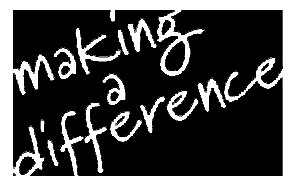


Executive Committee

Tuesday, 10th January
2012
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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Minicom: 595528

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

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

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

and

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

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

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



Executive

10th January 2012

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

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

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. Declarations of Interest	To invite Councillors to declare any interests they may have in items on the agenda.
3. Leader's Announcements	<ol style="list-style-type: none">To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; andany other relevant announcements. <p>(Oral report)</p>
4. Minutes (Pages 1 - 8) Chief Executive	To confirm as a correct record the minutes of the meeting of the Executive Committee held on 6th December 2011. (Minutes attached)
5. Budget Setting 2012/13 Exec Director (Finance and Corporate Resources)	Further to the Members' briefing preceding the Committee meeting, to address any matters that may have arisen. (Oral report) (All Wards)
6. Council Tax Base 2012/13 (Pages 9 - 14) Head of Finance and Resources	To consider a report regarding the setting of the Council Tax Base for 2012/13. (Report attached) (All Wards)

<p>7. Core Strategy Consultation</p> <p>(Pages 15 - 22)</p> <p>Head of Planning and Regeneration</p>	<p>To seek endorsement of the Core Strategy Consultation including:</p> <ul style="list-style-type: none">- Appendix 1 - Officer Responses to Core Strategy Consultation 21st January – 4th March 2011;- Appendices 2 to 8 - as part of the Local Development Framework (LDF) Evidence Base; and- Appendix 9 – Response to the Draft National Planning Policy Framework <p>(Report attached – Because of their size, the appendices are available via the Council’s website and, for elected Members, in the respective Group Rooms.)</p> <p>(All Wards)</p>
<p>8. Overview and Scrutiny Committee</p> <p>(Pages 23 - 32)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 29th November 2011.</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>
<p>9. Shared Services Board</p> <p>(Pages 33 - 38)</p>	<p>To receive the minutes of the meeting of the Shared Services Board held on 10th November 2011.</p> <p>There are no outstanding recommendations for the Committee to consider.</p> <p>(In view of the fact that information would be revealed relating to individual employees and their personal / financial details, together with employee relations matters, disclosure of which is not considered to be in the public’s best interest, part of these minutes are <u>Not for Publication</u> and have been circulated to Members and relevant Officers only)</p> <p>(Minutes attached)</p>

Executive

Committee

10th January 2012

<p>10. Constitutional Review Working Party (Pages 39 - 72)</p>	<p>To consider the notes of the most recent meetings of the Constitutional Review Working Party held on 10th November and 12th December 2011.</p> <p>There are recommendations for the Committee to consider (from 12th December meeting)</p> <p>(Notes from 10th November and 12th December attached)</p>
<p>11. Worcestershire Shared Services Joint Committee (Pages 73 - 76)</p>	<p>To receive and consider the minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee.</p> <p>(Minutes attached)</p>
<p>12. 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>13. Advisory Panels - update report (Pages 77 - 80) 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>14. Action Monitoring (Pages 81 - 84) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p>15. Exclusion of the Public</p>	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged, it may be necessary to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A)</p>

	<p>of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none">• Para 1 – <u>any individual</u>;• Para 2 – the <u>identity of any individual</u>;• Para 3 – <u>financial or business affairs</u>;• Para 4 – <u>labour relations matters</u>;• Para 5 – <u>legal professional privilege</u>;• Para 6 – <u>a notice, order or direction</u>;• Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.</p>
<p>16. Confidential Minutes / Referrals (if any)</p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



Executive Committee

6th December 2011

MINUTES

Present:

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

Officers:

R Cooke, K Dicks, C Flanagan, J Godwin, L Jones, T Kristunas, S Morgan, J Pickering and S Shammon

Committee Services Officer:

D Sunman

120. APOLOGIES

An apology for absence was received on behalf of Councillor Juliet Brunner.

121. DECLARATIONS OF INTEREST

There were no declarations of interest.

122. LEADER'S ANNOUNCEMENTS

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

- Hewell Road Pool – Play Area

(Not meeting the publication deadline.)

123. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 15th November 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

124. MEDIUM TERM FINANCIAL PLAN 2012/13 - 2014/15

The Committee received an oral report outlining the high and medium priority bids that had been identified for inclusion in the Council's capital and revenue budgets for 2012/13. Members were advised to contact Directors and Heads of Service should they require more in depth information on any of the bids.

Officers reported that a further update would be made at the next meeting of the Executive Committee.

RESOLVED that

the report be noted.

125. HOMES INSULATION - FUNDING OPPORTUNITY

The Committee received a report which sought approval to accept an offer of £40,000 funding from Worcestershire County Council (WCC) to install free cavity wall, draught-proofing and loft insulation measures for home owners in the Borough aged 60 years or over. The offer was subject to acceptance of a number of conditions specified by WCC; that funding had to be spent by 31st December 2012, preferred use of Worcestershire based contractors and promotional branding recognition for Warmer Worcestershire.

Members discussed publication of the scheme and the criteria for allocation of the funding. They were informed that all applications would be dealt with through 'Act on Energy' who would signpost applicants to the most suitable source of funding for each application.

Officers were asked to approach WCC to investigate whether the extension of the offer to any resident irrespective of age could be amended to include them from the start of the scheme rather than from April 2012.

RECOMMENDED that

- 1) the funding of £40,000 from Worcestershire County Council be incorporated into the Council's existing Energy Efficiency Installations budget and the Capital Programme be amended accordingly; subject to which**

RESOLVE that

- 2) authority be delegated to the Head of Community Services to formally accept, and account for expenditure of, the Worcestershire County Council 'Home Energy**

Efficiency Improvements' funding offer of £40,000 and associated funding conditions;

- 3) applications be invited from homeowners within the Borough aged 60 or over to have loft and/or cavity wall insulation and draught-proofing measures installed in their homes free of charge; and**
- 4) the Head of Community Services, in consultation with the Portfolio Holder for Housing, Local Environment and Health be authorised**
 - a) to expend up to the sum approved by the Council, for the purposes indicated in the report; and**
 - b) subject to further discussions with Worcestershire County Council, to utilise such funding remaining at 1st April 2012 to extend the insulation offer to any Borough resident irrespective of age or ownership status or for other Home Energy Efficiency initiatives.**

126. QUARTERLY PERFORMANCE REPORT - QUARTER 2 - JULY TO SEPTEMBER 2011

The Committee received a report on the Council's performance for Quarter 2 of the 2011/12 financial year.

Members were asked to consider a range of options for future reporting of performance in response to changing demands resulting from the transformation programme.

Officers reported that information had been provided on 27 indicators for Quarter 2. Of those, 10 had improved in performance and 16 had declined compared to the same period last year. In addition, 1 indicator had remained static with performance at optimum level.

Members were informed that of the indicators that showed a decline in performance only 2 were of particular concern and action had been taken to remedy the problem in each case.

RESOLVED that

- 1) the Corporate Management Team, in conjunction with Members, select key performance indicators of concern and remedial action to be taken, for reporting on a quarterly basis;**

- 2) **the Committee consider future proposals for performance reporting as the Council progresses the Transformation agenda; and**
- 3) **the update on key performance indicators for the period ending 30th September 2011 be noted.**

127. QUARTERLY BUDGET MONITORING - QUARTER 2 - JULY TO SEPTEMBER 2011

The Committee considered an overview of the General Fund budget situation, including the achievement of approved savings for the second quarter of 2011/12. Explanations were provided for variances in the budget for the second quarter.

The over-ambitious income projection targets for the Pitcheroak Golf Course were noted. Officers reported that good work continued to be carried out by the Hereford and Worcestershire Golf Partnership to increase use of the course.

Officers reported that projected loss on car parking income was the subject of ongoing work.

RESOLVED that

- 1) **the current financial position on Revenue and Capital be noted; and**

RECOMMENDED that

- 2) **re-allocation of £40,000 of Regional Housing Pot grant currently allocated to Interim Management Order to Houses in Multiple Occupation (HMO) Grants be approved.**

128. QUARTERLY MONITORING - WRITE OFF OF DEBTS - QUARTER 2 - JULY TO SEPTEMBER 2011

The Committee received a report which outlined the action taken by Officers in respect to the write off of debts during the first half of the financial year 2011/12.

RESOLVED

that the report be noted.

129. QUARTERLY MONITORING OF THE BENEFITS SERVICE IMPROVEMENT PLAN - QUARTER 2 - JULY TO SEPTEMBER 2011

A report was received which advised Members of the performance of the Benefits service during the second quarter of 2011/12.

Members were informed that as a result of the transformation programme that Benefits Officers had been based at the One Stop Shop since October to deal directly with customers. This had resulted in quicker decisions being made about entitlement to benefit.

Officers agreed to provide a breakdown on the reporting of counter fraud to Councillor Derek Taylor.

RESOLVED that

- the report be noted.**
- 130. QUARTERLY CUSTOMER SERVICES MONITORING -
QUARTER 2 - JULY TO SEPTEMBER 2011**

A report was received which gave an update on progress against the 'Every Customer Every Time' customer experience strategy and customer feedback data for the second quarter of 2011/12.

Members highlighted problems experienced by visitors accessing the car park at the Town Hall and / or queuing in the Reception area to announce their arrival. It was suggested that Reception should be advised when Officers are expecting visitors to allow them to be advised of their visitor's arrival.

RESOLVED that

- the update for the period 1st July to 30th September 2011 be noted.**
- 131. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR
PERIOD ENDING 30 SEPTEMBER 2011**

The Committee received a report on the Council's performance in relation to sickness absence for the period 1st April to 30th September 2011, which showed an improvement against the same period in the previous financial year.

Officers reported that all services, with the exception of Housing and Environmental Services were expected to fall below the target of 8.75 days per full time employee.

Members were informed that it was assumed that the higher rates of sickness in Housing and Environmental services was because of

the nature of the work in both areas. Officers were asked to set up separate targets for these areas of business to compare with performance with similar businesses in the private sector.

RESOLVED

that the report be noted.

132. HEWELL ROAD POOL - PLAY AREA

The Committee received a report regarding the current play area adjacent to Hewell Road Pool following the pool's closure as an operational building.

RESOLVED that

- 1) until such time as the site is disposed of, the play area adjacent to Hewell Road Pool be secured from the rest of the site to allow for its continued use following the demolition of the pool and clearing of the site; and**
- 2) during future development should the play area be repositioned on the site or replaced and improved elsewhere using Section 106 monies, Ward Councillors be consulted.**

133. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 8th November 2011.

Officers reported that all recommendations had been considered at the meeting of this Committee held on 15th November 2011.

RESOLVED that

the minutes be noted.

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

There were no minutes or referrals.

135. ADVISORY PANELS - UPDATE REPORT

The Committee considered the latest Advisory Panels update report.

RESOLVED that

**Executive
Committee**

6th December 2011

the report be noted.

136. ACTION MONITORING

The Committee's Action Monitoring report was considered. It was noted that a number of actions were now complete and could be deleted from future reports.

RESOLVED that

the report be noted.

The Meeting commenced at 7.02 pm
and closed at 9.25 pm

.....
Chair

**EXECUTIVE
COMMITTEE**

10th January 2012

COUNCIL TAX BASE 2012/13

Relevant Portfolio Holder	Cllr. Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	✓
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to set the Council Tax Base for 2012/13.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

- 1) **the calculation of the Council's Tax Base for the whole and parts of the area for 2012/13, as detailed in the Appendices to the report, be approved; and**
- 2) **in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2012/13 be 27,611.67 and for the parts of the area listed below be:**

Parish of Feckenham	363.60
Rest of Redditch	<u>27,248.07</u>
	<u>27,611.67</u>

3. KEY ISSUES

Financial Implications

- 3.1 In October 2011, form CTB1 was submitted to the Department for Communities and Local Government. This analyses the draft Valuation List of properties into the various bands and then provides further details of those properties which are subject to the full charge, those entitled to discounts and those which are exempt. This report is a summary of that return updated to include any known changes since November. It also makes provision for anticipated changes which could arise for a variety of reasons such as appeals, new properties or properties falling off the list. An allowance of 1.00% has been made for non-collection of the tax.

