

Executive Committee

Tuesday 23rd 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

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Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

and

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

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

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



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Committee

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7.00 pm

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	

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 4) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on the 2nd August 2011.</p> <p>(Minutes attached)</p>
<p>5. Learndirect (Pages 5 - 16) Head of Leisure and Cultural Services</p>	<p>To consider a report following the termination of the current Learndirect contract operating from the Greenlands Centre.</p> <p>(Report attached)</p> <p>(No Specific Ward Relevance);</p>
<p>6. Budget Preparation Guidelines 2012/13; Initial Estimates and Projections for 2013/14 and 2014/15 (Pages 17 - 24) Head of Finance and Resources</p>	<p>To set guidelines for the preparation of 2012/13 budget and receive the Initial Estimates and Projections for 2013/14 and 2014/15.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>

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<p>7. Joint Environmental Enforcement Strategy; Revised Fixed Penalty Notice Sums and Waste and Street Scene Publicity Plan 2011-2013</p> <p>(Pages 25 - 60)</p> <p>Head of Environmental Services</p>	<p>To consider a Joint Environmental Enforcement Strategy for Bromsgrove District Council and Redditch Borough Council together with revisions to Fixed Penalty Notice amounts in relation to environmental offences.</p> <p>(Copy attached)</p> <p>(No Specific Ward Relevance);</p>
<p>8. Solar Panel Scheme - options for introducing Solar Panels at Housing sites in Redditch</p> <p>(Pages 61 - 64)</p> <p>Director of Policy, Performance and Partnerships</p>	<p>To decide on the impact of introducing solar PV at a sheltered housing scheme – whether or not it is feasible to provide free daytime electricity to residents on site.</p> <p>(Report attached)</p> <p>(Batchley & Brockhill Ward);</p>
<p>9. Roxboro House - Outcome of the Investigations into the Future of Roxboro House</p> <p>(Pages 65 - 68)</p> <p>Head of Housing</p>	<p>To consider the future use of Roxboro House.</p> <p>(Report attached)</p> <p>(Central Ward);</p>
<p>10. Winyates Estate - Insulation and Heating Improvements</p> <p>(Pages 69 - 84)</p> <p>Head of Housing</p>	<p>To seek approval to enter into a contract with E.ON to provide insulation and heating improvements to Council owned and privately owned properties as part of Central Government's 'Community Energy Saving Programme' as a jointly funded initiative.</p> <p>(Report attached)</p> <p>(Winyates Ward);</p>
<p>11. Discretionary Housing Payment - Revised Policy</p> <p>(Pages 85 - 92)</p> <p>Head of Finance and Resources</p>	<p>To seek approval to a number of amendments to an existing policy.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>

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<p>12. Employment Policies - Review (Pages 93 - 106) Head of Finance and Resources</p>	<p>To consider a review of the following Employment Policies:</p> <ul style="list-style-type: none">• Volunteering• Time Off for Public Duties. <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>13. Overview and Scrutiny Committee (Pages 107 - 114) Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on the 26th July 2011.</p> <p>There are recommendations to consider.</p> <p>(Minutes and separate referral report in relation to recommendation attached)</p>
<p>14. Worcestershire Shared Service Joint Committee (Pages 115 - 124)</p>	<p>To note the minutes of the meetings of Worcestershire Shared Services Joint Committee held on 11th and 23rd June 2011.</p> <p>There are no referrals to consider.</p> <p>(Minutes attached)</p>
<p>15. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc. 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>16. Advisory Panels - update report (Pages 125 - 128) 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>17. Action Monitoring (Pages 129 - 130) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>

18. 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 matters on the grounds that they involve(s) the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12 (A) of the said Act, as amended.”

Item 19 – Shared Service Business Case – Land Drainage

20 – Shared Service Business Case – Single Business Case

21 – Shared Service Business Case – Car Parking

22 – Shared Service Business Case – Emergency Planning.

[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’.]

19. Shared Service Business Case - Land Drainage Service

Exec Director - Planning & Regeneration, Regulatory, Housing Services

To consider the Business Case for a service to be shared between Redditch Borough Council, Bromsgrove District Council and Wyre Forest District Council for Watercourse / Land Drainage Services.

(Reports previously circulated to the Shared Services Board on 11th August 2011. Minutes to be circulated following the Board meeting on 18th August 2011.)

[The report is exempt, as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to individual employees and contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority, disclosure of which is not considered to be in the public's best interest.

In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]

(No Specific Ward Relevance);

20. Shared Service Business Case - Single Business Case

Head of Environmental Services

To consider the Shared Business Cases for the following services:

- Legal & Democratic Services;
- Accountancy
- Customer Services
- Leisure (Phase 3)
- Civic Support.

(Reports previously circulated to the Shared Services Board on 11th August 2011. Minutes to be circulated following the Board meeting on 18th August 2011.)

[The report is exempt, as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to individual employees and contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority, disclosure of which is not considered to be in the public's best interest.

In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]

(No Specific Ward Relevance);

**21. Shared Services
Business Case - Car
Parking**

Chief Executive

To consider a referral from the Shared Services Board regarding:

- a) a proposal to adopt Civil Parking Enforcement (CPE) on street in Bromsgrove;
- b) a shared service between Wychavon District Council, Redditch Borough Council and Bromsgrove District Council's car parking.

(Reports previously circulated to the Shared Services Board on 11th August 2011. Minutes to be circulated following the Board meeting on 18th August 2011.)

[The report is exempt, as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to individual employees and contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority, disclosure of which is not considered to be in the public's best interest.

In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]

(No Specific Ward Relevance);

**22. Shared Service Business
Case - North
Worcestershire
Emergency Planning
Service**

Head of Environmental
Services

To consider a referral from the Shared Service Board regarding the Business Case for a shared North Worcestershire Emergency Planning Service.

(Reports previously circulated to the Shared Services Board on 11th August 2011. Minutes to be circulated following the Board meeting on 18th August 2011.)

[The report is exempt, as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to individual employees and contemplated consultations or negotiations in connection with labour relation matters arising between the authority and employees of the authority, disclosure of which is not considered to be in the public's best interest.

In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]

(No Specific Ward Relevance);

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**23. Confidential Minutes /
Referrals (if any)**

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



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MINUTES

Present:

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

Also Present:

Officers:

K Dicks, C Flanagan, C John, T Kristunas and J Pickering

Committee Services Officer:

D Sunman

42. APOLOGIES

There were no apologies for absence.

43. DECLARATIONS OF INTEREST

There were no declarations of interest.

44. LEADER'S ANNOUNCEMENTS

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

- Town Centre Landscape Improvements (including Church Green); and
- Solar Panel Scheme

.....
Chair

45. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 12th July 2011 be confirmed as a correct record and signed by the Chair.

46. EMPLOYMENT POLICIES - REVIEW

The Committee received a report which sought approval for a number of revised employee policies.

Officers reported that the revised policies had been developed and agreed with the trade unions.

Members thanked Officers and trade unions representatives for their involvement in this important work.

Members were informed that a final pay model and relevant equality impact assessments had been sent to UNISON National Office and that it was anticipated that a timeline would be received from them within the next two weeks.

RECOMMENDED that

the following Employment Policies be approved:

- **Annual Leave Entitlements;**
- **Committee Allowance Policy;**
- **Services in Non Regular Forces Policy;**
- **Flexitime Policy;**
- **Travelling and Subsistence Policy;**
- **Job Evaluation Policy;**
- **Reorganisation and Change Policy.**

47. INFORMATION SHELTERS - REQUEST TO DISCONNECT ELECTRICITY / DEMOLISH SITES

Members considered a report which sought approval to demolish the five existing tourist information shelters located at key gateway sites on entrances to the town.

Officers reported that the shelters were in a poor state of repair, the information and maps were out of date and that there was no evidence of them being well used. Significant funding would be required if the shelters were to remain including £4,690 per annum in electricity costs, which contributes unnecessarily to the Council's carbon footprint.

Members were informed that following a successful bid by Worcestershire County Council to the Department of Transport to roll out the 'Choose how you Move 2' project, money would be available to provide six information kiosks in Redditch. This project had been designed to encourage more sustainable transport in the town.

RECOMMENDED that

- 1) **the information shelters be demolished and the lighting system be disconnected; and**
- 2) **the annual budget for electricity consumption for 2011/12 be diverted into the energy efficiency 'spend to save' fund.**

48. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 5th July 2011.

RESOLVED that

the minutes of the meeting of the Overview and Scrutiny Committee held on 5th July 2011 be received and noted.

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

There were no minutes or referrals under this item.

50. ADVISORY PANELS - UPDATE REPORT

The Committee received an update on the work of the Advisory Panels and similar bodies and noted the following meeting dates:

- Housing Advisory Panel: 5th September 2011
- Planning Advisory Panel 9th August 2011

51. ACTION MONITORING

The Committee received an Action Monitoring report.

RESOLVED that

- 1) **the report be noted;**

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- 2) **a report on the disposal and future of Park House (Evesham Street) be deferred to the meeting of the Executive Committee on 13th September 2011; and**
- 3) **a report be produced by Officers detailing the financial impact of Shared Services on the participating Councils in respect of matters including savings to date, set-up costs and redundancy costs.**

The Meeting commenced at 7.00 pm
and closed at 7.32 pm

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Chair

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LEARNDIRECT

Relevant Portfolio Holder	Councillor Derek Taylor, Portfolio Holder - Leisure and Tourism
Portfolio Holder Consulted	Yes
Relevant Head of Service	John Godwin, Head of Leisure and Cultural Services
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

To consider the future of the provision of the Learndirect adult learning service operated at Greenlands Business Centre following the withdrawal of funding from UFI for the forthcoming academic year 2011/12. The council has in previous years been granted a contract from the funding body (University for Industry) to deliver basic skills and IT training which offsets the cost of operating the service and provides the customer with free or very limited cost for training. The Council now needs to consider the options available and the viability of each now that the contract has been withdrawn.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

1) **the contents of the report be noted; and**

to RECOMMEND that

2) **EITHER**

Option 1 - funding be continued and the service maintained as currently provided; OR

Option 2 - the service be closed at the end of the extended contract period.

3. KEY ISSUES

3.1 At the Council meeting on 9th August 2010 Members approved option 4 of the recommendations to relocate the Learndirect element of the REDI Centre Service to another Council owned facility. The relocation was completed by the beginning of January 2011 and the service maintained to its customers throughout the transition process.

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Within the report Officers stated that the current contract with UFI (University for Industry) may not be granted for another term as they were issued on an annual basis and were not guaranteed.

- 3.2 The Deputy Leader of the Council in the Leaders announcements at the Executive Committee held on the 12th July 2011 advised the Committee that the existing contract with UFI to fund the Learndirect service had not been renewed. It is important to note that the withdrawal of the contract was entirely due to the way that UFI wished to operate future contracts and not due to any quality or quantity issues relating to the delivery at the Centre. Customer online satisfaction rating returns to UFI scored the service at 100%.
- 3.3 The Centre is currently funded by University for Industry (UFI) through the brand name **Learndirect**, (Adult Responsive Learning). For the academic year 2010/11 we were contracted to deliver the following targets contained in the table below, which were all exceeded.

Description		Target	Actual
Skills for Life	Enrolments	152	165
IT – Level 2	Enrolments	46	58

- 3.4 An extension to the existing contract due to expire on the 31st July 2011 has been agreed with UFI which will provide funding until the 30th September 2011. The total number of individual learners that have attended the Centre up to the 31st July is 172. An additional 30-40 learners will attend the Centre during the contract extension period bringing the total number of learners to in excess of 200.
- 3.5 At the end of September 2011 the contract extension will expire which will see the total removal of all existing income streams from the Centre. There are some funding options available through grant bidding processes that the Centre may be able to access, but at this stage it has not been possible to quantify how much funding is available and whether the Centre would be successful in the bidding process. The Centre can continue to deliver basic skills courses and ICT to customers. The costs of provision could be offset by a charging policy to all learners, but this would need time to be developed taking into account the needs of individuals on lower and higher incomes and the needs of local employers.

Future Learndirect provider

- 3.6 Officers have been in contact with UFI to identify who has been granted a contract to operate the Learndirect Service in the Redditch area. It has been confirmed that the contract has been awarded to Pertemps People Development Group, a large recruitment and training company.

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Officers have discussed with the new provider whether there would be an opportunity for Pertemps to be able to use the Council's Centre to continue to deliver Learndirect courses and to be paid to do so on a sub-contract basis, but unfortunately their contract does not permit this. Pertemps will make access to Learndirect training courses available to the people of Redditch via two routes: 1) via referral from Jobcentre Plus for helping the long term unemployed back to work; or 2) via uptake from the general public. Pertemps premises are located in Empire Court, Redditch Town Centre.

Financial Implications

- 3.7 The impacts of the options contained in the report in this financial year are contained in the table below.

Option	2011/12 Current Budget	2011/12 – additional funding requirement	2011/12 – Revised Budget	2011/12 – Net (savings) /additional costs	Comments
	£	£	£	£	
1	33,150	45,000	78,150	45,000	The loss of contracted income of £45,000 is directly proportionate to the increase in revenue expenditure. No Redundancy or Pension costs would be liable
2	33,150	27,356	60,506	27,356	The budget requirement to operate until the 30 th September is £26,372 the balance from the total budget of £6,778 can be used to offset Redundancy & Pension costs of £34,134
2012/13 budget requm't	33,150	75,000	108,150	75,000	The figures in this section relate to costs without any new income streams being available.

- 3.8 The impact of any approval on the budget strategy for 2012/13 will be included as an unavoidable pressure during the budget discussions for formal approval in February 2012 should option 1 be approved.
- 3.9 Relevant finance Officers have been consulted with regard to the financial implications.

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Legal Implications

- 3.10 No legal implications have been identified.
- 3.11 Relevant Legal Services Officers have been consulted with regard to the legal implications.

Service/Operational Implications

- 3.12 Option 1 to continue to operate the current service, has no further service or operational impacts. Option 2 to close the service, will have an impact on the Business Centre as Units 4 & 5 that Learndirect currently occupy as paying tenants would have to be vacated. The current IT hardware located at the Centre could be put back into RBC ITC PC stock.
- 3.13 Presently there are four part time members of staff (2.1 FTE's) operating the Learndirect Service. On the 22nd July 2011, staff were briefed on the current position and formally put on notice of being at risk of redundancy until this report was brought to the Executive Committee for a decision on the future of the service. Staff will be briefed on the decisions taken by the Executive Committee on the 24th August 2011.
- 3.14 Option 1 contained in this report helps support the Council's priority of Enterprising Community in the support towards skills and learning. The cost of the service needs to be considered within a Value for Money framework if the cost of the service can be reduced via other alternative options.
- 3.15 Option 2 complete closure does not support the Enterprising Community priority of the Council.

Customer / Equalities and Diversity Implications

- 3.16 Option 1 - If this option were recommended there would some impact on existing customers as Learndirect courses would not be maintained, but basic skills and ICT training could continue to be provided. As the contract income from UFI that was drawn down to fund the cost of learning has been withdrawn, customers would be required to pay a fee towards the cost of providing the learning service.
- 3.17 Option 2 - This would impact on all current and future users as the service would be closed. Customer comments on the relocated service and potential impacts on customers are contained in Appendix One.

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4. RISK MANAGEMENT

- 4.1 There is a financial risk to the Authority in varying degrees as the service is not funded beyond September 2010. Any future service costs will need to be funded from revenue balances or savings from other Council services or provision.
- 4.2 There is the potential for some reputational risk to the Authority for each of the options presented, either in respect of loss of service provision or value for money considerations.

5. APPENDICES

Appendix 1 - Customer comments on existing service provision and impact views

Appendix 2 Statistical information on Learndirect users

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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APPENDIX ONE

The service relocated to Greenlands Business Centre and began trading at the beginning of January 2011. Customers who were engaged on Learndirect at the REDI Centre were asked if relocating would be a barrier to their continued learning, 90% of respondents said it would not be a barrier.

Learner Satisfaction

Learner satisfaction reports from Learndirect show 100% on all areas. Clients found the new environment professional, welcoming and easy to access. Some of the comments received highlighted the need for an individual and flexible approach to learning which could be achieved outside of the Learndirect contract.

Customer comments include:

“Excellent experience. The tutors were super, knowledgeable and approachable. All round positive experience.

“Had a really positive learning experience for the first time ever. Never thought I would achieve but I did”.

“Really nice centre, very professional. I was able to talk about my long term goals and sort out the best course to start with”

“Great – easy way to learn, very flexible for me while I am working and looking after the children on my own. My tutors were always there to help and I only needed to attend at times suitable to my own schedule. Loved it – great tutors”.

It is considered that certain groups may be impacted upon but not excluded from access to training opportunities provided by others.

Lone Parents	Low self esteem and poor prior educational success and experiences prevents this group from going to college or places such as Pertemps Training Centres.
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Parents	Families with multiple and complex problems often wish to improve their educational chances to provide support for their children. This is a high motivating factor for many of our learners.
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They found that the smaller, more individual leaning environment helped them to focus on their own development and long term aspirations. We know that this has a positive impact on the family life and helps to improve family cohesion and aspirations.

