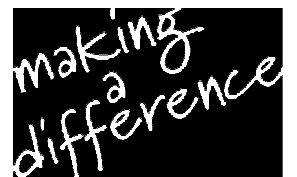


Executive Committee

Tuesday, 21st February
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.
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- 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.
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- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Ivor Westmore
Committee Support Services**

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

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

Chair

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

Running Order

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

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

Decisions

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

Members of the Public

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

Special Arrangements

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

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

Further Information

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

Fire/ Emergency instructions

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

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

Do Not stop to collect personal belongings.

Do Not use lifts.

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

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

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

OR

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

and

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

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

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



Executive

21st February 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	

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 6) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 31st January 2012.</p> <p>(Minutes attached)</p>
<p>5. Housing Revenue Account - Outcome of Review (Pages 7 - 20) Head of Housing & Head of Finance and Resources</p>	<p>To consider the final outcome of the Review of the Housing Revenue Account.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>6. Private Sector Home Support Service (Pages 21 - 24) Head of Housing</p>	<p>To consider providing the Home Support Service to all who have a support need, regardless of tenure.</p> <p>(Report attached)</p> <p>(All Wards)</p>

Executive

Committee

21st February 2012

<p>7. Street Naming Policy - Review</p> <p>(Pages 25 - 62)</p> <p>Head of Business Transformation</p>	<p>To consider a review of the Council's Street Naming Policy.</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>8. Grants Programme 2012/13</p> <p>(Pages 63 - 86)</p> <p>Head of Community Services</p>	<p>To seek final approval of the recommendations for funding made by the Grants Panel.</p> <p>[Appendix 1 to this report is exempt, as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as it contains information relating to the financial and business affairs of individuals and organisations, disclosure of which is not considered to be in the public's best interest. In view of this it is anticipated that discussion of these matters will take place after the exclusion of the public.]</p> <p>(Report attached)</p> <p>(All Wards)</p>
<p>9. Employment Policy - Review</p> <p>(Pages 87 - 94)</p> <p>Head of Finance and Resources</p>	<p>To consider a review of the following Special Leave Employment Policy:</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>10. Overview and Scrutiny Committee</p> <p>(Pages 95 - 106)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 24th January 2012.</p> <p>There are no outstanding recommendations to consider.</p> <p>(Minutes attached)</p>
<p>11. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>

<p>12. Advisory Panels - update report (Pages 107 - 110) 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>13. Action Monitoring (Pages 111 - 112) Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p> <p>(Report attached)</p>
<p>14. 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 (<i>to be specified</i>) of Part 1 of Schedule 12 (A) 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>

Executive

Committee

21st February 2012

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

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



Executive Committee

31st January 2012

MINUTES

Present:

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

Also Present:

Councillors Andrew Brazier and David Bush and Michael Collins (Vice-Chair, Standards Committee)

Officers:

R Bamford, C Flanagan, J Godwin, A Heighway, T Kristunas, S Morgan, J Pickering, G Revans and L Tompkin

Committee Services Officer:

D Sunman

151. APOLOGIES

An apology for absence was received on behalf of Councillor Derek Taylor.

152. DECLARATIONS OF INTEREST

There were no declarations of interest.

153. LEADER'S ANNOUNCEMENTS

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

- Housing Revenue Account – Outcome of Review
- Street Naming Policy

.....
Chair

She also advised that she had accepted the following Item as Urgent Business:

- Item 10 – Referrals from the Overview and Scrutiny Committee held on 24th January 2012.

(Not meeting the publication deadline)

154. MINUTES

RESOLVED that

the minutes of the meeting of the Executive Committee held on 10th January 2012 be confirmed as a correct record and signed by the Chair.

155. MEDIUM TERM FINANCIAL PLAN 2013/14 - 2014/15

Members considered a report on the Revenue and Capital bids to be included in the Medium Term Financial Plan for 2012/13 – 2014/15 and whether to propose any revisions or additions.

Officers reported that a number of Revenue and Capital bids had been developed for Members consideration. Only those bids that had been rated as “High” had been included for funding within the Medium Term Financial Plan, as detailed in Appendices A and B of the report.

The Committee received a referral from the Overview and Scrutiny Committee requesting that consideration be given to increasing the rating to “High” for an Energy Advisor to be employed jointly by Redditch Borough Council and Bromsgrove District Council.

Members agreed to include a further revenue bid, rated as “High” to fund an extension of the Service 61 bus route from the Redditch Bus Station to the Abbey Stadium for one year at a cost of £3,000. Use of the services would be monitored. Officers agreed to investigate whether ‘Choose How You Move’ funding could be accessed.

RESOLVED that

- 1) the Revenue and Capital bids, attached to the report at Appendices A and B be noted;**
- 2) the Revenue bid for an Energy Advisor to be employed jointly by Redditch Borough Council and Bromsgrove District Council, be supported as a “High” priority;**

- 3) a Revenue bid to fund an extension to the Service 61 bus route from Redditch Bus Station to the Abbey Stadium at a cost of £3000 for one year, be added as “High” priority; and
- 4) the current position for 2012/13 – 2014/15, as outlined in paragraph 3.6 of the report, be noted.

156. FEES AND CHARGES 2012/13

The Committee received a report seeking approval of the proposed fees and charges for 2012/13 for the Council’s chargeable services.

Members noted amendments to Appendices 1 and 2, previously circulated.

Officers reported a number of minor amendments to Appendix 7 as follows:

(Page 67)

REDDITCH BOROUGH COUNCIL
Housing Services
Scale of Proposed Charges 1st April 2012

Current 2011/12 £	Proposed charge from 01/04/12 £
-------------------------	---

(VAT outside scope unless otherwise stated)

Service Charges

Service	Current 2011/12 £	Proposed charge from 01/04/12 £
Three Storey Flats*	6.25	6.40
Woodrow Estate	3.10	3.20
Evesham Mews	5.15	5.30
St David's House	10.60	10.90
Queen's Cottages	4.20	4.40
Replacement Key Fobs (each)	5.50	5.70

* no increase as this charge covers the cost of the service

(Page 70)

	Current 2011/12 £	Proposed charge from 01/04/12 £
Home Support Service		
Full Charge	12.25	14.20 13.22
Protected Charge	3.50	4.00
Lifeline - full charge (48 weeks)	3.46	3.58
Emergency Response Home Support	3.50	3.60

RESOLVED that

the fees and charges for 2012/13 as amended , attached at Appendices 1 - 8 of the report, be approved; other than in cases where:-

- a) **fees or charges are statutory;**
- b) **fees and charges are set externally; or**
- c) **other Council- approved circumstances apply.**

157. HOUSING REVENUE ACCOUNT 2012/13

The Committee received a report which sought approval of the Initial Estimates for the Housing Revenue Account for 2012/13 and the proposed dwelling rents for 2012/13.

RECOMMENDED that

- 1) **the draft 2012/13 Estimates for the Housing Revenue Account, attached to the report at Appendix 1, be approved;**
- 2) **the actual average rent increase for 2012/13 be 7%; and**
- 3) **£2 million be transferred to a reserve as a Revenue Contribution to Capital to fund the future Capital Programme.**

158. ANTI-BRIBERY POLICY AND OFFICERS' CODE OF CONDUCT

Members considered a report which sought approval of a Corporate Anti-Bribery Policy and amended Officer Code of Conduct.

Officers reported that in accordance with the Bribery Act 2010 the Council must comply with the requirement to have an anti-bribery policy, which will also demonstrate that the Council has "adequate procedures" in place to prevent bribery by both Members and Officers. The Act is also required to be incorporated into the Officer Code of Conduct, which has been amended for this purpose and updated generally.

RECOMMENDED that

- 1) **the Corporate Anti-Bribery Policy, attached at Appendix 1 of the report, be adopted and added to the Council's Constitution;**
- 2) **the amended Officer Code of Conduct, attached at Appendix 2 of the report, be adopted; and**
- 3) **the Constitutional pack be updated accordingly.**

159. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of the Overview and Scrutiny Committee held on 10th January 2012.

Members were informed that all recommendations had been considered at the meeting of the Executive Committee on 10th January 2012.

RESOLVED that

the minutes be noted.

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

The Committee received a referral from the Overview and Scrutiny Committee regarding a Petition that had been considered at their meeting on 24th January 2012 about provision of Short Stay Parking in the town centre.

RESOLVED that

Officers facilitate a meeting with relevant agencies and stakeholders, including the petitioners, to discuss proposals for short stay car parking in the town centre.

161. ADVISORY PANELS - UPDATE REPORT

The Committee considered the latest Advisory Panels report.

Members noted that there had been further meetings of the Grants Panel since September 2011.

RESOLVED that

the report be noted.

162. ACTION MONITORING

Members considered the Committee's Action Monitoring report. It was noted that the Write-Off of Debts and Quarterly Monitoring of the Benefits Service Improvement Plan could be removed from the report.

RESOLVED that

subject to the amendments detailed in the preamble above, the report be noted.

The Meeting commenced at 7.00 pm
and closed at 7.40 pm

.....
Chair

**EXECUTIVE
COMMITTEE**

21st February 2012

HOUSING REVENUE ACCOUNT - REVIEW

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder for Housing, Local Environment and Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing Services. Teresa Kristunas, Head of Finance & Resources.
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Government will be dismantling the current Housing Revenue Account (HRA) subsidy system and introducing a new regime of self financing from April 2012. The Council will take on a share of the national housing debt and in return in future years will be entitled to keep the subsidy which is currently paid each year to central government.
- 1.2 The Council had stated in their response to consultation in July 2010 that it agreed in principle with the proposal of taking on a share of the national housing debt which currently stands at £25 billion. The Council's share of this is £99,512 million
- 1.3 The Council does not have a choice as to whether they agree to the amount of debt being proposed for this Council as the government has introduced legislation to impose this on all local authorities through the Localisation Act (the Localism Bill received Royal Assent on 15th November 2012).

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that,

subject to the Council's approval of the budgetary implications,

- 1) the 5 year Housing Capital Programme as set out at Appendix 1 to the report be approved;**
- 2) the Director of Finance and Resources be authorised to acquire debt from the Public Works Loans Board up to the amount of the actual Debt Cap in line with the profile set out at Appendix 4 to the report;**

**EXECUTIVE
COMMITTEE**

21st February 2012

- 3) **subject to Members' comments, the viability of the 30 Year Business Case for the Housing Revenue Account, and the projected availability of resources within the Business Plan to undertake projects such as regeneration be noted;**
- 4) **Officers be authorised to incur expenditure as detailed in Appendix 1 to the report, up to the limit approved by the Council and for the purposes detailed in the report; and**

to RECOMMEND that
- 5) **the Council approve the financial / budgetary implications, as detailed in the report.**

3. KEY ISSUES**Financial Implications**

- 3.1 On 14th November 2011 the Council was issued with a consultation paper which set out the amount of debt the Council will be expected to take as part of the arrangements for implementing self-financing for housing. The figure notified is £99,512 million. At the point of taking on a share of the national housing debt the Council will be capped in terms of taking on a further borrowing to support future HRA Capital Programmes. The Cap is currently estimated at £118,040,000. Future HRA Capital Programmes will have to be funded from capital receipts and revenue contributions. Future Programmes were forecast to be partially funded by prudential borrowing.
- 3.2 Currently the Council pays around £6.8 million back to the government in negative subsidy each year. In future this sum will be used to repay the borrowing with any surplus funds being available to support future Capital Programmes. In addition the Council has been obliged to transfer £3.8 million in terms of the Major Repairs Allowance (MRA) to a Major Repairs Reserve (MRR) to fund capital expenditure. In future this transfer will be based on a depreciation charge. An enhanced MRA figure has been supplied as part of the 2012 Determination which can be used in place of substantiated depreciation charge for the first 5 years of self-financing.
- 3.3 The payment of £99.512 million has to be made on or before the 28th March 2012 and self financing goes live on 1 April 2012. The Council will be compensated for the interest paid in respect of the days between the 28th March and the 1st April. The Council is expected to demonstrate that it is able to repay the debt within 30 years.
- 3.4 Rent convergence will continue until 2016 after this point the Council will be in a position to propose future rents.

**EXECUTIVE
COMMITTEE**

21st February 2012

However it is important to note that the continuation of the capital programme is reliant on the continuing amount of finances generated through the income of rent. If this amount of income fell or did not increase year on year then the capital programme would not be sustainable and a reduced capital programme would have to be produced.

Capital Programme

- 3.5 The first 5 years of the proposed Capital Programme will total £36.35 million which equates to £7.27 million each year, plus £600k p.a. for Equipment and Adaptations. A draft 30 year Capital Programme has been included in the Business Plan funded from monies transferred into the Major Repairs Reserve, topped up with revenue contributions in the early years of the Plan, see Appendix 2.

Housing Revenue Account (HRA) Debt

- 3.6 The existing HRA debt comprises £5 million of long term and £11.4 million short term borrowing. It is proposed that the short term borrowing will be replaced with long term borrowing from the Public Works Loans Board (PWLB) in order to take advantage of the relatively low rates of interest currently available for housing authorities. In September the Treasury announced that the premium imposed on PWLB interest rates as part of the Spending Review will be lifted for housing authorities as part of a special arrangement in connection with self-financing.
- 3.7 In addition it is proposed that the £15 million currently invested externally is recalled and made available to the HRA to use as part of the payment of £99.512 million required to be paid to central government. In return the General Fund would receive an interest payment equal to the interest rate that would have been payable to the PWLB. This arrangement would also reduce the arrangement fee due to the PWLB by £5,250.
- 3.8 An important decision required prior to 26th March 2012 is the profile of the borrowing to be arranged with the PWLB. There is a significant risk associated with borrowing the whole amount for the same period which would have to be for 27/30 years. Although the draft Business Plan shows that sufficient resources should be available to repay the entire debt within the 30 year period there is a risk that if the decision is taken not to repay some or all of the debt that the cost of replacement could be significant due to high interest rates and/or the availability of suitable sources of borrowing.

**EXECUTIVE
COMMITTEE**

21st February 2012

- 3.9 Surplus funds within either the MRR or the HRA may be used to repay borrowing. Appendix 3 shows the forecast balances within the MRR after the funding of the annual Capital Programme. There are no balances available for the repayment of debt from within the MRR within the first 10 years of the Plan. However, balances are available within the HRA but these may be required to fund additional capital works.
- 3.10 It is recommended that the borrowing from the PWLB is taken up in accordance with the profile set out in Appendix 4. This profile is aligned with the forecast availability of resources within the MRR. The impact of this borrowing/repayment profile is also shown at Appendix 4. The repayment of debt does not deplete the MRR of resources that could be used to fund capital projects.