**EXECUTIVE
COMMITTEE****10th January 2012**

3.2 The figures can be summarised as follows:

	<u>REDDITCH</u>	<u>FECKENHAM</u>	<u>WHOLE AREA</u>
No. of dwellings	34,922	335	35,257
No. of chargeable dwellings	34,315	329	34,644
Net chargeable dwellings (After deduction of discounts)	31,293.50	300.75	31,594.25
Relevant Amount (Band D Equivalent)	27,523.31	367.27	27,890.58
Collection Rate	99.00%	99.00%	99.00%
Tax Base	<u>27,248.07</u>	<u>363.60</u>	<u>27,611.67</u>

3.3 Appendix A shows a more detailed breakdown of the calculation for the whole area.

3.4 Appendix B shows the same information analysed between the Feckenham Parish and the rest of the Borough.

3.5 The increase of 42.92 Band D equivalent properties will result in additional income for the Borough of £8,978.

Legal Implications

3.6 The Local Authorities (Calculation of Tax Base) Regulations 1992 require a billing authority to notify its major precepting bodies (and its Parishes, if required) of the Tax Base, for the whole or part of the area for the following financial year. The precepting bodies - Worcestershire County Council, West Mercia Police Authority and Hereford & Worcester Fire & Rescue Authority - need this information in order to calculate and notify the Borough Council of their precept requirements for 2012/13. This will enable tax setting resolutions to be finalised and bills to be produced early in March 2012.

3.7 The legislation also requires a billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Redditch Borough.

EXECUTIVE COMMITTEE

10th January 2012

- 3.8 It is necessary to outline the method by which these calculations have been carried out so that the Council can formally adopt them for the purposes of the 1992 Regulations.

Service/Operational Implications

- 3.9 The Council is required to set a Council Tax Base each year, this forms part of the process of setting the following year budget. Failure to do so will result in the Council not being a Well Managed Organisation.

Customer / Equalities and Diversity Implications

- 3.10 The Tax Base for 2012/13 has been calculated to be 27,611.67. Once this has been agreed, the County Council, Police Authority and Fire Authority will be notified and the figures will be used in the setting of the Council Tax to be presented to the Executive Committee and approved by the Council, on 20th February 2012.

4. RISK MANAGEMENT

- 4.1 Nothing identified.

5. APPENDICES

Appendix A Redditch Borough Council Tax Base 2012/13
Appendix B Feckenham Parish Council Tax Base 2012/13
Redditch Borough Council Tax Base (Excluding the
Parish of Feckenham) 2012/13.

6. BACKGROUND PAPERS

CTB1 (October 2011) return.

AUTHOR OF REPORT

Name: Kayleigh Bradford
E Mail: kayleigh.bradford@bromsgroveandredditchbc.gov.uk
Tel: (01527) 64252 extn. 3172

Appendix A

REDDITCH BOROUGH COUNCIL TAX BASE 2012/13

	Band A-	Band A	Band B	Band C	Band D
Number of dwellings(on ctb return)		7,495	11,666	7,202	4,207
Valuation List changes during year		6	38	19	18
Exempt dwellings		-256	-224	-116	-61
Net disabled relief	13	36	-13	-9	-7
Number of chargeable dwellings	13	7,281	11,467	7,096	4,157
Number of dwellings entitled to 25% discount	5	4,185	3,838	1,954	897
Number of dwellings entitled to 50% discount		123	99	45	32
Number of dwellings entitled to no discount	8	2,973	7,530	5,097	3,228
Discount deduction	1.25	1,107.75	1,009.00	511.00	240.25
Net chargeable dwellings	11.75	6,173.25	10,458.00	6,585.00	3,916.75
Ratio to Band D	5/9	6/9	7/9	8/9	1
Relevant Amount (Band D equivalent)	6.53	4,115.50	8,134.00	5,853.33	3,916.75

	Band E	Band F	Band G	Band H	Total
Number of dwellings	3,116	1,122	429	20	35,257
Valuation List changes during year		1			82
Exempt dwellings	-18	-14	-6		-695
Net disabled relief	-3	-12	-1	-4	0
Number of chargeable dwellings	3,095	1,097	422	16	34,644
Number of dwellings entitled to 25% discount	441	148	38	1	11,507
Number of dwellings entitled to 50% discount	21	9	16	1	346
Number of dwellings entitled to no discount	2,633	940	368	14	22,791
Discount deduction	120.75	41.50	17.50	0.75	3,049.75
Net chargeable dwellings	2,974.25	1,055.50	404.50	15.25	31,594.25
Ratio to Band D	11/9	13/9	15/9	18/9	
Relevant Amount (Band D equivalent)	3,635.19	1,524.61	674.17	30.50	27,890.58
			Collection rate		99.00%
			Tax base		27,611.67

Appendix B

FECKENHAM PARISH COUNCIL TAX BASE 2012/13

	Band A-	Band A	Band B	Band C	Band D
Number of dwellings		30	31	40	44
Valuation List changes during year					
Exempt dwellings			-4		-1
Net disabled relief					
Number of chargeable dwellings	0	30	27	40	43
Number of dwellings entitled to 25% discount		19	15	11	10
Number of dwellings entitled to 50% discount		3	0	1	4
Number of dwellings entitled to no discount		8	12	28	29
Discount deduction		6.25	3.75	3.25	4.50
Net chargeable dwellings	0.00	23.75	23.25	36.75	38.50
Ratio to Band D	5/9	6/9	7/9	8/9	1
Relevant Amount (Band D equivalent)	0.00	15.83	18.08	32.67	38.50

	Band E	Band F	Band G	Band H	Total
Number of dwellings	65	56	58	11	335
Valuation List changes during year					
Exempt dwellings		-1			-6
Net disabled relief	1	-1			0
Number of chargeable dwellings	66	54	58	11	329
Number of dwellings entitled to 25% discount	11	14	6	1	87
Number of dwellings entitled to 50% discount	1	2	2		13
Number of dwellings entitled to no discount	54	38	50	10	229
Discount deduction	3.25	4.50	2.50	0.25	28
Net chargeable dwellings	62.75	49.50	55.50	10.75	300.75
Ratio to Band D	11/9	13/9	15/9	18/9	
Relevant Amount (Band D equivalent)	76.69	71.50	92.50	21.50	367.27
					Collection rate
					99.00%
					Tax base
					363.60

REDDITCH BOROUGH COUNCIL TAX BASE(EXCLUDING PARISH OF FECKENHAM) 2012/13

	Band A-	Band A	Band B	Band C	Band D
Number of dwellings		7,465	11,635	7,162	4,163
Valuation List changes during year		6	38	19	18
Exempt dwellings		-256	-220	-116	-60
Net disabled relief	13	36	-13	-9	-7
Number of chargeable dwellings	13	7,251	11,440	7,056	4,114
Number of dwellings entitled to 25% discount	5	4,166	3,823	1,943	887
Number of dwellings entitled to 50% discount		120	99	44	28
Number of dwellings entitled to no discount	8	2,965	7,518	5,069	3,199
Discount deduction	1.25	1,101.50	1,005.25	507.75	235.75
Net chargeable dwellings	11.75	6,149.50	10,434.75	6,548.25	3,878.25
Ratio to Band D	5/9	6/9	7/9	8/9	1
Relevant Amount (Band D equivalent)	6.53	4,099.67	8,115.92	5,820.67	3,878.25

	Band E	Band F	Band G	Band H	Total
Number of dwellings	3,051	1,066	371	9	34,922
Valuation List changes during year		1			82
Exempt dwellings	-18	-13	-6		-689
Net disabled relief	-4	-11	-1	-4	0
Number of chargeable dwellings	3,029	1,043	364	5	34,315
Number of dwellings entitled to 25% discount	430	134	32		11,420
Number of dwellings entitled to 50% discount	20	7	14	1	333
Number of dwellings entitled to no discount	2,579	902	318	4	22,562
Discount deduction	117.50	37.00	15.00	0.50	3,022
Net chargeable dwellings	2,911.50	1,006.00	349.00	4.50	31,293.50
Ratio to Band D	11/9	13/9	15/9	18/9	
Relevant Amount (Band D equivalent)	3,558.50	1,453.11	581.67	9.00	27,523.31
					Collection rate
					99.00%
					Tax base
					27,248.07

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CORE STRATEGY CONSULTATION

Relevant Portfolio Holder	Cllr Jinny Pearce, Portfolio Holder for Planning, Regeneration, Economic Development and Transport
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford, Head of Planning and Regeneration
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

The report seeks a number of endorsements of material related to the previous consultation on Redditch's the Revised Preferred Draft Core Strategy (January – March 2011) and the endorsement of material to contribute towards the evidence base.

2. RECOMMENDATIONS

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

- 1) **the Officers' responses to the Revised Preferred Draft Core Strategy consultation, as attached at Appendix 1 to the report, be endorsed as the Borough Council's responses to comments received during consultation;**
- 2) **the documents attached as Appendix 2 to Appendix 8 be endorsed to form part of the Evidence Base and, for Appendix 2, to note that it can be used as a material consideration in Development Management decision making; and**
- 3) **the Officers' response to the draft national planning policy framework, as attached at Appendix 9, be retrospectively endorsed as the Borough Council's response.**

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3. KEY ISSUES**Financial Implications**

- 3.1 There is a need to quickly progress the local plan for an area because of the risk posed with the presumption in favour of sustainable development. The uncertainty of the status of the local plan in the context of the national planning policy could mean that the Council is subjected to increased appeals and the financial risk associated with this.
- 3.2 There is also a requirement to have an adopted local plan in place to enable other income towards infrastructure projects either through Section 106 or Community Infrastructure Levy and to encourage housing permissions and construction to receive the new homes bonus.
- 3.3 The decision to advance a local plan for the area rather than a Core Strategy and the necessary subsequent Development Plan Documents (DPDs) is likely to have a positive effect on longer term financial costs of preparing and examining other DPDs.

Legal Implications

- 3.4 Redditch Borough Council is required to establish a development plan for the area in accordance with the Planning Act 2008 and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.
- 3.5 With regard to Appendix 1, there were very few detailed comments on the strategy from other nearby Local Authorities which is not surprising given a lot of the uncertainties with the planning system. However it should be noted that the Borough Council will be legally required to respond fully to other neighbouring authorities' plans under the new duty to co-operate in the not too distant future.
- 3.6 Given the imminent departure of the Regional Spatial Strategy (RSS), the Duty will be in place to ensure co-ordination between authorities. As part of these new arrangements it is envisaged that for any nearby emerging plan on consultation with a possible impact on Redditch, that Officers will present the issues to the Planning Advisory Panel for discussion to inform a response to be subsequently endorsed by the Council.

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Service / Operational Implications

- 3.7 The Revised Preferred Draft Core Strategy was consulted upon between 21st January 2011 and 4th March 2011. Over 300 responses were received by letter and email and also three related petitions have been submitted in response to the consultation material.
- 3.8 Appendix 1 contains a table including a summary of the responses received, an Officer response to the comments and a related recommended action where a change can be identified.
- 3.9 The key points to take from the responses is that local public view is that the development targets should be lower than the previous RSS targets, and that there is little local support for development on any of Redditch's strategic sites. However it is positive that the capacity of Redditch identified in the Strategic Housing Land Availability Assessment has now been through such a detailed level of scrutiny and debate in many forums and the Council can be confident of its robustness going forward.
- 3.10 Appendix 2 is the Landscape Character Assessment Supplementary Guidance. At the Cabinet meeting of Worcestershire County Council this was formally endorsed so that it may form a material consideration in the County Council's planning decisions. It was also commended to the Councils of Worcestershire for their own endorsement, so that it may form a material consideration in all respective Councils' planning decisions.
- 3.11 Worcestershire County Council, on behalf of Redditch Borough Council commissioned Halcrow to complete a Transport Assessment (Appendix 3) to consider the implications of future development in the Borough in accessibility and traffic terms. The Transport Assessment comprises of a Accessibility Report which measures and distinguishes which development sites are the best performing based on local accessibility (ease of access to destinations via public transport, cycle and walking) and wider key destinations such as employment. The second part of the Transport Assessment comprises of a Traffic Impact Assessment tool, which assesses the impact of a number of development sites on the road network.
- 3.12 The update to the Employment Land Review (Appendix 4) represents the 2011 annual update. The update seeks to present a clear picture of the current situation with regard to Employment Land demand, need and supply in Redditch Borough. This update evidences possible employment land targets for the Borough and a portfolio of local employment sites to meet this target which can be considered in drawing up the revised Local Plan.