The individual learning programmes offered by our training centre help this type of learner to stay more focused and achieve, in many cases, their first qualification.

Unemployed:

Again, low confidence and self esteem suggest that this group of people often need more targeted one to one support than they get at a larger learning organisation.

Employed part-time/full time:

They are unable to access learning during normal college hours. Although there are night time courses, many work on shifts and lack of weekly attendance means they are often withdrawn from the learning programme. They also want a more individualised learning plan to meet their needs.

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APPENDIX TWO

The statistics show that the Centre mainly attracted people from the age group 25-59 who entered with qualifications at Level 1¹ or below. 72% of people achieved at least one qualification and have moved into part-time employment or have been accepted onto a range of further education Level 3 courses and apprenticeships (notably in nursing, child care and social/health care).

In this area the Centre achieved 109% of its target numbers in Skills for Life and 126% of its target numbers for IT Level 2 (ECDL). The only main concerns this year were timely completion of programmes. This was an area where the Centre made great improvements on the previous service delivery improving the target up from a low 25% to 74%. The success rate for Skills for Life was 81% and the IT rate was 76%.

Referrals

Statistics show that the majority of learners were referred by the Job Centre and word of mouth, however it was notable that the number of referrals from employers has grown significantly since last year. Also, this is the first year NEW College have actively referred learners to the Centre. This was because the Centre was able to offer courses all year round and had flexible start and end dates.

Job Centre	36	21%
Word of mouth	31	18%
Next Step Provision	24	14%
Learndirect website	21	12%
NEW College (Advice and Guidance)	15	9%
Employer	13	8%
Marketing Events	10	6%
JCP	10	6%
SureStart	8	5%
NHS	4	2%

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Withdrawal Rate			
	Skills for Life	19%	21%
	L2 - ICT	24%	16%
Timely completion			
	Skills for Life	78%	64%
	L2 - ICT	70%	42%
Progress			124
	Further Education/Higher	31	25%
	Employment - Full Time	28	23%
	Employment - Part time	33	27%
	Unemployed	23	19%
	Other	9	7%
Prior Attainment			
	No qualifications	21	12%
	Entry level	18	10%
	Other qualifications below level 1	22	13%
	Level 1	63	37%
	Level 2	19	11%
	Level 3	19	11%
	Level 4	5	3%
	Level 5 and above	5	3%
Referrals			
	Job Centre	36	21%
	Word of mouth	31	18%
	Next Step Provision	24	14%
	Learndirect website	21	12%
	NEW College (Advice and Guidance)	15	9%
	Employer	13	8%
	Marketing Events	10	6%

Black or Black British - Caribbean	2	1%
Mixed - White and Asian	1	1%
Mixed - White and Black Caribbean	2	1%
White - British	132	77%
White - Irish	4	2%
White - any other white background	8	5%
Any other	3	2%

Learning Difficulties		
Moderate learning difficulty	22	13%
Dyslexia	21	12%
Dyscalculia	8	5%
Multiple learning difficulties	15	9%
Other	3	2%
No learning difficulty	68	40%
Not known /not provided	35	20%
Disability		
Hearing	2	1%
Disability affecting mobility	6	3%
Other medical	8	5%
Mental health difficulty	3	2%
No disability	117	68%
Not known	36	21%

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JCP	10	6%
SureStart	8	5%
NHS	4	2%

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**BUDGET PREPARATION GUIDELINES - 2012/13 INITIAL ESTIMATES
AND PROJECTIONS 2013/14 and 2014/15**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

The report presents to Members recommended guidelines for the preparation of the 2012/13 estimates and the projections for 2013/14 and 2014/15 for endorsement prior to their issue to budget holders.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

subject to any comments, the proposed Budget Preparation Guidelines, as detailed at Appendix A to the report, be approved.

3. KEY ISSUES

- 3.1 The 2010 Spending Review determined the basis for the financial settlements for the next three years. The decrease in grant for 2011/12, on a like for like basis, was 15.2%. A smaller reduction is proposed for 2012/13, see table below. It is assumed that no further reduction will be made in 2013/14.

Adjusted Formula Grant 2010/11	Formula Grant 2011/12	Decrease in Grant
£5,538,338	£4,696,532	£841,806
Adjusted Formula Grant 2011/12	Formula Grant 2012/13	Decrease in Grant
£4,377,679	£4,067,975	£309,704

- 3.2 The preparation of the 2012/13 budget will be based upon existing levels of service after taking into account any approved changes. The suggested guidelines for 2012/13 – 2014/15 are attached at Appendix 1 for Members' consideration.

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- 3.3 For 2011/12 the Government encouraged local authorities to freeze or reduce Council Tax by offering the equivalent of a 2.5% increase in terms of a grant.

Inflation

- 3.4 For a number of years now price inflation has only been applied in line with contractual obligations. There have been no other general increases for inflation. This practice obviously places its own pressures on service budgets. Budget holders are asked to identify any budget pressures such as this as part of the budget preparation process.

Financial Implications

- 3.5 Owing to the cuts in central government grant there is a need to reduce expenditure. Officers will be asked to identify potential savings as part of the budget preparation process.

Legal Implications

- 3.6 The Council is legally required to set a balanced budget. It therefore needs to consider inflationary pressures when preparing budget forecasts.

Service/Operational Implications

- 3.7 The proposed central government grant reductions could have service and operational implications if savings cannot be achieved through effective procurement, the programme of Shared Services and Transformation and other efficiency measures.

Customer / Equalities and Diversity Implications

- 3.8 There are no direct such implications.

4. RISK MANAGEMENT

If the Council fails to take into account inflationary pressures on its budgets then overspends could occur which impact on service delivery.

5. APPENDICES

Appendix 1 - Budget Guidelines – 2012/13 Initial Estimates and Projections for 2013/14 and 2014/15.

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6. BACKGROUND PAPERS

There are no background papers..

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Appendix 1

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**BUDGET PREPARATION GUIDELINES
2012/13 INITIAL ESTIMATES
AND PROJECTIONS FOR 2013/14 and 2014/15**

The following guidelines must be adhered to in the preparation of the 2012/13 Initial Estimates and the projections for 2013/14 and 2014/15

1. **General**

Support Service/Management Costs

- 1.1 The reallocation of support service/management costs will be calculated by Financial Services and incorporated into budgets as part of the estimates process.

Capital Charges

- 1.2 Capital charges will be calculated by Financial Services and incorporated into budgets as part of the estimates process.

Inflation

- 1.3 Price inflation will be applied in line with contractual obligations, for example on the budgets for supply contracts where the contracts have been re-tendered during the year. There will be no other general increases for inflation.

Bids/Budget Pressures

- 1.4 Any bids for additional budget provision to meet either one off or ongoing service needs will be collated by Financial Services for consideration by the Senior/Corporate Management Team (SMT/CMT). The bids presented to SMT/CMT will be prioritised for presentation to Members.

Savings/Income Shortfalls

- 1.5 Any savings or income shortfalls identified during the budget preparation process should be included on the worksheets provided which will be collated by Financial Services.

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2. **2012/13 Initial Estimates**

April 2012 Pay Award and Pensions

- 2.1 The pay award for 2012/13 has yet to be negotiated. It is assumed that due to the financial constraints and limited finance available for the Council to provide services there will be no general pay increase for 2012/13. Officers will continue to review this position during the budget process.
- 2.2 The employer's contributions rate for 2012/13 is 23.1%.

Fees and Charges

- 2.3. Fees and Charges increases should be subject to separate reports to the January 2012 Executive Committee meeting. Based on current projections as to the inflation level during 2012/13 the income budgets for each Service area / Directorate should show an overall increase of at least **2.5%**.

Inflation

- 2.4 Price inflation will be applied in line with contractual obligations. There will be no general increase for inflation. Utilities will be increased by 10% to reflect current projections for future years. Officers will continue to review the position to reflect any changes in assumptions during the budget process.

Growth/Pressures

- 2.5. Items which represent real growth/pressures in service areas will only be included in service budgets if they have previously been approved by members. Any additional spending requirements should be separately identify as bids/pressures during the budget process on the spreadsheets provided.

Grants and Subsidies

- 2.6. Only those grants and subsidies receivable in 2012/13 and notified by 31st December 2011 should be included in the draft budgets.
- 2.7. Any such income having ceased in 2011/12 must not be included in the 2012/13 estimates.

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- 2.8 Where applications have been made for grants, etc, but no notification has been received, the matter must be referred to the relevant finance officer for guidance.

Other issues

- 2.9 Any specific issues relating to service areas where budget holders are uncertain as to the processes to be followed should initially be discussed with the appropriate finance officer or the Financial Services Manager who will provide the necessary guidance.

3. **2013/14 Projections**

April 2013 Pay Award and Pensions

- 3.1 The pay award due in April 2013 has yet to be negotiated. **The Projections for 2010/11 will include a 1% provision.**
- 3.2 The employer's superannuation contributions rate for 2013/14 is 23.9%. However, the next actuarial review is due on the 31st March 2013.

Inflation

- 3.3 There will be no general increase for inflation. Inflation will only be applied to meet contractual obligations.

Growth

- 3.4 Items which represent real growth in service areas will only be included in service budgets if they have previously been approved by Members.

4. **2014/15 Projections**

April 2011 Pay Award and Pensions

- 4.1 The pay award due in April 2011 has yet to be negotiated. **The Projections for 2014/15 will include a 1% provision.**
- 4.2 The employer's contributions rate for 2014/15 is provisionally set at 25.0%. However, the next actuarial review is due on the 31st March 2013.

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Inflation

- 4.3 There will be no general increase for inflation. Inflation will only be applied to meet contractual obligations.

Growth

- 4.4 Items which represent real growth in service areas will only be included in service budgets if they have previously been approved by Members.

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**JOINT ENVIRONMENTAL ENFORCEMENT STRATEGY
REVISED FIXED PENALTY NOTICE SUMS AND
WASTE & STREET SCENE PUBLICITY PLAN 2011 - 2013**

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder - Housing, Local Environment & Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans, Head of Environmental Services
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

The report seeks approval for the Joint Environmental Enforcement Strategy and amendments to Fixed Penalty Notice amounts which both support the move to a shared environmental enforcement service. The report also contains details of the planned waste and street scene publicity and campaign work from 2011 - 2013.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) **Members approve and adopt the Joint Environmental Enforcement Strategy, as attached to the report at Appendix 1; and**

to **RESOLVE** that
- 2) **Members approve and adopt the recommended levels for Fixed Penalty Notices as set out in Appendix 2 to the report, on the basis that these amounts will form part of the Council's fees and charges and will be subject to future adjustment by Executive as part of the annual review of fees and charges; and**
- 3) **Members approve the three-year Waste and Street Scene Publicity Plan 2011 – 2013 as set out in Appendix 3 to the report.**

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3. KEY ISSUES**Financial Implications**

- 3.1 The changes to the amounts levied through Fixed Penalty Notices will not have any significant financial effect as the number of notices issued per annum is low.
- 3.2 The costs of delivering the Waste & Street Scene Publicity Plan will be met through existing budgets.

Legal Implications

- 3.3 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse. A range of powers for local authorities came into effect under the Clean Neighbourhoods and Environment Act (CNEA) 2005. The CNEA has extended local authority powers to deal with issues that are considered environmental crime.

Service/Operational Implications

- 3.4 Redditch Borough Council has undertaken enforcement action in relation to environmental offences like littering, fly-tipping and dog fouling since 2006 and employs two environmental enforcement officers.
- 3.5 In June 2011 Bromsgrove District Council approved the Joint Environmental Enforcement Strategy (Appendix 1) and the appointment of an Environmental Enforcement Officer. As part of the on-going shared services programme, environmental enforcement will be delivered as a shared service and it is recommended that Fixed Penalty Notice amounts are standardised across the two Councils. Appendix 2 details the Fixed Penalty Notice amounts that are recommended.
- 3.6 Publicity and campaign work in relation to waste and street scene services has been carried out in the Borough for a number of years. Raising awareness is an important part of these services and has always been encouraged and supported by Members. Awareness raising is also seen as an essential part of the Council's Environmental Enforcement Strategy.
- 3.7 The Joint Environmental Enforcement Strategy reflects our existing work and supports methods that have proven to be successful.

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A graduated 5 stage approach continues to be a fundamental principle in applying enforcement activity ranging from Stage 1 for less serious offences, through to Stage 5 as detailed below;

Stage 1	Advice given
Stage 2	Verbal warning
Stage 3	Written warning
Stage 4	Fixed penalty notice
Stage 5	Court proceedings.

- 3.8 Appendix 2 outlines suggested levels of Fixed Penalty Notice charges. Whilst the amounts for some offences increase slightly, offenders can pay the reduced rate which is currently already set in the Borough, if they pay within 10 days. Environmental Enforcement Officers will continue to use their discretion regarding the level of action which is taken and the issuing of Fixed Penalty Notices.
- 3.9 The following are examples of publicity and awareness raising campaigns that have been carried out in recent years:
- a) 'Rikki Says' campaign to promote anti litter, dog fouling and recycling messages;
 - b) Information about/promotion of recycling services prior to alternate weekly collection service (AWC);
 - c) Anti-fly-tipping, litter and dog fouling through the 'Worth it' campaign;
 - d) Information and promotion of alternate weekly collection service (2006/07);
 - e) Additional materials to recycle – EnviroSort campaign (2009);
 - f) Trial garden waste collection service (2010);
 - g) Dog fouling awareness (2010).
- 3.10 The Waste & Street Scene Publicity Plan 2011 – 2013 (Appendix 3) focuses on 7 key objectives which are outlined in the Environmental Service Business Plan 2011-12 or the Joint Municipal Waste Management Strategy for Herefordshire & Worcestershire. All objective are waste or street scene related issues that are of a concern to residents of both authorities and the authorities themselves:
- a) To understand the requirements of our customers for street scene & waste services;

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- b) To decrease tonnage of food waste in grey bins;
 - c) To decrease incidents of dog fouling on pavements and open spaces;
 - d) To decrease incidents of fly tipping;
 - e) To decrease incidents of littering;
 - f) To increase reuse tonnage from household waste;
 - g) To increase tonnage of recyclables collected from household waste;
 - h) To decrease tonnage of compostable materials collected in grey bins.
- 3.11 The plan details a number of targeted campaigns covering street scene and waste issues for both authorities and a mix of communication approaches will be utilised in promoting services messages. The 3 year plan is structured around 5 key themes of food waste, dog fouling, recycling, fly-tipping and litter.
- 3.12 Whilst the Enforcement Officer can use discretion in carrying out environmental enforcement, based on the five stage approach it is recommended that the Council adopt a 'zero tolerance' approach during campaign periods. This will mean that whilst the Enforcement Officers can still use discretion in dealing with dog fouling and littering offences, we will:
- a) promote the 'zero tolerance' message in our publicity materials by saying that residents themselves have a zero tolerance of these crimes; and;
 - b) escalate the action we take to a higher level – i.e. issue more fixed penalty notices during campaign periods when awareness levels are raised through press releases, posters, leaflets engagement with residents and patrols of target areas.
- 3.13 There are a number of different messages to convey at different points in the year and often to different audiences, therefore a range of diverse communication tools are required to help us to do this and more importantly to engage with our customers. These include Redditch Matters, social networking sites, Council Website, direct emails, livery on waste collection vehicles and the electric vehicle, attending events, working with the local media.

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Customer / Equalities and Diversity Implications

- 3.14 As outlined above, the plan recognises that different audiences require different communication methods and a range of methods will be used as indicated in Appendix 3.

4. RISK MANAGEMENT

- 4.1 The main risks associated with the details included in this report are:

- a) Increasing Environmental Crime;
- b) Unsafe communities (real and perceived);
- c) Negative Impact on street cleanliness and associated performance indicators.

- 4.2 Currently the risks identified are not addressed by any risk register and will be added to the Environmental Services risk register in due course.

5. APPENDICES

Appendix 1 – Joint Environmental Enforcement Strategy.

Appendix 2 – Fixed Penalty Notice Amounts.

Appendix 3 – Waste & Street Scene Publicity Plan 2011 - 2014.

6. BACKGROUND PAPERS

There are no specific background papers.

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Joint Environmental Enforcement Strategy
Bromsgrove District Council & Redditch Borough Council

1.0 Introduction – Why do we need a Strategy?

- 1.1 In order to reduce crime and the fear of crime within a neighbourhood, signs of even low level crimes such as environmental crimes, need to be removed or reduced, as litter and dirty streets, graffiti, dumped rubbish and cars all give a feeling of unease whilst at the same time encouraging similar criminal behaviour. Environmental crimes have an adverse impact on the local environment and quality of life.
- 1.2 To mitigate against environmental crime, this Strategy focuses on not only the traditional aspects of environmental management, such as litter picking and sweeping and enforcement but also the softer elements such as advice giving and education (including both perpetrators and observers). However, by ensuring cases which do lead to enforcement are well publicised, a clear message will be sent out to other potential perpetrators of environmental crime.
- 1.3 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse. A range of powers for local authorities came into effect under the Clean Neighbourhoods and Environment Act (CNEA) 2005. The CNEA has extended local authority powers to deal with issues that are considered environmental crime.
- 1.4 This Strategy supports Bromsgrove District Council's priorities of economic development, town centre and one community and all three Redditch Borough Council priorities – i.e. enterprising, safe and clean and green.