Reserves

- 3.11 At the end of 2010/11 the Council had a HRA Capital earmarked reserve of £5.5 million. It is estimated this will increase to £6.5 million by the close of 2011/12. The 30 year Business Case has been prepared without the need to utilise this resource to support the Capital Programme during the first 5 years. This reserve is therefore available for other projects such as regeneration.

Legal Implications

- 3.12 The Government included the changes to the Housing Revenue Account in the Localism Bill which received Royal Assent on 15th November 2011.

Service / Operational Implications

- 3.13 In return for taking on the debt the Council will in future years keep all the housing rental income, this will enable officers to manage the finances for the Council's housing stock over the longer term, rather than each year awaiting the outcome of the government subsidy to know what finances the Council has available to spend.
- 3.14 Rent convergence will continue until 2016 from then on Members will be able to set RBC rents which could increase the revenue for the council.
- 3.15 Officers have produced a 30 year capital programme which includes a range of works which will ensure the housing stock continues to meet the decent homes standard and above for all council housing stock.

**EXECUTIVE
COMMITTEE**

21st February 2012

- 3.16 Moving away from the system of Housing Subsidy gives the Council more control over the housing service and the management of the housing stock. The Council will no longer have to wait for the annual Housing Subsidy Determination to know what resources will be available within the HRA for the forthcoming year.

Assumptions

- 3.17 The Business Plan has been prepared based on the following assumptions –
- a) that the current Rent Policy is applied until convergence in 2015/16,
 - b) that depreciation increases by 3% pa,
 - c) that RPI is 2.5%,
 - d) that PWLB monies are borrowed at 4%,
 - e) the provision for bad debts will increase from 2014/15,
 - f) debt will be repaid as funds become available,
 - g) interest is paid/earned on balances.

Customer / Equalities and Diversity Implications

- 3.18 Although resources may be restricted in the early years of the 30 year Business Plan period customers could benefit from the demise of the Housing Subsidy system in the longer term through greater investment in the service.

4. RISK MANAGEMENT

There are a number of risks facing the HRA over the 30 year period of the Business Plan. These include Welfare reform which has the potential for increasing rent arrears, interest rates if debt is to be replaced rather than repaid, the robustness of the data re stock/assets and future rent policy.

5. APPENDICES

- | | |
|--------------|---|
| Appendix 1 - | 5 year Capital Programme |
| Appendix 2 - | Financing of the 30 year Capital Programme |
| Appendix 3 - | Funds available for the repayment of debt within the MRR and HRA Balances |
| Appendix 4 - | Scheduling of Debt and Use of MRR to repay borrowing. |

**EXECUTIVE
COMMITTEE**

21st February 2012

6. BACKGROUND PAPERS

30 Year Housing Capital Programme.

7. KEY

HRA	Housing Revenue Account
MRA	Major Repairs Allowance
MRR	Major Repairs Reserve
PWLB	Public Works Loans Board
RPI	Retail Price Index

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 1**

21st February 2012

**HOUSING CAPITAL IMPROVEMENT 30 YEAR PLAN
YEARS 1-5**

APPENDIX 1

		1	2	3	4	5
	APRIL	2012	2013	2014	2015	2016
1	KITCHENS	0.10	0.10	0.10	0.10	0.10
2	BATHROOMS	0.88	0.88	0.88	0.88	0.88
3	ELECTRICAL UPGRADES	0.90	0.90	0.90	0.90	0.90
4	CENTRAL HEATING	1.40	1.40	1.40	1.40	1.40
5	ROOFING	0.60	0.60	0.60	0.60	0.60
6	MASONRY WORK	0.20	0.20	0.20	0.20	0.20
7	EXTERNAL CLADDING & TILE HANGING	0.16	0.16	0.16	0.16	0.16
8	EXTERNAL INSULATION	0.67	0.67	0.67	0.67	0.67
9	UPVC WINDOWS	0.05	0.05	0.05	0.05	0.05
10	ASBESTOS REMOVAL	0.50	0.50	0.50	0.50	0.50
11	INSULATION	0.05	0.05	0.05	0.05	0.05
12	DRAINAGE	0.03	0.03	0.03	0.03	0.03
13	WATER SUPPLY	0.08	0.08	0.08	0.08	0.08
14	STRUCTURAL WORK	0.20	0.20	0.20	0.20	0.20
15	CATCH UP	0.35	0.35	0.35	0.35	0.35
16	ENVIRONMENT IMPROVEMENTS	0.35	0.35	0.35	0.35	0.35
	TOTAL (Million £'s)	6.52	6.52	6.52	6.52	6.52
2	INFLATION ESTIMATED AT 3% PER ANNUM YEAR ON YEAR	0.00	0.20	0.40	0.60	0.82
3	OMS 5% (OF 1 & 2 ABOVE)	0.33	0.34	0.35	0.36	0.37
4	GRAND TOTAL PER ANNUM (Million £'s)	6.85	7.05	7.26	7.48	7.71
	GRAND TOTAL YEAR 1-5 (Million £'s)	36.35				

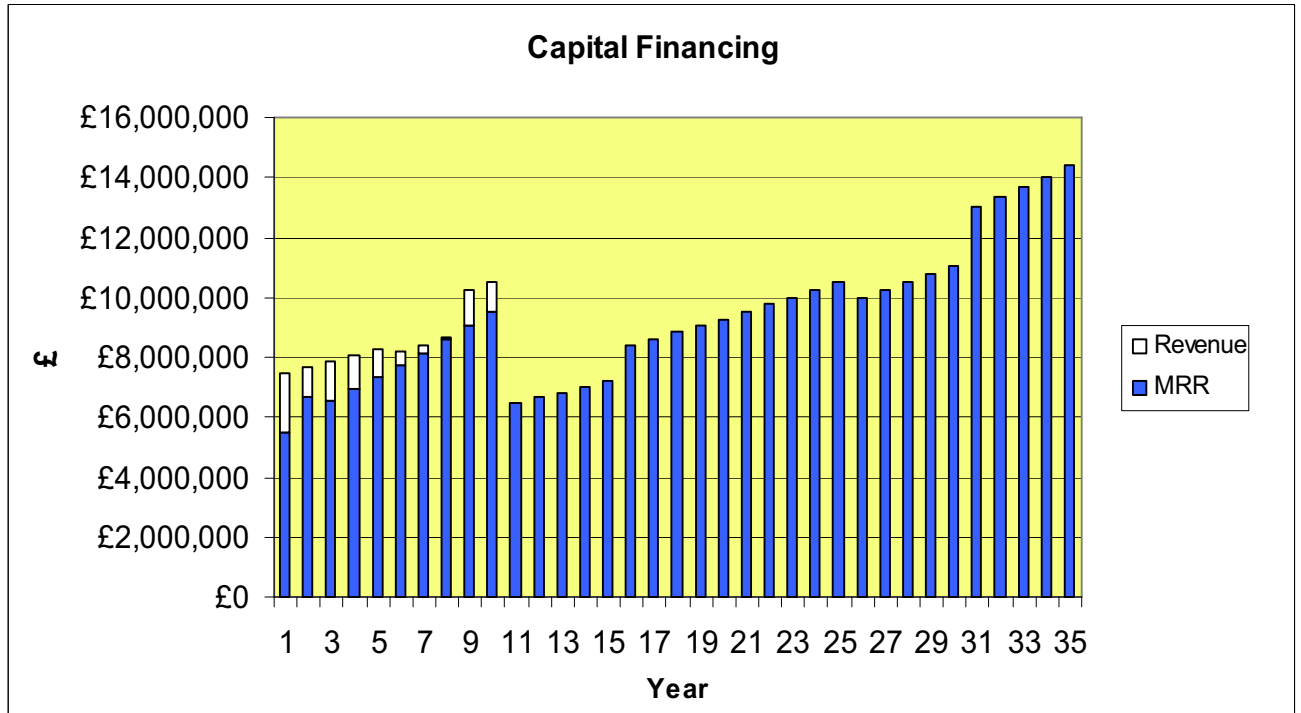
REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 2

21st February 2012

Financing of the 30 year Capital Programme



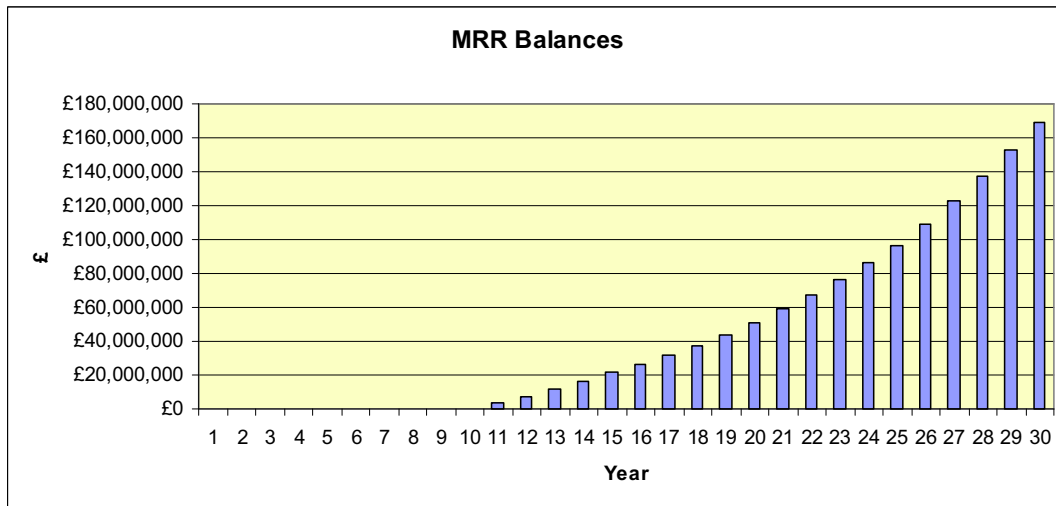
REDDITCH BOROUGH COUNCIL

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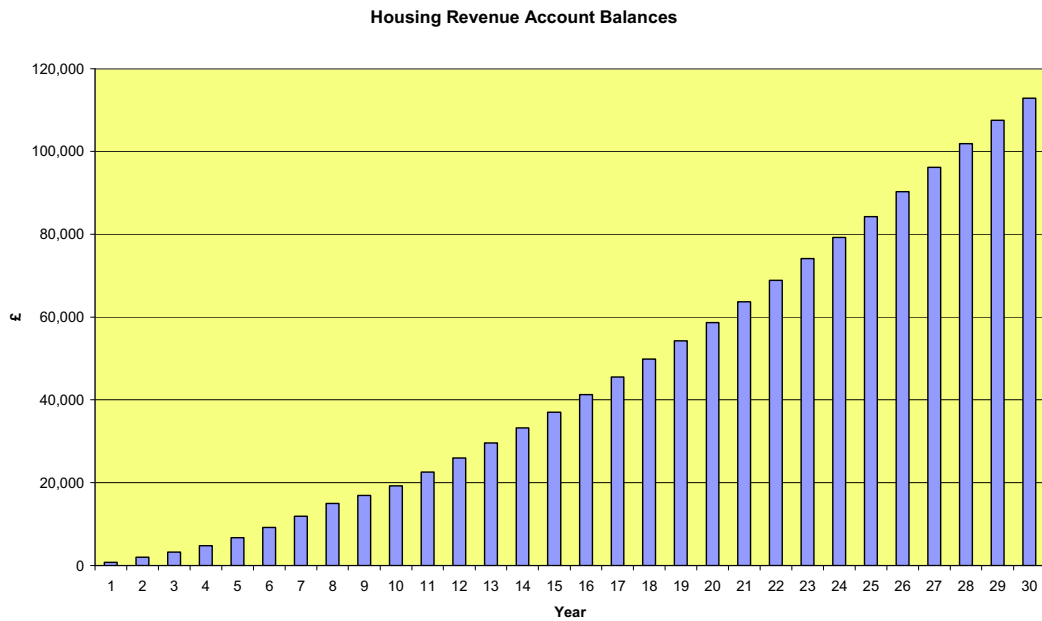
Appendix 3

21st February 2012

Funds available for the repayment of debt within the MRR



Housing Revenue Account Balances



REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4**

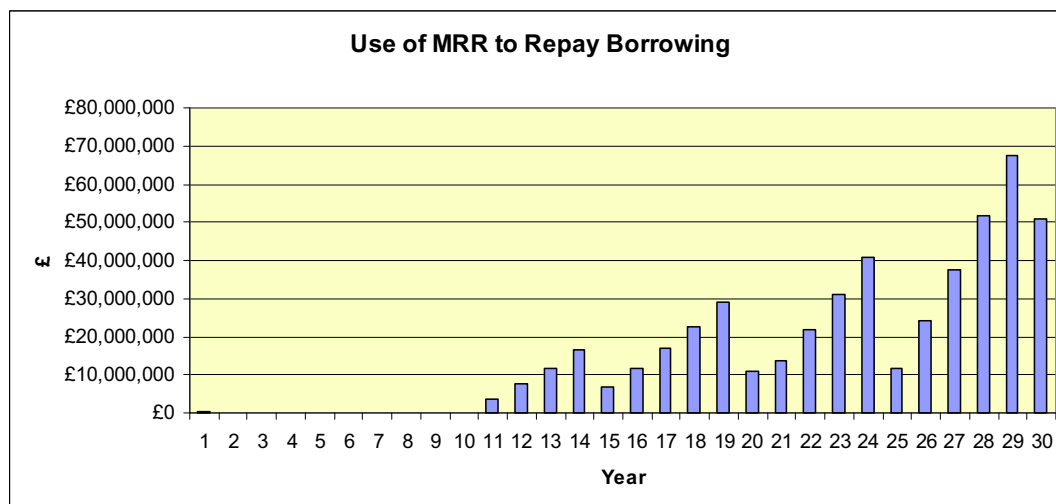
21st February 2012

Scheduling of Debt

Year	Year no.	£
2026/27	15	15,000,000
2031/32	20	25,000,000
2032/33	21	5,000,000
2036/37	25	40,000,000
2041/42	30	18,000,000*
Total external debt		103,000,000
Internal debt		15,000,000
Total debt		118,000,000

Note: year 1 = 2012/13

*The figure for 2041/42 will need to be adjusted once the actual amount of borrowing in respect of 2011/12 is known.