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- 3.13 The Historic Environment Assessment (HEA)(Appendix 5) combines County landscape character mapping with Historic Environment Record data and an outline Historic Landscape Character assessment. The results have produced 20 distinctive Historic Environment Character Zones which are supported by character statements assessing historic environment survival, potential, documentations, diversity, group value, sensitivity and amenity potential for each zone. The HEA will inform the Green Infrastructure Strategy and the Character Zones will inform the determination of development proposals.
- 3.14 A Phase 1 Habitat Survey and Protected Species Survey Assessment has been completed for the Winyates Green Triangle (Appendix 6). It finds that the site supports an interesting mosaic of semi-natural habitats and includes Ravensbank Drive Bridle Track which is designated as a Special Wildlife Site. In relation to protected species, further surveys are recommended for great crested newts, bats, badgers and potentially dormice. Based on the assessment it is concluded that it is unlikely that a large-scale development could be adequately incorporated on this site without significant loss and/or affect to the semi-natural habitats. A smaller development, if adequately located on poorer grassland, whilst minimising damage to, and retaining where possible woodland, hedgerows, ponds and stream habitat, would have a significantly lower impact.
- 3.15 The Affordable Housing Viability Assessment (Appendix 7) has been produced to ensure that optimum affordable housing provision in Redditch is achievable and economically viable on sites identified to meet the Borough's housing target. The Assessment provides the evidence to underpin a robust Affordable Housing policy (Policy 10) in the Core Strategy or its subsequent update in the next stage of plan production. The AHVA tests the appropriateness of the current affordable housing contribution of 40% of dwellings on sites of 15+ dwellings or over 0.5 ha in size. It also recommends an appropriate and economically viable range of site thresholds for which on-site affordable housing provision or off-site commuted sums would be required through S106 contributions.

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- 3.16 The Redditch Playing Pitch (Appendix 8) strategy aims to provide a strategic approach to future playing pitch provision; it will provide direction and set priorities for sports for both the Council and its local partners. The strategy provides baseline data on the current quantity and quality of all the playing pitches in Redditch and identifies gaps in provision. The strategy includes an action plan, agreed with partners, to improve provision for local communities and how this might be achieved. The recommendations of the Playing Pitch Strategy will be implemented through planning policy documents and by the Council's Leisure Services as appropriate.
- 3.17 Given the emphasis at a national level away from 'spatial plans' where there is a conscious effort for the Core Strategy to reflect and respond to the aspirations of other documents, there is an emerging requirement for a genuine 'local plan' to guide development.
- 3.18 Officers would therefore recommend advancing a Redditch 'Local Plan' (Redditch Local Plan No.4), and the format of the emerging core strategy would be subsequently changed. This change will require additional work, not least to plug the policy gaps from the imminently departure of the West Midlands RSS and the PPS/PPGs at the national level, but also to consider what local development management policy is needed to support the local choices for development. This work is not considered to be an overly time consuming task.
- 3.19 The responses in Appendix 1 have been subject to review at the Planning Advisory Panel. The other attachments and evidence have all also been through Planning Advisory Panel before the Executive meeting.
- 3.20 The Landscape Character Assessment Supplementary Guidance (LCA SG) is a non-statutory document that will provide guidance on the application of landscape character principles to development. The LCA SG will ultimately be used to help guide and determine relevant planning applications. Whilst it will not constitute a formal part of the Development Plan, it is intended that the final document will carry weight as a 'material consideration' and so can form part of the reasoning for planning decisions.
- 3.21 Supplementary Guidance differs from 'Supplementary Planning Documents', which are usually produced as part of the Local Development Framework; this document has been prepared by Worcestershire County Council.
- 3.22 The draft version of the Supplementary Guidance and the accompanying SA report were subject to a public consultation from Monday 13th June 2011 to Friday 22nd July 2011.

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- 3.23 The LCA SG will be reviewed on a five-yearly basis in order to incorporate any policy or other changes and in the light of latest LCA development.
- 3.24 The endorsement of this evidence base will allow Officers to continue to prepare a Local Plan for Redditch. Officers will need to continue to work closely with Officers from neighbouring Bromsgrove District and Stratford on Avon District in preparation.

Customer / Equalities and Diversity Implications

- 3.25 An Equalities Impact Assessment of the previous Core Strategy draft was produced and another will be produced at the time of Policy review.

4. RISK MANAGEMENT

As discussed under financial implications there is a potential risk from the presumption in favour of sustainable development. The uncertainty of the status of the local plan in the context of the national planning policy could mean that the Council is subjected to increased appeals. It is therefore proposed to produce a Plan as quickly as possible.

5. APPENDICES

- Appendix 1 : Core Strategy Response Table
- Appendix 2 : Worcestershire Landscape Character Assessment
Supplementary Guidance
- Appendix 3 : Transport Assessment
- Appendix 4 : Employment Land Review Update (To follow)
- Appendix 5 : Historic Environment Assessment
- Appendix 6 : Winyates Green Triangle Ecological Assessment
- Appendix 7 : Affordable Housing Viability Assessment
- Appendix 8 : Playing Pitch Strategy
- Appendix 9 : Response to the Draft National Planning Policy
Framework

6. BACKGROUND PAPERS

None.

7. KEY

RSS Regional Spatial Strategy.
DPD Development Plan Document.
LDF Local Development Framework.

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LCA Landscape Character Assessment.
MAFF ALC – Ministry of Agriculture Fisheries and Food – Agricultural
Land Classification
PPS Planning Policy Statement.
PPG Planning Policy Guidance.

AUTHOR OF REPORT

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Overview and Scrutiny Committee

29th November 2011

MINUTES

Present:

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

Also Present:

Councillor J Brunner (Portfolio Holder – Community Safety and Regulatory Services)

Officers:

L Hadley, A Heighway, R McAndrew, E Hopkins, J Pickering and S Singleton

Committee Services Officer:

M Craggs, D Sunman

125. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors Hartnett and Stephens.

126. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

127. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on Tuesday, 8th November 2011 be confirmed as a correct record and signed by the Chair.

128. ACTIONS LIST

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

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Chair

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Officers reported that information regarding Action 1, removal of unused bin cupboards from Council properties to discourage further fly tipping, would soon be circulated to members of the Committee, when finalised.

RESOLVED that

the Committee's Actions List be noted.

129. PETITION - TOWN CENTRE PARKING

The Committee received a petition regarding Short Stay Parking in Redditch, Church Green and surrounding areas.

Members were informed that the Lead Petitioner was not available to attend the meeting and that a meeting of relevant town centre agencies would take place on 2nd December 2011 to discuss a way forward. It was proposed, therefore, that consideration of the petition be deferred until the next meeting to enable the lead petitioner to attend and for Members to receive feedback from the meeting on 2nd December 2011 to help inform discussion.

RESOLVED that

- 1) **the petition had been received and discussion deferred to the meeting of the Overview and Scrutiny Committee on 24th January 2012; and**
- 2) **Officers present a report on parking issues following the meeting of relevant town centre agencies on 2nd December 2012.**

130. PETITION - SEXUAL HEALTH INFORMATION SERVICES FOR YOUNG PEOPLE

The Committee received a petition regarding the Time 4 U Sexual Health Service provided at Arrow Vale High School.

Members were informed that Worcestershire County Council, as the provider of the Time 4 U Sexual Health Service, had also received the petition and would be addressing the issues raised at the next meeting of the Children and Young Peoples Scrutiny Committee on Thursday, 1st December 2011.

RESOLVED that

the petition be noted.

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131. PORTFOLIO HOLDER ANNUAL REPORT - COMMUNITY SAFETY AND REGULATORY SERVICES

Further to consideration of the Portfolio Holder for Community Safety and Regulatory Services written report at the meeting of this Committee on 18th October 2011 and members' agreed questions to be put to the Portfolio Holder, Councillor Juliet Brunner, in respect of her Annual Report, the following responses were provided:

1) What affect will the cuts in Police numbers have on crime and disorder in Redditch?

Members were advised that West Mercia Police were still recruiting Police Officers but staffing implications for Redditch were still unclear and subject to an ongoing review. A meeting had taken place between Councillors and the Assistant Chief Constable (ACC) to raise concerns about any reductions in relation to the potential effect on crime and disorder. The ACC gave assurances that resources would be made available to tackle areas of highest need, of which there are three areas in Redditch which West Mercia Police have identified as priority neighbourhoods.

2) What will the future provision of Police Community Support Officers (PCSOs) be in Redditch?

Members were informed that research and project work to identify savings within West Mercia Police was ongoing. It is expected that Redditch is in a strong position to command a significant portion of the PCSO resources once these have been decided given that three of West Mercia's priority policing areas are located in the Borough. Assurances had been given that every effort would be made to secure as many PCSOs for Redditch as possible.

3) To what extent have the location of CCTV cameras in Redditch been reviewed and. In particular, how possible would it be to relocate CCTV cameras from existing locations to areas of greater need, if considered necessary?

Existing camera locations had been individually assessed to ensure that landscaping (particularly tree growth) did not impact negatively. Street lighting improvements had been carried out on Unicorn Hill and in Matchborough following assessment by CCTV that white lighting was required in those areas.

In areas where new development is proposed CCTV

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requirements will be reviewed at the planning stage. E.g. Church Hill shopping centre.

A joint agency approach has been carried out for site evaluation of any suggested new sites for CCTV to facilitate identification of the most suitable and cost effective solution for that site.

Once enacted the 'Protection of Freedoms Bill' the Home Office will be required to publish a Code of Conduct for the use of CCTV to identify where CCTV cameras are to be installed in future. Following this Code will provide an effective mechanism for the assessment of the Redditch CCTV scheme.

Members were advised that relocating existing CCTV cameras could be complex and dependent on the type of system in operation and the location and costs could vary greatly. In future, use of wireless technology could assist in redeployment of cameras to identified 'hotspots' more easily.

- 4) What action, if any, is planned to address the noise caused to scrap metal dealers? To what extent can this be addressed through the licensing processes?

Members were informed that, owing to the transient nature of the activity, it cannot be classed as a statutory nuisance as defined in the Environment Protection Act 1990 unless some form of loudspeaker was being used to amplify the bugle sound. However, action could be taken if offenders were caught in the act of using loudspeakers. Worcestershire Regulatory Services (WRS) together with partners, including the police, would continue to carry out spot checks regarding safety of vehicles and trading provisions.

- 5) What will the implications of the introduction of directly elected police commissioners for community safety budgets? What implications, if any, will there be for CCTV systems in the town?

Members were advised that the introduction of Police and Crime Commissioners (PCCs) could impact on future resourcing of Community Safety Partnerships. Funding regimes had already changed and Redditch would receive £56,068 in 2012/13 compared to £107,400 for 2011/12. However, the reduction of funding was to be less severe in Redditch compared to many neighbouring areas due to needs based funding formula being introduced.

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From 2013/14 funding for Community Safety Partnerships (CSP), Drug Intervention Programmes and the Violence Against Women and Girls would be transferred to the PCCs. There would, however, be a mutual duty of cooperation between PCCs and CSPs when compiling Police and Crime Plan and CSP strategic assessments.