2.0 What is classed as 'environmental crime'?

- 2.1 The following are classed as environmental crimes and powers are given to Local Authorities to tackle these primarily through the EPA 1990, the CNEA 2004 and include:

2.2 Litter

Includes the offence of dropping litter as well as litter emanating from a business or littered private land which is open to the public such as a retail park or train station. Litter can also emanate from a premises which is not containing refuse correctly.

2.3 Fly-tipping

Varies in size from a single mattress or black bin bag to large-scale truck loads of construction, demolition and excavation waste. Some illegal dumps, whilst small in size, can be serious particularly if hazardous waste is involved. Waste is classed as a fly-tip if it is too large to be removed by a normal hand sweeping barrow. In simple terms, a single full bin bag upwards would constitute a fly-tip. Similarly several carrier bags full of rubbish dumped together would also constitute a single fly-tip. The majority of fly-tipping in Redditch is small amounts of domestic waste. In the more rural areas of Bromsgrove there are more instances of commercial loads of fly-tipping such as tyres, business or construction waste.

Appendix 1 – Joint Environmental Enforcement Strategy

2.3 Dog fouling

Offences whereby owners allow their dogs to foul on public open spaces. Please note that this enforcement activity does not include dog control orders or stray dogs, these are dealt with by Regulatory Services.

2.4 Abandoned vehicles and nuisance vehicles

Councils have a duty to deal with abandoned vehicles and can issue Fixed Penalty Notices for the offence. Please note that this enforcement activity does not carrying out enforcement activities in relation to parking offences. In Redditch there is also a local policy which deals with the problem of untaxed nuisance vehicles which are parked on Council land which can be extended across Bromsgrove.

2.5 Graffiti and fly-posting

We are currently working on a cross service/partnership approach to tackling graffiti and fly-posting where the responsibilities of the different agencies and land owners will be clarified. However, environmental enforcement officers and Anti Social Behaviour Officers will take enforcement action in relation to these issues.

2.6 Waste

Covers offences in relation to waste receptacles, such as leaving bins permanently on public land, and non compliance with the Statutory Notice issued to all householders in relation to the household waste service. Covers both household and commercial waste issues, e.g. checking on waste transfer notes or waste carrier's licences

3.0 Levels of Enforcement

3.1 The interface between giving advice and more serious enforcement action is critical. In Bromsgrove and Redditch a staged approach is used as outlined below:

Stage 1	Advice given
Stage 2	Verbal warning
Stage 3	Written warning
Stage 4	Fixed penalty notice
Stage 5	Court proceedings

3.2 Environmental Enforcement Officers are given complete discretion towards the severity of the penalty. It should also be noted it is not necessary to progress through the stages and offences can be taken to stage 5 on a first account if this is considered appropriate.

3.3 The authorities will use the power whereby a discount on a FPN can be offered for early payment – full details of the amounts for the various offences are set out in appendix C. The standard period for payment of fixed penalties is set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

4.0 Awareness raising

- 4.1 An important part of the role of enforcement officers is to carry out proactive visible enforcement to tackle problems like littering and dog fouling.
- 4.2 Campaigning and the use of good quality promotional materials – statutory notices, standard letters, stickers, cards etc. plays an important part of this enforcement strategy. Additionally, regular publicity to promote our enforcement activities will take place, and we will ensure that we publicise successful outcomes in relation to a specific event.

5.0 Partnerships across the Council and with other Agencies

- 5.1 Environmental enforcement work supplements and forms part of our street cleaning and waste collection services. It supplements the schedules which are in place to keep the streets and other public open spaces clean and tidy and household waste collection services.
- 5.2 Working together with other service areas and agencies like social landlords is a critical part of the approach to tackling environmental crime. For example, in Redditch there are regular walkabouts in conjunction with tenancy and ASB officers as well as community support officers and police. Support of and attendance at events like PACT meetings is also an important part of our Strategy.

6.0 How do we check that what we are doing is working?

- 6.1 We will provide regular updates to Members on enforcement work and also report activities in relation to fly-tipping through the Flycapture database and any other such reporting systems that are required in the future.

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
1	Nuisance Parking	Amount fixed at £100	Local authority authorised officers	s.6(1) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • functions under Refuse Disposal (Amenity) Act 1978 • functions under sections 99-102 Road Traffic Regulation Act 1984 • enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005 	Fixed £100	n/a
2	Abandoning a vehicle	Amount fixed at £200	Local authority authorised officers	s.2A(1) Refuse Disposal (Amenity) Act 1978	<ul style="list-style-type: none"> • Functions under the Refuse Disposal (Amenity) Act 1978 • functions under sections 99-102 Road Traffic Regulations Act 1984 • enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005 	Fixed £200	n/a
3	Litter	Can be set at local level (between £50-£80). Default £75	Litter authority ² authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s.88(1) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50
4	Street litter control notices and litter clearing notices	Can be set at local level (between £75-110). Default £100	Principal Litter authority authorised officers	s.94A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£100 (currently set at £50)	£75

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
5	Unauthorised distribution of literature on designated land	Can be set at local level between £50-£80). Default £75	Principal litter authority authorised officers, including persons not directly employed by the authority	Schedule 3A, para. 7(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> Litter-related functions under Part 4, Environmental Protection Act 1990 Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75	£50
6	Graffiti and fly-posting	Can be set at local level (between £50-£80). Default £75	Local authority ² authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s. 43 Anti-social Behaviour Act 2003	<ul style="list-style-type: none"> Litter-related functions under Part 4, Environmental Protection Act 1990 Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50
7	Failure to produce authority (waste transfer notes)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 5B(2) Control of Pollution (Amendment Act 1989	<ul style="list-style-type: none"> functions, including enforcement concerning offences, under section 5 Control of Pollution (Amendment) Act 1989 	Fixed £300	n/a

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
8	Failure to furnish documentation (waste carrier's licence)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 34A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • functions including enforcement concerning offences, under Part 2 Environmental Protection Act 1990 	Fixed £300	n/a
9	Offences in relation to waste receptacles	Can be set at local level (between £75-£110). Default £100	Waste collection authority authorised officers	s.47ZA(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> • Functions, including enforcement concerning offences, under Part 2 Environmental Protection Act 1990 	£100 (currently set at £50)	£75
10	Offences under Dog Control Orders	Can be set at local level (between £50-£80). Default £75	Authorised officers of primary and secondary authorities, including persons not directly employed by the authority such as Police Community Support Officers	s. 59(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • Litter-related functions under Part 4, Environmental Protection Act 1990 • Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003 • Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005 	£75 (currently set at £50)	£50

Appendix 2 – Fixed Penalty Notice amounts

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
11	Failure to nominate key-holder (within an alarm notification area) or to notify local authority in writing of nominated key-holder's details	Can be set at local level (between £50-£80). Default £75	Local authority authorised officers, including persons not directly employed by the authority	s. 73(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> • Functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005 • functions under the Noise Act 1996 • functions under sections 79 to 82 of the Environmental Protection Act 1990, in connection with statutory nuisances and noise 	Dealt with by Regulatory Services	
12	Noise from dwellings Noise from licensed premises	Can be set at local level (between £75-110). Default £100 Amount fixed at £500	Local authority officers Local authority officers	s. 8 noise Act 1996	<ul style="list-style-type: none"> • functions under the Noise Act 1996 • functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005 • functions under sections under 79 to 82 of the Environmental Protection Act 1990, in connection with statutory nuisances and noise. 	Dealt with by Regulatory Services	

* The CNEA introduced a power for authorities to offer a discount for early payment of a fixed penalty. There is a standard period for payment of fixed penalties, set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

Street Scene and Waste Communications Strategy & Action Plan

Bromsgrove District Council & Redditch Borough Council
Environmental Services
2011-2013

1. Introduction

- 1.1 With the shared nature of Bromsgrove District and Redditch Borough Council's Waste and Street Scene Policy, Performance and Publicity team (PPP), waste and street scheme related communications will be coordinated across the two neighbouring authorities.
- 1.2 This opportunity allows not only financial savings but also the opportunity to synchronize messages to residents in both areas.
- 1.3 2010/11 saw the step change for both authorities with the introduction of the comingled recycling service and much effort was concerted into communicating this change to all residents that would be affected. With support from Worcestershire County Council and WRAP new livery, banners, calendars, service leaflets, letters, residents' magazines, press adverts, road shows were all employed in this effort.
- 1.4 This year also saw a real increase in the use of electronic communications for the service by means of social networking sites as well as the now already established council website. With the two instances of bad snow and ice weather experienced 'e-communications' proved to be the most fitting and convenient method of keeping our residents in touch about our services and will be something we look to utilise more in the future.

2. Review

- 2.1 Both authorities have been separately managing their waste and street scene communications individually although they have often communicated that same messages and the same time of year and often through the same medium.
- 2.2 No formal communications strategy has been adopted by either authority in the past and the relevant officers have managed the communication of messages on a day to day basis and in line with national campaigns and regional waste initiatives.
- 2.3 Successes for the past few years communications have included:

- **Social Network / Email updates** (E.g. Bad Weather Working Plan)

Using social networking sites has become a hugely popular method of communication over the past 2 years and many residents will engage in some way with this kind of networking. Using Facebook, Twitter and other such sites enables us to disseminate message quickly and to provide ongoing updates on a regular basis at no financial outlay to the

council. The use of emails to disseminate information that can quickly change has been successfully put into place through the bad weather working arrangements.

- **Parish and Village Newsletters for localised and general information** (E.g Changes to waste collection services)

BDC has been criticized in the past for not communicating messages to all its residents and that the local newspapers do not cover the entire district. In order to address this reliance on local press has reduced greatly and instead the use of more localise newsletters has been employed.

- **Actively engaging with residents on the streets** (E.g Dog Fouling Campaign Activities)

RBC have been using innovative methods to target dog fouling issues which have proved effective in stimulating local residents in the issues and engaging directly with those that have the concerns. Standing shoulder to shoulder with residents and being a very recognisable figure enables residents to recognise someone is taking action and the authority is addressing a particular issue. This very visual way of communicating is time consuming and therefore resource intensive however possibly produces the best results.

- **Customer Focus Groups** (E.g Changes to Waste Services)

BDC ran a focus group to engage with residents on how to communicate the 2009 changes to waste services. Although not initially intended as a communication tool, this group proved very effective in engaging with our local community and allow them to have an input into the way in which we communicated our message. Where possible this kind of focus group should be employed to help shape the way we deliver our message and also what messages we deliver.

2.4 Other innovative ideas such as using the Life channel to advertise in GP surgeries to reach target audiences in the community have been employed in an attempt to engage with often difficult to reach groups. Although not quantifiable in terms of how many residents were actually touched by this method of communication, we have statistics to provide an average footfall and demographic make up of the regular visitors to the GP surgeries and we found this useful in targeting females and the elderly.

2.5 It is intended that by planning in the communications for waste and street scene issues we will be able to manage resources more effectively, include all the relevant stakeholders and deliver well though through campaigns which therefore are more likely to deliver the expected results.

3. Strategy

- 3.1 PPP will proactively plan a number of targeted campaigns covering street scene and waste issues for both authorities. A mix of communication approaches will be utilised in promoting services messages. We have a number of different messages to convey at different points in the year and often to different audiences therefore a range of diverse communication tools are required to help us to do this and more importantly to engage with our customers.
- 3.2 Residents Magazines
Bromsgrove: Together Bromsgrove is published 2 times per year (Summer and Winter)
Redditch: Redditch Matters is published 3 times per year (Spring, Summer and Winter)
- 3.3 For each edition published at least 1 full page devoted to a service specific issue will be printed and distributed to all residents within each authority.
- 3.4 New Residents Pack
This will be a new feature for both authorities whereby service specific information will be distributed to new residents of the area. In particular information concerning the new householders refuse and recycling service will be of utmost importance.
- 3.5 Social Networking
For both authorities social networking sites (currently Facebook, Twitter) will be utilised in all possible areas as this proves an efficient and quick method of deploying message. Social networking sites will be the particular focus for any service disruption alerts (e.g. disruption to waste collections due to snow and ice)
- 3.6 Council Websites
All areas of both authority website will be kept up to date with relevant and useful service information. This will continue to be a primary source of information for all our residents and Customer Service Centres alike and therefore needs to be current and easily navigable in order to find the desired information.
- 3.7 Direct Emails
Direct mails will be sent to parish councils and elected councillors and where appropriate customer email addresses to update and advise on forthcoming events, service changes etc.

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3.8 Livery

The vehicles used in delivering council services are a valuable asset to each authority, in using the vehicles to advertise and promote our street scene and waste services we are able to take our messages into our communities for relatively little outlay providing vast opportunities to be seen. All future refuse and recycling vehicles will be procured with an in built livery solution installed.

3.9 Events

Each authority has a calendar of annual events which have historically been attended by the waste services department. The PPP team will attend events where appropriate to communicate services message with residents. Such events are valuable in gaining face to face contact with residents and also allows for feedback to be used to improve specific service areas.

3.10 Other opportunities to meet

Other less formal events will also be valuable in allowing face to face communication with residents such as stands at a Customer Service Centre or greeting dog owners in local parks to give advice on dog fouling.

3.11 Local press

Press releases allow messages and photos to be circulated in 78,956 copies in BDC and 97,307 copies in RBC. Although coverage of the local papers is not 100%, use of press release does deliver a message to a high proportion of both areas. Press releases are also circulated to local radio stations and in the past there has been support via this medium although to a lesser extent than newspapers.

3.12 Consultation

There is a need to engage with our customers on a more formal basis to understand fully the effectiveness of our services and to ensure each Council is providing services which are fit for purpose for our customers. **A focus group to fully understand the requirements of our customers will be organised for both authorities. At these focus groups we will gather feedback on street scene and waste services and on the communications strategy and plan contained in this document.**

4. Key Objectives

The strategy intends to focus on 7 key objectives which are outlined in the Environmental Service Business Plan 2011-12 or the Joint Municipal Waste Management Strategy for Herefordshire & Worcestershire. All objective are waste or street scene related issues that are of a concern to residents of both authorities and which are concerns for the authorities themselves.