Executive Committee

21st February 2012

HOME SUPPORT SERVICE – EXTENSION TO PRIVATE SECTOR

Relevant Portfolio Holder	Cllr Brandon Clayton, Portfolio Holder for Housing, Environment and Health
Portfolio Holder Consulted	Yes
Relevant Head of Service	Liz Tompkin, Head of Housing Services
Wards Affected	All Wards
Ward Member(s) consulted	N/A
Key Decision	

1. **SUMMARY OF PROPOSALS**

To make the Home Support Service eligible to all who have a support need, regardless of tenure.

2. **RECOMMENDATIONS**

The Committee is asked to RESOLVE that

- 1) **the Home Support Service be extended to all members of the community regardless of whether or not they qualify for Supporting People funding; and**
- 2) **an hourly rate of £13.22 be introduced to pay for the Home Support Service.**

3. **KEY ISSUES**

Financial Implications

- 3.1 Officers would like to be able to extend the Home Support Service to non-Council tenants who are not eligible for funding through the Supporting People programme but who can afford to pay for the service.
- 3.2 It is proposed to charge an hourly rate for this service of £13.22. This calculation has been based on the total cost of providing the service divided by the total number of staffing hours available: £624,910.00 ÷ 47,270 = £13.22. The basis for the calculation complies with the CIPFA Best Value Accounting Code of Practice.
- 3.3 The Authority is restricted to charging on a cost-recovery basis and under a duty to secure that, taking one year with another, the income does not exceed the cost of provision. Any over or under recovery that results in a surplus or deficit of income in relation to costs in one period can be addressed when setting charges for future periods so that over time income equates to costs.

Executive Committee21st February 2012

- 3.4 A separate cost centre for the service will be established to ensure compliance with this requirement and this will also be a useful source of information for Members regarding the service.
- 3.5 Accordingly, as it is intended that this service will be self-funding, no money from the Housing Revenue Account (HRA) will be used.
- 3.6 Dependant on the customer's assessed need, the support could be provided in 30 minute blocks.

Legal Implications

- 3.7 Local authorities have power under Section 2 of the Local Government Act 2000 to provide discretionary services to do anything they consider likely to achieve the promotion or improvement of the economic, social and environmental well-being of their area [but not to raise money]
- 3.8 The ability to charge for such discretionary services is contained in the Local Government Act 2003, on a cost-recovery basis only, as set out above under the "Financial Implications" heading.

Service / Operational Implications

- 3.9 Currently 37 hours per week of Supporting People funding has been set aside to fund those customers who are not Council tenants but who are eligible for their support to be paid through Supporting People funding. These hours are currently funded through the Supporting People funding stream and no housing revenue account money is used to support this aspect of the service. This approach does not generate any additional income for the Council.
- 3.10 The extension of this service to all people within the Borough will enable vulnerable people to increase their quality of life. This could include maximising their income to enable access to services such as lifeline, to ensure they are able to pay their rent and maintain their home plus working with customers to increase their self-esteem and well being by taking part in social activities.
- 3.11 Currently when assessing potential customers Officers have had to refuse some vulnerable people who need the service. This is because they do not meet the eligibility requirements for Supporting People funding and the service is unable to charge for the service.
- 3.12 On 16th August 2011 the Overview and Scrutiny Committee made the following recommendations:
- 1) the Home Support Service be extended to all eligible residents of the Borough regardless of tenure;

Executive Committee21st February 2012

- 2) the Council enable this service to be available to those who are not eligible for supporting people funding; and
- 3) arrangements mirror other housing associations and extend the supporting people eligibility to those on Council tax benefit.

Adoption of the proposals contained within this report will achieve these recommendations.

Customer / Equalities and Diversity Implications

- 3.13 Currently we are unable to offer this service to those who live in the private sector who can afford to pay for it. Thus the provision of the service is unequal and based on where you live and not on an individual's requirement for support.

4. RISK MANAGEMENT

- 4.1 Historically the service attracted its customers from those that lived in Council owned properties. A condition of moving into some of these properties was to have a Home Support Services Officer thus the customer base was guaranteed. As a result of changes to the Supporting People contract and the outcomes of the Older Person's Housing and Support Strategy, this is no longer the case. It is only a condition of the tenancy to have a need for the service in our Category A schemes; currently Arthur Jobson House, Ibstock House and Harry Taylor House.
- 4.2 For the service to continue and to meet the terms of the Supporting People contract, the customer base needs to be expanded to include all residents of the Borough. Failure to do so puts the service at risk of losing the contract.
- 4.3 Supporting People funding is no longer ring fenced by Worcestershire County Council and is not a guaranteed funding stream. The service therefore needs to attract funding from other sources. This can be achieved, in part, by extending the service to those who could afford to pay for the service and reside in the private sector.
- 4.4 Failure to be able to support customers who can afford to pay for the support has resulted in potential customers being offered the service by other providers.
- 4.5 This work will also support the work currently being carried out on the locality transformation work, by providing the Council's services across all tenures to support and help people live independently.

Executive Committee

21st February 2012

5. **APPENDICES**

None.

6. **BACKGROUND PAPERS**

1st February 2011 Executive Committee Report ~
Introduction of a home support service to non-Council tenants who
qualify for Supported People funding.

16th August 2011 Overview and Scrutiny Update Report ~
Update, on the introduction of the Home Support Service into the
Private Sector ~ for Supporting People Funded Customers only.

AUTHOR OF REPORT

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EXECUTIVE COMMITTEE

21st February 2012

STREET NAMING AND NUMBERING – REVIEW OF POLICY

Relevant Portfolio Holders	Councillor Jinny Pearce, Portfolio Holder, Planning, Regeneration, Economic Development and Transport and Councillor Michael Braley, Portfolio Holder, Corporate Management.
Portfolio Holder Consulted	(At Portfolio Holder Briefing)
Relevant Head of Service	Deb Poole, Head of Business Transformation
Wards Affected	All Wards
Ward Councillors Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

This report seeks approval of a revised policy on Street Naming and Numbering for Redditch Borough Council (RBC). It also seeks approval for further authority to be delegated to the Head of Business Transformation.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

- 1) the revised policy on Street Naming and Numbering, as attached to the report at Appendix 1 and 2, be approved and adopted;**
- 2) authority be delegated to the Head of Business Transformation to carry out all functions relating to the addressing process, as now detailed in the revised Policy; and**
- 3) the Scheme of Delegation to Officers be updated accordingly.**

3. KEY ISSUES

Financial Implications

- 3.1 None.

**EXECUTIVE
COMMITTEE**21st February 2012

Legal Implications

- 3.2 The Council provides this statutory function under Section 64 and Section 65 of the Town Improvement Clauses Act 1847 together with the Public Health Act 1925 (Section17).

Service / Operational Implications

- 3.3 In order to comply with Government strategies and national initiatives relating to the addressing process a turnaround time of not more than thirty days is recommended. This timescale not only supports developers but is also beneficial to individual homeowners and businesses.
- 3.4 Currently, RBC has delegated authority to Officers for most Street Naming and Numbering matters, but requires Executive Committee approval in the case of names outside of the approved street name list. It is suggested that further delegated authority to the Head of Business Transformation would help provide quicker approval turnaround in these exceptional cases.
- 3.5 Improved turnaround times for street naming and numbering would deliver the following benefits :-
- a) Faster ratification by the Royal Mail that usage of the street name can be adopted;
 - b) Improved start times for developers who now require Royal Mail postcodes to connect services to properties;
 - c) Quicker notification to the Valuation Office of the existence of a property to enable Council Tax banding;
 - d) Earlier issuing of Council Tax & Non Domestic Rate demands to generate the appropriate revenues;
 - e) Notification of the existence of the property to the Emergency Services;
 - f) Cascading of the adopted address to all interested Government and internal offices.

Customer / Equalities and Diversity Implications

- 3.6 Member agreement to the additional delegation of authority would in every case enable customers, service users and local businesses to obtain address information, approval and notification within ten working days of the address creation and conformation.

**EXECUTIVE
COMMITTEE**21st February 2012

- 3.7 Further to Members' requests, Ward Members and Portfolio Holders will be alerted as soon as reasonably possible to any contentious matters that arise in this area, whether in relation to new, or existing, street naming / numbering arrangements.

4. RISK MANAGEMENT

- 4.1 Not adopting additional delegated authority would risk creating delays in addressing new developments and properties. The delay would have a negative impact on the customer's experience of the Council.
- 4.2 The Council is an active participant in the National Land and Property Gazetteer (NLPG) and is required to provide a statement regarding the adopted Street Naming & Numbering Policy. Councils are also required, as part of the Public Sector Mapping Agreement, to provide guidance to developers and purchasers about the street naming and numbering process.

5. APPENDICES

- 1 – Proposed Revised Street Naming & Numbering Policy
2 – Current list of candidate names for street naming.

6. BACKGROUND PAPERS

- Previous Committee reports and Minutes (previously published)
Current RBC Street Naming and Numbering Policy (2010).

AUTHOR OF REPORT

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APPENDIX - Street Naming and Numbering Policy

Summary

The naming and numbering of streets and buildings is a statutory function that Redditch Borough Council provides in exercise of its powers and duties under the Town Improvement Clauses Act 1847 and the Public Health Act 1925. The purpose of this control is to make sure that any new street names and building names and numbers are allocated logically with a view to ensuring, amongst other things, the effective delivery of mail and that emergency service vehicles are able to locate any address to which they may be summoned.

Anyone wishing to change the name or number of their property or seeking an address for a new property should apply in writing (to include email) to their appropriate Council following the procedures detailed in this policy.

As far as street naming proposals are concerned, we are happy for developers or owners to propose their own preferred names for consideration. However, it is recommended that more than one suggestion for a new name be put forward in case the initial one fails to meet the criteria. It is desirable that any suggested road name should have some connection with the area concerned.

If proposals comply with our Policy on Street Naming and Numbering and, for street names, do not meet with an objection from the Council, the local Parish Council (when appropriate) or the Royal Mail Address Development Centre, the new address will be formally allocated and all relevant bodies will be notified. See Appendix A for a list of those parties to be informed by both Authorities.

Where street names or previous numbers have been established without reference to Redditch Borough Council, we have the authority to issue Renaming or Renumbering Orders, under section 64 of the Town Improvement Clauses Act.

To aid the emergency services, we will ensure that where appropriate, if a street has a name and has street signs relating to that name, all properties accessed off of it will be officially addressed to include that street name.

The Council Commitments

- To treat everyone in a fair and equal manner in line with the Equality and Diversity Policy.
- To deliver value and to place the customer first.
- To meet our statutory duties with regards to Street Naming and Numbering.

Street Naming & Numbering – Statutory Function

General Information

Street naming and numbering is a statutory function of local authorities. The powers for this function are contained in the following Acts:

- Towns Improvement Clauses Act 1847, ss 64 and 65; and
- Public Health Act 1925, ss 17, 18 and 19

The departmental responsibility is different within each local authority. Some of the departments who may do the work are:

- Building Control;
- Planning
- Highways and Transportation; and
- Engineers

Legislative requirements

The primary legislation (Towns Improvement Clauses Act 1847, s 64), ensures that local authorities shall cause houses, and buildings in all or any street to be marked with numbers as they think fit. The street name also has to be displayed. It also gives the local authority the power to prosecute anyone who destroys, pulls down, or defaces those signs, numbers and names or anyone who puts up a different name or number to that which was approved. The penalty in a successful prosecution is a fine as determined by Magistrates.

The Towns Improvement Clauses Act 1847s 65 tells occupiers of houses and other buildings to mark their buildings with numbers (as approved) and renew them as often as they become obliterated or defaced. The local authority has the power under this section to prosecute anyone who fails to do this, they may also carry out the work and recover the money from the occupier. The penalty in a successful prosecution is a fine at level 1 on the standard scale.

The Public Health Act 1925 built upon the primary legislation recognising the growth of urban populations and authorities and the need to work with various public bodies with vested interests in street naming and numbering as well as the need to consult and involve affected owners and occupiers.

The Public Health Act 1925, s 17 made it clear that the urban authority should be notified of proposed street names. The authority could then object within one month in writing. The reason for objections could be that those names already exist, but this power was very important because it allowed the authority more control over the process.

It also prohibits the setting up in any street the name, until after one month's notice to the local authority, or until any objection by the urban authority has been removed or overruled on appeal. The penalty for contravening this is a fine as determined by Magistrates.

The Public Health Act 1925, s 18 gave the power to urban authorities to alter the street name or any part of a street, and assign a street name or part of a street where a name has not been given. The authority must give one month's notice before making an order and it must be posted at each end of the street or that part affected. The notice must set out details of where to appeal to if any person is aggrieved. Appeal is to a petty sessional court (Magistrates' Court) within 21 days.

The Public Health Act 1925, s 19 gives authorities the power to insist that the name of every street shall be shown in a conspicuous position and also alter or renew it if it becomes illegible. This section makes it illegal to pull down a street name which has been lawfully set up or fix a notice or advertisement within close proximity to the sign. Anyone found guilty of infringing these requirements is liable to a fine imposed by Magistrates.

The legislation give the boroughs the ability to make Regulations about erecting the names of public streets and ensuring that the names and numbers of buildings are displayed by owners in accordance with those regulations.

Byelaws

Local authorities have powers to make regulations and do so in relation to street naming and numbering.

It is incumbent upon the local authority to consult with interested parties such as parish councils, fire authorities, police authorities and the Royal Mail / Post Office.

Adjacent groups of local authorities sometimes work together to ensure a consistent approach in order to assist developers and owners of buildings.

Postcodes

Within this process the local authorities are **not** responsible for postcodes – these are only allocated by the Royal Mail after notification by the Authority. The postcode enquiry line is 08456 045060, or you may e-mail them at addressdevelopment@royalmail.com

Definition of "Street" shall extend to and include any road, square, court, alley and thoroughfare within the limits of the Towns Improvements Clauses Act 1847 or relates to any thoroughfare which when named will be included in an official postal address. In all such instances we will consult with Royal Mail, and the Emergency Services of suitability.

S.3 Towns Improvement Clauses Act 1847

Note: The above definition does not distinguish between adopted and un-adopted roads.

The law relating to the naming of streets and numbering of houses is found in various statutes; the power of local authorities will depend upon whether or not particular provisions have been adopted.

Public Health Act 1925

Section 17 (adoptive provision)

Notice of intended street name should be sent to the authority who within one month (21 days) may object in writing to the proposed name.

If objection notice served the person proposing the name may appeal within 21 days to a petty sessional court.

Section 19 (adoptive provision)

The authority shall cause the name of every street to be painted in a conspicuous position on any house, building or erection in or near the street.