Funding for CCTV was not the direct responsibility of the West Mercia Police or the CSP. Therefore, the new PCC will not have a direct impact on provision of the service.

A slide presentation was shown that highlighted the following projects:

- Redditch Roadway Arts Project
- Home Security Guide / Smart Water Initiative
- Security Improvements at Beoley Grange and Winyates
- Community Cohesion
- Anti Social Behaviour
- CCTV Accreditation

RESOLVED that

the report be noted.

132. HOUSING TRAILBLAZERS - PRESENTATION

The Committee received a report and presentation on the Council's Enhanced Housing Options Trailblazer Initiative 2009 to 2011, which had been grant funded by the Department of Communities and Local Government. The grant had been awarded in recognition of the 'good practice' that had been introduced following the recommendations made by the former Social Overview and Scrutiny Committee in their report 'Preventing Homelessness' published in 2006.

Officers provided information on examples where the intervention of the Housing Options Team had made a significant difference and had prevented homelessness.

Officers agreed to provide additional information regarding the use of Housing PODs as part of the scheme.

Members congratulated relevant Officers on the success of the Housing Trailblazers scheme in Redditch.

RESOLVED that

the report be noted.

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133. MEDIUM TERM FINANCIAL PLAN 2012/13 - 2014/15

The Committee received an oral update on the budget build for 2012/13, 2013/14-2015/16.

Officers suggested that it would be useful for Members to consider the budget bids for 2012/13 early in the New Year. The Chair proposed the meeting be held under the auspices of the Overview and Scrutiny Committee with all non-Executive Committee Members invited.

As requested, Officers agreed to provide members with the criteria for defining low income working people.

RESOLVED that

- 1) **the report be noted; and**
- 2) **that an additional meeting of the Overview and Scrutiny Committee be arranged mid January 2012 to provide members with a further update on the budgets for 2012/13, 2013/14-2015/16.**

134. REGIONAL SCRUTINY NETWORK MEETING

The Chair reported that he and an Overview and Scrutiny Support Officer had attended a meeting of the Regional Scrutiny Network on 17th November 2011 at the University of Birmingham.

The topics discussed had included:

- a) Working arrangements for the Regional Scrutiny Network;
- b) Birmingham and Solihull Local Enterprise Partnership (LEP);
- c) West Midlands Councils – the Regional Agenda; and
- d) National Legislation and Scrutiny.

A handout of the presentation slides on the LEP was circulated at the meeting for information.

The Chair suggested that two members of the Committee (one from each party) attend the next meeting of the Regional Scrutiny Network on 15th March 2012.

RESOLVED that

the report be noted.

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135. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee reviewed the contents of the Forward Plan and considered whether any items were suitable for scrutiny.

RESOLVED that

- 1) the Core Strategy – Consultation be subject to post-scrutiny at the Overview and Scrutiny Committee meeting on 24th January 2012.**
- 2) the Executive Committee minutes for 15th November 2011 be noted.**

136. PORTFOLIO HOLDER ANNUAL REPORT - LEISURE AND WRITTEN PERFORMANCE REPORT

The Committee received a written report which detailed the performance of services within the remit of the Portfolio Holder for Leisure and Tourism, Councillor Derek Taylor.

On the basis of the information contained within the report Members requested that the following questions be addressed by the Portfolio Holder in his Annual Report to the Committee, which has been scheduled to be delivered on 24th January 2012.

- 1) What process does your department have in place for promoting community liaison?
- 2) In relation to the Palace Theatre:
 - a) has the introduction of a new management structure and changes to the Theatre's productions generated the savings and additional income expected?
 - b) what work has been done to ensure that the new productions are attracting as wide a section of the local community to the Theatre?
- 3) How well is the new contract at the Arrow Valley Countryside Centre working for people in Redditch?
- 4) What events are being arranged around the Olympic torch coming through Redditch in the summer?
- 5) What impact has the new shared service arrangements in your department made upon the Council's revenue?

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- 6) How is the additional income that is being generated from the sale of timber through the Parks and Open Spaces policy being used elsewhere by the Council?

RESOLVED that

the content of the written performance report be noted.

137. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

Councillor Quinney presented a proposal to review the Redditch Market.

Members were informed that North Worcestershire Economic Development Service are responsible for managing the markets in both Redditch and Bromsgrove. Officers outlined ongoing work to appoint a Markets Supervisor and subsequently produce a business plan, which would assist in the evidence gathering for the proposed review.

Members gave their support to the concept of the review. However, concerns were expressed regarding the availability of resources to begin a Task and Finish Review immediately. It was suggested that a more suitable start date might be to begin the review in May or June 2012, following the local elections and the conclusion of existing scrutiny reviews. Councillor Mason suggested that it might be useful to begin evidence gathering immediately to facilitate the review.

RESOLVED that

- 1) **a Task and Finish review of the Redditch Markets be launched to begin in May / June 2012; and**
- 2) **Councillors Quinney and Mason be appointed to the review group, the former as Chair, and to organise evidence gathering with Officers to inform the review at its start date.**

138. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

- a) Facilities for Disabled People – Chair, Councillor Alan Mason

Councillor Mason reported that a questionnaire had been compiled and was now available for completion. A number of interviews had taken place with relevant agencies to help

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gain a further understanding of the facilities for disabled people in the Borough.

b) Improving Recycling – Chair, Councillor Gay Hopkins

Members were informed that at its most recent meeting on 23rd November 2011 the Group had received a number of presentations on the local recycling process, including on local provision for Bring Banks recycling, and on the 100% Project which had been established in 2007 to provide all households in Redditch with a regular recycling collection.

The Group had also visited the EnviroSort Materials Reclamation Facility (MRF) in Norton on 9th November 2011 where they received a tour of the plant and learned how the recyclable materials collected by the Council are processed.

i) Promoting Sporting Participation – Chair, Councillor Luke Stephens

On behalf of the absent Chair, Officers reported that a meeting had been held with the Sports Development Unit on 10th November 2011 to discuss provision of sport for disabled people in Redditch. Members heard that opportunities for disabled to play sport in the Borough were beginning to increase.

The Group had a couple of forthcoming meetings, including holding a joint meeting with the Youth Services Provision Task and Finish Group on Monday, 12th December to interview the Council's Communications Manager.

c) Youth Services Provision – Chair, Councillor Simon Chalk

Members were advised that a meeting had taken place with the Head of Leisure and Cultural Services. A visit had been arranged to the Lounge at Alvechurch, an internet coffee shop for young people to help determine whether a similar facility could be set up in Redditch.

RESOLVED that

the reports be noted.

139. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Quinney reported that she had no update for this meeting.

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140. REFERRALS

No referrals had been received for consideration.

141. WORK PROGRAMME

Members were advised that the meeting of the Committee scheduled for 3rd January 2012 had been cancelled.

The Meeting commenced at 6.02 pm
and closed at 9.02 pm

.....
Chair

SHARED SERVICES BOARD

10th November 2011 at 5.30pm

COMMITTEE ROOM 2, TOWN HALL, REDDITCH

Present: Councillors Carole Gandy (Chair), Michael Braley, Malcolm Hall and Bill Hartnett (Redditch Borough Council).
Councillors Mark Bullivant (substitute Member), Margaret Sherrey and Mike Webb (Bromsgrove District Council).

Officers: Kevin Dicks, Sue Hanley, Helen Mole and Jayne Pickering.

Notes: Steve Skinner.

1. **APOLOGIES**

Apologies for absence were received on behalf of Cllrs Roger Hollingworth and Steve Colella (BDC).

2. **MINUTES**

the minutes of the previous meeting of the Board held on 18th August 2011 were agreed as a correct record (the meeting of 29th September having been cancelled).

3. **MATTERS ARISING**

Two Members sought brief clarification of action taken in relation to actions arising from the notes of the previous meeting.

CONFIDENTIALITY

With the exception of Minute 7 below these notes are an open public record of proceedings of the Board.

[Meetings of the Board are not subject to statutory Access to Information requirements; but information relating to individual post holders and/or employee relations matters would nonetheless not be revealed to the press or public.]

4. **PROGRESS REPORT**

The Board considered the latest report on the progress of Shared Services.

The Chief Executive took Members through the report and provided clarifications and explanation of specific points of detail as they arose.

During consideration of this item a number of key points were noted:

a) Reporting to Shared Services Board

Mr Dicks advised that, with Members' agreement, reporting to the Board would now focus less on the established Shared Services and more on the development and implementation of the next services.

b) Financial reporting

Ms Pickering took Members through the financial details and offered to provide any supplementary information required.

Total aggregated savings to date (for the period 2009 to 2011) of just over £2 million had been realised from the roll out of Shared Services.

c) Overview of Human Resources Implications

Mr Dicks agreed to provide the Board with further information on HR impacts of Shared Services reviews: how many jobs had been gained or lost in which areas, etc. (without of course giving personal details).

d) Single Business Case - Timetable

Mr Dicks advised that a final draft HR timetable was currently being finalised. The consultation process was still open until 17th December and if Members were contacted by staff, Mr Dicks asked that relevant comments were passed to the Officers who might need to consider them.

e) Worcestershire Regulatory Services Successes

It was noted that WRS had recently won a national award in respect of its noise abatement work.

Members also acknowledged that work in relation to the landfill site at Marlpool Drive, Redditch, had been excellent and they congratulated the Shared Service Team. The Board agreed this kind of example proved the benefit of the new service, as the relevant expertise and Officer resource would not have been available previously to Redditch Borough Council alone.

f) Governance issues and Shared Services

Members queried governance arrangements where authorities other than Redditch and Bromsgrove Councils were involved in Shared Services.

Mr Dicks advised that all Shared Services information was provided to the Board for information, if nothing else. But matters requiring decision by other external bodies would need to be dealt with separately.

The SLA Client Officer Group with Members was the key place to do this, together with direct referral to the authorities themselves, as appropriate.

g) Members' IT

Members reported that earlier issues with new IT equipment provision had now been 99% resolved. (Cllr Hall mentioned that issues relating to his own IT arrangement required further attention.)

h) Audit

Marked as 'Green' in the traffic light reporting system, the Board agreed, further to Members' comments, to take this element back for further consideration and review.

i) Telephony

Officers offered to provide further information on costs to Cllr Hartnett.

WRS had experienced some particular telephony issues, connected with some old Redditch telephone numbers which only comprised 5 digits. It was now hoped to launch their new telephony arrangements in the first week of December.

j) IT Helpdesk

Members noted progress with the shared IT Helpdesk service. This showed continuing improvement, but there was still scope for transformation. One issue was the need to improve other Officers' understanding of IT.

It was AGREED that

progress to date be noted, subject to Members' comments and any specific further actions, as detailed above.

5. OPERATIONAL SHARED SERVICE FRAMEWORK AGREEMENT

The Board received and considered the proposed Operational Shared Service Framework Agreement.

It was AGREED that

the report be noted.

6. SHARED SERVICES BOARD – CALENDAR OF MEETINGS

Members discussed the frequency of Shared Services Board through the rest of the current municipal year and from May 2012 onwards.

Mr Dicks suggested a move to quarterly meetings once current major proposals had been implemented. It was acknowledged that additional meetings could then be called as and when required.

It was consequently **AGREED that**

next meetings of the Board be held as follows:

26th January 2012 - RBC Committee Room 3 at 5.30 pm

8th March 2012 - BDC Conference Room at 5.30 pm

19th April 2012 - RBC Committee Room at 5.30 pm

31st May 2012 - BDC Conference Room at 5.30 pm.

Thereafter meetings to be scheduled quarterly (but Officers to provisionally set a number of additional 6-weekly meetings in case required).

CONFIDENTIALITY

The content of the following report to this meeting, remains confidential / 'exempt' at this stage in view of the fact that information relating to individual post holders and employee relations matters would be revealed.

7. MANAGEMENT ARRANGEMENTS

Current senior management arrangements of the Council were considered and reviewed. Confidential recommendations were drawn up for decision by the relevant meetings of Redditch and Bromsgrove Councils.