- 4.1 Understand the requirements of our customers for street scene & waste services
- 4.2 Decrease tonnage of food waste in grey bins
- 4.3 Decrease incidents of dog fouling on pavements and open spaces
- 4.4 Decrease incidents of fly tipping
- 4.5 Decrease incidents of littering
- 4.6 Increase reuse tonnage from household waste
- 4.7 Increase tonnage of recyclables collected from household waste
- 4.8 Decrease tonnage of compostables collected in grey bins

5. Campaign Planner

; Strategy 2011-2013

5.1

Objective/ Target audience/ Message	Communication Tools	Anticipated Results	Resources Required	Timescales / Frequency
<p>Food Waste</p> <p>3.1 Reduce the volume of food ending up in grey bins. On average £50 of food per family per month is thrown away</p> <p>Target Audience: Procurers, cooks, consumers of food in the home environment.</p> <p>Primarily aimed at females</p> <p>Message:</p> <p><i>Only buy the food you need</i> <i>Perfect Portions</i> <i>Love your leftovers</i> <i>Store food correctly</i></p>	<p>LFHW livery</p> <p>Face to face (events)</p> <p>Link to LFHW website from Council pages</p> <p>Press releases</p>	<p>Reduction of uncooked food and packeted food in grey bins.</p> <p>There is no requirement from WRAP to measure performance therefore success will only be anecdotal.</p>	<p>LFHW Livery Banners Leaflets (Above funded by WRAP)</p> <p>Giveaway bags (Supplies already secured)</p> <p>Staff time</p>	<p>Apr – Jun 2011</p> <p>Aim for 1 event in each district per month for 2011 WRAP Campaign</p> <p>Jan – Mar 2012</p>

<p>Dog Fouling</p> <p>3.2 Decrease the incidents of dog fouling on pavements and open spaces</p> <p>Target audience: Dog Owners</p> <p>Message:</p> <p><i>Clean up after your dog</i></p>	<p>Anti-dog fouling Livery</p> <p>Press release</p> <p>Repair or replace damaged dog bins</p> <p>Temporary signs</p> <p>Poo Spraying</p> <p>High visibility of 'Dog Wardens'</p> <p>Web Site & social networking</p> <p>Leaflets</p> <p>Dog poo bags</p>	<p>A reduction in observed dog fouling and dog fouling complaints on pavements and open spaces</p>	<p>£2,400 per authority for livery – Agrippa</p> <p>Signs £450</p> <p>Spray paint £ 50</p> <p>Leaflets £ 200</p> <p>Enforcement Team to highlight target sites for RBC</p> <p>Street cleansing to highlight target sites for BDC</p> <p>Reports from Oneserve and M3 to quantify number of complaints.</p> <p>Anecdotal reports of fouling from residents will also be taken into account for site selection.</p> <p>Poo Bags – already procured Hi Vis Vest – already procured</p>	<p>Jul – Oct 2011 Street Theatre & Morton Stanley festival</p> <p>Apr - Jun 2012</p> <p>Jul - Oct 2013 Arrow Valley Scarecrow Festival</p>
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<p>Fly Tipping 3.3 Decrease the incidents of fly tipping</p> <p>Target audience: Illegal fly tippers, both commercial and household</p> <p>Message:</p> <p><i>Dispose of your waste lawfully</i></p>	<p>Anti-fly tipping livery</p> <p>Covert surveillance with EA & widespread PR coverage of perpetrators</p> <p>Business Rates Leaflet mailer</p> <p>Duty of care checks on builders, tyre fitter, household clearance and waste disposal businesses</p> <p>Website & social networking</p> <p>Banners displayed at prominent fly tipping hot spots.</p>	<p>Reduction in number of fly tipping incidents</p> <p>At least 1 prosecuted fly tipper in each local authority</p>	<p>£2,400 per authority for livery – Agrippa Input required from Legal Team @ BDC</p> <p>EA required for surveillance</p> <p>Revenue department for business rates mailer £300 per authority for postage</p> <p>Print & Design for leaflet</p> <p>Enforcement for duty of care inspections</p>	<p>Jan – Mar 2012</p> <p>Jan - Mar 2013</p>
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<p>Litter</p> <p>3.4 Decrease incidents of littering</p> <p>Target audience: All residents of both authorities</p> <p>All visitors to both authority areas</p> <p>Message: <i>Don't drop litter.</i></p> <p><i>Dispose of litter in a litter bin</i></p>	<p>Anti-littering livery</p> <p>Press release</p> <p>Website & social networking</p> <p>We're watching you campaign (incentivising those using litter bins and issuing FPN's for those that don't)</p> <p>Repair or replace damaged litter bins</p> <p>Organise litter picks</p> <p>Banners in high profile locations</p> <p>Cigarette butt pocket ashtrays</p> <p>Crew Training</p>	<p>General awareness raising on dropping litter</p> <p>A reduction in the occurrence of problem litter at target sites</p>	<p>Enforcement Team to highlight target sites for RBC</p> <p>Street cleansing to highlight target sites for BDC</p> <p>Reports from Oneserve and M3 to quantify number of complaints.</p> <p>Anecdotal reports of fouling.</p> <p>Banners £1000</p> <p>Cigarette Butt pocket ashtrays £1500</p>	<p>Jul – Oct 2012</p> <p>Street Theatre & Moreton Stanley Festival</p> <p>Apr - Jun 2013</p>
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6. Campaign Details

6.1 Love Food Hate Waste

In 2007 WRAP released a report identifying that on average families waste around £50 per month throwing food waste away. This equates to around 8.3 million tonnes of food and drink in the UK each year. The cost of food waste disposal is ultimately passed onto the householder and therefore residents are paying twice for the food they waste.

6.1.1 Timing:

This is a regional West Midlands LFHW campaign coordinated by Shropshire County Council. Funding secured to procure livery, leaflets, fleeces, t-shirts, table cloths, menu cards and give-aways. Launch date 8th March and runs until June 2011 in line with bid requirements.

6.1.2 Focus:

The 2 main reasons for throwing food away are cooking too much and letting food go off before eating it. The majority of people do not admit to wasting food as they do not acknowledge it, those households with children are the worse offenders per household whilst single person households waste the most per capita. Age also plays a part with younger adults wasting more than the older age groups.

The issue of wasting food does quite often need to be teased out of individuals and therefore officers will have to go down a line of questioning to identify what items each particular resident will waste. Aim to be as helpful as possible giving suggestions and advice about food storage, meal planning and using left over's etc but make sure the tone of voice does not come over as preachy or authoritative.

Each authority is to arrange and hold events to speak face to face with residents and engage with them about food waste.

Key behaviours to address:

- Meal Planning
- Writing Shopping Lists
- Checking Cupboards before shopping
- Food rotation and dates
- Freezing Food
- Perfect Portions
- Using Leftovers
- Food Storage

6.1.3 Aim:

To engage with a minimum of 100 residents of BDC and RBC (inclusive)

To identify food waste within the home

To suggest methods of food waste reduction using ideas from the LFHW website (or personal experience as appropriate)

6.1.4 Plan of Action:

- Livery to be applied to freighters
- Website updates
- Ask local communities (shops, libraries etc) to display LFHW posters.
- Arrange **at least 5 LFHW road shows** in each authority area trying to focus on locations where officers can engage with residents and talk at length. Avoid locations where residents will be short of time and unwilling to talk.
- Keep a tally of the number of individuals spoken to.
- Take photograph of stall / event.
- Where appropriate invite other Environmental Services staff to attend event and assist in manning stands
- Press release

6.2 Dog Fouling

Dog fouling is classed as litter by local authorities but it is the most offensive type of litter that many residents will come across. Where dog owners do not clean up after their pet they subject other pedestrians to treading in the mess and often making the issue worse by spreading the fouling incident. The victims of dog fouling are very often children, pushchair and wheelchair users. Dog mess contains infections (toxocariasis) which can cause blindness, fits and asthma.

6.2.1 Timing:

This campaign is timed to coincide with the better weather where it will be easier to engage with dog owners as opposed to during cold, dark and wet periods when people will be less willing to stop and talk when dog walking

6.2.2 Focus:

It is the responsibility of the dog owner or the person in charge of the dog to clear up any dog fouling left by their dog. If owners fail to clean up after their dog, Fixed Penalty Notices can be issued, or if the case goes to court a fine of up to £1000.00. The regulations state specifically, that being unaware that the dog has fouled, or not having a suitable means of removing the faeces is not a reasonable excuse for failing to clean up after a dog. The intention is to advise dog walkers

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about the illegal side of dog fouling, ensure dog walkers have poo bags with them to clean up after their dog and to make sure they are aware about the risks associated with dog fouling.

6.2.3 Aim:

To engage with as many dog walkers and non dog walkers as possible about the actions being taken

To highlight the abundance of dog fouling in target areas

To reduce the occurrences of dog fouling incidents in selected target areas

6.2.4 Plan of Action:

- Livery to be applied to freighters
- Website & social networking updates
- Repair & replace damaged dog bins
- Select target areas – areas to be chosen through engaging with street cleansing supervisor, enforcement officers, customer complaints and historical information held on areas.
- Officers to be highly visible wearing 'dog warden' vests
- Count number of dog fouling incidents at target location
- Display temporary lamppost signs in prominent locations
- Spray dog foul's with high visibility spray paint
- Post leaflets through residents doors to advise what orange spray paint is for and about campaign
- Actively engage with residents (dog walkers and non-dog walkers alike) to inform them when the campaign is about
- Where dog walkers do not have a poo bag, hand over a poo bag and poo picker and explain why it is important to clean up after the dog
- In 2 weeks return to target location to remove signs, recount and record dog fouling incidents, again actively engaging with residents
- Zero Tolerance on FPN's
- Press release

This high level of action will be sustained for the length of the campaign led by the PPP team. The Enforcement Team and Business Support will be expected to raise their levels of pro active activity in dog fouling issues during the period of the campaign. E.g. actively engaging with residents and being highly visible.

Once the campaign comes to an end, the Enforcement Team should carry on using the spray paint method to identify fouling incidents when ever they are on normal work business and to sustain their high profile dog fouling activities highlighting issues surrounding dog fouling and actively engaging with dog walkers and non dog walkers alike.

6.3 Fly Tipping

Fly tipping offences cost around £143000 across Redditch and Bromsgrove in clean up costs alone (flycapture figure) during 2010-2011. In Bromsgrove fly tipping levels have been an increasing problem with a large proportion of the incidents attributed to commercial waste. In part the levels of fly tipping are encouraged by the large network of quiet country lanes and easy access to the heavily populated conurbations of Birmingham. Redditch suffers less with the problem due in part to the enforcement presence in the authority and also as there is perhaps less opportunity to pass unseen in quiet roads.

6.3.1 Timing:

The campaign will be times to fall immediately before a leaflet concerning business waste that will be included in the business rates invoice in April.

6.3.2 Focus:

There are many different types of fly tipping; this campaign is not concerned with the side waste fly tipping that is considered to be an issue for action under the waste collection service. The fly tipping of concern here is residents choosing to take waste to specific locations to off load waste, aware that this will not constitute part of their AWC service AND commercial fly tipping.

6.3.3 Aim:

To reduce annual levels of fly tipping dumped within the authority
To raise awareness of what fly tipping is
To raise awareness amongst business owners of how to correctly dispose of business waste

6.3.4 Plan of Action:

- Livery applied to freighters
- Website & social networking updates
- Business waste letter sent to all business in authority area
- Enforcement officers to proactively approach business (selected by sector type) to run waste duty of care checks. Evidence of trade waste contracts and waste transfer notes are to be requested and fines issued in accordance with the

authorities Environmental Enforcement Policy. Records of business checked must be kept to maintain a register of checks undertaken and relevant outcomes.

- Banners displayed at fly tipping hotspots
- Press release

6.4 Litter

6.4.1 Timing:

The campaign is planned to fall at time periods where the days will be lighter longer to make engagement on the streets more achievable for officers.

6.4.2 Focus:

Litter is made up of a multitude of waste materials however a large proportion of litter waste can be attributed to food and drink packaging and cigarette ends. The campaign aims to focus directly on individuals and engage with them at the time they have used a litter bin or at the time they have dropped the litter.

6.4.3 Aim:

To encourage residents to use litter bins

To particularly focus on males 18-34 age groups however not discounting all other residents.

To reinforce the positive behaviour of residents using litter bins

6.4.4 Plan of Action:

- Livery applied to freighters
- Press release to launch campaign
- 'We're watching you'. (Incentivising those using litter bins and issuing FPN's for those that don't).
- Repair or replace damaged litter bins
- Display banners at parks, schools, play areas
- Website & social networking updates
- Contact parish councils, community organisations, local businesses etc to arrange monthly litter picks. Encourage the groups to select an area they feel would benefit from the litter pick
- Contact take away food restaurants, pubs and bars to advise on litter issues
- Recruit voluntary litter wardens and supply with high visibility vest, a supply of black sacks and litter picking stick
- Hand out cigarette butt pocket bins to smokers / those dropping cigarette butts

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- Record how many people have been rewarded and how many have been 'caught' not using litter bins
- Zero Tolerance on FPN's
- Follow up with press release to publish results

This high level of action will be sustained for the length of the campaign led by the PPP team. Enforcement are to sustain the activities by penalising the offenders rather than rewarding the compliers.

6.5 Recycling

6.5.1 Timing:

The main focus of the campaign will run annually throughout November and December in the build up to the festive season to try to encourage residents to recycle the additional waste they will be creating at this time of year. Throughout the year new residents to the authority area will be advised of the recycling service available to them through information in the New Residents Pack.

6.5.2 Focus:

The focus is primarily on Household waste and the kerbside co-mingled green bin collection with some attention paid to bring bank sites and those sites specifically designed for use at multiple occupancy buildings and flats. Due to the time of year some attention will also be paid to other agencies that may be useful in managing household waste e.g. reuse organisations and charity shops etc.

6.5.3 Aim:

To ensure all residents are aware of the materials they can recycle through the council provided collection services
To encourage residents to recycle all materials they can in council provided collection services

6.5.4 Plan of Action:

- Livery applied to freighters
- Press release to launch campaign
- Articles in community newsletters
- Advertise in local press to identify materials that can be recycled in kerbside service
- Crew Training

6.6 Composting

6.6.1 Timing:

Link in with National Compost Awareness Week held each year in May and when residents will be more receptive towards thinking about gardening and garden waste.

6.6.2 Focus:

Focussing on householders with gardens and dealing with the resulting waste created from maintaining a garden, this is a form of waste management that can assist authorities in reducing the total quantity of waste that residents present for collection and disposal.

6.6.3 Aim:

To increase the number of householders home composting their garden waste
To increase the number of compost bins sold through the WCC subsidised scheme
To raise awareness of the range of materials that can be composted at home

6.6.4 Plan of Action:

- Arrange Home composting clinics with WCC at garden centres and allotment sites using Master Composters
- Advertise discounted bins in local press and residents magazines

7. Communications Calendar

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2011												
Bank Holiday Collections	22 nd Good Friday 25 th Easter Monday 29 th Royal Wedding	2 nd May Day 30 th Spring Bank Hol			29 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		
Dog Fouling Campaign Launch												
Christmas Recycling												
Fly Tipping Campaign Launch												
National Campaigns		1 st – 7 th May Compost Awareness Week	20 th - 26 th Recycle Now Week									

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2012												
Bank Holiday collections	6 th Good Friday 9 th Easter Monday	7 th May Day	4 th Spring Bank Hol	5 th * Diamond Jubilee	27 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		29 th Good Friday
Dog Fouling Campaign Launch												
Litter Campaign Launch												
Christmas Recycling												
LFHW Campaign Launch												

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2013												
Bank Holiday collections	1 st Easter Monday	6 th May Day 27 th Spring Bank Hol			26 th Summer Bank Hol				25 th Xmas Day 26 th Boxing Day	1 st New Years Day		
Litter Campaign Launch												
Dog Fouling Campaign Launch												
Christmas Recycling												
Fly Tipping Campaign Launch												

7.1 For all events recorded on above table:

- Update Scripts – RBC only
- Update Customer Service Centre with they information they require
- Liaise with Central Communications Team to issues a press release
- Liaise with Central Communications Team to updates social networking sites
- Send update email to Councillors and Parish Councils
- Send update email to all Environmental Service Staff
- Update website with relevant information

8.0 Campaign Rota 2011-2013

	Apr	May	Jun	Jul	Aug	Sep	Oct*	Nov ○ ◇	Dec	Jan	Feb	Mar
2011												
Food Waste	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
Fly Tipping										■	■	■
2012												
Litter	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
LFHW										■	■	■
2013												
Litter	■	■	■									
Dog Fouling				■	■	■						
Recycling							■	■	■			
Fly Tipping										■	■	■

Other Service Banners

** Bonfire Banners*

◇ Christmas Lights Switch On

**EXECUTIVE
COMMITTEE**

23rd August 2011

**SOLAR PANEL SCHEME - OPTIONS FOR INTRODUCING SOLAR
PANELS AT HOUSING SITES IN REDDITCH**

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

1. SUMMARY OF PROPOSALS

- 1.1. Members will be aware of the financial benefit behind participating in the Government's current feed-in-tariff scheme (FITS); for which funds have already been agreed for installations at the Town Hall, Palace Theatre and the Crematorium.
- 1.2. Members are requested to agree that a capital allocation of up to £275,000 be allocated from the Housing Revenue Account (HRA) for further provision of solar photovoltaic (PV) at Housing sites.
- 1.3. Officers recommend that this is undertaken specifically to benefit the Council – all schemes will only be big enough to supply landlord demand. This will allow the Council to receive an income over 25 years which will benefit all tenants indirectly.
- 1.4. The precise nature of which sites are most suitable will be subject to a detailed feasibility study by the contractors chosen to tender for the entire solar PV project; although within the tender specification, contractors will be asked to prioritise St David's House and the category 'A' sheltered housing schemes (Arthur Jobson House, Harry Taylor House & Ibstock House).
- 1.5. Finally, there is potential for the Government to modify the Feed in Tariff scheme (FITS) and Members should be aware that these may impact on overall proposals for PV installations in 2010/11.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) **up to £275,000 Capital Funding be allocated from the Housing Revenue Account (HRA) for the purposes detailed below; and**

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COMMITTEE**

23rd August 2011

to RESOLVE that, subject to 1) above,

- 2) further solar photovoltaic (PV) be provided at Housing sites, as detailed in the report;
- 3) sheltered schemes be designated as priority schemes but that any RBC-owned landlord supply scheme may be chosen for investment;
- 4) the Committee note the changes to the FITS scheme and be aware that external factors may impact on the Council's plans; and
- 5) authority be delegated to the Climate Change Manager to manage all Council Solar PV schemes; performance and financing arrangements to be reported annually to the Executive Committee, in line with other energy efficiency projects, such as the Salix funded initiatives.

3. KEY ISSUES**Financial Implications**

- 3.1 The Council currently has £5.4 Million set aside in an earmarked reserve to fund future HRA capital schemes. This fund will primarily be required to support the HRA capital programme in future years because of the restriction on future borrowing.
- 3.2 The scheme will supply landlords electricity demand at housing sites, for example at St David's where there is a kitchen, laundry, communal lounge and general lighting (current annual cost of £14,000 per annum) each individual system will be small (<10kWp).
- 3.3 Sheltered schemes are prioritised because the communal areas have high daytime demand are most likely to be occupied during the day when solar generation is highest.
- 3.4 Landlords supply demand will be rising shortly as Housing Capital are installing smoke and fire detection systems; and emergency lighting systems at 171 blocks. Redditch Borough Council as landlords are responsible for paying for the electricity required to run these systems.
- 3.5 This scheme means the Council directly saves on its own costs, potentially opening up for expansion of social PV (or other renewable) installations in the future - assuming FITS will still exist for new entrants.