Where the provisions of Sections 17 and 19 of the Public Health Act 1925 are not in force the relevant rules are found in the: Towns Improvement Clauses Act 1847 Section 64

This empowers the authority to give a name to a street which is not already named. It is also the duty of the authority to cause to be put up or painted the numbers to the houses as they think fit. It does not empower them to change or alter the name of a street.

Public Health Act 1925

Section 18 (adoptive provision)

The authority by order may alter the name of any street or part of or may assign a new street name.

Not less than one month before a street is given a name the authority shall cause notice of the intended order to be posted at each end of the street.

Notice should contain statement that appeal may be lodged within 21 days to petty sessional court by any person aggrieved.

Where Section 18 of the Public Health Act 1925 is not in force the provisions of:

The Public Health Acts Amendment Act 1907 (S.21)

Section 21

The local authority may alter the street name with the consent of two thirds in number of the ratepayers in the street.

Note: Section 21 is not of general application

Towns Improvement Clauses Act 1847

Section 64:

The Council can initiate to be put up or painted the number(s) to the house(s), as it thinks fit.

Section 65:

The occupiers of houses and other buildings in streets must mark them with such numbers as the authority approves and they must renew them whenever necessary. If an occupier fails to do this within a week from notice from the authority he is liable on conviction to a penalty.

In the event of an appeal against either Councils decision(s) then details should be sent to:-

Local Government Ombudsman
The Oaks No 2
Westwood Way
Westwood Business Park
Coventry CV4 8JB
Phone: 024 7682 0000
Fax: 024 7682 0001

For further information go to www.lgo.org.uk

Power to charge under Section 93 of the Local Government Act 2003

The Council is not permitted to charge for street naming services (since the duty to provide this service is not discretionary), but it can charge for the numbering of houses and other buildings (which is a discretionary service) by virtue of section 64 and 65 of the 1847 Act coupled with section 93 of the Local Government 2003 Act.

Specific Policy Areas

Naming Streets and Numbering - Houses

Section 64 of The Town Improvement Clauses Act 1847 requires Councils to ensure houses and buildings are “marked with numbers as they think fit”. We also have a responsibility to make sure that the street names are displayed. Should any person destroy, deface or put up another number or name other than the official one, then that person shall be liable to a fine of up to £200 under the provisions of the Criminal Justice Act 1982 for every such offence.

While Redditch Borough Council is the authority for naming streets, in practice authority is delegated to Officers of the joint Street Naming and Numbering Team, in consultation with relevant Members, and with reference to the approved policy and approved list of ‘candidate’ street names.

Property developers may also suggest names for new streets. These too will be received by us and checked against our criteria (see following section).

In the case of Feckenham Parish Council, the Borough Council will give priority to and follow any suggestion of the Parish Council as long as it meets the approved naming criteria. In cases where the Parish Council suggestion does not meet the criteria a final decision will be made by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

All costs for the erection of signs for new streets will be borne by the property developer. There is a recommended specification for the signs and their preferred locations. The Council must be contacted for advice before both ordering and erection of such signs.

Maintenance of street signs becomes the Council’s responsibility once a street has been adopted.

It is unlawful to erect a street nameplate or a property nameplate until the said name has been confirmed in writing by Redditch Borough Council.

Note: Contravention of the above attracts a fine of up to £200 under the provisions of the Criminal Justice Act 1982 (Section 37(2) Standard Scale Level 1 offences). There is also a daily penalty not exceeding £1.

Criteria for naming streets (residential and industrial)

General Information

The Council will use these guidelines when agreeing a new number or address. Developers and individuals should follow these guidelines for any suggested street names:

New street names should try to avoid duplicating any similar name already in use in a town/village or in the same postcode area.

A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.

A common request is to repeat existing names in a new road or building title (for example a request for "St Mary's Close" off an existing St Mary's Way, near St Mary's Church) This is not acceptable as it can have a detrimental effect in an emergency situation.

This is in line with Government guidance found in **Department of Transport Circular No Roads 3/93**. [Appendix C]

In general the following guidelines should be adhered to:-

1. Street names should not be difficult to pronounce or awkward to spell, in general, words of more than three syllables should be avoided.
2. Avoid aesthetically unsuitable names such as Gasworks Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation like Hoare Road, Typple Avenue, etc.
3. A new street or building name should not begin with 'The'.
4. Subsidiary names (i.e. a row of buildings within an already named road being called '.....Terrace') should not be used.
5. The Council will not adopt any unofficial 'marketing' titles used by developers in the sale of new properties.

Owing to the former status of Redditch as a "New Town", a particular hierarchy has been established to help designate street naming and this must be adhered to as follows below:-

Hierarchy of Street Designations in Redditch Borough Council

The Council's duty is to ensure that the streets can be identified clearly for strangers to the Borough, to enable deliveries of mail and other items to be carried out in an efficient manner and emergency services to reach specific points in the town without delay from confusion.

The name of a street is intended to convey its status in the road hierarchy. In the case of roads in classes (iii), (iv) and (v) of the Road Hierarchy it is also intended to provide a guide (by use of an alphabetical sequence of initial letters) as to where it lies in relation to other roads of the same status opening off the same major road.

The hierarchy is established principally to maintain the consistency which was applied in New Town Developments across the whole of the Borough. It may not need to apply rigidly in older areas of the town, or in rural areas, such as Feckenham, where appropriate local variations are permitted.

The road hierarchy contains six levels. These are:

(i) Primary Roads

These serve as the main route for all heavy traffic flows. They are named "..... **Highway**", after the town to which they lead. All have now been named.

(ii) District Distributors

These serve as the main routes in and out of the town's districts. They normally have no frontage development on them, and carry little or no through traffic though they may carry some cross-town traffic. They are named "..... **Drive**", usually after some part of the district that they serve.

(iii) Local Distributors

These serve as the accesses to areas of housing, often comprising several different estates. They connect at one end into District Distributors. They are often cul-de-sacs, but they do not have houses fronting onto them except at their upper ends and also in some cases, where the architect, designing the layout of one of the housing developments, has departed from the usual principles. They are named "..... **Lane**", and the name is taken from the local tithe map. So far as possible, the initial letters of the names for Local Distributors opening off a District Distributor are taken in alphabetical sequence from one of its ends, so that drivers knowing the principle but not knowing the area can know which way to drive along the District Distributor to find the Local Distributor turn out that they want.

iv) Housing Access Roads

These are minor roads, almost invariably cul-de-sacs, serving individual developments or parts of individual developments. They connect directly onto a Local Distributor, not onto another Housing Access Road except in exceptional circumstances. They are called "..... **Close**", and the names are taken from a list compiled from a list of parish names for this and other areas in the country. The names are chosen so that the initial letters of the roads that open off an individual Local Distributor with the District Distributor, but not necessarily starting with "A".

(v) Industrial Access Roads

These serve as Local Distributors and also as Access Roads, in industrial areas. They are named from the Tithe Map, and are all called "..... **Road**".

(vi) Public Transport Routes

These are specialised roads serving buses with, in some cases, an element of general traffic going to a district centre. They are named "..... **Way**", using names related to the district that they pass through. All have been named.

(vii) Hierarchy

Note that as a general rule each road connects, as its main connection, into a road further up the hierarchy. Closes connect directly into Lanes, and Lanes connect directly into Drives, so far as possible, no Close connects (as its main access) into another Close. Sometimes the layout chosen by the architect makes it difficult to follow this naming policy without causing trouble for street numbering, and this point has to be considered when the naming arrangements for an estate are being worked out.

REDDITCH SUMMARY

Primary Roads	-	Highway
District Distributors	-	Drive
Local Distributors	-	Lane
Housing access Roads	-	Close (Mews or Gardens in addition, in appropriate cases, where numbering cannot be altered; or Road where this mirrors the existing naming scheme – mainly in older parts of the town)
Industrial access Roads	-	Road
Public Transport Routes	-	Way

In addition we also have:

- Town Centre roads - Street
- T C Pedestrian precincts - Walk, Square.

Residential cul-de-sacs normally take the name of a parish from other counties.

Any new development where there is a strong, identifiable local naming scheme, such as in Batchley or Vaynor, would take the name of a tree or poet in keeping with tradition.

For Distributor roads and roads serving industrial development, names taken from the tithe map or districts rather than parishes are preferred.

Town Centre roads and walkways are taken from streets now removed by redevelopment. (Skinner Street is possibly the last remaining name available for use).

The Council's criteria for assigning a new Postal Address

After receiving a request for an address for property / properties which currently have not been addressed, the Council will first check for approved planning permission. If this has been granted then they will start the process of creating a new address.

If the dwelling/industrial unit does not have Planning Permission

The Council will start the addressing process, providing the properties have been successfully assessed for Council Tax or National Non-Domestic Rates and as long as these properties have a secure mail delivery point.

The Council will not give a **number** to properties without it having the relevant planning permissions. Only dwelling names will be accepted in these circumstances, providing they meet the criteria set out. If an applicant fails to provide an acceptable dwelling name to a non-permitted development then a descriptive name will be issued. Such names can be changed later by the applicant following the standard procedure. The reasoning behind this is to ensure the numbering sequence of any street is not disrupted by additional properties which have not gained proper planning permission and therefore are likely to be subject to enforcement action, which may result in removal by demolition.

Issuing an address to properties without planning permission will have no bearing on planning matters or be capable of being used in support of any planning appeals.

Under no circumstances will either Authority grant an official address without either planning permission or an assessment for council tax being in place. This includes agricultural and other lands. This conforms to Royal Mail policy and guidelines used for postcode allocation.

Providing Postcodes

When an approved address is agreed by all parties, Royal Mail will confirm a Postcode. The maintenance and any future changes to this Postcode are The Royal Mail's responsibility and not subject to any involvement by the Council.

Address Locality

Localities within the official postal address are the responsibility of Royal Mail. Where applicants object to a locality name in their postal address, the Council's Street Name and Numbering team will advise them to consult Royal Mail, who have a procedure laid down in their code of practice by the Postal Services Commission for adding or amending locality details.

The Council does however remind applicants that postal addresses are not geographically accurate descriptions, but routing instructions for Royal Mail staff and they can and do contain names for villages, towns and cities that can be several miles away.

General Guidelines for numbering buildings

- A new street should be numbered with even numbers on one side and odd numbers on the other except that, for a cul-de-sac, consecutive numbering in a clockwise direction is preferred.
- Private garages and similar buildings used for housing cars and similar will not be numbered.
- A proper sequence shall be maintained, with the number 13 not normally being omitted unless specifically requested. And once numbered we will not normally re-number properties. We will only renumber a property where there can be shown to be consistent delivery problems.
 - Buildings (including those on corner sites) are numbered according to the street in which the **main entrance** is to be found.
 - If a multiple occupancy building has entrances in more than one street, then each entrance can be numbered in the appropriate road if required.
- In residential buildings (e.g., blocks of flats) it is usual to give a street number to each dwelling where the block is up to six storeys in height. When the block exceeds this height or there are not sufficient numbers available because of existing development, it should be given a name and numbered separately internally. Such names will be treated in the same way as house names.
 - All new block names should ideally end with one of the following suffixes:
 - House
 - Court – residential and office block only.
 - Point – high block residential only.
 - Tower – high block offices or residential.
- The Council will use numbers followed by letters only where there is no alternative. For example these are needed when one large house in a road is demolished and replaced by a number of smaller houses. To include the new houses in the numbered road sequence would involve renumbering all the higher numbered houses on that side of the road. To avoid this each new house should be given the number of the old house with either A, B, C or D added. Letters will also be used if the new development were to lie prior

to the numbering scheme commencing.

For example, if 4 houses were built prior to the first property number 2. The new dwellings would become 2A, 2B, 2C, 2D. This is to aid emergency service response and mail delivery.

We will endeavour to avoid using suffixes to numbers wherever possible. For new developments where additional properties have been requested after initial numbering we will renumber the entire street. ***If the developers request this, once occupancy has started to take place, they (the developer) will be liable for compensating the occupiers for any charges levied on them (the occupier) with regards to changing their address.***

- For private houses in existing unnumbered roads it is essential that the houses are officially allocated names, which are registered with the emergency services. Anyone wishing to change the name of their unnumbered house must apply to have the property registered with the change.

Where a property has a number, it must be used and displayed.

Where a name has been given to a property which also has an official number, the number must always be included in any correspondence. The name cannot be regarded as an alternative.

This is enforceable under section 65 of the Town Improvement Clauses Act 1847. The Council does not need to be informed of name changes to properties that have official numbering. However if a name is provided the authority will store the property name as data on our systems as an alias reference only.

This applies both to domestic and commercial property. This is to ensure consistency of records over time, reduce costs and aid delivery of mail and emergency service response.

- The Council will enforce numbering of properties without numbers, for example in streets where all properties have names or those where numbers are not being displayed.

In addition to these guidelines developers and building owners should be aware that planning permission maybe required in the following instances when adding a physical address to a building:

- Listed buildings: if the proposed name/number display would affect the special character of the building.

Even relatively small-scale displays or alterations may require listed building consent.

It is also possible that a nameplate attached to a listed building could be regarded as an advertisement and the following condition maybe applied.

- Advertisement Control: it is possible that a display may be deemed to be a sign requiring consent under the Town and Country Planning (control of Advertisements) Regulations 1992.

Allocation of Postal Addresses to New Developments (individual & multiple)

The property developer should not give any postal addresses, whether implied or by using development names, including a postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been ratified and issued by Redditch Borough Council, the Authority will not be liable for any costs or damages caused by failure to comply with this.

Applicants must contact Redditch Borough Council prior to a formal application in order to get advice and guidance on our naming / numbering policy and the positioning of nameplates.

The applicant or developer may suggest a possible name or names for any new street(s). Several suggestions for names can be made in case the Council, Royal Mail or members of the public make an objection.

Initial approval for street names will be sought from Royal Mail. If Royal Mail objects to a name an alternative will need to be suggested.

If within the Parish of Feckenham, the proposed street names are then forwarded to the Parish Council for their approval. The Parish Council can at this stage object and suggest its own names that conform to the Council's and Royal Mail policies. However there will be a time limit of 30 days to object and suggest new names.

While we are the authority for naming streets, in practice we will follow any recommendation of the Parish Council, as long as it meets the naming criteria.

Where the Council cannot agree, final approval of street names will be given by the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

The developer will cover the initial costs of ordering and sighting of the street nameplates. The Council will cover maintenance costs once the street has been officially adopted.

Numbering of the new street(s) will be carried out following the guidelines within this policy. All properties on newly named streets will be allocated numbers. All new properties on existing streets will be numbered unless the existing properties on that street all have official dwelling names and no numbers, or in the exceptional circumstances outlined under the section "Guidelines for numbering buildings"

When numbering is complete the Council will contact all the bodies listing in Appendix A.