The meeting commenced at 5.30 pm
and closed at 7.00 pm.

By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

CONSTITUTIONAL REVIEW WORKING PARTY

ACTION NOTES

Thursday 10th November 2011

**Present: Cllr Carole Gandy (Chair) and
Cllrs Braley, Bush, Chance, Hartnett & Pearce.**

Also present: Cllr Anderson

Officers: Claire Felton and Steve Skinner.

1. INTRODUCTION / TERMS OF REFERENCE

Members considered the work required to complete the constitutional review 2011/12. This included considering ongoing general improvements, updates and additions to the Constitutional documents; but also to continue the major 'cosmetic' revamp commenced in the previous year.

Members agreed it was desirable to conclude this in advance of the Council's Annual Meeting 2012, so that all party Groups knew of final arrangements in time for their post-election / pre-AGM Group meetings.

Progress sheet attached.

2. REVIEW OF CONSTITUTION DOCUMENTS MAY 2011

Further to changes to the Constitution as significantly amended at the Council's previous AGM, further to practical experience of their application, the following changes were **RECOMMENDED**:

- 1) meetings of the Executive Committee and Overview and Scrutiny Committee be scheduled on a 4-weekly cycle, rather than the current 3-weekly cycle in future calendars of meetings.**
- 2) an amended Housing Appeals Procedure, removing the final stage Member Appeal Hearing, be approved and adopted with immediate effect;**

(Members considered a report from the Legal Services Manager detailing the reasons this change was desirable.)

- 2) **Officers seek further legal advice as to possible alternative means for a Member-level involvement in appeals against Officer decisions (with regard to Homelessness and Housing Allocation cases); and**
- 3) **Employment Appeal Processes be similarly reviewed in due course, subject to any necessary further consultation, negotiation and report.**
- 4) **Issues relating to the Independent Remuneration Panel, who were looking into common shared Members' Roles documents , be referred to the Member Support Steering Group.**
- 5) **The current list of Outside Bodies be reviewed and 'categorised' (and possibly reduced?) before the next AGM.**

3. PORTFOLIO HOLDERS – DELEGATED AUTHORITY

Members briefly considered the need to review the Council's current policy on there being no authority delegated to Portfolio Holders. The revised position of the 'Strong Leader' needed review in this respect, and her current position when representing the Council at the new Local Enterprise Partnership (LEP) meetings was noted.

Cllr Gandy suggested that LEP minutes should routinely be reported to Members, similarly to Local Partnership minutes.

Carry Forward. No recommendations at this stage.

4. PETITIONS SCHEME

To review the practical application of the Petitions Scheme since its introduction (a statutory obligation) approximately 12 months ago. Officers had gone back to the original statutory requirements to establish what was actually required and what other parts of the statutory framework might be useful to a reworking of the Scheme.

Members, like Officers, considered a number of the aspects of the current scheme unnecessarily burdensome; and also that it tended to generate expectations which could not often be met.

Officers were therefore requested to rework the Scheme, particularly regarding the O&S automatic referral route, and bring them back to the next meeting for further consideration. Members saw an opportunity to enhance to role of Ward Members in this process.

Carry Forward. No recommendations at this stage.

5. **PLANNING COMMITTEE PROCEDURAL RULES / TERMS OF REFERENCE / PUBLIC SPEAKING**

Members consider a 'new' set of Procedural Rules, based on existing custom and practice / former Standing Orders, to match the new Constitutional requirements. Some suggestions for change were mooted, such as an increase to the quorum number to **5** Members.

Issues of possible conflict with Executive Committee membership were also considered.

Officers were requested to rework the documents, taking into account members comments, and particularly regarding the Public Speaking procedures, and bring them back to the next meeting for further consideration.

Members were advised that there were issues around public speakers raising matters at the Planning Committee meeting which had not been previously submitted for incorporation in Planning reports / Updates, or pre-notified to Planning Officers, but Members preferred to leave current arrangements unchanged in this respect. Members also requested that Officers respond to points made, Speaker by Speaker, rather than altogether at the end of Public Speaking on a particular application, in order that inaccurate or irrelevant statements could be addressed more immediately.

Two Planning update training sessions per year were suggested to deal with any necessary updates.

Carry Forward. No recommendations at this stage.

6. **MEMBERS' ITEMS**

None received to date.

7. **NEXT MEETING(S)**

It was **AGREED** that

the next meeting be held on Monday 12th December 2011, starting at 5.30 pm, in Committee Room 1.

The meeting started at 7.30 pm and closed at 9.40 pm.

ATT: CRWP Checklist

	<u>CONTENTS / CHECKLIST</u>	
PART 1	The Constitution – Introduction and Explanation	UPDATE AFTER ELECTIONS / AGM
PART 2	Articles of the Constitution	UPDATE POLICY FRAMEWORK
PART 3	Table 1 - Responsibility for Functions : Council Functions / Executive Functions Table 2 - Committee Terms of Reference Table 3 - Delegations to Committees / Scheme of Delegation to Officers Table 4 - Joint Arrangements	REVIEW INCL. EMPLOYEE APPEALS REMODEL / UPDATE
	<u>Procedure Rules</u>	
PART 4	Council Procedure Rules	
PART 5	Access to Information Procedure Rules	
PART 6	Budget and Policy Framework Procedure Rules	
PART 7	Executive Committee Procedure Rules	
PART 8	Overview and Scrutiny Procedure Rules	
PART 9	Audit & Governance Procedure Rules	CREATE NEW
PART 10	Planning Committee Procedure Rules – Appendix – Public Speaking Rules	UPDATE IN DRAFT No1
PART 11	Financial Procedure Rules – [Existing Approved Financial Regulations apply, PENDING REVIEW]	CONSIDER MAJOR REVISIONS
PART 12	Contracts Procedure Rules	CONSIDER REVISIONS
PART 13	Officer Employment Rules	UPDATE
PART 14	Management Arrangements	UPDATE AS NECESSARY
PART 15	Members' Allowances Scheme	UPDATE POST FEB CT EXEC / COUNCIL

	<u>Codes and Protocols, etc.</u>	
PART 16	Members' Code of Conduct - changes to national Standards Regime forces major review	MAJOR UPDATES NECESSARY
PART 17	Members' Code of Conduct on Gifts and Hospitality	UPDATE
PART 18	Member / Officer Relations Protocol	N/C
PART 19	Officers' Code of Conduct	UPDATES NECESSARY RE BRIBERY ACT
PART 20	Planning Code of Practice / Appendix – Protocol on Pre-Application Discussions	UPDATE?
PART 21	Licensing Code of Practice	N/C
PART 22	Internet & Email Policy / IT Protocols	UPDATES FURTHER TO COUNCIL DECISIONS RE POLICIES
PART 23	Auditing Procedures – NEW DOCUMENT	WITH AUDIT IN WORCESTER
PART 24	Protocol on Member Representation on Outside Bodies – NEW DOCUMENT	NEW DOC'T / OB LIST REQUIRED
PART 25	Members' Roles Document	UPDATE RE IRP?
PART 26	Petitions Scheme	UPDATE IN DRAFT No 1

CONSTITUTIONAL REVIEW WORKING PARTY

ACTION NOTES

Monday 12th December 2011

**Present: Cllr Carole Gandy (Chair) and
Cllrs Braley, Bush, Chance, Hartnett & Pearce.**

Officer: Steve Skinner.

8. Apology

An apology was received on behalf of Claire Felton (Head of Legal, Equalities and Democratic Services / Monitoring Officer).

9. NOTES OF PREVIOUS MEETING

Members agreed the record of the previous meeting as correct.

Matters arising would all be picked up under the agenda items.

Members noted matters already now approved by Council in relation to 4-week meeting cycles for the Executive and O&S Committees and deletion of the Housing Appeals Committee. Employment Appeals would be referred back to the Working Party as soon as revised proposals were ready, and negotiations with Trade Union had reached a conclusion.

10. PORTFOLIO HOLDERS – DELEGATED AUTHORITY

An updated Portfolio Holder Guidance Sheet was agreed for reference (which it was noted was now mostly a matter of the Leader's discretion).

11. ELECTORAL MATTERS COMMITTEE

Members considered a suggestion that an Electoral matters Committee would be a useful additional body to exercise powers on behalf of the Council relating to electoral matters and elections.

Members expressed their preference for the retention of existing reporting arrangements to full Council considering:

- the relatively infrequent need for such a Committee;

- concerns about a small body taking potentially contentious decisions on behalf of the whole Council;
- risks attached to this in terms of quorum and political balance;
- the ability to create separate arrangements when the need arose – for instance in the case of boundary review.

It was therefore **RECOMMENDED** that

no further action be taken in respect of this proposal.

12. **SCHEME OF DELEGATIONS**

Members noted progress to date in the reformatting and updating of the Scheme of Delegations. Members agreed the revised 'tabular' layout would provide a much clearer reference to approved delegations.

No recommendations at this stage. Carry Forward.

13. **COUNCIL PROCEDURE RULES**

A) Questions on Notice (Procedure Rule 9)

It was noted that the new Constitutional arrangements permitted Questions at Council not just to the Leader, but also to the Mayor and to other individual Councillors (mostly Chairs / Portfolio Holders). This provision would be reflected in future Council agendas and practice.

Members added that Questions should actually be proper 'questions', and confirmed that Officers should advise Members of other routes available to them in respect of other business.

B) Announcements (Procedure Rule 10)

It was noted and agreed that : ***Announcements at full Council may be made by the Mayor, Leader, and/or Chief Executive Officer.***

It was **RECOMMENDED** that

the minor addition to the Constitution in respect of Announcements detailed in bold italic text above be approved, with immediate effect.

14. **PLANNING COMMITTEE PROCEDURAL RULES / TERMS OF REFERENCE / PUBLIC SPEAKING**

Further to Note 5 of the previous meeting, Members consider an updated draft set of Procedural Rules, etc. as now attached as Appendix 2.

Members noted that this matter was also listed for consideration by the Planning Committee at its meeting on 13th December.

Members made a number of adjustments to the draft proposal, as now reflected in the latest updated version attached (all changes shown in bold italic script and/or lined though).

In terms of Member training required for Planning Committee Members, the Working Party referred to the Member Support Steering Group the issue of possible online training for 'Returning Members', as an alternative to the usual formal sessions with trainer / Officers, etc.

RECOMMENDED that

the amendments to the Constitution in respect of the Planning Committee, as detailed at Appendix 2 to these Notes, be approved for implementation with immediate effect / OR with effect from the new municipal year (*to be determined*).

15. PETITIONS SCHEME

Further to Note 4 of the previous meeting, Members considered updated draft revisions to the Petitions Scheme, as now attached as Appendix 3 to these Notes.

Members made a number of adjustments to the draft proposal, as now reflected in the latest updated version attached (all changes shown in bold italic script and/or lined though).

RECOMMENDED that

the amendments to the Petition Scheme, as detailed at Appendix 3 to these Notes, be approved for implementation with immediate effect / OR with effect from the new municipal year (*to be determined*).

16. WORK PROGRAMME

Members noted progress to date against the checklist / Constitution Contents list provided. Appendix 1 to these Notes provides the updated situation.

17. AGM COMMITTEE APPOINTMENTS / OUTSIDE BODIES

Updated lists were circulated for Members' / Leaders' reference / later use.

Members noted the need, further to Note 2)6) of the previous meeting, to review their Outside Body appointments / nominations.

18. **NEXT MEETING(s)**

It was **AGREED** that

the next meetings of the Working Party be held on

- **Thursday 19th January 2012, starting at 6.30 pm (after Portfolio Holders' Briefing); and**
- **Monday 27th February 2012, starting at 6.30 pm.**

replacing two now-cancelled Member Development sessions.

The meeting started at 6.30 pm and closed at 8.00 pm.

ATT: Appendix 1 – CRWP Checklist

Appendix 2 – Planning Procedure Rules, etc.