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- 3.6 The disadvantage of this approach is that multiple smaller installations will result in less total capacity as the cost per scheme will be much higher; however, the smaller the scheme the higher the incentive – so a scheme <4kWp results in a tariff of 41.3p as opposed to <10kWp system gives a tariff of 31.4p/kWh (see Table at 3.9).

Legal ImplicationsStatute and regulation

- 3.7 The Government has used its powers laid down in the Energy Act (2008) to introduce the FITS scheme and OFGEM (Office of the Gas and Electricity Markets) will regulate the scheme.

Important update to the FITS scheme as of 1st August

- 3.8 Members are advised that there have been significant developments regarding the FITS scheme, resulting from un-anticipated take up of the scheme by large investment companies (e.g. acres of Cornwall are now covered in solar panels). Consequently, a Central Government fast track review concluded in June 2011 that there would be a significant reduction in the FITS available to installations over 50kW (now 19p/kWh as opposed to 31.4p/kWh) from 1st August 2011. Consequently; Officers advise that none of the Council's sites will now individually exceed 49kWp.

FITS tariffs

- 3.9 The current index linked FITS rates for Solar PV up until 31st March 2012 are:

Size of System	Tariff level (pence/kWh generated)
<4 kW (retrofit)	43.3
4-10kW	36.1
10-50 kW	31.4
>50 kW	19

Anticipated second FITS fast-track review (July 2011)

- 3.10 A further fast-track consultation on a "Comprehensive Review" of the FITS is anticipated by Officers in July 2011, although details are limited at present. The Department of Energy and Climate Change has only said "that aggregating the individual installations owned by a single organisation, such as a Council or housing association, will be consulted on. The objective would be to reduce the available FITS to installers with multiple locations".

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- 3.11 If the consultation results in Government classing all the Council's installations as one scheme for the purpose of setting the tariff level (in this case, 19p/kWh as combined capacity would be more than 50kWp), this significantly affects the payback period - by approximately 30%; so would still be viable, but not as attractive a financial proposition as the current scheme. Officers will inform Members of any changes.
- 3.12 Officers will respond to the consultation once it appears. In the meantime; Officers propose to proceed as planned with the assumption that any changes will not be retrospective (as per the >50kWp change above) and the Council should be exempt from any changes if the systems are in place prior to any change being made.

Service/Operational Implications

- 3.13 The scheme contributes to the Council's priority of clean and green by tackling climate change.

Customer / Equalities and Diversity Implications

- 3.14 Specific consideration has been given to the scheme in relation to equalities. The Council's Equalities Officer has been consulted and an Equality Impact Assessment undertaken. No unfairness has been identified as the installation of solar panels is not being proposed to establishments based on the age group of the residents in those properties.
- 3.15 Rather it is based on the suitability of those properties which will have the maximum gain for energy savings. Ultimately, the beneficiaries are the Council and the population as a whole who will benefit from energy savings measures and the financial gain to the Council.
- 3.16 The Legal Services Manager has been fully consulted while preparing this report.

4. RISK MANAGEMENT

There is a risk that schemes will not be in place before the Government changes the scheme. Officers will keep a close eye on this and advise Members as required.

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**EXECUTIVE
COMMITTEE**23rd August 2011**ROXBORO HOUSE – FUTURE USE**

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder – Housing, Local Environment and Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing Services
Wards Affected	Central Ward
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 As part of the Older Persons Housing Strategy the resulting review of sheltered housing recommended that Officers undertake a comprehensive investigation into options for the future of Roxboro House.
- 1.2 The decision of the Council on 20th September 2010 gave approval for Officers to investigate potential options for retention, disposal and redevelopment. Officers have investigated these options and established that, amongst the preferred housing providers Officers have consulted, there is no current interest in development of the building. Officers have also undertaken a further cost analysis of retaining the building and this continues to be unfeasible. The remaining option is disposal.
- 1.3 All parties involved in discussions throughout Officers' investigations unanimously agreed that Roxboro House could never be suitable for older people.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

- 1) Roxboro House be declared surplus to requirements of the Council's housing stock with effect from 19th September 2011;**
- 2) Worcestershire Property Services be authorised to progress the disposal of the complex and management arrangements of the complex when closed; and**

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- 3) **Statutory Home Loss Payments (as required by the Land and Compensation Act 1973) and Disturbance Allowances be duly authorised for those tenants who have been affected and who have been re-housed in alternative accommodation as a result of the closure of Roxboro House;**

and to **RECOMMEND** that

- 4) **as a consequence of 3) above, budgetary provision be made from the Housing Revenue Account to fund the costs of Home Loss Payments and any Disturbance Allowance (estimated to be £74,400).**

3. KEY ISSUES**Financial Implications**

- 3.1 The Council has a duty under the Land and Property Act 1973 to pay Statutory Home Loss compensation to tenants who have had to move to alternative accommodation as part of the closure of Roxboro House.
- 3.2 The Housing Act 1985 (Part II S.26) allows local authorities to give financial assistance, known as disturbance allowance, towards removal costs to residents. Each affected resident will be consulted about their requirements and the allowance mutually agreed.
- 3.3 The total cost of the above is estimated at £74,400.
- 3.4 Upon closure of Roxboro House, management for the security and maintenance of the building will transfer from the Housing Services Team to Worcestershire Property Services. There will be an ongoing cost liability for security and maintenance.

Legal Implications

- 3.5 As discussed in 3.2 to 3.3 the following legislation needs to be adhered to:
- a) Land and Property Act 1973 ~ Home Loss Compensation;
 - b) Housing Acts 1985, 1988, 1996 (as amended) 2004 ~ Disturbance Allowance;
 - c) Planning and Compulsory Purchase Act ~ Displacement.

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- 3.6 Officers have discussed the report with the Legal Services Manager and, should the recommendations be approved, Officers will operate in accordance with this legislation.

Service/Operational Implications

- 3.7 During consultation on the review of sheltered housing a comprehensive scheme investigation was undertaken of Roxboro House. The results showed that this property was not conducive to the future needs and aspirations of older people. The main areas for concern were the age of the building, access, limited parking, high maintenance issues and predominantly undesired bed-sit accommodation.
- 3.8 The decision of the Council on 20th September 2010 gave approval for Officers to investigate potential options for retention, disposal and redevelopment.
- 3.9 Officers have conducted soft market testing and enabled a number of organisations to view Roxboro House and to express an interest. Officers have found organisations are not willing to commit to this project until the property is declared surplus.
- 3.10 The recommendation enables the Council to deliver one of its key priorities Enterprising Communities; namely EC2, Better utilisation of our Council housing stock.

Customer / Equalities and Diversity Implications

- 3.11 Following the decision of the Council to investigate the options, monthly consultation meetings have been held with residents to update them on the progress of investigations. This encompassed an opportunity for residents to raise questions and concerns with Officers. A number of Housing Options surgeries have been offered to residents to provide advice and support.

Residents have been accompanied to visit alternative sheltered housing schemes within the Borough. Also residents have had the opportunity to access independent advice and support from the Borough Tenants Forum Chair. This has resulted in engagement with residents who were proving hard to reach. The Borough Tenants' Forum has also been consulted. Officers have undertaken a door to door consultation exercise to establish residents' support needs and to address their concerns.

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- 3.12 Officers have analysed vulnerability of all residents and identified individual needs which Officers are addressing accordingly. Dedicated Officers are working together to ensure they support residents in their housing options choices.
- 3.13 Currently there are 12 residents living at Roxboro House. Of these, 6 are bidding for properties.

4. RISK MANAGEMENT

- 4.1 If a decision is not made to declare the building surplus this will have a large impact on the current residents. In the consultations and update meetings to the residents the main message Officers are receiving is that residents would like the decision to be made as soon as possible.
- 4.2 If the decision is delayed the condition of the building will deteriorate and the Council will have to continue to maintain the building. This will incur a cost.
- 4.3 If the Council decides the building should be retained, the upgrade works have been estimated at £400,000.

5. APPENDICES

None.

6. BACKGROUND PAPERS

Previously agreed committee papers:

- **26th August 2009** - Older Persons Housing and Support Strategy and Action Plan.
- **28th July 2010 Executive Committee** – Review of Redditch Borough Council's Sheltered Housing Stock
- **9th August 2010 Full Council** – Review of Redditch Borough Council's Sheltered Housing
- **8th September 2010 Executive Committee** - Review of Redditch Borough Council's Sheltered Housing Stock
- **20th September 2010 Full Council** - Review of Redditch Borough Council's Sheltered Housing Stock – Customer Feedback Update.

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WINYATES ESTATE - INSULATION AND HEATING IMPROVEMENTS

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder – Housing, Local Environment and Health Councillor Michael Braley, Portfolio Holder - Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Liz Tompkin, Head of Housing Services Angie Heighway, Head of Community Services
Wards Affected	Winyates
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Winyates Estate contains a number of properties, constructed in the 1970's of the Wimpey No Fines method of construction. The properties consist of flats, in 3 storey blocks and two storey houses. Their external walls cannot be insulated in the traditional method as they do not have cavities to fill.
- 1.2 These properties are within an area identified by the Department of Energy and Climate Change (DECC) as being suitable for inclusion in the power suppliers and the Country's power generators Community Energy Savings Programme (CESP) obligation. This obligation can provide finance towards improvements to insulation and heating systems to both social landlord/Council owned properties and those in private ownership as part of an area based scheme.
- 1.3 An offer has been received from E-ON, the power company, to part fund a scheme to provide external wall insulation, loft insulation and the replacement of original gas central heating boilers to 339 properties on the Winyates Estate.

2. RECOMMENDATIONS

The Committee is requested to RECOMMEND that

- 1) up to £300,000 be vired from within earmarked Housing Capital resources for the purposes indicated below;**

subject to which

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to RESOLVE that

- 2) **the improvements to the 339 properties on Winyates Estate be provided, as detailed in the report; and**
- 2) **Officers be authorised to enter into a contract with E-ON, on the terms indicated in the report, for the provision of heating and insulation improvements to the Winyates Estate.**

3. KEY ISSUES**Financial Implications**

- 3.1 a) It is estimated that the capital cost of the improvement proposals will amount to over £1.07 million. E-ON are to contribute £776,300 and the Council £300,000.
- b) The Council has £300,000 in its housing capital resources which has been ear-marked for external wall insulation of 'hard to treat' Council homes within the Borough. Officers are of the opinion that entering into a Community Energy Savings Programme (CESP) partnership with E-On is the best way of utilising Council funding which effectively 'levers' over two and half times as much of external funding to complete the work on the Winyates Estate. Without CESP funding the Council could only resource the improvement measures to 70 of the 212 properties in its ownership within the Winyates CESP area.
- c) It will be necessary to provide energy performance certificates for the 127 properties in private ownership amounting to additional expenditure of £7,000 which is to be funded utilising the Energy Efficiency Budget held by the Council for insulation improvements to homes in the private sector.
- d) It is not envisaged that there will be any costs to the owner occupiers as a result of implementing the scheme, as the inclusion of private properties increases the total energy saved and the resultant funding to the Council through CESP. Many of the owner occupiers are in fuel poverty.
- e) All OFGEM approved energy providers and power generators have been contacted and asked to consider contributing to CESP funding towards the scheme. They have not been able to provide sufficient funding in addition to Council funding to complete the scheme.

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Furthermore there is no 'management' charges with E-ON involvement, as there would be with other organisation involved in managing CESP projects throughout the country.

- f) CESP funding is time limited and will be allocated on a "first come first served" basis with the majority of funding going to the Metropolitan Districts in England where there is the highest concentration of fuel poverty. Hence the offer of funding from E-ON to the Council gives Redditch an ideal opportunity to maximise its capital resources, improving some of its housing stock and helping to reduce fuel poverty in the Borough. If the offer is not taken up the finance will be allocated to another local authority. There is no certainty that such an attractive offer would be made by any other energy company and a protracted tendering process would delay the commencement of work on site with a possibility that the funding could not be expended by December 2012.
- g) An appraisal of other insulation options has been carried out. To obtain the necessary improvement in thermal efficiency of external walls to satisfy the CESP funding requirements only internal or external insulation can be used on these solid wall properties. Internal insulation is not really a viable alternative to external insulation as the properties would have to be voided to carry out the work. The resultant reduction in room dimensions would not prove popular with the residents and would prove more expensive than the external solution offered in the E-ON scheme.
- h) As this is a somewhat unique situation and service a form of waiver is to be submitted to satisfy the Council's contract procedure. Officers are of the opinion that the enquiries that have been made with the various providers of CESP funding has produced the best offer from E-ON to maximise the Council's contribution and secures the completion of the entire Winyates project within the timescales of the programme. CESP funding has to be fully expended by December 2012. This type of procurement being unique as it is our lower contribution of £300,000 which releases the maximum CESP funding to complete the scheme. The funding being awarded to the Council on the total energy saved from the maximum number of measures installed, hence the need to include properties in private ownership within the CESP area.

- 3.2 The Council's Head of Finance and Resources has been consulted with regard to the financial implications of this proposal.

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Legal Implications

- 3.3 The Community Energy Saving Programme (CESP) was introduced in late 2009 by the Government and is administered by the Department of Energy and Climate Change (DECC). It is intended to improve energy efficiency in areas of low income and fuel poverty in order to reduce CO² emissions and fuel bills.
- 3.4 Funded by energy suppliers and generators CESP will improve energy efficiency through the development of community based partnerships involving energy suppliers, local authorities and community based organisations. The estimated cost of the national programme is £350m. It is necessary for energy suppliers to seek approval from Ofgem before schemes can be implemented, which have to be completed by December 2012.
- 3.5 CESP involves creating a local programme of works involving a 'whole house' approach, treating as many properties as possible in low income areas identified by DECC. These areas have been identified using the Income Domain of the Indices of Multiple Deprivation (IMD).
- 3.6 Those areas which ranked in the lowest 10% in England will qualify for CESP funding. Redditch has two such areas. One at Winyates Central and the other at Woodrow Central. Winyates having been chosen by Officers as meriting priority due to the area containing 192 flats in three storey blocks in need of additional aesthetic improvements, which external rendering can provide. Maps showing the extent of the two areas are attached to this report (see Appendix 1). There are 491 eligible CESP areas in the West Midlands.
- 3.7 The implementation of a CESP programme for the Winyates Estate will ensure that the Council meets its obligations for these properties under the latest Decent Homes guidelines. Properties meet Decent Homes standards with regards to 'thermal comfort', where residents do not have to spend more than 10% of their disposable income on fuel because they have effective insulation and efficient heating.
- 3.8 The Council's Head of Legal, Equality and Democratic Services has been consulted with regard to the legal implications of this report.

Service / Operational Implications

- 3.9 As E-ON have a team of in-house professional, technical and support resources to 'manage' the CESP Scheme, there will be minimal staff resource implications for the Council. The cost of the management of the scheme is included in E-ON's contribution towards the total cost of the works.

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- 3.10 E-ON have requested the use of a works compound near the properties to be provided and Officers will liaise with E-ON to identify a suitable location for the duration of the works, which is likely to take 9 months.
- 3.11 Whilst the scaffolding is erected it is intended that other essential maintenance work to the Council's properties will be executed by the Council's own workforce or their sub-contractors.
- 3.12 Once fixed to the properties it is not envisaged that the external cladding will need any regular maintenance or replacement for many years to come.
- 3.13 A schedule of the properties to be included in the scheme is attached to this report (see Appendix 2).
- 3.14 There are no Human Resources implications associated with this report as E-ON are providing technical supervisory and customer liaison staff for the duration of the scheme as indicated in the Expression of Interest attached to this report (see Appendix 3).
- 3.15 The inclusion of the Winyates CESP Scheme is in line with the Council's Affordable Warmth Strategy, adopted in December 2002, which includes working with partners to eradicate fuel poverty in the Borough.
- 3.16 Climate Change remains a corporate priority for the Council under the 'Clean and Green' agenda. This proposal will significantly contribute to reducing CO₂ emissions arising from unnecessary heat loss in this traditionally 'hard to treat' area. This will also enable owner-occupiers to reduce their emissions and costs, which would otherwise be financially impracticable to install.
- 3.17 The external wall insulation / rendering proposal for the Winyates Estate is deemed to be 'permitted' development and does not require planning permission.
- 3.18 The three storey blocks of flats in Council ownership within the CESP area have been the subject of a recent community safety initiative. Entrance doors have started to be replaced and an intercom and CCTV provision will be included as funding allows. Additionally it is intended to remove some of the refuse bin stores and for landscape improvements to be made. It is hoped that with the replacement of the current drab rendered wall surface with a pleasing modern coloured aggregate finish that, together with the other enhancements proposed, the general appearance and resident's satisfaction of the Winyates No Fines Estate will be greatly improved.