Procedure for individual requests for Address Changes

If the property has a house number, it will **not** normally be possible to replace the number with a name. In cases of dispute the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation will decide. These will only be considered where it can be shown that the current numbering system causes delivery problems or emergency response issues, evidence of this will be obtained via the records of the body making the complaint. Also, if more than one property is affected then the agreement of all owners inconvenienced will have to be obtained if a global change is required.

To request a change to an address, the owner must give us either by email to **lpgqueries@bromsgroveandredditch.gov.uk** or **custodian@bromsgroveandredditch.gov.uk** or in writing (see Appendix B for address details) the following information:

- the existing property name, road name and postcode
- the proposed new property name
- a suitable plan showing the exact location of the property if the property is not easily identifiable from the existing address.
- a date from which the house name should be changed (if not immediate).

Requests can only be accepted from the owners of properties; tenants wishing to change a property name must seek the permission in writing of the owner and submit a copy of the authorisation letter to the Council.

We cannot formally change a property name where the property is in the process of being purchased, that is, until exchange of contracts, although we can give guidance on the acceptability of a chosen name before this.

A check will be made by the Council to ensure there is no other property in the location with the same or similar name. Royal Mail will then be asked for their opinion on the suitability of the chosen name in case it may cause delivery problems due to the similarity with other locally named properties. Royal Mail cannot guarantee mail delivery if their advice is ignored. In these situations, we will formally advise the applicant against the name and also contact those other affected properties. Owners / residents of affected properties may take legal action if they have delivery problems caused by such name changes that are contradictory to advice given.

Once all checks are satisfactorily complete the Council will change the name of the property and advise the relevant parties both internal and external and this will include Royal Mail, Ordnance Survey, and the emergency services, internally we will notify Council Tax, and as a minimum the Local Land and Property Gazetteer team. A full list of those to be informed is included in Appendix A.

Conformation in writing or email, to the owner of the property, will show the new official registered address, along with a map extract where applicable.

Procedure to name / re-name an existing street

All such requests should originate from a Councillor for the Ward concerned or, in the case of the Parish of Feckenham, the Parish Council,. The Parish Council / Councillors can only make such a request if they can demonstrate that the request is for a bona fide concern that is causing problems and also owners / residents of all the affected properties have been consulted and at least two thirds are in agreement. If an individual wishes to request a change they must obtain the consent of at least two thirds of the properties concerned to be in agreement and progress their action through either the Parish Council or Councillor for the Ward providing they give consent to act on their behalf.

Once raised by the Parish Council / Councillor and the request for change is accepted by the Council, we will confirm with Royal Mail that the new name is acceptable and seek final confirmation from the Executive Director - Planning & Regeneration, Regulatory & Housing Services in conjunction with the Head of Business Transformation.

All costs associated with providing and erecting name plates, except in exceptional circumstances, will be met by the Council, and once sited, the Council will maintain all necessary name plates.

Who is responsible for delivery of Street Naming and Numbering?

The Street Name and Numbering team, in consultation with Planning and Environmental Health Departments, the Council Tax & Non Domestic Rate Teams and Electoral Services.

Performance Monitoring

The Street Name and Numbering team will pass all requests for **new street names** to the relevant Council officers as mentioned above, who will pass back their recommendations; the Council will normally complete the process within 30 days. If no recommendations or comments are received within the time period given then it will be deemed to be accepted and the next stage of notification will commence

All requests for property name changes will be dealt with in 10 working days. *Please note, it may take at least six months for name changes to take effect in the systems used by other companies and organisations.*

Policy Consultation

This policy has been written by the Street Name and Numbering team in consultation with the Head of Business Transformation and has been discussed by the Corporate Management Team.

Policy Review

This policy will be reviewed annually by the GIS team within Business Development.

[This team has control of the Land & Property Gazetteers and the SN&N function]

Appendix A

Organisations we inform of new/changed addresses

External:

Valuation Office Agency
Land Registry
BT Newsites
British Gas Transco etc
Ambulance Service
Power Distribution Services
Hereford & Worcestershire Fire & Rescue Service
Geographers A-Z Map Company
West Mercia Constabulary
West Midlands Constabulary
Worcestershire County Council (Various departments)
Severn Trent Water
Ordnance Survey
Royal Mail Delivery Office Manager –

Internal:

Council Tax
Planning
Environmental Health
Land Charges
Electoral Registration

Appendix B

Contact Details

GIS Development Officer

Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: 01527 881425

GIS Support Officer

Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: 01527 881425

e-mail: llpqueries@bromsgroveandredditch.gov.uk

Appendix C

Department of Transport Circular No Roads 3/93 [edited in part]

Dated December 15th 1993, and issued by the Department of Transport

1. This Circular supersedes Circular Roads 35/77 but does not place any new burdens on local authorities. It updates the advice given in that Circular on design and installation of street name plates and reminds authorities of the need to maintain regular contact with the Royal Mail on new or revised naming and numbering proposals.
2. Councils are asked to ensure that consultation takes place with the appropriate Royal Mail Postcode Centre at an early stage when considering new street naming and building numbering schemes. This is to allow the Postal Services adequate time to comment before agreement is given to a scheme and enables the Council to make changes to the proposals in the light of any representations received.
3. It is important to both the Royal Mail and the Emergency Services to avoid giving streets similar names within the same locality. The close juxtaposition of similar names such as Park Road, Park Avenue and Park Gate Drive in the same area has proved to be a particular source of difficulty. A great variety of "999" calls are received each day and some callers can be vague in the details they give. Where names are duplicated it can be extremely difficult to pinpoint an exact location in order to enable an ambulance to attend in the time allowed.
4. All authorities are reminded of the continuing need to maintain a good standard of street name plates and property numbering schemes and to improve existing standards where necessary. Both are essential for the efficient functioning of the Postal and Emergency Services as well as for the convenience and safety of the general public. It should be remembered that street names should be legible by night as well as by day. Adherence to the standards set out can help to achieve the maximum advantage from the expenditure undertaken.
5. The illustration of particular designs [below] is not intended to preclude the use of others which might be more suitable for a particular locality, but authorities are strongly recommended to adopt approximately the same ratio of legend to background and to avoid unduly thin lettering in order to ensure legibility. Good colour contrast is also important and combinations which are likely to be a particular problem for those who are colour blind should be avoided. It is not suggested that existing plates of character and distinction should be replaced. The aim should be to promote a good standard of design.

This can be achieved by following the criteria set out.

6. Authorities are requested to keep the street name plates and building numbering schemes in their area under review and to ensure they are of a good standard. Street name plates at the junctions with main traffic routes should be given the first priority.
7. The relevant powers for local authorities are contained in Sections 64 and 65 of the Towns Improvement Clauses Act 1847, Sections 17-19 of the Public Health Act 1925, and for London Boroughs Part II of the London Building Act(Amendments) Act 1939, as superseded by Section 43 of the London Government Act 1963 and paragraph 14 to Schedule 8 of the Local Government Act 1985.
8. Could you bring this circular to the attention of the Chief Surveyor or Engineer and the Chief Financial Officer to your authority.

Recommendations for the installation of street name plates

9. Street name plates should be fixed as near as possible to street corners, so as to be easily readable by drivers as well as pedestrians. The name plate should normally be within 3 metres of the intersection of the kerb lines, but where this is not practicable this may be varied up to a maximum of 6 metres.
10. Street name plates should be mounted so that the lower edge of the plate is approximately 1 metre above ground level at sites where they are unlikely to be obscured by pedestrians or vehicles and at approximately 2.5 metres where obstruction is a problem. They should never be lower than 0.6 metres or higher than 3.6 metres.
11. Name plates should normally be fixed at each street corner. At minor cross-roads, particularly in residential areas, one plate on each side of the street positioned on the offside of traffic emerging from the road may be sufficient, except where the road name changes or it is thought that paragraph 8 would apply. At major cross-roads, name plates will be necessary on both sides of each arm.
12. At T-junctions a main street name plate should be placed directly opposite the traffic approaching from the side road.
13. Where the street name changes at a point other than a cross road both names should be displayed at the point of change and many local authorities have found it useful to include arrows to indicate clearly to which part of the street the names refer.
14. On straight lengths of road without intersections name plates should be repeated at reasonable intervals with priority given to such places as bus and railway stations and opposite entrances to well frequented sites such as car parks.

15. Where two streets branch off obliquely from a common junction with a third street, plates on fingerpost mountings can be useful, provided they do not obscure any traffic sign.
16. Where it might reasonably be expected, for example at intervals on long straight lengths of road or at intersections or T-junctions, many local authorities have found it useful to incorporate on the name plate information indicating the street numbers on either side of the intersection.
17. Whenever practical, street name plates should be mounted on walls, buildings or other boundary structures at the back of the footway. Post mounting or finger mounting should only be used where normal mounting does not make the plate conspicuous (*e. g.* where an important side road has a narrow entrance or in the exceptional circumstances mentioned in par. 7 above, or where it will frequently be obscured by pedestrian movement and cannot be mounted at the 2.5 metre height).
18. The name plates should be so fixed that there is a clear space of at least 300mm in every direction between them and any notices, advertisements or other printed or written matter. Where possible greater clearance should be provided. Nor should they be incorporated in other direction sign assemblies, but be kept distinct and mounted in as standardised a manner as possible. Care should be taken to keep the view of name plates free from obstruction by trees or other growth.
19. Where possible, name plates should be fixed so that they will be illuminated by light from street lamps, especially at important junctions, provided they remain visible to vehicles on the main carriageway.
20. Duplication of street names or nearly similar street names should be avoided within one postal area.

Recommendations for the design of street name plates

21. Because street name plates are commonly viewed from an angle it is important that wide well-spaced lettering should be used.
22. Capital lettering should be used to avoid confusion with traffic signs, which generally employ lower case lettering
23. Figures (i)-(vi) illustrate suggested alphabets and designs. It should be noted that many serif alphabets do not perform well when used on reflectorised backgrounds. Authorities are recommended to employ "sans serif" lettering on reflectorised name plates. Figures (iii) and (iv) employ a "sans serif" Gill letter. Figures (v) and (vi) use the pre-1965 Revised Standard Transport Alphabet. Figure (vii) shows the Transport Heavy Alphabet which is in current use for black legends on traffic signs.

The relationship of the stroke thickness to the letter height is shown in brackets. (It should be not more than 1:7 and not less than 1:4 to ensure adequate legibility). Figure (v) illustrates a street name plate with a "No Through Road" sign (diagram 816.1 in the Traffic Signs and General Directions 1981 (same number in the 1994 TSRGD). This sign may be used with any street name plate to indicate a no through road to vehicular traffic.

24. A 100mm actual capital letter height of lettering is the recommended standard for both the standard Transport and Transport Heavy Alphabets. With other alphabets with broader letter forms, 90mm may be used to reduce the length of the plate. Where fixing space is very restricted the design shown in Figure (vi) with either the Standard Transport or Transport Heavy Alphabets at 75mm letter height is preferable to using a 100mm alphabet with compressed letters and spacing. A 150mm letter height may be more appropriate on fast main roads.
25. Normally street name plates should have black lettering on a white background with a black border, as this gives the best contrast. Where coloured legends or backgrounds are used, a contrast ratio of at least 7:1 is required. The use of colour combinations with low contrast, for example bronze or brown lettering on green backgrounds, will result in poor legibility, especially under low pressure sodium lighting. The white background should be reflectorised wherever plates are likely to be viewed in the light from vehicle headlamps.
26. Only well known abbreviations should be used
e. g. Ave., Cres., St., etc.
27. When streets have been re-named, the old name crossed out but clearly legible should remain for at least 1-2 years and then removed.
28. Only durable materials should be used for the construction of name plates and they should be maintained in a clean condition. Where a name plate is mounted on a specially provided post care should be taken to ensure that the appearance of the post and back of the plate are as pleasing and as unobtrusive as possible. Aircraft Grey No. 693 to BS381c has been found an unobtrusive colour in most environments when erecting traffic signs and can be applied to street name posts. Black may also be used if preferred.
29. Area colour coding by a background colour on the street name plate is not recommended. There is a loss of good contrast with many colour combinations. A coloured border may be a suitable alternative. Good contrast (a ratio of at least 1) is necessary if this is to be effective.
30. The chief aim of letter spacing is to give good legibility having regard to the letter form used. Spacing should be sufficient to prevent letters having a jumbled appearance when viewed from an oblique angle.

The apparent area between successive letters should be as uniform as possible and this is affected by the shape of individual letters. Vertical strokes found in B, D, E etc. are those which need to be furthest apart.; the curves in B, C, D, G etc. permit a slight decrease in spacing; right angled letters, E, F, L etc. and sloping ones, A, K, V etc. can be closer still; some combinations such as LT, LY and VA can almost overlap.

31. The minimum spacing between words should be some 40-50 per cent of the letter height, dependent on the form of the terminal letters. The end spaces to the border should not be less than would apply if the border were the vertical stroke of an adjacent word, except that some reduction in end spaces may be satisfactory if the line consists of a single word or is the longest line of several. Top and bottom borders should not be less than 50 per cent of the letter height, and spacing between the lines not less than 40 per cent of the letter height.
32. If district names are included on the name plate they should be shown in a smaller or reduced height of lettering. Figure (iv) gives an example. (see below)



FIG. I KINDERSLEY — 90



FIG. II KINDERSLEY — 90

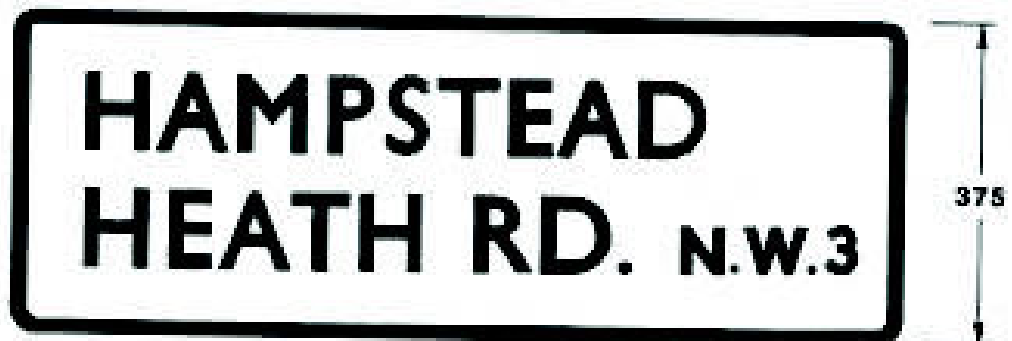


FIG. III GILL ($\frac{1}{2}$) — 90 & 50



FIG. IV GILL ($\frac{1}{2}$) — 90 & 50



FIG. V PRE-1965 REVISED STANDARD ($\frac{1}{8}$) - 100 & 50

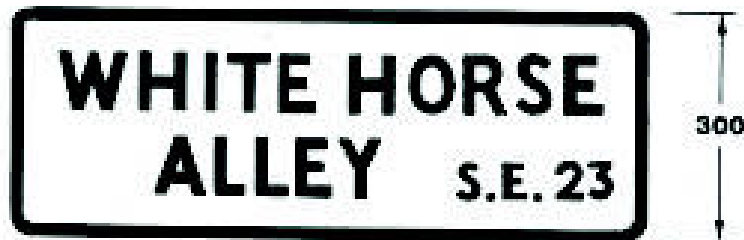


FIG. VI PRE-1965 REVISED STANDARD ($\frac{1}{8}$) - 75 & 50



FIG. VII TRANSPORT HEAVY ($\frac{1}{3}, 2$) - 105 (related to 75 x-height)

all dimensions in millimetres

APPENDIX 2 - Street Naming and Numbering Policy

'CANDIDATE LIST' FOR STREET NAMES

1. Parish and Tithe records

(compiled from the Crockfords Ecclesiastical Directory 1996 and other historical information – reference list available to view at Town Hall)

Parishes within a radius of 100 miles of Redditch

Field and other local topographical names.