Appendix 3 – Petitions Scheme

Appendix 4 – Portfolio Holders' Guide – updated.

APPENDIX 1

	<u>CONTENTS / CHECKLIST</u>	(13th Dec 11)
PART 1	The Constitution – Introduction and Explanation	UPDATE AFTER ELECTIONS / AGM
PART 2	Articles of the Constitution	UPDATE POLICY FRAMEWORK
PART 3	Table 1 - Responsibility for Functions : Council Functions / Executive Functions Table 2 - Committee Terms of Reference Table 3 - Delegations to Committees / Scheme of Delegation to Officers Table 4 - Joint Arrangements	UPDATE AFTER ELECTIONS / AGM REMODEL / UPDATE
	<u>Procedure Rules</u>	
PART 4	Council Procedure Rules	MINOR UPDATES NOW AGREED
PART 5	Access to Information Procedure Rules	
PART 6	Budget and Policy Framework Procedure Rules	
PART 7	Executive Committee Procedure Rules	
PART 8	Overview and Scrutiny Procedure Rules	
PART 9	Audit & Governance Procedure Rules	CREATE NEW
PART 10	Planning Committee Procedure Rules – Appendix – Public Speaking Rules	DRAFT UPDATES NOW AGREED – Appendix 2 att.
PART 11	Financial Procedure Rules – [Existing Approved Financial Regulations apply, PENDING REVIEW]	CONSIDER MAJOR REVISIONS
PART 12	Contracts Procedure Rules	CONSIDER REVISIONS
PART 13	Officer Employment Rules	UPDATE DUE
PART 14	Management Arrangements	UPDATE DUE
PART 15	Members' Allowances Scheme	UPDATE POST FEB CT EXEC / COUNCIL

	<u>Codes and Protocols, etc.</u>	
PART 16	Members' Code of Conduct - changes to national Standards Regime forces major review	MAJOR UPDATES NECESSARY
PART 17	Members' Code of Conduct on Gifts and Hospitality	UPDATE DUE ?
PART 18	Member / Officer Relations Protocol	
PART 19	Officers' Code of Conduct	UPDATES NECESSARY RE BRIBERY ACT
PART 20	Planning Code of Practice / Appendix – Protocol on Pre-Application Discussions	UPDATE NEEDED?
PART 21	Licensing Code of Practice	
PART 22	Internet & Email Policy / IT Protocols	UPDATES FURTHER TO COUNCIL DECISIONS RE POLICIES
PART 23	Auditing Procedures – NEW DOCUMENT REQUIRED	WITH AUDIT IN WORCESTER
PART 24	Protocol on Member Representation on Outside Bodies – NEW DOCUMENT	NEW DOC'T / OB LIST REQUIRED
PART 25	Members' Roles Document	UPDATE RE IRP?
PART 26	Petitions Scheme	DRAFT UPDATES NOW AGREED - Appendix 3 att.

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PLANNING COMMITTEE PROCEDURE RULES

(Suggested changes are indicated in ***bold italic*** or ~~struck through~~)

1. Terms of Reference of Planning Committee

- 1.1 The Council will appoint a Planning Committee.
- 1.2 The Terms of Reference of the Planning Committee are as set out in Table 2 of Part 3 of the Constitution.

(Note: copy attached below for ease of reference – it will appear in its correct place in the final Constitution)

2. Time and Place of Meetings

- 1.1 The Planning Committee shall normally meet on a four weekly cycle on dates to be set by the Chief Executive, in consultation with the Committee Chair.
- 1.2 Meetings will normally commence at 7.00 pm at the Town Hall, Redditch.
- 1.3 The time and place of Planning Committee meetings may be varied by the Chief Executive, in consultation with the Committee Chair, and any such change will be notified in the agenda.

3. Composition of the Planning Committee

- 3.1 The Planning Committee will comprise such number of Councillors as may be determined annually at the Council's Annual Meeting (9 in the 2011/12 municipal year).
- 3.2 Article 8.4 of the Articles at Part 2 of this Constitution applies to the Planning Committee. [*Reproduced here below for ease of reference:*

8.4 Qualifications for sitting on Regulatory and other Committees

Only those Councillors who have undertaken appropriate training may sit on relevant committees, sub-committees or panels; the Chief Executive, in consultation with the Member Support Steering Group, will determine the criteria to be met in respect of each committee, sub-committee or panel and the Chief Executive will determine whether individual Councillors have met those criteria.]

- 3.3 Members of the Planning Committee who cannot attend a particular meeting may arrange for an appropriately trained substitute to attend in his or her place in accordance with Article 8.4 of the Articles at Part 2 of this Constitution.

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3.4 ***The Leader and Deputy Leader of the Council cannot be a member of the Planning Committee and cannot sit as a substitute on the Planning Committee.***

4. Chair

4.1 The Planning Committee Chair and Vice-Chair will conventionally be appointed at the Council's Annual Meeting. Failing this, the Committee will appoint one of its members as Chair at its first meeting following the Annual Council Meeting.

4.2 Neither the Chair ***nor the Vice-Chair, if a member of the Controlling Party Group***, will be a member of the Executive Committee.

5. Quorum

The quorum for a meeting of the Planning Committee is ~~3~~ **5**.

6. Application of Council Procedure Rules

The Council Procedure Rules (as specified in Council Procedure Rule 24) will apply to all meetings of the Planning Committee, except as modified by these Rules.

7. Procedure for Determining Applications for Planning Permission

7.1 A Planning Officer will present the Officers' report.

7.2 Members of the public who have registered to speak may then address the meeting in accordance with the agreed procedure for public speaking.

7.3 Ward Members who have registered to speak may address the meeting in accordance with the agreed procedure for public speaking.

7.4 The Applicant's / Supporters' side shall always speak last.

7.5 Committee Members will be invited to ask each Speaker questions of clarification, only to ascertain that they have understood their representations.

7.6 Officers shall respond to the representations, advising the Committee on their material relevance, or otherwise.

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- 7.7 Committee Members will then be invited to ask Planning Officers questions of clarification.
- 7.8 The Chair will then open the debate. With the consent of the Chair, members of the Committee will be entitled to address the meeting more than once.
- 7.9 Before taking the vote the Chair will ascertain whether the motion before the Committee is clearly understood.
- 7.10 If no alternative recommendation is put forward the Chair will proceed to the vote.
- 7.11 If one or more alternative recommendations are put forward the Chair will deal with these one by one in accordance with the approved constitutional rules of debate (Council Procedural Rule 13);
- 7.12 At each stage, the Chair shall :
- a) invite Planning Officers to advise the Committee on the extent to which the alternative recommendation and the reasons given for it fall within or outside planning policy; and/or
 - b) consider whether an adjournment is required to enable the Member proposing the alternative recommendation to take advice from Officers;
- and only then proceed to the vote.

8. Public Speaking

- 8.1 Members of the public, and other interested parties, shall be entitled to participate in Planning Committee meetings and may address the Planning Committee in support of or against any application for planning permission
- 8.2 Public Speaking / participation shall be permitted in accordance with the approved Procedure (the current version is attached at Appendix 1 to these Procedure Rules).

9. Members of the Planning Committee with Personal and Prejudicial Interests and Public Speaking

Members of the Planning Committee who have declared a personal and prejudicial interest in an item on the agenda at a meeting may participate in Planning Committee meetings to the extent permitted by paragraph 12 (2) of the Code of Conduct in Part 16 of this Constitution and in accordance with paragraph 8 of these Procedure Rules.

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Once the Member has made his/ her representations, and before the Chair opens debate on the application concerned, the Member must leave the room.

10. Ward Members

- 10.1 Ward Members shall be entitled to participate in Planning Committee meetings to the extent set out under paragraph 8 of these Procedure Rules (Public Speaking) and may address the Planning Committee in support of or against any application.
- 10.2 A Ward Member wishing to address the Planning Committee must give notice to the Committee Services Team of his or her intention to do so by the same deadline set for Public Speakers, as detailed in the attached Procedure.
- 10.3 Time limits shall be the same for (Ward) Members who wish to speak in relation to a planning application as for any other Public Speaker.

11. Site Visits

Formal Site Visits shall routinely be arranged for Committee Members before consideration of any major significant * applications (such need to be determined by Senior Planning Officers, in consultation with the Chair).

12. Limit to length of Meetings

Meetings shall not proceed beyond 10.00 pm, without the consent of the Committee by majority vote.

Any business remaining shall be deferred to the next available meeting of the Committee, or to an earlier additional meeting, as considered most appropriate by the Committee, further to Officer advice.

13. Appendices

Appendix 1. Procedure for Public Speaking.

Note: * Change to '**significant**' was agreed by Planning Committee on 13th December, as '**major application**' has a different, specific meaning in Planning terms, which might lead to confusion. No other amendments were agreed by Planning Committee.

*It might also be advisable after all to leave the Quorum where it is at **3 Members** as, owing to Redditch Co-op Homes Membership, a quorum of 5 would not have been met on one item at the 13th December meeting.*

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PLANNING COMMITTEE - PROCEDURE FOR PUBLIC SPEAKING

1. A person wishing to address the Planning Committee must give notice to the Committee Services Team of his or her intention to do so by ~~4.00 pm on the Friday preceding~~ / **12 noon on the day of** the Planning Committee meeting in question.
2. Agenda running orders will be reviewed by the Chair before the start of the meeting to enable the Committee to consider the most controversial items first. This will normally take into account the number of Public Speakers registered per item and/or the size of the public attendance in respect of any given application.
3. The order of speakers will follow the principles of natural justice to enable the applicant a fair right of reply to those opposing a development.

The order of speaking will therefore be:

- a) **Objectors**
- b) Ward Member(s) objecting to application
Members' questions to each objector (through Chair)*
(Officer comment at each stage as appropriate.)
- c) **Supporters**
- d) Ward Member(s) supporting application
Members' questions to each supporter (through Chair)*
(Officer comment at each stage as appropriate.)
- e) Applicant(s)/ agent
Members' questions to applicant/agent (through Chair)*
(Officer comment at each stage as appropriate.)

Note * Members' questions at this stage must only be *to clarify* the representations made by Public Speakers.

4. Subject as mentioned at paragraphs 5 and/or 6 below, an applicant (or agent) and/or an individual objector or supporter will each be allowed to speak for no more than 3 minutes.
5. Subject as mentioned at paragraph 6 below, where there is a group of supporters or objectors with a common interest, the group will be allowed no more than 10 minutes within which to address the Committee.

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6. The Committee Chair shall have the discretion:
- (i) in exceptional circumstances, to allow late additions to the list of public Speakers;
 - (ii) to decide not to allow speeches, which merely repeat representations made in earlier speeches, **which are inaccurate**, or which are irrelevant to material Planning considerations; and
 - (ii) depending upon circumstances, to vary the periods of time referred to in paragraphs 4 and/or 5 above where s/he deems it appropriate.

For example, the Chair may wish to allow an individual applicant, agent, objector or supporter or a spokesperson for a group of objectors or supporters extra time within which to address the Committee, where the issues are numerous or particularly complex.

7. Members' questions will clearly extend this time but will enable issues to be fully understood.
8. For the purpose of ensuring a fair hearing, the Chair will offer the Supporters' / Applicant's side an equivalent time to Objectors, or vice versa, where there is an imbalance between the two.
9. If several individual speakers register, it may be necessary, for the efficient conduct of the meeting, for the Chair to encourage a spokesperson to be identified. Where this is not possible, each speaker will be allowed, at the Chair's discretion, to speak separately and with suitable prompting where issues are being repeated that have been raised by a previous speaker.
10. Direct or open questioning and discussion / debate between Public Speakers and either Members or Officers will not be allowed during Public Speaking. Any such matters raised may be answered by Members / Officers only after the close of Public Speaking, or will be addressed during the subsequent debate. At no time will direct discussion between Members or Officers with a Public Speaker be permitted.
11. After the close of Public Speaking, no other inputs will be permitted from the 'public gallery', other than at the discretion of the Chair, and subject to relevant Officer advice, if exceptional circumstances warrant this.