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Customer / Equalities and Diversity Implications

- 3.19 The owner-occupiers of the houses in the scheme area have been consulted regarding the proposals and the majority have to date given a positive response requesting that the work be undertaken to their properties. The Council tenants within the scheme area are to be consulted regarding the scheme once a full survey of the properties has been carried out and a timescale negotiated with E-ON. Council Members have been informed of the work. However no comments have been made to date. There are no residents' or tenant groups representing the area.
- 3.20 Each flat should save around £200 per year in heating costs based on current gas prices, and reduce their CO₂ emissions by just under 1 tonne per year.

4. RISK MANAGEMENT

The authors of the report have not identified any risks associated with the proposals for the Council. The private householders agreeing to the work will enter into an agreement with E-ON for the works to commence. E-ON having responsibility for any defects or negligence and providing product guarantees, with no redress on the Council.

5. APPENDICES

Appendix 1 - Maps of CESP areas.
Appendix 2 - List of addresses in the Winyates CESP area.
Appendix 3 - E-ON - expression of Interest.

6. BACKGROUND PAPERS

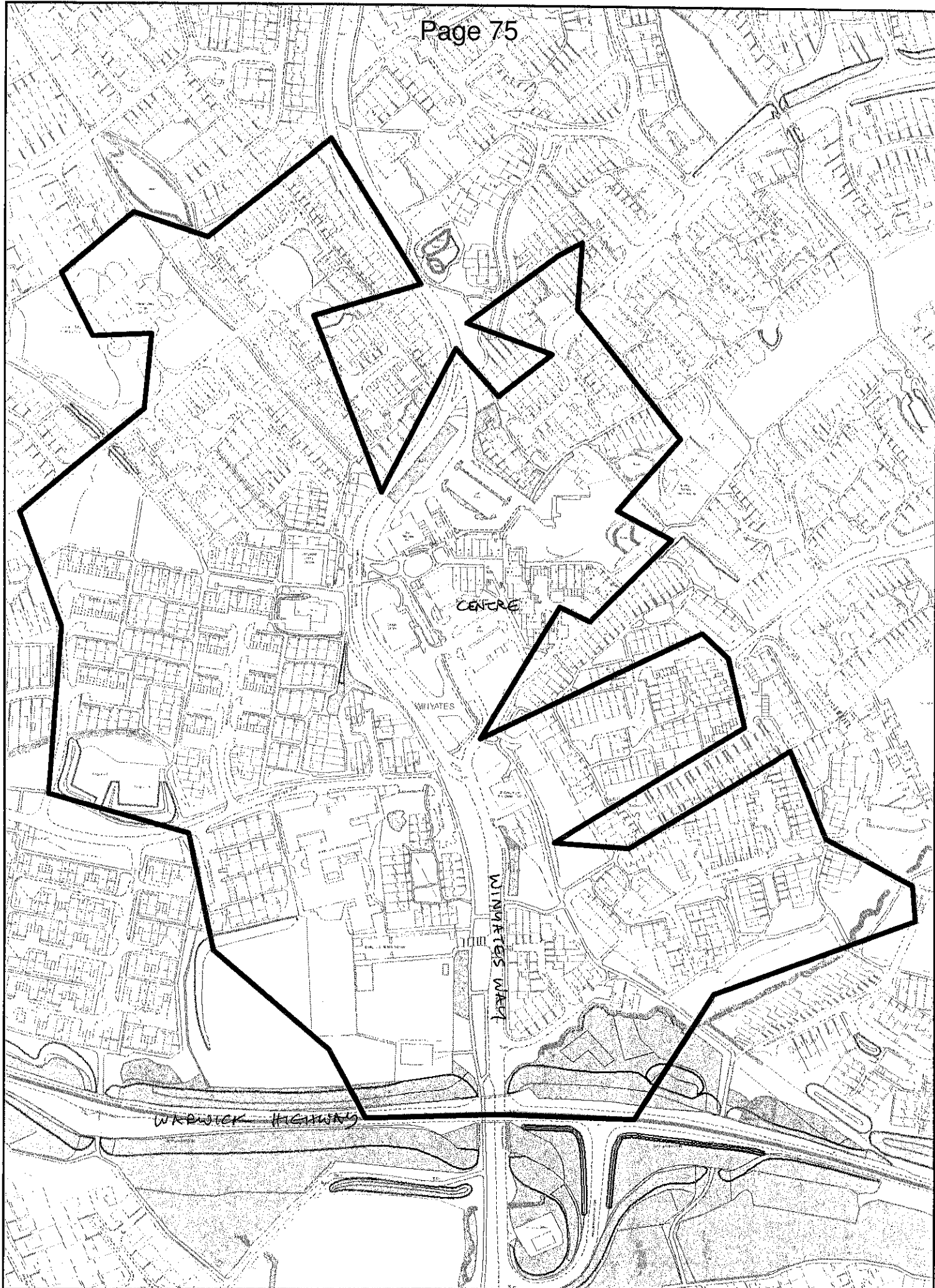
Energy Savings Trust: www.energysavingstrust.org.uk
Dept of Energy & Climate Change: www.decc.gov.uk
Ofgem: www.ofgem.gov.uk
E.ON: www.eon-uk.com

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APPENDIX 2**WINYATES ESTATE**
INSULATION AND HEATING IMPROVEMENTS LIST OF ADDRESSES

Address		Type	No:
1-42	Dolben Lane	Flats in a 3 storey block	42
43-88	Dolben Lane	2/3 bed houses	46
1-14	Fownhope Close	2/3 bed houses	14
15-74	Fownhope Close	Flats in a 3 storey block	60
1-24	Mordiford Close	Flats in a 3 storey block	24
25-55	Mordiford Close	2/3 bed houses	31
1-15	Winforton Close	2/3 bed houses	15
16-33	Winforton Close	Flats in a 3 storey block	18
34-74	Winforton Close	2/3 bed houses	41
30-77	Lingen Close	Flats in a 3 storey block	48
		Total	339*

No: of Flats in 3 storey blocks 192
 No: of 2/3 bedroomed houses 147

No: of Council tenants in houses & flats 212
 No: of sold houses 85
 No: of sold flats 42

339*

* There are additionally 47 properties in Kinnersley Close (comprising 16 in Council ownership and 31 sold). The properties will be surveyed and if suitable included in the scheme at no additional cost to the Council.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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DISCRETIONARY HOUSING PAYMENT - REVISED POLICY

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

This report proposes amendments to an existing policy.

Members are also asked to consider whether the permitted total is still the appropriate level of support and to update the working arrangements of the scheme in the light of new guidance and changes in how Housing Benefit entitlement is calculated.

2. RECOMMENDATIONS

2.1 The Committee is asked to RECOMMEND to the Council that

- a) the Discretionary Housing Payment Policy set out at Appendix 1 to the report be approved; and
- b) the new working arrangements for Discretionary Housing Payments be agreed, as detailed in the report.

2.2 The Committee is also asked to RECOMMEND that

the appropriate level of support be:

EITHER

- i) to continue to make payments up to the permitted total; OR
- ii) to restrict payments to the Government grant; OR
- iii) to set an expenditure limit between the grant and the permitted total; the amount to be reviewed from time to time to take into account demand and finance; and

that the necessary budget (*to be determined*) be made available to support the chosen option.

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3. KEY ISSUES**Financial Implications**

- 3.1 There may be an unbudgeted increase in expenditure. Reducing expenditure too much may lead to increased costs for the authority if more tenants make contact regarding assistance for accommodation.
- 3.2 The Head of Finance & Resources has been consulted with regard to the financial implications.

Legal Implications

- 3.3 No legal implications have been identified.

Service/Operational Implications

- 3.4 Discretionary Housing Payments (DHP) were introduced on 2nd July 2001 under the Discretionary Financial Assistance Regulations 2001 (SI2001/1167). The current arrangements were authorised on the 26th September 2001.
- 3.5 These awards are intended to provide additional financial assistance where the Local Authority considers that further help with housing costs is needed. Housing costs are not defined in the regulations but can include rent liability, council tax liability, rent in advance, rental deposits or other lump sum costs associated with a housing need such as removal costs.
- Although the regulations give broad discretion DHP decisions must be made in accordance with normal good decision making – the authority must act fairly, reasonably and consistently.
- 3.6 There is also an expenditure cap that limits DHP spending in any one financial year to two and half times the grant received from central government. Any unspent government grant has to be returned. Article 7 of the Discretionary Housing Payment (Grants) Order 2001 (SI2001/2340) sets the overall expenditure limit.
- 3.7 Each year a DHP fund of £20 million pounds has been distributed by the Department of Work and Pensions (DWP). Each authority's allocation is based on the mid-point between its DHP spend for the latest year for which the DWP have reliable data and the authority's contribution for that year.

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3.8 In order to partially mitigate some of the expected reductions in Housing Benefit (HB) following changes to Local Housing Allowance rules the national DHP fund is being increased to £30 million for 2011/12 and to £60 million from 2012/13. For 2011/12 the additional £10 million has been allocated based upon the DWP estimate of the total gross HB reductions expected for each authority.

3.9 The table below gives local details for the last three years regarding the DHP grant received, amount spent and the total benefit expenditure for that year.

	2008/09	2009/10	2010/11	2011/12
Grant	£9,569	£14,120	£12,446	£23,013
Cap	£23,923	£35,300	£31,115	£57,533
Actual expenditure	£16,156	£20,197	£18,816	-
Number of awards	80	84	96	-
Total expenditure	£23,858,401	£28,752,816	£29,802,571	

3.10 As a consequence of these increases in grant the permitted total or cap will become a considerable sum, more than £57,000 in 2011 and perhaps more than £100,000 in 2012. In view of this, the Committee is requested to re-consider whether the current arrangements, where payments up to the permitted total are allowed, should continue or whether to consider alternative arrangements. There are three main options:

3.11 Option 1. Continue to allow payments up to the permitted total. This would enable the greatest amount of support to local households affected by the changes to Housing Benefit but may not be affordable or sustainable.

3.12 Option 2. Restrict payments to the Government grant. This would reduce direct cost but may increase indirect costs. The next few years will see constant change in how Housing Benefit entitlement is calculated, mostly leading to reductions in awards, which may lead to increased demand for housing assistance. This option may also lead to a reduction in the grant received as the DWP distribute the grant based on a mid-point between an authority's grant and their actual expenditure on these payments.

3.13 Option 3. An expenditure ceiling is agreed, somewhere between the grant and the permitted total. The actual amount could be reviewed periodically to take into account demand and finance. This option offers a balance between supporting local households through a period of uncertainty and controlling the cost. Additionally the expenditure could be increased or decreased to reflect the impact of the changes and any changes

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in the authority's financial position.

- 3.14 This report proposes amendments to the existing policy. To consider whether the permitted total is still the appropriate level of support and to update the working arrangements of the scheme in the light of new guidance and changes to how HB entitlement is calculated.

Customer / Equalities and Diversity Implications

- 3.15 Discretionary Housing Payments will be made to some of the more vulnerable residents in the Borough to support them to either remain in their home or assist in moving to amore sustainable tenancy.

4. RISK MANAGEMENT

- 4.1 There is a risk that expenditure will increase at a time when budgets are being reduced.
- 4.2 Reduction in expenditure may lead to higher levels of homelessness with the associated costs.
- 4.3. Tenants that have reductions in Housing Benefit which are not helped with a DHP award may experience hardship and get into debt.

5. APPENDICES

Appendix 1 - Draft Discretionary Housing Payment Policy 2011

6. BACKGROUND PAPERS

DHP policy 2001 / Best practice March 2011 - DWP guidance.

7. KEY

CTB	Council Tax Benefit	DWP	Department of Work and Pensions
DHP	Discretionary Housing Payment	HB	Housing Benefit
		LHA	Local Housing Allowance.

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REDDITCH BOROUGH COUNCIL

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Appendix 1

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Discretionary Housing Payment Policy 2011

1. Overview

Discretionary Housing Payments (DHP) awards can only be made for periods when Housing Benefit or Council Tax Benefit (CTB) has been awarded. A DHP has to be requested by the person wishing to receive the award.

A form has been designed to gather the necessary information but a written request is acceptable and telephone or electronic requests are allowed. However, we must act consistently regarding what is accepted. Third parties can request an award on behalf of others as long as the person receiving HB or CTB has authorised that person to act on their behalf. This may be the voluntary sector but could be family members or friends or exceptionally landlords. Care should be taken that the landlord is acting on behalf of the tenant/resident and not themselves.

For every DHP request received a written response with reasons must be sent. DHP can be back dated to any period HB or CTB was in payment after the 2nd July 2001, there are no specific rules regarding backdates but the authority must apply the rules consistently.

DHP awards cannot be used to cover the following;

- Ineligible service charges – including water charges that HB will not cover
- Increases in rents due to outstanding arrears
- Council Tax liability where a Second Adult Rebate is payable.
- Reductions and losses in a benefit due to sanctions being imposed.
- Any amount of suspended Benefit.
- Where the person is entitled to HB, but not CTB, the liability to make Council Tax payments, and vice versa.
- Shortfalls caused by recovery of overpaid HB or CTB
- To pay above the rental or Council Tax liability when making up a shortfall.

2. What can they be used for?

DHP awards can be used to cover shortfalls between the HB or CTB paid and the rental or Council Tax liability due. The shortfall may be caused by rent restrictions, income tapers or non-dependant deductions.

DWP guidance in March 2011 advises that the awards can also be used more generally than just topping up shortfalls. For example they can be made to offset increases in essential work related expenditure such as increased travelling costs due to the customer moving further from their workplace due to reductions in Local

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Housing Allowance (LHA) rates. DHP awards can be used to pay towards a rent deposit or rent in advance scheme.

DWP guidance confirms that the limit on DHP awards exceeding the rental liability only applies where the award is calculated as a weekly amount. If the DHP award is a lump sum, for example for rent in advance or a deposit, then the weekly limit does not apply.

Lump sum payments for rent in advance are not deemed to be in respect of a period. It is not essential that the person claiming the DHP is in receipt of HB for the whole period, they only have to be in receipt at the point the award is made.

An advance payment can also be made towards rent at a property in a different authority as long as the award is made when that person was in receipt of HB in the original authority's area. It should be noted that once the DHP award for rent in advance or deposit has been awarded and used for that purpose legislation does not allow for it to be refunded.

DHP awards can also be made where HB is payable on two homes – if there is a shortfall on both properties they could receive DHP up to the eligible rent level on both properties. If the customer is only treated as liable for payments on one dwelling but they have to pay rent on two properties a weekly DHP up to the eligible rent on the original property is possible.

3. Making the decision

Before an award is made the appropriate person in Redditch Borough Council Benefits Service must be satisfied that the person claiming is entitled to HB or CTB or both and that they require further financial assistance with their housing costs.

The decision needs to be made quickly to prevent rent arrears or possible homelessness. The wider Housing issue needs to be discussed with Redditch Borough Council Housing Options before a decision is made. Consideration must be given to what an award of DHP will achieve and whether there is an alternative course of action or funding. Equally the consequences of not making an award should also be considered and whether any alternative support can be provided. The award notice shall include information, where appropriate, of other sources of advice and assistance, particularly where an award has not been made.

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 1

23rd August 2011

Consideration should also be given to:

- Any steps taken to reduce the rental or Council Tax liability.
- The financial and medical circumstances of the claimant, their partner, dependants or their household.
- Income and expenditure of the claimant and what steps have been taken to mitigate problems. There must be a consistent approach to how income and expenditure are treated
- Level of rent restriction and reason for the restriction.

4. Amount and period of award

If the DHP is to top-up a shortfall the amount paid in HB or CTB and the DHP must not exceed the weekly eligible liability for either Council Tax or rent. The dates of the award should be made clear to the customer. Lump sum payments are not subject to this restriction. The awards can be made for any length of time but care should be taken not to front load expenditure so that the agreed budget lasts for the whole year, where possible.

5. Payment

DHP awards will normally be paid along with the HB or CTB but must be distinguishable from payments of HB or CTB. For lump sum payments separate payments may be made.

6. Overpayment

DHP awards can be recovered but only by recovery from the customer. Deduction from ongoing HB is not allowed to recover overpaid DHP. A separate decision will be made as to whether overpaid DHP should be re-paid, which will depend upon the circumstances that led to the overpayment.

REDDITCH BOROUGH COUNCIL

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Appendix 1

23rd August 2011

7. Disputes

We can review a decision if there is a dispute. Someone other than the original decision maker should review the case. However the Tribunal service cannot be used as they do not have the power to make decisions on these cases. Again we must be consistent with our approach.

Benefits Services Manager
23/05/2011

EXECUTIVE COMMITTEE

23rd August 2011

REVISED EMPLOYMENT POLICIES

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder, Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To seek Members' approval of revised employment policies that have been developed in conjunction with Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

the Employment Policies attached to the report at Appendices 1 and 2 be approved, namely:

- **Time Off for Public Duties**
- **Volunteering.**

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. A number of policies were reported to the Executive Committee on 2nd August 2011. The policies attached to this report are in addition to those already approved.