2. Past Chairs and Mayors

Redditch Urban District Council

(1896 to 1973 in date order, excluding living persons)

Haines	Taylor
Townsend	Wilkinson (involved in building of Palace Theatre)
Gross	Bird
Guise	Paramore
Moule	Griffith
Whiteley	Spencer
Wright	<i>Wharrad</i>
Bladon	Hunt
Hughes	Dickens
Hollis	Parton
	Cole
	Ramsey, Vera
Whitmore	Beddowes, Pat
	Hadley, Joan

Redditch District Council 1974 - 1980 (excluding living persons)

Redfern, Ken

Redditch Borough Council (excluding living persons)

Baddeley, Doug

Jones, Alan

Passingham, Betty

Smith, Bob

Watton, David

Other Civic:

Treadgold, Mr E A (Former County Councillor, proposed in answer to Leader's Questions at the Council meeting 29th of January 2007).

3. Well-known local "Characters"

<u>Name:</u>	<u>Details</u> (if known):
Addeley	
Anker, Ron (suggested by Public & Environmental Services Committee 13/11/01)	Former serviceman, President of British Legion.
Arkles	
Beale	
<i>Bonham, John</i>	<i>Musician, Led Zeppelin (request from member of the public 2011)</i>
Bennett, Mavis	The "Redditch Nightingale", former radio star and opera singer.
Chipperfields	Showman, circus
Field, Charlie	Rag and bone man
Greenhill	Spring manufacturer
Gwilliam	Teacher
Harvey	
Heaphy	Shopkeeper
Hopkins	Shopkeeper
Hunt	Founder of Hymatic, fundraiser – note: similar to "Hunt End"

Humphries	Family butcher and shoe shop proprietor
Jarvie	(Dr.) Popular local GP
Maries & Coulson	Spring manufacturer
<i>Martin, Jackie</i>	<i>Local Character and Hospital Visitor – several requests & petition 2009.</i>
Ralph	Fruiterer, Redditch Carnival involvement
Sarsons	
Stallard, Charles	Local Artist
Taylor	Doctor (who delivered most of the babies of Redditch between the years 1790 and 1828)
Turvey	
Webb	Shopkeepers, Church Green
Whittington	

4. Redditch Needle and Fish Hook Manufacturers

Adams	Laight	Shrimpton
Allcock	Laugher	Tandy
Allwood	Lewis	Thomas
Avery	Lloyd	Townsend
Baylis	Mogg	Warner (Jonah)
Booker	Morrall	Warrin
Chambers	Morris	Webb
Cook	Newhall	Welch
Dyson	Paice	Wilkes
English	Perks	White
Evans	Pitts	Willis
Gould	Reading	Wyers
Guardner	Roberts	
James	Rodgers	
	Sealey	

Notes:

The source of the above information is the 1869 White's Trade Directory (recognised as the peak for the needle and fishing tackle production in the Redditch area).

Forge Mill Museum have highlighted the above names as being the most notable; there is no information available on sizes of the factories but addresses are available where known.

Where a name is not listed that name has previously been utilised to name an existing road or building name.

5. Other local and historical nature

Twining-related:

Burgundy (Region of France where Auxerre is located)

Freedom or Liberty (e.g. " - Square", proposed by Redditch Pakistan Community Forum, in relation to Gujar Khan Link)

Other names of twinning relevance (in relation to Auxerre, Mtwara, Gruchet-le-Valasse, St Elizabeth and Gujar Khan).

6. Town Centre Roads and Walkways

These have in the past been taken from streets now removed by redevelopment .

(Skinner Street is possibly the last such name remaining available for use.)

Names rejected or no longer available

A. Names not considered by Royal Mail to be suitable for use

Davis Royal Mail advise this is too similar to Davids Close.

Goodread Gardens, suggested during development proposals at Auxerre Avenue.

Royal Mail advise this is too similar to Goodrich Close.

Poole Royal Mail advise this is too similar to Pool Bank.

Quiney Royal Mail advise this is too similar to Quinneys Lane.

B. Names now allocated:

Chillingsworth (*named after the first tenant of Forge Mill*)
now allocated to block within Dixon Close, Enfield
(former Gas Works Site).

Harris (*named after the former Head Teacher of Ipsley County Primary School, which used to occupy the same site*)
now allocated to Harris Close in Greenlands.

Hollington (*named after well-known local Shopkeeper*)
now allocated to block within Dixon Close, Enfield
(former Gas Works Site).

Llewelyn Now appears in Margaret Llewelyn Davies Close.

Paddock (*named after Tom Paddock, 1824 -1863, of Redditch - bare-knuckle and English heavyweight boxing champion.*)
There is now a Paddock Lane.

Perkins there is now a Joseph Perkins Close.

Seacole There is now a Seacole House (*named after Mary Seacole, Jamaican nurse during the Crimean War*).

Somner (*named after Ken Somner, former Councillor and Mayor*)
now allocated to new housing development, adjacent to
Breedon Close, Lakeside.

Stranz (*Freeman of the Borough Walter Stranz, former Councillor and Mayor*). Walter Stranz Square.

Wilson (*named after Mrs Pat Wilson, former Councillor and Mayor*) now
allocated to new housing development off Feckenham Road,
Headless Cross.

END.

EXECUTIVE COMMITTEE

21st February 2012

VOLUNTARY & COMMUNITY SECTOR GRANT PROGRAMME 2012/13 - FUNDING RECOMMENDATIONS

Relevant Portfolio Holder	Cllr Carole Gandy, Portfolio Holder Community Leadership & Partnership
Portfolio Holder Consulted	Yes
Relevant Head of Service	Angie Heighway, Head of Community Services
Wards Affected	All Wards
Ward Councillor Consulted	(Grants Panel)
Key Decision	
Appendix 1 to this report contains exempt information as defined in Paragraphs 1, 2 and 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended.	

1. SUMMARY OF PROPOSALS

The Committee is asked to consider the recommendations of the Grants Assessment Panel in awarding grants to voluntary sector organisations for 2012 - 2013. The total budget available for grants is £240,000 and 37 applications totalling £336,300 have been received.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

- 1) **grants be awarded to voluntary sector organisations as detailed in Section 3.6 of this report; and**
- 2) **the additions to the Voluntary and Community Sector Grants Policy at paragraphs 5.4 and 6.2 be approved (Appendix 3) - these additions give clearer guidance to fundees the type of projects / services suitable to be submitted to Redditch Borough Council's Voluntary & Community Sector Grants programme.**

3. KEY ISSUES

Financial Implications

- 3.1 The total grant funding budget for 2012/13 is £241,000. The agreed provision of £1,000 to deliver support and events throughout 2012/13 will leave £240,000 available to allocate as grants to voluntary organisations.

**EXECUTIVE
COMMITTEE****21st February 2012**

- 3.2 The total funding being recommended in this document is £208,590, with the 3 Year Training & Support Programme budget set at £15,000.
- 3.3 The £16,410 remaining will be split between the 3 rounds of the Stronger Communities themes. See appendices 2 & 3 for details on deadlines dates and funding available under the next rounds of the Grant programme under the Stronger Communities theme.
- 3.4 The recommended funding detailed in this report will support a total of 20 projects by 18 organisations.
- 3.5 The Grant Panel has recommended a total of £208,590.
- 3.6 Following the scoring of the applications the Grants Panel recommend the following grants to be awarded:

Enterprising Communities - £85,000 Grant		
Organisation	Funding Requested	Project
CAB	85,000.00	Financial Advice
Total	85,000.00	
Enterprising Communities - £10,000 Grant - Pot = £20,000		
Organisation	Funding Requested	Project
Where Next	10,000.00	Continue work of organisation
Two Pennies Also known as "Worcester Cash"	10,000.00	1 to1 Financial Advice
Total	20,000.00	
Education & Learning Grant £10,000 – JSA		
Organisation	Funding Requested	Project
Barnardos Wheels	10,000.00	Support Service for Young People
Total	10,000.00	
Education & Learning Grant £40,000		
Organisation	Funding Requested	Project
The Play Council	40,000.00	Holiday & Crèche Scheme
Total	40,000.00	

**EXECUTIVE
COMMITTEE**

21st February 2012

Education & Learning Grant £3,000 - Pot = £15,000		
Organisation	Funding Requested	Project
Abbeyside Friends	3,000.00	Community Jubilee Celebration
IDC Sewing Café	3,000.00	Sewing Café programme
Chinese Association	3,000.00	Family Fun Zone at Morton Stanley festival
JestaMinute	2,890.00	Dads & Lads Project
Butterflies Training & Mentoring Community Interest	3,000.00	Creche & After School Scheme
Total	14,890.00	
Health & Well Being Grant £4,000 - Pot = £20,000		
Organisation	Funding Requested	Project
Carers Careline	4,000.00	Counselling sessions for carers
Touchstones Support	4,000.00	One to One Bereavement support programme for young people
Relate Worcestershire	4,000.00	Counselling sessions
Redditch Wheels Project	4,000.00	Funding for Youth Worker
JestaMinute	3,700.00	Men's Health project
Total	19,700.00	
Safe Clean & Green Grant £4,000 - Pot = £20,000		
Organisation	Funding Requested	Project
The Ditch	4,000.00	Youth Group
Boomerang	4,000.00	Premises Move
ATARA (Abbeydale Tenants & Residents Ass'n.)	3,000.00	Community Tool Bank
St Basil's	4,000.00	STaMP Project
IDC Sewing Café	4,000.00	Mobile Sewing Café
Total	19,000.00	
Total grant funding recommendations	£208,590.00	

**EXECUTIVE
COMMITTEE****21st February 2012**

- 3.7 In line with the policy the remaining un-allocated £1410.00 has been transferred into the Stronger Communities giving element which encourages localised current project delivery by Local Community groups. This has set the 3 rounds of Stronger Communities grant pots at £5470.00 each. Please see Appendices 2 & 3 for details on deadlines for timescales & funding available for the Stronger Communities 2012/13 Grant programme.

Legal Implications

- 3.8 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 3.9 There is a further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.

Service / Operational Implications

- 3.10 Applications for grant funding were required to address the themes recommended by the executive committee on 4th October 2011 and approved by the full Council on 17th October 2011 These are:
- 1) Enterprising Communities
 - 2) Education & Learning
 - 3) Health and Well Being
 - 4) Safe/Clean & Green
 - 5) 3 Year Training & Support programme – Bids invited February 2012
 - 6) Stronger Communities – 1st round Launch Date – 30th January 2012.
- 3.11 Under the Stronger Communities theme authority was delegated to the Head of Community Services, in consultation with the Grants Panel, to agree the allocation of community grants under the 'Stronger Communities' theme by Full Council on 13th December 2010
- 3.12 The Grants Panel met on 17th, 18th and 26th January 2012 to consider and score the applications.

**EXECUTIVE
COMMITTEE****21st February 2012**

- 3.13 The Grants Panel agreed that in the event of two or more applications achieving the same score, Section 3 (Added value of the Project) of the scoring matrix would be the deciding factor in recommending grant funding. See Appendix 5 for matrix scoring sheet.
- 3.14 The Council received 37 grant applications requesting a total of £336.300. See Appendix 1 for a full list of all applicants (confidential).

Customer / Equalities and Diversity Implications

- 3.15 By supporting the VCS organisations to successfully identify alternative / match funding the Council can help mitigate total reliance on the grant programme for many VCS organisations allowing them to explore other funding streams. This will allow Redditch Borough Council's grants programme to move forward year on year.
- 3.16 The Grants process facilitates engagement with and support for more marginalised people and promotes equality and diversity issues within the local authority.
- 3.17 Value can be added to the local VCS by ensuring transparency of grant-giving practices thus promoting fairness and diversity.

4. RISK MANAGEMENT

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

All appropriate documentation pertaining to the Grants process to be made readily available where requested.

5. APPENDICES

Appendix 1: Full list of all Grant applications submitted (confidential).

Appendix 2: Deadlines for the Stronger Communities Grant programme:

Process for Stronger Community Grant programme	Timescale
Launch -1st Round	Monday 30th January 2012
1st Application deadline for projects to commence from April 1st (Funds Released)	4pm, Friday 24th February 2012

**EXECUTIVE
COMMITTEE****21st February 2012**

Launch - 2nd Round – Theme	Monday 30th April 2012
2nd Application deadline for projects to commence from July 1st (Funds Released)	4pm Friday 25th May 2012
Launch - 3rd Round - Theme	Monday 30th July 2012
3rd Application deadline for projects to commence from 3rd October (Funds Released)	4pm Friday 24th August 2012
Assessment of applications	Within 14 working days of deadline
Successful and unsuccessful applicants informed	Within 21 working days of deadline

Appendix 3: Stronger Communities Grant Fund

Stronger Communities Grant	£16,410
1st round	£5,470.00
2nd round	£5,470.00
3rd round	£5,470.00

Appendix 4: Voluntary and Community Sector Grants Policy

**EXECUTIVE
COMMITTEE**

21st February 2012

Appendix 5: Grants scoring matrix

Section 1: Background to the project		A(0)	B(1)	C(3)	D(5)
The project					
1	has clearly set out its aims and aspirations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	supports local priorities (in addition to identified theme).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	is low risk to the Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Section Score (/15)			
Section 2: Project Planning		A(0)	B(2)	C(4)	D(6)
The project					
4	has a clear and robust financial outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	addresses the needs of people suffering social or economic disadvantage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	gives clear details on how the project will be structured, co-ordinated and promoted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Section Score (/16)			
Section 3: Added Value of the Project		A(0)	B(3)	C(5)	D(7)
The project					
7	has provided clear evidence of a local need that is not met by current or planned provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	provides specific, measurable, and realistic targets that clearly address the chosen theme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	provides a robust and realistic plan for sustaining the project after the period of grant aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	has clearly identified methods and structures to increase participation and/or increase the number of beneficiaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Section Score (/28)			

**EXECUTIVE
COMMITTEE**

21st February 2012

Matrix Scoring	/59
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23. BACKGROUND PAPERS

Redditch Borough Council's Voluntary and Community Sector Grants Policy.

