVED that

the report be noted.

39. REGIONAL SCRUTINY TRAINING - FEEDBACK

The Chair explained that he had attended a regional scrutiny event at the University of Birmingham on 16th June 2011.

During the event presentations had been delivered by experts in scrutiny from the University of Birmingham and the Centre for Public Scrutiny (CfPS). The Chair had felt that the event had been useful and informative. The benefits of a regional network included having an opportunity to share examples of good practice with peers and the potential to attract informed speakers to a central location. The network would not, however, assume responsibility for scrutinising regional initiatives such as Local Enterprise Partnerships (LEPs).

Members were advised that the West Midlands was the only region in the country that was not represented by a regional scrutiny network. Attendees had been advised that a regional network could be established at a relatively small financial cost of £50-75 per Council for approximately three meetings per year.

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RESOLVED that

the report be noted.

40. REFERRALS

There were no referrals.

41. WORK PROGRAMME

The Committee was advised that five of the six Portfolio Holders had confirmed the date when they would deliver their Annual Reports for the consideration of the Committee. This included the annual report for Councillor Derek Taylor, Portfolio Holder for Leisure and Tourism, who had recently arranged to deliver his report on 24th January 2012. Officers confirmed that, as requested by the Overview and Scrutiny Committee the previous year, the final meeting of Committee had not been offered as a potential date for the delivery of a Portfolio Holder Annual Report.

A number of other reports had been rescheduled or added to the Committee's Work Programme for consideration. Firstly, two further scoping documents were in the process of being prepared on the subject of improving recycling rates and facilities for disabled people. These scoping documents would be presented for the Committee's consideration on 26th July 2011. Secondly, the Chair had agreed that a report on the subject of the private sector home support service would be considered at a meeting of the Committee on 16th August 2011. Finally, Members were advised that the first tracking report, monitoring the implementation of actions requested by the Committee in response to petitions, was also due to be considered at the meeting in August.

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 8.28 pm

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

2nd August 2011

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	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Hopkins Hugh Bennett / Ceridwen John	Next meeting – 26th September 2011.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Bush John Staniland / Georgina Harris	Next meeting – 1st August 2011.

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3.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Brazier Liz Tompkin	Last meeting – 16th June 2011.
4.	Leisure Contracts Advisory Panel	Chair <u>Cllr Derek Taylor</u> / Vice-Chair Cllr Anderson John Godwin / Kevin Cook	Last meeting – 16th August 2010.
5.	Planning Advisory Panel	Chair <u>Cllr Pearce</u> / Vice-Chair Cllr R Hill John Staniland / Ruth Bamford	Last meeting – 20th July 2011.

B. OTHER MEETINGS

6.	Constitutional Review Working Party	Chair <u>Cllr Gandy</u> / Vice Chair Cllr Braley Steve Skinner	Last meeting – 4th April 2011
7.	Grants Panel	Chair / Cllr Chance Vice Chair Cllr Braley Angie Heighway	Last meeting – 19th July 2011.
8.	Member Support Steering Group	Chair <u>Brunner</u> / Vice-Chair Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 31st March 2011
9.	Procurement Steering Group	Chair <u>Cllr Braley</u> / Vice-Chair Cllr Anderson Jayne Pickering / Teresa Kristunas	Last meeting – 13th July 2011

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10.	Church Hill District Centre – Members' Panel	Chair <u>Cllr B Clayton</u> Teresa Kristunas	Last Meeting 22nd June 2011
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22. APPENDICES

None.

AUTHOR OF REPORT

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ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Gandy / A Heighway	<p>Single Equalities Scheme</p> <p>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.</p>	Officers to update at next meeting.
10th January 2011		
M Braley / J Pickering / B Talbot	<p>Job Evaluation And Terms And Conditions</p> <p>Officers were instructed to report further to the Committee to seek Member decision if a collective agreement could not be reached through negotiation.</p>	Terms and Conditions agreed. Awaiting the conclusion of the consultation process and subsequent negotiations on Job Evaluation.
12th January 2011		
Derek Taylor/ J Godwin / K Cook	<p>Learndirect – Relocation Update</p> <p>Officers undertook to carry out a general satisfaction survey of new and existing users of the service, the results of which would be reported back to Members in due course.</p>	Survey to be undertaken following a period of use of the new premises. Report due on 23 rd August.

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31st May 2011		
C Gandy / K Dicks	Road Gritting Short, Sharp Review Update to Committee following meeting with WCC Cabinet Lead for Highways and Transport on 25th July 2011.	
J Pearce / T Kristunas	Park House (Evesham Street) Officers to prepare a report for the Executive Committee on 2nd August 2011 regarding the disposal and future use of the site.	Report to meeting of the Committee on 23 rd August, pending further information from relevant parties.
M Braley / T Kristunas	Review of Lease - 21 and 21a Salters Lane Officers to prepare a report on a policy regarding the granting of concessionary rents.	
21st June 2011		
M Braley / H Bennett	Quarterly Performance Monitoring – Quarter 4 – January to March 2011 In respect of swimming usage, the numbers of visits to leisure centres and the apparent anomalies that these corresponding figures threw up, Officers undertook to provide Members with additional information following the meeting.	
M Braley / D Taylor	Quarterly Monitoring of the Benefits Service Improvement Plan - Quarter 4 – January to March 2011 It was noted that data for the average time	Response

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	taken to process claims for neighbouring authorities included separate average figures for the three authorities in South Worcestershire who participated in a shared service. Officers undertook to contact their counterparts in these authorities and provide Members with an explanation following the meeting.	provided to the Members of the Committee by Officers following the meeting.
12th July 2011		
Derek Taylor/ J Godwin / K Cook	Leader's Announcements – Learndirect In view of the latest news with regard to Learndirect, Officers had been requested to prepare an urgent report to the Committee. (See Item under 12 th January, above)	Report due on 23 rd August.
Cllr Gandy / A Heighway	Action Monitoring An update in respect of what the Council, as Community Leader, expected to receive in terms of education provision for the Borough's children and young people was requested for the next meeting of the Committee.	
<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 12/07/11