3.2 This report includes the proposed revised policies developed and agreed with the trade unions to reflect the proposed Volunteering and the Time off for Public Duties support to employees.

Volunteering Policy

3.3 Officers recognise the contribution that an employee volunteering scheme can make to the wider community; allowing employees to "give something back" to their community. Officers believe that the scheme would also show that the Council is taking pro-active steps to develop relationships with the voluntary sector.

- 3.4 The proposed scheme would enable employees to request a maximum of 16 hours work with the voluntary sector during any 12 month period as paid time away from work. This would be discussed with line managers to ensure that there would be no impact on Council service delivery. Further details of the scheme are attached at **Appendix 1**.

Time off for Public Duties

- 3.5 Employees have the right to time off work for certain public duties and services. For Local Authority employees the rights vary, depending on what the duty or service is. These are all detailed in **Appendix 2** and include magistrates and school governors.
- 3.6 Officers can grant a reasonable amount of time off work so that the employee can undertake the role associated with that position. The time off is paid at the normal rate of pay with a deduction made for any monies received from the other organisation in respect of duties performed.
- 3.7 If the periods of time off become excessive, line managers can reassess the position and request that the employee takes leave or flexi to continue the role.

Financial Implications

- 3.8 None as a direct result of this report

Legal Implications

- 3.9 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 :

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

Service/Operational Implications

- 3.10 The proposed revised policies have been negotiated with Union representatives.

Customer / Equalities and Diversity Implications

- 3.11 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.

5. APPENDICES

Appendix 1 – Volunteering Policy

Appendix 2 – Time off for Public Duties.

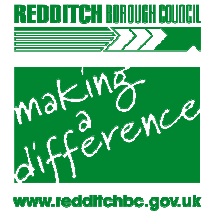
6. BACKGROUND PAPERS

Previous employment-related policies

Minutes / documents from negotiations with Union representatives.

AUTHOR OF REPORT

Name: Becky Talbot
E Mail: b.talbot@redditchbc.gov.uk
Tel: 01527-64252 ext 3385



Time off for public duties policy

1. Introduction

As an employee you have the right to time off work for certain public duties and services.

2. Main policy areas

Where an employee holds a public office or public position, it is Redditch Borough Council's policy to grant a reasonable amount of time off work so that the employee can perform the duties associated with that position. The employee will not be required to make up for the hours they are out of the business.

Where, however, the amount of time off that the employee requires for public duties becomes excessive, or begins to cause operational difficulties, RBC has the right to refuse the employee further time off in the immediate future. Alternatively, the employee may be permitted to take time off out of his/her annual leave/flexi for this purpose.

Employees should provide written notification to their line manager of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. This notification should be provided as far in advance as possible, and recorded on a special leave form.

Time off for public duties will be paid, at his/her normal rate of pay during periods of time off for public duties, subject to the deduction of any monies received from the relevant authority in respect of the public duties performed, which the employee must declare.

The provision covers members of the following public bodies:

- a magistrate, sometimes known as a justice of the peace
- a local councillor
- a school governor
- a member of a policy authority
- a member of any statutory tribunal (eg an Employment Tribunal)
- a member of the managing or governing body of an educational establishment
- a member of a school council or board in Scotland
- a member of the General Teaching Councils for England and Wales

- a member of the Environment Agency or the Scottish Environment Protection agency
- in England and Wales, a member of the prison independent monitoring boards or in Scotland, a member of the prison visiting committees
- a member of Scottish Water or a Water Customer Consultation Panel

Leave for jury service

An officer receiving a summons to serve on a jury must report the fact to his/her Head of Service, who shall grant leave of absence unless exemption is secured. Officers serving as jurors shall claim the allowance for loss of earnings to which they are entitled under the Jurors' Allowances Regulations currently in force. The employing Authority shall then deduct from the officer's full pay an amount equal to the allowance received.

Leave for Whitley or Public Bodies

In appropriate cases paid leave of absence (i) to officers attending meetings concerned with National or Provincial Council affairs or (ii) to enable officers to undertake duties consequent upon membership of public bodies.

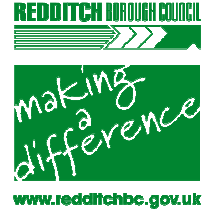
Leave for Members

In accordance with Section 10 of the Local Government and Housing Act 1989, employees are entitled to a maximum of 208 hours paid leave of absence in any one financial year, for the purpose of performing duties as a Member of a relevant Council.

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.



Volunteer Policy

1. Introduction

Redditch Borough Council (RBC) recognises the contribution that an employee-volunteering scheme can make to the wider community; allowing employees to 'give something back' to their community whilst at the same time enhancing flexibility and development opportunities for its employees. The Council also wishes to take proactive steps to develop our relationship with the voluntary sector and regards this as one small step towards that objective.

Employee volunteering can also act as a development tool for employees, providing them with "hands on" experience and the opportunity to make a real, worthwhile difference to the community. A range of skills can be acquired through participating in voluntary work, which in turn will benefit local communities. Achievements and opportunities may be recognised in the employee PDR scheme.

Volunteering is a chance to get out and meet new people, interact with other employees and explore new challenges. Volunteering opportunities will be promoted and supported by the Council.

RBC is committed to supporting employees who wish to take time to volunteer and become more involved in community activities during their normal working hours. RBC will encourage its employees to volunteer, but recognises that volunteering is a matter of personal choice.

This policy applies to all employees of the council, irrespective of their status or position.

2. Main policy areas

What is Employee Volunteering?

Employee volunteering is when volunteers are supported by their employer, either during work time or on their own time. Volunteering is promoted, encouraged and recognised by the Council.

Why Employee Volunteering Can Make a Difference

There are benefits for RBC, its employees and the local community at large in volunteering.

Benefits to Employees

Community involvement offers a whole range of benefits to employees including:

- **Learning new skills**
- **Meeting new people**
- **Boosting Confidence**
- **Making a difference**

Benefits to the Local Community

The voluntary sector relies on outside support to meet the needs of the community it serves. Employee volunteers contribute time, skills and enthusiasm to get things done. Skilled employee volunteers can not only provide the professional skills which voluntary organisations struggle to afford, but also help the organisation's own staff. Volunteers, in turn, develop new skills and increased confidence.

Benefits to the Council

Employee volunteering can help RBC to:

- **Help the local Community**
- **Improve local reputation**
- **Build important relationships**
- **Enhance the skills of employees**
- **Improve levels of recruitment and retention**

Time allowed for Volunteering and Application Request

What can I request?

RBC will grant a maximum of 16 volunteer hours during any 12-month period, which is paid time away from work (For part time employees, this will be on a pro rata basis for all employees) to carry out individual and skills bank voluntary activities.

The 16 volunteer hours, may be taken as a whole block of time or alternatively, can be spread across the year. However, time off must be agreed in advance with the employee's line manager and will be subject to service needs.

How do I make an application?

It will be the employee's responsibility to organise his or her own volunteering activity whilst being supported by RBC. It is important for employees to take time to decide what volunteering activity they would be interested in, because working in an area that they would enjoy will make the experience more rewarding.

Once the employee has identified a volunteering activity and made contact with the voluntary organisation, they must complete the Employee Volunteering Request Form, which is attached to this guidance. Employees should remember to leave enough time for the request to be agreed with their line manager.

The Employee Volunteering Request Form must be completed every time they make an application to volunteer and be sent to their line manager.

What happens next?

The line manager will consider the application as they are the person who will authorise time off for volunteering activities. The line manager also reserves the right to decline an application. Reasons for this decline could include service needs/delivery, planned structural changes, etc.

Once agreed or declined a copy of the Employee Volunteering Request Form will be sent to Human Resources for monitoring and evaluating purposes.

Once agreed, times and dates of the volunteering activity should be agreed in conjunction with the employee's line manager and the voluntary organisation/charity.

Conditions of Volunteering Activities Supported by this Scheme

An employee who wishes to participate in a volunteer activity in the community must adhere to the following conditions:

- Time away from work must be agreed with their line manager in advance, and reasonable notice of the request must be given (at least 4 weeks). Reasonable notice is required to allow both the individual and their line manager to organise any necessary cover within their team.
- The volunteering activity should not bring the Council into disrepute.
- The volunteering activity must not conflict with the employee's work for the Council for example, acting as a treasurer for a charity that you have regular contact with in your council role. Employees should seek further advice from their line manager if they are concerned about potential conflicts of interest.
- As an employee of the Council it is important to adhere to Council's policies and procedures including the Code of Conduct. Employees must also respect confidentiality when undertaking voluntary activity. In practice, this will mean being aware of sensitive or confidential information disclosed.
- Time taken for voluntary activities must be recorded as "Volunteer Hours".
- Employees who accept a volunteering activity are expected to attend and meet their commitment. If an employee fails to attend a pre-agreed volunteering activity they will need to explain their non-attendance to their line manager. If non-attendance is due to sickness absence, then it must be reported by the usual sickness absence notification. Please

refer to the Sickness Absence policy for further information. If no reason for the absence is provided for the employee's non-attendance, this should be treated as an unauthorised absence and no payment for the time not worked will be made.

- Either party has the right to terminate an arrangement to volunteer, however a reason for the discontinuation will be required from the Council.

Use of Council Resources and Equipment

In preparing for a volunteering placement, it is anticipated that it will be necessary to use some of the Council's equipment, within reason. As a reasonable guide, employees may use office facilities for the purpose of arranging their placement as detailed below:

- Up to 5 local rate telephone calls
- Up to 50 pages of photocopying
- Up to 5 faxes

Should employees require further equipment or facilities above this limit, they will need to discuss and agree this with their line manager.

There is no central volunteering budget; therefore time and costs will be covered from existing budgets. However, apart from the indirect cost of covering the work of the volunteers, it is not anticipated that direct costs will be unmanageable.

Monitoring and Evaluation

Evaluation of the Employee Volunteering programme is vital so that we can improve and build on it. We endeavour to continually monitor and evaluate its impact to ensure long-term success.

Employees must send a copy of their completed "Employee Volunteering Form" to the HR Team. Their line manager will keep the original of the form to discuss with the employee as part of the wider evaluation of their learning and development activities during annual PDR meetings and at 1-2-1's.

It is the responsibility of the employee and their line manager to monitor the number of volunteering hours their employees undertake.

After the volunteering experience, we would welcome employees to record and share their experiences by completing the "Volunteering Feedback Form" and return to the HR team. This feedback will assist us to ensure our Employee Volunteering Programme is successful and worthwhile for our employees.

Communication

Volunteering activities will be promoted in the following ways through:

- The intranet with appropriate links to external web sites about volunteering
- Notice Boards
- Employee Induction
- PDR's and Development
- Cascade through team talks, team briefings & 1-2-1's

Redditch Borough Council Volunteering Activities

If an employee undertakes a volunteering activity, they will be automatically covered by the Council's Public Liability Insurance and the Council's Employer's Liability Insurance.

However, employees may need to undertake a risk assessment and have any additional health and safety training that is relevant to the activity i.e. manual handling. The voluntary agency will be asked to advise if this is required prior to the volunteering commencing.

EMPLOYEE VOLUNTEERING REQUEST FORM

This form should be completed when making a request for time off under this policy.

Time away from work must be agreed with your line manager in advance.

You should give as much notice as you can, (a minimum of 4 weeks), as this will help you and your line manager to make any necessary arrangements for cover etc where the request is approved.

Name	
Job Title	
Service	

Details of the Request (to be completed by employee)

Reason for request (please attach any available information you may have about the volunteering opportunity)

Time off required: (dates and no of hours requested)

Signed: (employee)

Date:

When you have completed this section pass the form to your manager or supervisor who will advise you of the decision, returning a copy of the completed form to you.

Line Manager to Complete: Decision: Agreed/Not Agreed (delete as appropriate)

If **not agreed** please give the reason(s) for your decision

Line Manager Name:

Signed:

Date:

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.



Overview and Scrutiny Committee

Tuesday, 26th July, 2011

MINUTES

Present:

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

Officers:

S Hanley, S Horrobin and S Morgan

Committee Services Officer:

J Bayley and M Craggs

42. APOLOGIES AND NAMED SUBSTITUTES

Apologies were received from Councillor Simon Chalk. There were no named substitutes.

43. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest or of party whip.

44. MINUTES

Members requested that minute 34 be amended to reflect that the Worcestershire Health Overview Scrutiny Committee had expressed doubt that the 'Make Ready' plan to introduce central ambulance hubs within the areas served by the Ambulance Trust had worked effectively in Staffordshire.

RESOLVED that

subject to the amendment as detailed above, the minutes of the meeting of the Committee held on 5th July 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

Tuesday, 26th July, 2011

45. ACTIONS LIST

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

Upon receiving an update about current timescales for resolving issues around Members' ICT Facilities, Members expressed considerable frustration with the overall process and sought a swift resolution to the ongoing problems. Party Group Leaders would be provided with a further update as soon as this was possible. It was suggested that the issue warranted a scrutiny review.

Elsewhere, Members were informed that, as previously requested by the Committee, relevant Officers had recently included a question about how local residents would prefer to be informed about service performance at the Council to the Budget Jury.

RESOLVED that

the Committee's Actions List be noted.

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

There were no call-ins and no items were identified on the Council's Forward Plan as suitable for further scrutiny.

RESOLVED that

the minutes of the meeting of the Executive Committee held on 12th July 2011 be noted.

47. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

The Committee considered two draft scoping documents.

a) Facilities for Disabled People

Councillor Alan Mason presented a proposal to review the current facilities for disabled people in the Borough. It was suggested that this was a particularly pertinent issue as it was thought that there would be a growing need for adequate disabled facilities in future years. It was commented that the existing facilities in Redditch for disabled people needed to be improved and was an issue often overlooked.

Overview and Scrutiny Committee

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It was also suggested that the reviews on promoting sporting participation and on youth services provision should both assess current facilities for disabled people.

b) Improving Rates of Recycling

Councillor Gay Hopkins presented a proposal to investigate the recycling process in Redditch as a Short, Sharp Review. The proposal had been precipitated by a steady decline in the Council's recycling figures in recent years. The proposed review would therefore focus on arresting this slide and making the Council's recycling rates compare more favourably with that of neighbouring authorities.

Members expressed disappointment with the Council's recycling figures. It was suggested that an increasing focus on tackling climate change may come at the expense of local recycling. However, it was felt that more could still be done in the Borough to increase local rates of recycling. Members commented that people who began to recycle were very likely to continue doing so on a consistent basis. It was therefore suggested that the review needed to specifically target those residents who had not previously recycled.

It was thought that recycling might re-emerge as a national and local priority due to the escalating costs brought by sending waste to landfill. The Council therefore had an increasing financial as well as environmental incentive to improve local rates of recycling. However, concern was raised that any review undertaken by a district Council into improving its recycling rates could be frustrated as authority for the recycling process was held elsewhere.

It had been proposed that the review commence early in the New Year to avoid coinciding with the Environmental Services transformation programme. However, Members expressed concern that finalising an important review during an election period would not be practicable. It was therefore proposed that, should the review be approved, this should commence before the New Year to enable an earlier finish.

RESOLVED that

- 1) a Task and Finish review of facilities for disabled people in Redditch be launched;**

Overview and Scrutiny Committee

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-
- 2) **Councillor Alan Mason be appointed to Chair the Facilities for Disabled People Task and Finish Group;**
 - 3) **a Task and Finish review of increasing local rates of recycling be launched;**
 - 4) **Councillor Gay Hopkins be appointed to Chair the Increasing Rates of Recycling Task and Finish Group;**
 - 5) **relevant Members and Officers meet to identify a suitable launch date for the review and appropriate length of the scrutiny exercise.**

48. TASK AND FINISH GROUP UPDATE REPORTS

The Committee received the following reports in relation to current reviews:

- a) Promoting Sporting Participation – Chair, Councillor Luke Stephens

The Chair informed the Committee that the first meeting of the Promoting Sporting Participation Task and Finish Group had taken place on 20th July 2011. The meeting had largely taken the form of a brainstorming session. The Group had discussed widening the review beyond the initial scope of focusing solely on increasing sporting participation by helping more people to become physically active. The Group discussed the possibility of making existing sporting facilities in the Borough, including playing pitches, utilised more widely beyond mainstream sports such as football and cricket to give local people greater scope for using the facilities. The Group was also looking to make it easier for residents to locate information on local opportunities to participate in sport and physical activities.

The review would not be focusing on a specific age range and would also review opportunities for disabled people to participate in sport and physical activity. It was not expected that the review would recommend proposals that involved significant cost. Instead, the Group was to focus on how existing provision could be more widely utilised.

The Group also briefly discussed giving greater recognition to local volunteers and sporting events and clubs.

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Tuesday, 26th July, 2011

The second meeting was due to take place on Monday 1st August 2011.

b) Youth Service Provision – Chair, Councillor Simon Chalk

In Councillor Simon Chalk's absence, the Committee was informed that the first meeting of the Youth Services Provision Task and Finish Group was to take place on 27th July 2011.