Individual applications for grant (confidential).

24. KEY

VCS – Voluntary and Community Sector.

LSP – Local Strategic Partnership

JSA – Job Seeker Allowance.

AUTHOR OF REPORT

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Document is Restricted

APPENDIX 4

VOLUNTARY AND COMMUNITY SECTOR GRANTS POLICY

Table of Contents

1.	Introduction	2
2.	Scope	2
3.	Funding Framework.....	2
	3.2 Shopping	2
	3.3 Investing:	3
	3.4 Giving	3
4.	Purpose of Grant Funding	4
5.	Which Organisations are eligible to apply for a Grant?	5
6.	What will and will not be funded by a grant.....	6
7.	Risk considerations in grant giving.....	6
8.	Grant Conditions.....	8
9.	Assessment Process	8
10.	Assessment Timescales	10
11.	Monitoring.....	11
12.	Collaborative Working	11

1. Introduction

- 1.1 Redditch Borough Council supports Voluntary and Community sector organisations because we believe that a vibrant Third Sector is vital to our community. The Council is committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
- 1.2 Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure to be incurred.
- 1.3 There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4 This policy is written in conjunction with the “Let’s Do It Smarter – Worcestershire Compact: Funding and Procurement Code of Good Practice”. The Compact is a commitment to improve relationships between public and voluntary and community sector organisations, with a mutual objective of ‘delivering high quality, good value services and support to the local community’.

2. Scope

- 2.1 This policy applies only to the allocation of grants to voluntary and community sector organisations. It does not apply to any other means of financial support from the Council that may be available under other schemes.
- 2.2 This policy applies to all grant funding from Redditch Borough Council to voluntary and community sector organisations. This includes grants made available from individual service budgets.

3. Funding Framework

- 3.1 The Council uses the ***Shopping, Investing and Giving*** funding framework
- 3.2 **Shopping**: refers to procurement and contractual arrangements that are legally binding, where Redditch Borough Council seeks bids from external organisations to provide a specified service that Redditch Borough Council either has to provide by law, or it has made a decision to provide within its legal powers.

The technical differences between grants and contracts are as follows:

• ***A public sector grant involves the provision of subsidy (capital or revenue) funding, by the relevant public sector body, in support of a charitable, or other public benefit, service, which the public body wishes to support, as part of fulfilling its own public benefit remit.***

A grant is provided on conditions aimed at ensuring the proper application of the grant funds, but not in return for anything.

• ***A public sector contract involves the provision of goods or services, to the relevant public sector body, directly in return for payment representing the price of the relevant goods or services. Terms and conditions of a contract regulate the exchange of services for payment.***

The Council is committed to extending the opportunities available to voluntary and community sector organisations and are committed to actively encourage the VCS to be more involved in the design and delivery of more public services because of the 'added value' they can bring.. However, this policy does not apply to those arrangements which will be managed using a contract.

3.3 Investing: refers to the Council providing funding to develop the capacity of the voluntary and community sector. This may include making funding contributions to voluntary and community sector infrastructure support services, or making funding available for training or business development activities within organisations. ***This element of the funding stream will be aligned to the overall strategy of Redditch Borough Council, thus ensuring a strategic investment in VCS in order to skill up and strengthen front line VCS organisations to deliver value for money services and give a platform for the delivery of projects that strengthen and support the local communities. Themes and the percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects commencing after the 1st April of the following year. If this element is undersubscribed at the end of the Grant application process the remaining funding will be transferred into the giving element in order to support the Stronger Communities priority.***

3.4 Giving: refers to the Council providing funding to voluntary and community sector organisations to support work that contributes to the Council's aims, but which the Council does not have a statutory duty to provide. Awarding grants to the VCS is a key opportunity for the Council to reinforce its community leadership role. Small grants to local community groups (a maximum of £500.00 per application) can generate a significant amount of community activity and positive impact. Percentage of funding allocated for this element will be set prior to November by the Executive Committee for projects/events commencing after the 1st April of the following year.

The percentage for this element may increase if the funding allocations from the investing element are undersubscribed through the Grant application process. These groups will not need to be formally constituted but will need to have a recognised role within the community they serve.

The giving element will consist of 3 rounds of grant making:

- ***April***
- ***July***
- ***November***

with the total percentage of funding allocated to the giving element evenly distributed to each round. Head of Community Services, in consultation with the Grants Panel, to agree the allocation of community grants under the Local Strategic Partnership 'Stronger Communities' theme.

3.5 This policy applies to grants made to support the ***Investing*** and ***Giving*** elements of the Council's funding framework. For the purposes of this policy, a **grant** is a financial contribution to an activity designed and delivered by a voluntary and community sector organisation which the Council has chosen to support because it is broadly aligned with the Council's own objectives. A grant can be given either to contribute towards organisational costs, or to wholly or partly fund a specific piece of work. A grant is a financial contribution with an expectation of mutually agreed, clearly defined outcomes. These outcomes are specified in a grant funding agreement, and monitoring arrangements are commensurate with the value of grant given.

3.6 ***The giving element is regarded as sums of up to and including £500.00 and the investing element is regarded as sums valued at over £500.00. These limits will affect risk considerations (section 7), grant assessment criteria (section 9) and monitoring requirements (section 11).***

4. Purpose of Grant Funding

The Council provides grants to assist the development of a vibrant voluntary and community sector that delivers projects and activities of value to the local community.

Funding will only be provided where it can be demonstrated that a defined impact will be made. Organisations should demonstrate an outcomes focus in applications for funding.

The Council will require that all grant awards support Council objectives. The specific objectives to be supported will be made clear in all publicity relating to each grant opportunity.

Demonstrating support of Council objectives may include:

- a) ***linking grant awards to an approved list of Council priorities, the current priorities are Enterprising Communities, Safe, Clean and Green. With the option of including LSP or other priorities as identified by Redditch Borough Council***
- b) the Council choosing one or more specific outcomes in advance that will be achieved with the grant award. This will be particularly appropriate for individual departments wishing to make grants available to support the delivery of a particular service aim.

5. Which Organisations are eligible to apply for a Grant?

5.1 In order to be eligible to apply for a grant, an organisation must be able to prove that:

- a) it is voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
- b) it has a democratic structure and can demonstrate effective management of the organisation's business;
- c) it has a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from the account;
- d) it operates in the Borough of Redditch on behalf of Borough residents;
- e) it can demonstrate the need for financial assistance. An organisation will not normally be eligible for grant assistance if it holds reserves in excess of six months' average expenditure, unless the Council is satisfied that this position is justified by the organisation's reserves policy. Reserves are defined as those assets in the unrestricted funds of an organisation that can be made available for all or any of the organisation's purposes, once known commitments and planned expenditure have been provided for;
- f) it can demonstrate the service it is providing by giving details of its activities and the number of people it is in contact with;
- g) it meets all applicable legal requirements;
- h) it actively promotes equality issues within its structure and operations;
- i) all previous grants received from Redditch Borough Council have been spent in accordance with the grant award conditions attached to them.

- 5.2 The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- 5.3 The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.
- 5.4 *The Council will not make grants to organisations wishing to redistribute the funding applied for via their own bidding / application process.***

6. What will and will not be funded by a grant

- 6.1 Grant aid will only be considered for work that will be undertaken in the Borough of Redditch, and/or will be wholly or principally for the direct benefit of residents of the Borough of Redditch.
- 6.2 *Grants will only be approved for clearly defined projects / services on the basis that they support the themes identified for the applicable grant funded period.***
- 6.3 Grants cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought, ***this will include consultancy and brokering fees.***
- 6.5 Any grant awarded must only be spent for the approved purpose, i.e. applicants must be able to demonstrate that the funding has been spent as outlined in the grant application form as amended by the final grant offer letter for example by providing receipts.
- 6.6 Full cost recovery will not be considered for any grant awarded for projects under £5,000.

7. Risk considerations in grant giving

- 7.1 The Council has a duty to ensure that best use is made of its resources. This section considers risk in grant giving related to failure to achieve best use of Council resources. It does not consider risk assessment of, for example, items related to health and safety, which should form part of the grant assessment criteria as outlined in paragraph 9.6.
- 7.2 The Council acknowledges that the creativity and innovation of the voluntary sector can carry risks for non-delivery, for example where a new idea does not work out as intended.

- 7.3 The Council uses the general principle of requiring a lower level of risk the higher the amount of funding provided. Maximum levels of funding will only be provided where the risk of non-delivery is very low.
- 7.4 In order to achieve an appropriate balance between managing risk and supporting innovative ideas or new organisations, a grant limit of £5,000 will apply to:
- a) organisations that have been in existence for less than one year;
 - b) organisations that do not have audited accounts;
 - c) organisations that are not registered with either the Charity Commission or Companies House, or other appropriate government regulator;
 - d) innovative pieces of work testing a new approach to service delivery.
- 7.5 Assessment of all voluntary and community sector grants made by the Council will look more favourably on applications that:
- a) have a strong evidence base of need;
 - b) provide strong evidence that the proposed approach is likely to achieve the desired outcomes;
 - c) do not contain high revenue costs that cannot be sustained;
 - d) demonstrate how a lasting benefit will be achieved.
- 7.6 The higher the sum of money applied for, the greater the need for applications to:
- a) be from organisations with a good track record of delivery;
 - b) be from organisations with a range of funding streams;
 - c) meet wider aims and objectives of the Council;
 - d) support delivery of Redditch Sustainable Community Strategy or other appropriate document;
 - e) demonstrate co-operative working relationships with other organisations.
- 7.7 Payment schedules will balance the need for the Council to ensure proper accountability for use of public money with appropriate recognition of cash-flow issues that may be experienced by voluntary and community sector organisations. The general principle will be that payment is made in advance of project delivery, with instalment frequency and size commensurate with the overall size of the grant awarded.

General guidelines for payment schedules are:

- a) Grants of a total of £5,000 or less will be paid in full in advance of the project being delivered, payment will be made to successful applicants within 1 month of the submission deadline date, with monitoring information required following the project;
- b) Grants of between £5,000 and £10,000 will be paid in two instalments of 50% each. The first instalment will be paid in advance of the project being delivered. The second instalment will be paid after satisfactory monitoring information has been supplied on the progress of the project. For projects lasting one year, the second instalment will usually be due to be paid six months after the start of the project.
- c) Grants in excess of £10,000 will be paid by quarterly instalments in advance of project activity. Each instalment will only be released after satisfactory monitoring information has been supplied on progress of the project.

8. Grant Conditions

- 8.1 Information on the conditions that will apply to a grant will be made available to applicants before they apply.
- 8.2 Monitoring information will be required on all grants, as outlined in section 11.
- 8.3 All grant offers will be subject to the grant recipient accepting the grant conditions. A full set of grant conditions and monitoring requirements will be agreed with grant recipients before the final grant award is made. No changes will be made after this time.

9. Assessment Process

- 9.1 Themes and the percentage of funding allocated for the 'Investing' and 'Giving' elements will be set prior to November by the executive Committee for projects commencing after the 1st April of the following year.
- 9.2 All opportunities for Voluntary and Community Sector grant funding from Redditch Borough Council will be openly advertised using a minimum of:
 - Notice of the opportunity on the 'Voluntary Sector Support' section of the Redditch Borough Council website;
 - Notice of the opportunity circulated among an appropriate network or infrastructure organisation.

9.3 In addition to the minimum requirements outlined in paragraph 9.1, other advertising may be undertaken to promote grant opportunities as openly as possible.

9.4 Information provided to grant applicants will include as a minimum:

- The amount of money that is available in total;
- The minimum and maximum amount of money that is available to each applicant;
- Clear information on the purposes for which funding is offered;
- Clear information on eligibility criteria;
- Details of the full assessment criteria against which applications will be judged;
- A full list of conditions that will apply to the grant, including payment schedules and required monitoring information;
- The deadline by which applications must be submitted;
- The date by which applicants will be informed of the outcome of their application.

Grant application forms will be made available in paper and electronic formats.

9.5 Applicants must complete a Standard Application form and provide relevant supporting documents. This is to ensure objective assessment of all grant applications. The Council will not award any grant to an organisation whose application has not been formally assessed.

9.6 All grant applications will be assessed using pre-selected assessment criteria. The details of the assessment criteria will be made available to all applicants before they apply for funding. The assessment criteria will be chosen as relevant for the funding opportunity, but as a minimum will include:

- Clear outline of how the purposes for which the grant is made available will be met;
- The outcome(s) that the proposal will achieve;
- The structure and delivery plan that will support the achievement of the stated outcomes;
- The clarity of the proposal's financial outline;
- The organisation's ability to successfully manage finance, evidenced by submission of accounts, bank statements and cash flow forecasts as appropriate;

- The approach to health and safety, duty of care, and other appropriate best practice requirements, and the organisation's ability to successfully manage these on the project;
 - The sustainability of work after the period of grant aid.
- 9.7 All assessment criteria will be based on meeting need within the community. There will be no pre-determined demographic allocation of funds. Some funding opportunities may be restricted to a particular delivery area, e.g. to a specific ward, but only where this is to address a specific identified need.
- 9.8 Full cost recovery is the process of sharing an organisation's core costs proportionately between its projects and areas of work. The Council supports the principle of full cost recovery for all grants over £5,000. However, applicants must provide clear explanations and justification for all calculations related to full cost recovery, which will be judged on a case by case basis.
- 9.9 All grant applications will be assessed by the Council's Grants Panel. The Grants Panel will consist of a minimum of five elected Members, with a minimum of three Members required to make decisions regarding grant awards. Conflicts of interest will be recorded, and members with a conflict of interest for a particular grant round will not participate in the assessment of any application in that grant round.
- 9.10 The Grants Panel will receive appropriate training in grant assessment, and will be supported by at least one officer with appropriate knowledge and expertise in the area for which the grant is being offered.
- 9.11 The Grants Panel will report its recommended decisions on grant applications to the Council's Executive Committee for approval.
- 9.12 Unsuccessful applicants will be offered feedback on the strengths and weaknesses of their application
- 9.13 *Only 2 applications may be submitted by any one organisation under each theme of the grants programme.***
- 9.14 Appeals against the process used to award a grant will be dealt with using Redditch Borough Council's complaints procedure. ***The Head of Community Services will handle the initial complaint.*** There is no right of appeal as to the decision itself.