END.

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APPENDIX – Excerpt from Table 2 Part 3 – **Committee Terms of Reference****PLANNING COMMITTEE**

Number of Members	9 (or such number as is established at the Council's Annual Meeting)
Politically Balanced Y/N	Y
Quorum	3 (5?)
Procedure Rules applicable	Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ol style="list-style-type: none"> 1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> a. considering and determining applications for Planning Permission b. Enforcement of planning control c. Building Preservation, Listed Buildings and Conservation Areas d. Tree Preservation Orders e. Control of Advertisements f. Footpath Diversion Orders under Town and Country Planning legislation g. Certificates of Lawfulness. 2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities 3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003
Special provisions as to the Chair	The Chair and the Vice-Chair, if members of the controlling Party Group , shall not be members of the Executive Committee

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Special provisions as to membership	<p>1) The Leader of the Council cannot be a member of the Committee.</p> <p>2) Only those Councillors who have undertaken appropriate training * may sit on the Planning Committee.</p> <p>The Chief Executive, in consultation with the Member Support Steering Group will determine the criteria to be met and whether individual Councillors have met those criteria.</p> <p>* Annual Planning Committee training sessions for new and 'returning' members of the Committee.</p> <p><u>Definitions: For the purposes of clarity:</u></p> <p><u>'Returning Members'</u> are those who are re-appointed to the Planning Committee with <u>no break in membership of more than 12 months.</u></p> <p><u>'New Members'</u> are those who are either brand-new to full Committee membership, or else returning after a break of 12 months or more.</p>
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UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**Petitions Scheme**

Redditch Borough Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. Petitions submitted should be clearly identified as such and should ideally use a copy of the attached petitions form (available electronically at <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx> (a hard copy of the form can be supplied upon request).

If you wish to send a petition to the Council, it should be sent in writing to:

The Monitoring Officer
C/o Democratic Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch B98 8AH.

Petitions can also be created, signed and submitted online by following the link on the petitions webpage:

<http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx>

Petitions which have received 1,000 signatures or more will be presented to a meeting of the Council.

The dates and times of Council meetings can be found at <http://www.redditchbc.gov.uk/democracy/ieDocHome.aspx>.

All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition.

If you would like to present your petition to the Council, or would like your Councillor or someone else to present it on your behalf, please contact 01527 64252 extension 3269 at least 10 working days before the meeting and they will talk you through the process.

For further information about petitioning Redditch Borough Council please contact 01527 64252 ext 3269

(e.mail: democratic@bromsgroveandredditchbc.gov.uk)

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

Guidelines for submitting a Petition

Petitions submitted to the Council must include:

- a clear and concise statement covering the subject of the petition. It should clearly state what action the petitioners wish the Council to take;
- the printed name and **Postcode** address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser ('Lead Petitioner'). This is the person we will contact to explain how we will respond to the petition. The contact details of the Lead Petitioner will not be placed on the website. If the petition does not identify a Lead Petitioner, we will attempt to contact signatories to the petition to try and identify who should act as the Lead Petitioner.

Petitions can either request that the Council support a particular course of action or can request that **an appropriate member of the Council Councillor** or senior Officer of the Council be required to give evidence at a Committee meeting. The petition should relate to matters within the ~~jurisdiction~~ **powers** of the Borough Council.

Please note that petitions which relate to a regulatory matter, such as a planning application or licensing issue **must follow separate processes and** will not be eligible for consideration under this Petitions Scheme. Petitions received on 'regulatory matters' will be forwarded by the Monitoring Officer to the relevant Council Department or Committee and be considered as part of the regulatory application to which they relate. **Similarly, petitions relating to the preparation, revision or adoption of a development plan document will follow the separate process established for that purpose.**

Petitions regarding individual circumstances and/or involving private / confidential or personal information will not follow this process and will be referred directly to relevant Officers for receipt and action.

For legal reasons, in the period immediately before an election or referendum we may need to deal with your petition differently. If this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**What the Council will do**

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

Copies of the petition will be forwarded to all relevant Councillors and Officers without delay, with a request that Officers respond to the petition as soon as possible, if only to provide a holding reply.

If the petition has enough signatures to trigger a Council debate, or call a senior Officer **or Councillor** to give evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition requires further investigation, we will tell you the steps we plan to take.

The Monitoring Officer will determine how the petition will best be dealt with, in accordance with the following:

Petitions which have received 1,000 signatures or more will be presented to a meeting of the Council and will be scheduled for Council debate (OR alternatively, if calling a Senior Officer or Councillor to give evidence, will be submitted to the Overview and Scrutiny Committee).

For petitions containing between 1,000 and 50 signatures, an informal discussion will be arranged between the Lead Petitioner(s) and relevant Councillors – Ward Councillors and/or relevant Service lead Councillors (called ‘Portfolio Holder(s)’) together with relevant Service Officers. This will enable issues to be explored face to face, with a minimum of delay.

Petitions containing fewer than 50 signatures will be referred for action / response by relevant Officers.

However, in every case relevant Councillors (Ward Members and relevant Lead Councillors) and Officers will receive copies of the petition, as soon as it is received – for information or for action, as appropriate.

We will not take action on any petition which we consider to be vexatious, abusive, **repetitious** *, or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition request.

[* Repeat Petitions: any petition presented within 12 months which has, in the judgement of the Monitoring Officer, substantially the same aims as one previously submitted / considered.]

UPDATE**REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**

To ensure that people know what we are doing in response to the petitions we receive, the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate.

Responding to Petitions

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a Council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the matter for consideration by the Executive Committee
- referring the matter for consideration by the Council's Overview and Scrutiny Committee¹
- writing to the petition organiser setting out our views about the request in the petition.

If your petition is about something over which the Council has no direct control (for example the local railway services or hospital / health care issues) it may consider making representations on behalf of the community to the relevant body. The Council works with a large number of local partners and, where possible, will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to you. You can find more information on the services for which the Council is responsible on our website www.redditchbc.gov.uk.

If your petition is about something that a different Council is responsible for we will give consideration to the best method is for responding to it. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event we will always notify you of the action we have taken.

¹ *The Overview and Scrutiny Committee is a Committee of Councillors who are responsible for scrutinising the work of the Council – in other words, the Overview and Scrutiny Committee has the power to hold the Council's decision makers to account.*

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**Full Council Debates**

If a petition contains ***more than 1,000 signatures***, it will be presented to the full Council for debate, unless it is a petition asking for ***a Councillor*** or senior Council Officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. The Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at a future meeting.

The Lead Petitioner will be given up to 5 minutes to present the petition at the meeting, with a maximum of 15 minutes being allowed for the consideration of each petition, and the petition will then be discussed by Councillors.

The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter; for example, by a relevant Committee.

Where the issue is one on which the Executive Committee is required to make the final decision, the Council will decide whether to make recommendations to inform that decision. The Lead Petitioner will receive written confirmation of this decision. This confirmation will also be published on our website.

Requesting Attendance before a Public Meeting

Your petition may ask for an appropriate ***Councillor or*** senior Council Officer to give evidence at a public meeting about something for which they are responsible. For example, your petition may ask a senior Council Officer to explain progress on an issue, or to explain the advice given to elected Members to enable them to make a particular decision.

If your petition contains ***at least 1,000 signatures, the relevant Councillor or*** senior Officer will give evidence at a public meeting of the Council's Overview and Scrutiny Committee. You should be aware that the Overview and Scrutiny Committee may decide that it would be more appropriate for another Councillor or Officer to give evidence instead of any Officer named in the petition. The Committee may also decide to call relevant Councillor(s) to attend the meeting. Committee members will ask questions at this meeting, but you will be able to suggest questions to the Chair of the Committee by contacting democratic@redditchbc.gov.uk up to 5 working days before the meeting, or by ringing (01527) 54252 ext 3269.

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**Electronic Petitions (E-Petitions)**

The Council welcomes e-petitions which are created and submitted through our website <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx>. E-petitions must follow the same guidelines as paper petitions.

The Lead Petitioner will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take 5 working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature.

If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish.

If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to the Monitoring Officer. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If it contains the qualifying number of signatures, it may be presented to full Council. If you would like to present your e-petition to a meeting of the Council, please contact democratic@redditchbc.gov.uk within 10 working days of receipt of the acknowledgement.

'Signing' an e-Petition

You can see all the e-petitions currently available for signature via the link on the <http://redditch.whub.org.uk/cms/council-and-democracy/petitions.aspx> web page. When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid, which also validates your 'signature'. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it, but your contact details will not be visible and, in any event, will not be kept or used by the Borough Council.

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME**What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the Lead Petitioner has the right to request the Council's Overview and Scrutiny ('O&S') Committee to review the steps that the Council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the Lead Petitioner gives a short explanation of the reasons why the Council's response is not considered to be adequate.

The Overview and Scrutiny Committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at a later meeting.

Should the Committee determine that your petition has not been dealt with adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the Executive Committee and / or to the full Council.

Once the review has been considered, the Lead Petitioner will be informed of the results within 5 working days. The results will also be published on the Council's website.

Other arrangements for Public Involvement

Other arrangements offer opportunities for public involvement at meetings of the full Council and at other Council meetings. These include opportunities for Deputations and 'Questions on Notice' ~~to the Leader of~~ **to senior Members of** the Council; Public Speaking at Planning Committee, etc: separate provisions in the Council's Constitution apply.

Attachments: Sample forms

END.

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

PETITION to Redditch Borough Council

Petition Title: *(one line)*

The Petition: *(one paragraph statement)*

Signatories:

No.	PRINT NAME	POST CODE ADDRESS	SIGNATURE

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

No.	PRINT NAME	POST CODE ADDRESS	SIGNATURE

Please continue on separate paper with similar formatting.
PAGE: _____

UPDATE

REDDITCH BOROUGH COUNCIL PETITIONS SCHEME

Petition to Redditch Borough Council

Statement to be completed by the petition organiser(s) (Lead Petitioner(s)) when the petition is submitted to the Monitoring Officer.

Name and address of the petition organiser(s):

<p>Name: _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Postal Code:</p> <p>_____</p> <p>Telephone: _____</p> <p>E Mail: _____</p>	<p>Name: _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Postal Code:</p> <p>_____</p> <p>Telephone: _____</p> <p>E Mail: _____</p>
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Please describe briefly what the petition is about / what action is sought:

Date petition started: _____

Date petition submitted: _____

Please return to:

The Monitoring Officer
 C/o Democratic Services
 Redditch Borough Council
 Town Hall, Walter Stranz Square
 Redditch B98 8AH.

For further information about petitioning Redditch Borough Council please contact 01527 64252 ext 3269
 (e.mail democratic@bromsgroveandredditch.gov.uk .)

Appendix 4 **REDDITCH BOROUGH COUNCIL**
GUIDE TO / FOR PORTFOLIO HOLDERS - UPDATED

Portfolio Holders ('PFHs' / 'Lead Councillor/Member for...') are appointed annually by the **Leader** Council and between them cover all areas of the Council's work and responsibility.