RESOLVED that

the reports be noted.

49. 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.

Members were informed that at its latest meeting on 19th July 2011, the Committee had received a presentation from Harry Turner, Chairman of the Worcestershire Acute Hospitals NHS Trust, regarding the local standard of care for the elderly. He expressed regret at the poor level of care that some elderly people had unfortunately received, including at the Alexandra Hospital. New care processes had consequently been introduced in the relevant wards to help instigate improvement. This included consulting with patients on a more regular basis.

The Health Overview and Scrutiny Committee had expressed concern that national proposals to place local health commissioning powers in the possession of GP clusters might result in financial considerations determining the priority of patient treatments.

RESOLVED that

the report be noted

50. CRIME AND DISORDER SCRUTINY PANEL - UPDATE REPORT

Councillor Bill Hartnett, Chair of the Crime and Disorder Scrutiny Panel, provided a summary of his written report which detailed the Panel's most recent meeting held on 19th July 2011.

Overview and Scrutiny Committee

Tuesday, 26th July, 2011

Members were referred to the crime figures contained within the update. Councillor Hartnett reported that there were a number of underlying reasons to explain why reported incidents for five of the seven main types of crime in Redditch were higher than at the same point the previous year. This included the police's adoption of an increasingly proactive approach to tackling crime. It was therefore felt that Redditch remained a safe place to live and work.

The Committee requested further information on Operations Wizard and Magenta which had been launched to tackle drug crime in the Borough. Members were interested to learn whether the operations targeted drug dealers, drug users or both.

The Committee was advised that the police remained committed to the local Partners and Communities Together (PACT) process. Concerns were expressed about Police attendance at recent PACT meetings. However, the Committee was informed that this did not reflect decreasing enthusiasm amongst the police for the PACT process. Furthermore, it was noted that PACT was a partnership rather than a Police initiative and involved a variety of forms of engagement.

RESOLVED that

the report be noted

51. TOWN CENTRE LANDSCAPE IMPROVEMENTS - PRE-SCRUTINY

Members were informed that the report on the subject of Town Centre Landscape Improvements had been postponed due to the requirement for further consultation. The report would therefore be received at a date to be confirmed during the 2011/12 municipal year.

52. WASTE COLLECTION RATES

Members received a report that provided further information on the Council's performance in relation to reducing the amount of waste disposed of through landfill. The information had been requested at the previous meeting of the Committee.

Members commented that the Council needed to remain focused on preventing waste from being sent to landfill due to the raising of the landfill tax. It was suggested that the newly launched Task and Finish review of local recycling could assess waste minimisation within the Borough. However, the Committee was informed that the

Overview and Scrutiny Committee

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total amount of waste collected had declined in recent years. This coincided with the fall in rates of recycling.

RECOMMENDED that

the previous best value performance indicator BV 84, which measures the total amount of waste collected (kg per head) be incorporated into the quarterly performance monitoring reports; and

RESOLVED that

the report be noted.

53. CONSOLIDATED REVENUE OUTTURN - FINANCIAL YEAR 2010/11

The Committee received the Council's overall financial outturn for the 2010/11 financial year for consideration.

Members discussed the Housing Revenue Account (HRA) outturn for 2010/11 and questioned what recent developments there had been in relation to the HRA. Members were informed that Officers were assessing different models of borrowing to finance the purchase of the HRA subsidies. Members requested further information on the current position at a future meeting.

The Committee discussed the financial position of Pitcheroak Golf Course. Members questioned why the income target had not been achieved and requested further information about current work being undertaken to review the situation.

RESOLVED that:

- 1) Officers to produce a written update report concerning the current position of the HRA and guidance on future Committee reports on the subject; and**
- 2) the report be noted**

54. REFERRALS

There were no referrals.

Overview and Scrutiny Committee

Tuesday, 26th July, 2011

55. WORK PROGRAMME

Members were informed that all of the Portfolio Holders Annual Reports had now been scheduled for the Committee's 2011/12 work programme.

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 8.52 pm

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL**MEETING OF THE WORCESTERSHIRE SHARED SERVICES****JOINT COMMITTEE****FRIDAY, 11TH JUNE 2010 AT 4.16 P.M.**

PRESENT: Bromsgrove District Council: Councillor Mrs. M. Bunker
Malvern District Council: Councillor Mrs. B. Behan
Malvern District Council: Councillor R. Madden
Redditch Borough Council: Councillor M. Braley
Worcester City Council: Councillor Mrs. L. Hodgson
Worcester City Council: Councillor F. Lankester
Worcestershire County Council: Councillor S. Clee
Wychavon District Council: Councillor Mrs. A. Mackison
Wychavon District Council: Councillor A. Dyke
Wyre Forest District Council: Councillor J. Baker

Invitees: Mr. I. Edwards, Regulatory Services Project Manager

Officers: Mr. S. Jordan, Ms. C. Flanagan, Mrs. S. Sellers and Ms. P. Ross

1/10 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor Mrs. A. Mackison, Wychavon District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

The Chairman welcomed Members to the first meeting of the Worcestershire Shared Services Joint Committee. At the request of the Chairman brief introductions were given by those present. The Chairman confirmed the elected Chairman and Vice-Chairman would continue in office for a period of 12 months as set out in Part 1, Schedule 1 of the Joint Committee – Terms of Reference until the Annual General Meeting of the Joint Committee to be held during June 2011.

2/10 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor Mrs. L. Hodgson, Worcester City Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/10 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M. Hart, Wyre Forest District Council, D. Prodger, MBE, Worcestershire County Council and G. Vickery, Redditch Borough Council.

4/10 **ROLES AND RESPONSIBILITIES**

The Head of Worcestershire Regulatory Services welcomed everyone to the first meeting of the Joint Committee and informed Members that currently Shared Services Regulatory were progressing extremely well.

Members were asked to note that the roles and responsibilities of the Joint Committee were covered within the Terms of Reference. The Head of Worcestershire Regulatory Services highlighted the need for Members to act as the conduit link to ensure their respective Councils and Members were kept informed on the progress and work of the Joint Committee including decisions made and feedback from reports presented to the Joint Committee meetings and any general issues.

The Head of Worcestershire Regulatory Services advised Members that all Member Authorities would need to consider and receive recommendations from the Joint Committee on any policy developments discussed at Joint Committee meetings for final adoption by each individual member authority. The Head of Worcestershire Regulatory Services responded to questions from Members with regards to majority decisions by the Joint Committee and adoption or possible non adoption of policy developments by any individual Member Authority.

5/10 **TERMS OF REFERENCE**

The Committee considered the Joint Committee – Terms of Reference as set out in Part 1 – Schedule 1, Worcestershire Shared Services Partnership Agreement. The Head of Worcestershire Regulatory Services drew Members' attention to key items within the Terms of Reference and the rules for the conduct of meetings and proceedings of the Joint Committee. Members were informed that arrangements had been made for agendas, reports and minutes of Joint Committee Meetings to be included on all member authority websites.

Members discussed the frequency of meetings and agreed that during the initial stages quarterly meetings be organised with an early December meeting to ensure budgets were submitted to Member Authorities for approval as part of the business plan.

Further discussion followed on monitoring the operational performance of the shared service by ensuring that service delivery was measured in accordance with the agreed key performance indicators and outcomes with an annual report to member authorities.

Members considered and discussed individual and joint Overview and Scrutiny arrangements to account for the activities of the Joint Committee. The Head of Worcestershire Regulatory Services advised Members of the possible two key roles for Overview and Scrutiny; an overview and scrutiny of the service that each individual member authority may want to undertake or an overview and scrutiny of a specific aspect of the service relating to an individual member authority such as a performance or financial issue. The Head of Worcestershire Regulatory Services suggested that Member

Authorities work together to try and avoid duplication of effort and to minimise the number of Overview and Scrutiny exercises related to the same subject.

RESOLVED that The Head of Worcestershire Regulatory Services be tasked to provide Members with details of the proposed Performance Measures and Outcome Measures to the next meeting of the Joint Committee including:

- National Indicators
- Local Area Assessment
- HUB response times
- Outcome Measures including Licensing and public safety

6/10 **SCHEME OF DELEGATION / STATEMENT OF PARTNER REQUIREMENTS**

The Head of Worcestershire Regulatory Services provided Members with brief details of the Scheme of Delegation. Each individual authority had delegated powers to the Joint Committee and the Head of Worcestershire Regulatory Services with the Licensing function outside of that Scheme of Delegation. Licensing decisions would therefore remain within each individual authority.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding local service delivery and advised Members of the future availability of a wider range of officers and expertise on which to draw upon.

7/10 **PROJECT IMPLEMENTATION PLAN**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with details of the Worcestershire Regulatory Services High Level Implementation Plan, Stages 1 to 4 which provided a breakdown of each different stage within the project –

- STAGE 1 Initiation Stage
- STAGE 2 Design of the project, design of the new business processes, design of the organisation and the design of the Information Technology (IT) that supports the new processes
- STAGE 3 Development of the selected (IT), new business processes identified put into place and implement the changes to bring about the new service
- STAGE 4 Closure of the project and a review of the project, has the project achieved its objectives.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding the Management structure and briefly explained the statutory 30 day consultation period and process and the need to manage the transition process carefully.

The Regulatory Services Project Manager confirmed that flexibility and future proofing would be a core requirement of any new IT System procured and that Worcestershire Hub integration was included within the plan.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding issues arising that could impact on the time and cost of the project plan. He advised Members that the Project Board that was chaired by the Chief Executive of the Host Authority would be kept informed of any variations or exception reports. Below the Project Board was the Project Implementation Team which kept control of the project and would report to the Project Board very early on if any issues or concerns were raised so corrective action could be taken straight away.

RESOLVED:

- (a) that the Regulatory Services Project Manager be tasked to provide a more detailed plan to the next meeting of the Joint Committee; and
- (b) that the Joint Committee be kept informed of any certain milestone dates and any critical items including slippage to the Project Implementation Plan.

8/10 **COMMUNICATIONS**

Members considered future press releases and public relations regarding the Joint Committee. The Head of Worcestershire Regulatory Services informed Members that he produced a monthly newsletter and would ensure all Members received future copies.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding press releases issued and informed Members that press releases had been issued regarding Worcestershire Shared Services with good national coverage and national interest being shown. He also informed Members of the Communications Strategy.

RESOLVED:

- (a) that the Communications Team of Bromsgrove District Council, the Host Authority be responsible for all public relations and communications regarding the Joint Committee;
- (b) that future press releases and comments be agreed with the Chairman of the Joint Committee and the Head of Worcestershire Regulatory Services prior to publication;
- (c) that relevant information be made available on all Member Authority websites;
- (d) that the Head of Worcestershire Regulatory Services be tasked to ensure all Members received the monthly newsletter produced; and
- (e) that the Committee Services Officer be tasked to provide all Members with the updated Joint Committee Membership list.

9/10 **NEXT MEETING**

Members considered the frequency, time and venue of future meetings, following discussion is was:

RESOLVED:

- (a) that, for a period of 12 months, quarterly meetings be held at Bromsgrove District Council, and
- (b) that the next meeting of the Joint Committee be held on Thursday 9th September 2010 at 4:30pm, Committee Room, Bromsgrove District Council.

The meeting closed at 5.31 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY, 23RD JUNE 2011 AT 4.00 P.M.

PRESENT: Councillors M. A. Bullivant, C. B. Taylor, Mrs. B. Behan, P. Grove, M. Braley, Mrs. L. Hodgson (Vice-Chairman), F. Lankester, A. N. Blagg, Mrs. E. Stokes, K. Jennings, J. Baker and M. Hart

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council and Mr. M. Parker, Management Board Chairman, Wyre Forest District Council

Invitees: Mr. I. Edwards, Regulatory Services Project Manager

Officers: Ms. J. Pickering, Mr. S. Jordan, Mrs. S. Sellers and Ms. P. Ross

1/11 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor Mrs. L. Hodgson, Worcester City Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/11 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor M. Braley, Redditch Borough Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Mould, Redditch Borough Council, D. Thain and A. Hardman (substitute for D. Thain), Worcestershire County Council.

4/11 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/11 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 28th February 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/11 **WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2010 - 2011**

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st June 2010 to 31st March 2011.

The Head of Worcestershire Regulatory Services thanked Members for attending the recent Worcestershire Regulatory Services Joint Committee Update Sessions.

The Head of Worcestershire Regulatory Services informed the Committee that under the Worcestershire Shared Services Partnership Agreement the Joint Committee was required to receive the annual report at its annual meeting. Members were asked to note that Worcestershire Regulatory Services (WRS) did not start operating until 1st June 2010 and therefore the annual report would cover the period from 1st June 2010 until 31st March 2011.

The Head of Worcestershire Regulatory Services responded to Councillor C. B. Taylor, Bromsgrove District Council regarding communication and the difficulties he had encountered whilst trying to contact and locate WRS officers at Wyatt House. He informed Members that he had been made aware there had been some communication problems and that WRS would be fully launched during July 2011 to ensure that both the public and officers were made aware of WRS contact details and relocation to Wyatt House.

The Executive Director, Finance and Corporate Resource, Bromsgrove District Council responded to Councillor P. Grove, Malvern Hills District Council regarding financial information detailed in the annual report.

RESOLVED:

- (a) that the Worcestershire Regulatory Services (WRS) Annual Report 2010 / 2011 be noted; and
- (b) that a copy of the WRS Annual Report 2010 / 2011 be forwarded to the Chief Executive of each member authority.

7/11 **WORCESTERSHIRE REGULATORY SERVICES PROJECT MANAGERS UPDATE**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with a summary of the progress against plans for the period 29th February 2011 to 23rd June 2011. He informed Members of the key tasks and achievements within each work stream and the revised project end date which had been extended by 3 months. The original project end date of March 2012 had been moved to June 2012 following the revised dates for the delivery of the transformation work and the subsequent impact this had on the start of the ICT procurement and development process.

8/11

**WORCESTERSHIRE REGULATORY SERVICES JOINT COMMITTEE
BUDGET MONITORING - JUNE 2010 TO MARCH 2011**

The Committee considered a report which detailed the financial position for the period June 2010 to March 2011. The report reflected the final position for the financial year 2010 / 2011 subject to external audit review in July / August 2011.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and informed the Committee that the formal Statement of Accounts would be presented to the next meeting of the Joint Committee. The report requested that Members considered the savings accrued during the year and the proposal to return 50 percent of this saving to the participating member authorities.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council responded to Councillor P. Grove, Malvern Hills District Council regarding miscellaneous expenses.

Further discussion followed on the budget monitoring and the need for more detailed information to be provided on miscellaneous expenses.

RESOLVED:

- (a) that the financial position for the period June 2010 to March 2011 be noted; and
- (b) that the refund of £300,000 to the participating Councils from the 2010 / 2011 underspend based on the original 2010 / 2011 partner shares, as set out below, to be repaid in 2011 / 2012, be approved.

	% Share	Repaid 2011/12 £
Bromsgrove	10.45%	31,363
City	12.31%	36,929
County	28.90%	86,700
Malvern Hills	9.78%	29,328
Redditch	10.40%	31,191
Wychavon	17.59%	52,780
Wyre Forest	10.57%	31,710
		300,000

The meeting closed at 5.02 p.m.

Chairman

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

23rd 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	Last meeting – 1st August 2011.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****23rd August 2011**

3.	Housing Advisory Panel	Chair <u>Cllr B Clayton</u> / Vice-Chair Cllr Brazier Liz Tompkin	Next meeting – 5th September 2011.
4.	Leisure Contracts Advisory Panel	Chair <u>Cllr Derek Taylor</u> / Vice-Chair Cllr Anderson John Godwin	Last meeting – 16th August 2010.
5.	Planning Advisory Panel	Chair <u>Cllr Pearce</u> / Vice-Chair Cllr R Hill John Staniland / Ruth Bamford	Future meetings – 25th August 2011 20th September 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. To reconvene in the autumn.
7.	Member Support Steering Group	Chair <u>Brunner</u> / Vice-Chair Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 31st March 2011 To reconvene in the autumn.
8.	Grants Panel	Chair / Cllr Chance Vice Chair Cllr Braley Angie Heighway	Next meeting – 7th September 2011.
9.	Procurement Steering Group	Chair <u>Cllr Braley</u> / Vice-Chair Cllr Anderson Jayne Pickering / Teresa Kristunas	Last meeting – 13th July 2011

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

23rd August 2011

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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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

23rd August 2011

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.
31st May 2011		
C Gandy / K Dicks	<p>Road Gritting Short, Sharp Review</p> <p>Update to Committee following meeting with WCC Cabinet Lead for Highways and Transport on 25th July 2011.</p>	An update on the meeting with WCC was provided at the meeting of the Council on 25th July by the Leader.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

23rd August 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 13th September.
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.	
2nd August 2011		
M Braley J Pickering / T Kristunas	Officers to report on the financial impact of Shared Services on the participating Councils in respect of matters including savings to date, set-up costs and redundancy costs.	Request confirmed at the meeting of the Council on 25 th July.
<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 02/08/11