Current Portfolios are:

Community Leadership & Partnership, inc. Vol. Sector	(Leader of the Council (ex officio))
Corporate Management	<i>(Internal systems / support services: Admin. / Audit / Finance / Human Resources / IT/ Conduct of Council / Committee business / Council Buildings / Civic Suite / Licensing process *)</i>
Community Safety & Regulatory Services	<i>(Crime & Disorder, Safer Communities, Licensing impacts *, planning against Emergencies)</i>
Housing, Local Environment & Health	<i>(Housing & Health-related Services, Better Environment, Cleansing & Waste Management, Climate Change, Landscape / Open Space)</i>
Leisure & Tourism	<i>(Culture & Recreation, Community Training, Education, Learning & Skills, Children, Youth, Surestart)</i>
Planning, Regeneration, Economic Development & Transport	<i>(Planning & Land use, Economic Development, Public Transport)</i>

Notes:

1. "Portfolio" indicates a specified area of responsibility allotted by **the Leader** formal resolution, for the purposes listed below.
2. These allocations are deliberately 'thematic' and do not align simplistically with Officer Structures – **PFH's may have more than one Lead Officer and vice-versa.**
3. **Only the 'Strong Leader' currently has any specific authority to act without Council / Committee sanction, that authority being derived from statute, rather than the Council's Scheme of Delegation.**
4. **Opposition Groups sometimes appoint informal 'Shadow PFH's' but outside of any formal constitutional arrangement.**
5. "Portfolio Holder" indicates a member of the Council's Executive Committee who, within the allotted area of responsibility, :

CAN NOT	1. Act with delegated authority in any personal capacity (PFHs cannot therefore commit resources – financial / staffing, without further authority – Exec Committee, Council, or Officer delegated authority)	
	2. Appoint a substitute Portfolio Holder for any purpose. Only the Council can make such arrangements and authorise Members accordingly. <i>(Officer advice July 2008)</i>	
SHOULD	1. Monitor Council performance informed by documents such as: <ul style="list-style-type: none"> • Sustainable Community Strategy • Corporate Plan • Service Plans • Budgets • Performance Indicators • Forward Plan 	*
	2. Monitor the implementation of Council policy and decisions informed, in addition to the above, by <ul style="list-style-type: none"> • Council reports and Minutes • Personal contact with Officers 	*
	3. Act as Consultee for Members and Officers <ul style="list-style-type: none"> • Formally, in accordance with approved delegations of authority to Officers • Informally for general reference. 	*
	4. Act as “Spokesperson” for the Council in relation to Press / Media / outside the Council, but <u>not exclusively</u> (other Members may also have this shared role) <i>(Council decision – 11th October)</i>	
	5. Act as “Rapporteur” a) to report annually to Overview & Scrutiny on the Services for which the Portfolio Holder has responsibility;	

		and b) to act as a channel for feedback from representatives of outside bodies which fall within the remit of the Portfolio Holder. <i>(Council Annual Meeting 22nd May 2006)</i>	
	6.	To exercise a higher level of involvement with the Local Strategic Partnership, and, more specifically, with relevant Sub-Groups of the Redditch Partnership, as and when formed. <i>(Exec - January 2007 / Council ...)</i>	
MAY ALSO	1.	Represent and “sponsor” their allotted Portfolio(s) at meetings of the Executive and the Council, and, <i>where appropriate</i> , at other Council meetings, e.g. O&S.	
	2.	Develop closer working relationship with relevant lead Directors and, via Directors, other relevant Officers.	
	3.	Attend relevant meetings, e.g. relevant O&S meetings, beyond those to which formally appointed by the Council <ul style="list-style-type: none"> • As an approved duty where invited to the meeting • Also as an approved duty when present on own initiative. in accordance with current approved constitutional requirements.	
	4.	Seek to trigger reports to <ul style="list-style-type: none"> • the Executive or Council, via normal report / agenda preparation processes • Regulatory Committees, via normal report / agenda preparation processes • Overview and Scrutiny Committee in accordance with current approved constitutional requirements.	

BROMSGROVE DISTRICT COUNCIL**MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 24TH NOVEMBER 2011, AT 4.00 P.M.**

PRESENT: Councillors Mrs. L. Hodgson (Chairman), M. Braley (Vice-Chairman), M. A. Bullivant, C. B. Taylor, Mrs. B. Behan, P. Mould, D. Thain, Mrs. E. Stokes, K. Jennings and J. Baker

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council, Mr. I. Pumfrey, Head of Customer and Environmental Services, Malvern Hills District Council.

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

18/10 **APOLOGIES**

Apologies for absence were received from Councillors P. Grove, Malvern Hills District Council, F. Lankester, Worcester City Council and M. Hart, Wyre Forest District Council.

The Chairman read out the citation that provided details of an award recently presented to Worcestershire Regulatory Services, Noise Nuisance Team. The Team were highly commended along with Gloucestershire City Council.

19/10 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

20/10 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 29th September 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

21/10 **WORCESTERSHIRE REGULATORY SERVICES PURPOSES AND OUTCOME MEASURES**

The Chairman expressed thanks on behalf of Joint Committee Members to Worcestershire Regulatory Services (WRS) officers for their time and commitment to the WRS Services Away Day, which had been well attended by Members of the Worcestershire Shared Services Joint Committee. The Chairman requested that Members capture the information and questions raised during the Away Day in order to provide feedback and an update on WRS to each member authority.

The Head of WRS provided Members with a brief summary from the Away Day Workshop and the potential outcome measures for WRS in delivering what the customer wanted. Joint Committee Members who had attended the WRS Away Day had been given the opportunity to discuss the 'Purpose' and suggested 'Measures'. Members had agreed that there should be a move to outcome based measures rather than performance indicators purely based on volumetrics. It was agreed that these measures would evolve as the transformation work developed further.

Members had agreed that the suggested outcome measures presented were on the right tracks but further work was required for Licensing as the service moved forward on measures for environmental issues such as air quality and contaminated land and that any future special projects work be included. Members had also requested that further detail be made available on some of the outcome measures so as to show trends.

RESOLVED that the Head of Worcestershire Regulatory Services be tasked to present a report to the next meeting of the Worcestershire Shared Services Joint Committee proposing a suite of outcome measures that could be used to measure the performance of Worcestershire Regulatory Services.

22/10 **APPOINTMENT OF ICT PROJECT MANAGER**

The Head of Worcestershire Regulatory Services (WRS) provided the Committee with a verbal update. Members were informed that the position of ICT Project Manager had been advertised via the local government frameworks following advice provided by Bromsgrove District Council's Procurement Team.

Approximately 14 businesses had been invited to tender for the ICT Project Manager position with only one response received, that was way over budget. Therefore phase two had been initiated with recruitment agencies and local companies contacted and provided with details of the job description and person specification. This process would close on 2nd December 2011 with interviews taking place around 12th December 2011. The Head of WRS and representatives from the Management Board would sit on the interview panel. The implications in the delay in appointing an ICT Project Manager were that WRS had hoped to have someone in place fairly quickly in order for a project plan to be completed in December and submitted to the February meeting of the Joint Committee via the Management Board. The Head of WRS reassured the Committee that they would still receive a project plan in February.

The Head of WRS responded to questions from Members with regard to the possibility of 'buying in' an ICT Project Manager from a member authority, salary details and advertising.

23/10 **WORCESTERSHIRE REGULATORY SERVICES RISK REGISTER**

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that the Management Board had recommended that WRS formulated a risk register that provided a summary of risks and mitigating actions, details of which would be provided to the Management Board quarterly and Worcestershire Shared Services Joint Committee annually.

Officers had agreed that the risk register would be circulated to each member authority to ensure the overall WRS risks were incorporated into each member authorities risk registers as deemed appropriate.

The Committee considered the report which detailed the identified risks and a summary of the mitigating activities to September 2011.

RESOLVED that the current Worcestershire Regulatory Shared Services risk register, be noted.

24/10 **WORCESTERSHIRE REGULATORY SERVICES FINANCIAL MONITORING APRIL - SEPTEMBER 2011/2012**

The Committee considered a report which provided details of the financial position for the period April 2011 to September 2011 for both revenue and capital expenditure.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee of the significant underspend due to the savings arising from two Grade B posts remaining vacant.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council responded to Members questions with regard to the residual underspend. The Committee was informed that the Legal Agreement stated that any underspend would be rolled forward and ring fenced for any future projects within the service. The final accounts would be brought back to the Joint Committee for approval, Members could then make the decision if a partner percentage share of the residual underspend should be allocated to each member authority.

RESOLVED that the report be noted.

25/10 **WORCESTERSHIRE REGULATORY SERVICES BUDGET 2012 / 2013**

The Committee considered a report which detailed the Worcestershire Regulatory Services draft budget for 2012/2013.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee of the original business case savings of £357,000 to be delivered during 2012/2013. This would be allocated across the participating authorities as detailed in the report.

RESOLVED:

- (a) that the Worcestershire Regulatory Services budget for 2012/2013 be approved, and
- (b) that authority be delegated to the Head of Service and S.151 officers for each individual Member Authority to agree the revisions in relation to Land Drainage.

26/10 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE -
PROPOSED MEETING DATES 2012 / 2013**

The Committee considered the proposed meeting dates scheduled for 2012/2013.

RESOLVED that the Worcestershire Shared Services Joint Committee meeting dates and time for 2012/2013 be approved as follows:

- Thursday 23rd February 2012, 4:00pm
- Thursday 28th June 2012, 4:00pm – Annual Meeting
- Thursday 27th September 2012, 4:00pm
- Thursday 22nd November 2012, 4:00pm – Budget Meeting
- Thursday 21st February 2013, 4:00pm

The meeting closed at 4.36 p.m.

Chairman

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

10th January 2012

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 Kevin Dicks / Ceridwen John	Next meeting – 7th February 2012.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Bush John Staniland / Georgina Harris	Next Meeting – 6th February 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****10th January 2012**

3.	Housing Advisory Panel	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Brazier Liz Tompkin	Next meeting – 22nd March 2012.
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	Next meeting – 18th January 2012

B. OTHER MEETINGS

6.	Constitutional Review Working Party	Chair: <u>Cllr Gandy</u> / Vice Chair: Cllr Braley Steve Skinner	Next meeting – 12th December 2011.
7.	Member Support Steering Group	Chair: <u>Cllr Brunner</u> / Vice-Chair: Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 27th October 2011
8.	Grants Panel	Chair: <u>Cllr Chance</u> / Vice Chair: Cllr Braley Angie Heighway	Last meeting – 7th September 2011.
9.	Procurement Group	Chair: Cllr <u>Braley</u> / Vice-Chair: Cllr Anderson Jayne Pickering / Teresa Kristunas	Last meeting – 8th September 2011.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

10th January 2012

10.	Independent Remuneration Panel	Chair: <u>Mr R Key</u> / Sheena Jones (WDC) / Trish Buckley	Last meeting – 10th November 2011.
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22. APPENDICES

None.

AUTHOR OF REPORT

Name: Ivor Westmore
E Mail: ivor.westmore@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 (Extn. 3269)

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

10th January 2012

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Gandy / R Dunne	Single Equalities Scheme Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present.
21st May 2011		
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.	Policy to be submitted to a future meeting for approval by Council by April 2012.
13th September 2011		
M Braley / T Kristunas	Write-Off of Debts - Monitoring Report Councillor Derek Taylor was invited to meet with Officers to discuss the action that was taken by the Council to manage bad debt and Officers undertook to provide Councillor Carole Gandy with further detail on the liquidation / winding up write-offs for non-domestic rates.	Information forwarded to Cllr Gandy. Cllr Taylor contacted regarding a meeting with Officers.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

10th January 2012

B Clayton / L Tompkin / E Cartwright	Overview and Scrutiny Committee In respect of Minute 65 (Private Sector Home Support Service – Post Scrutiny) it was noted that consideration of the recommendations from the Committee was pending a further report and business case for the proposals outlined in the report to the Overview and Scrutiny Committee.	Report to be submitted to the Committee in due course
M Braley / T Kristunas	Review of Lease - Unit 1, Matchborough Centre Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.	See note for Review of Lease - 21 and 21a Salters Lane
15th November 2011		
B Clayton / G Revans	Gritting and Snow Clearance Members to let Officers know which roads they consider are priority routes for gritting. Officers investigate ways of providing information to local residents on the state of the roads and pavements.	Group Leaders passed views back to Officers and a list of priority routes compiled reflecting this feedback
6th December 2011		
M Braley / T Kristunas	Quarterly Monitoring of the Benefits Service Improvement Plan Officers to provide a breakdown on reporting of counter fraud to Councillor Derek Taylor.	

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

10th January 2012

M Braley / T Kristunas	Sickness Absence Performance and Health Housing and Environmental services to have targets set to allow comparison with similar businesses in the private sector.	
<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 4/10/11