10. Assessment Timescales

- 10.1 Other opportunities may be made available to apply for grants, for example from individual Council services seeking to deliver a specific objective.

In all cases, there will be a minimum of three weeks from announcement of the grants opportunity to the closing date for applications, and a maximum of 12 weeks from the closing date for applications to applicants receiving notification of the outcome. The length of the bidding process will be proportionate to the type and value of the grant.

10.2 For the 2012/13 grants round Officers will ensure that the Grants process begins in August 2011. Advertising from September 2011 and approval by December 2011 for projects commencing 1st April of the following year – allowing successful applicants to place the project into their delivery calendar and to apply for match funding grants and giving unsuccessful applicants feedback and enough time to secure funding from alternative channels.

11. Monitoring

11.1 All grant funded projects will be regularly monitored with applicants obliged to submit details of how the project is progressing. Monitoring requirements that will apply to a grant will be commensurate with the amount of money awarded, and will be agreed with the funded organisation before final confirmation of a grant award is made.

11.2 All Grant panel members will be offered a training support package to ensure they are up to date with current trends and policies within the grant giving arena that affect the VCS.

11.2 All grant recipients will be required to attend Quarterly monitoring workshops. These will be delivered to gauge the outcomes and effectiveness of the funding is consistent with the Funding application.

11.3 A quarterly breakdown of the funding expenditure is submitted to the Grants team for review.

11.4 Receipts and other monitoring information must be submitted to the Council as proof of spend within six months of the grant being received by the organisation (till slips, credit card vouchers, photocopied or altered receipts will not be accepted).

11.5 The Council reserve the right to withhold future payments and reject any further applications if they are dissatisfied with how grants funds have been used.

12. Collaborative Working

12.1 The Council recognises the potential benefits of working collaboratively with other funders.

The Council will investigate all opportunities for working with other funders where this will provide a better use of Council resources.

12.2 Working with Economic Development the Grants Officer will work with the Local VCS to highlight and advertise all tendering and procurement opportunities available to the Sector.

12.3 The Grants Officer will engage with the VCS to initiate partnership working with the Sector itself.

12.4 To enable the collaborative working to take place with both external funders and local VCS organisations / groups, it will be agreed on a year on year basis for a fund of £2000.00 to be allocated from the grants fund for the Grants team to enable delivery of:

- **Workshops, Networking and promotional events**
- **Advertising and communication support**
- **Newsletters: and**
- **Support packages.**

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**EXECUTIVE
COMMITTEE**

21st February 2012

EMPLOYMENT POLICIES – SPECIAL LEAVE

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

1. SUMMARY OF PROPOSALS

To seek the Committee's approval of the revised Special Leave policy that has been developed and provisionally agreed by the Corporate Management Team (CMT) and Trade Union Representatives.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

the Special Leave policy attached to the report at Appendix 1 be approved and adopted.

3. KEY ISSUES

- 3.1 As Members may be aware, Officers and Unions have been working together to review a number of employee related policies over the last 12 months. A number of policies were reported to the Executive Committee on 2nd and 23rd August 2011. The policy attached to this report is in addition to those already approved.
- 3.2 This report includes the proposed revised policy developed and agreed with the Trade Unions with regard to the special leave arrangements available to employees to support them in dealing with unforeseen circumstances.
- 3.3 Officers recognise that from time to time employees will encounter unforeseen or unexpected situations which will create the need to take leave at short notice. Although employees are encouraged to take annual leave or flexi-time in the first instance, circumstances may mean that this is not possible or appropriate.
- 3.4 The proposed policy would enable employees to request unlimited special unpaid leave, a change from the current limited paid leave, to deal with situations such as family or domestic emergencies. This is in line with an employee's rights to reasonable time off.

**EXECUTIVE
COMMITTEE**

21st February 2012

Currently there is a provision of 5 days paid leave in a 12-month period. However, this provision is open to abuse and is no longer felt to be sustainable from either a business or financial perspective.

- 3.5 In addition the policy provides employees with up to 5 days paid bereavement leave in a 12-month period following the loss of a close relative or dependant. Further details of the policy are attached at **Appendix 1**.

Financial Implications

- 3.6 None as a direct result of this report.

Legal Implications

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

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

Service / Operational Implications

- 3.8 The proposed revised policy has been negotiated and agreed with Union representatives.

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

The proposed policy reflects the changes required to ensure a consistent approach to employee related matters.

5. APPENDICES

Appendix 1 – Proposed Special Leave Policy

**EXECUTIVE
COMMITTEE**

21st February 2012

6. BACKGROUND PAPERS

Previous employment-related policies.
Exempt / confidential minutes / documents from negotiations with
Union representatives.

AUTHOR OF REPORT

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APPENDIX 1 - Special Leave Policy

1. Introduction

This policy applies to all employees of the Council.

Special Leave is a short period of time off work to allow employees to deal with bereavement or personal/ family emergencies such as the immediate care for children or elderly relatives.

With the exception of time off for bereavement, Special Leave will be unpaid.

All Special Leave request will be treated reasonably and will depend on the needs of the service.

This policy applies to all employees of Redditch Borough Council.

The following policies should be read in conjunction with the Special Leave Policy:

- Annual Leave Policy
- Flexi-time Policy
- Parental Leave

2. Policy

Managers may authorise up to five days paid time off for bereavements. This includes time to deal with the immediate impact of the death and to attend the funeral.

All other absences under this policy, including those for emergencies such as breakdown in child/elderly care, illness of a dependent or a domestic problem such as fire or flood, will be unpaid.

Managers will take into account the possibility of using annual or flexi leave when considering applications for unpaid Special Leave.

3. Procedure

3.1 Employees

All time off under this policy must be approved by Line Management.

Each request will be considered on its merits, taking individual circumstances into account. Managers may turn down requests for operational reasons or because the request does not comply with this policy.

When requesting paid or unpaid leave you must:

- Discuss with your Line Manager as soon as practicable the reason for your request and expected date of return to work.
- Submit a Special Leave application form to your Line Manager.
- Stay in touch with your Line Manager while you are away from work and let them know of any changes in your circumstances.

Approach your Line Manager as soon as possible if you think you may need more time off. Your Manager will decide whether this is possible from a service delivery perspective. A further discussion will be required with your Line Manager whereby options can be discussed including the use of flexi and annual leave

3.2 Managers

You should consider the request for Special Leave in accordance with this policy. Approval of applications will depend on service delivery considerations, taking into account:

- what is the reason for request
- whether it is possible to provide cover for the absence without causing serious disruption to the service or incurring significant costs and
- other absences for the period requested, e.g. maternity/paternity/adoption leave, training commitments, annual leave.

You must also:

- notify the employee of your decision as quickly as possible
- agree arrangements for keeping in touch
- notify Payroll if adjustments to pay are appropriate

4. Types of Special Leave

4.1 Bereavement

The number of days granted as Special Leave will depend on the nature of the employee's relationship to the deceased, any responsibility they may have for funeral arrangements and the distance the employee has to travel to attend the funeral.

Managers will allow up to five days paid Special Leave following the death of a partner/civil partner/spouse, child/stepchild, brother/sister, parent or grandparent. This will include time to attend the funeral and can therefore be taken in separate spells, if necessary.

Where an employee wishes/needs to take more time off, they will be expected to use annual or flexi leave and this will be subject to agreement by Line Management in the normal way.

4.2 Other Time Off

With the exception of time off for bereavements, all Special Leave will be unpaid.

Unpaid Special Leave allows employees to deal with immediate problems such as illness of a dependent, breakdown in child/elderly care (including unexpected school closures) or domestic emergencies such as fire, flood, heating breakdowns etc.

Where an employee needs to take more time off, they will be expected to use annual or flexi leave and this will be subject to agreement by Line Management in the normal way.

5. Adjustments to salary per day

Reduction in salary resulting from unpaid leave will be calculated at 1/365 of the annual gross salary (1/366 in leap years)

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



Overview and Scrutiny Committee

24th January 2012

MINUTES

Present:

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

Also Present:

Mr P Mitchell (Lead petitioner representing the short-stay car parking petition) and supporters.

Officers:

R Dunne, J Godwin, L Hadley, S Morgan, J Staniland and L Tompkin

Committee Services Officer:

J Bayley and M Craggs

146. APOLOGIES AND NAMED SUBSTITUTES

No apologies for absence were received.

147. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

148. MINUTES

RESOLVED that

the minutes of the meeting of the Committee held on Tuesday, 10th January 2012 be confirmed as a correct record and signed by the Chair.

149. PETITION - SHORT STAY PARKING - TOWN CENTRE

The Committee considered a petition regarding short-stay car parking in the town centre.

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Chair

Overview and Scrutiny Committee

24th January 2012

Prior to the lead petitioner and other members of the public being invited to speak to the petition, Officers confirmed that the Council's petition arrangements had been revised since this particular petition was first received by the Committee on 29th November 2011. The threshold for the consideration of any petition by Council had since increased to 1,000 signatures. However, it was explained that as this petition had been received prior to the new arrangements being established, it had retrospectively met the threshold required for consideration by the Overview and Scrutiny Committee.

The lead petitioner and other members of the public invited to speak expressed concern that the absence of a short stay car parking facility on Unicorn Hill and Church Green West was compromising the function of local businesses. It was felt that this was having a negative effect on business, particularly as suppliers were currently unable to park outside a certain unit for a short period to deliver supplies. The petitioners did not feel that the facility for short stay car parking on Bates Hill was sufficient to meet the needs of local business and customers. Members of the public invited to speak commented that not only did they represent the views of their business colleagues on Unicorn Hill on this issue, but also their customers.

Officers explained that a town centre parking meeting had been convened on 2nd December 2011 to facilitate further discussion on the matter. It was the opinion of relevant agencies, including the Police and the County Council, that there were no other suitable locations in the town centre for short-stay car parking, including Unicorn Hill.

Members suggested that the petition be referred to an appropriate decision making body. It was also proposed that Officers facilitate a further meeting with the relevant stakeholders, including business representatives and town centre agencies, the outcome of which could inform the decision making body to most appropriately resolve the issue.

RECOMMENDED that

- 1) the Executive Committee refer the issue of short-stay car parking in Redditch town centre for consideration to the Worcestershire County Council's Highways Forum;**
- 2) the Executive Committee ask Officers to facilitate a meeting with relevant agencies and stakeholders, including the petitioners, to obtain further information on**

Overview and Scrutiny Committee

24th January 2012

proposals for short-stay car parking in the town centre prior to its consideration at the Highways Forum; and

RESOLVED that

3) the petition be noted.

150. PORTFOLIO HOLDER ANNUAL REPORT - LEISURE AND TOURISM - COUNCILLOR DEREK TAYLOR

Further to consideration of the Portfolio Holder for Leisure and Tourism's written report at the meeting of the Overview and Scrutiny Committee on 29th November 2011 and Members' agreed questions to be put to the Portfolio Holder, Councillor Derek Taylor provided the following responses as part of his annual report.

1) What process does your department have in place for promoting community liaison?

A variety of methods and techniques had been used to promote community liaison to help improve service delivery or shape new services based on the needs of residents', including: relevant forum groups – including the Parks Forum; social media and a dedicated website to promote the AiR Partnership; volunteer programmes; and obtaining feedback through questionnaires and feedback forms. The Committee received a case study example of how these consultation methods had shaped service delivery at Morton Stanley Park.

The Committee was also informed of the department's plans for 2012/13 to build on its good work around engaging with the local community. This included developing the department's section of the Council website and promoting its work through electronic marketing methods. The department was also setting up an events facilitation pack to enable local voluntary groups to set up their own events.

Members encouraged the Portfolio Holder and relevant Officers to continue to facilitate and promote events for the Redditch youth. Officers confirmed that discussions on this subject were ongoing with the Youth Services Provision Task and Finish Group.

Overview and Scrutiny Committee

24th January 2012

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?

Members heard that the anticipated saving of £40,000 to the 2012/13 revenue budget through restructuring would be achieved.

There had been a 15% increase in the number of performances in the Palace's Autumn/Winter period compared to the same period twelve months before. Attendance figures and the Palace's audience market share remained stable.

The income targets will be revised upwards from 2013/14 once the final changes to the management structure had been implemented.

- 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?

It was hoped that forthcoming new productions, as part of the Palace's rolling eighteen month production programme, would attract a more diverse audience to the Theatre. A more targeted approach had been utilised to use market segmentation to identify key target groups that would be interested in a certain aspect of the programme. Social media, especially Twitter, was also being utilised to promote the Theatre's productions to a wider audience. The Palace was also advertising its productions in nearby restaurants to attract more families and couples to the Theatre. Finally, it was explained that external funding had been sourced, including from County Council grants, to develop audience development performances for harder to reach audiences, such as members of black, minority and ethnic communities.

The Committee heard that incremental improvements had been made to the Palace since the new post of Palace Theatre Manager had been created and filled as part of the new management structure.

Members very much welcomed the improvements that had been made to the Palace Theatre and encouraged a more diverse range of productions being put on.

Overview and Scrutiny Committee

24th January 2012

3) How well is the new contract at the Arrow Valley Countryside Centre working for people in Redditch?

The new contract had produced the savings expected and provided additional resources to cover the Parks and Open spaces at weekends. This had also provided additional resources for improvements to the events service.

Members heard that water sports activities would soon be provided from the site. The initial activities were to include canoeing, wind surfing, raft building and general water skills. There had also been an increase in angling competitions taking place on the lake. Members also were informed that the Council remained responsible for providing children's activities at the Centre.

No formal complaints about the new operator had been received, although a couple of negative letters has surfaced in the local press.

4) What events have been arranged around the Olympic Torch coming through Redditch in the summer?

It was explained that legal restrictions were in place around what can and could not be published at the present time. However, the Committee was informed that the Community Task Force was soon to a devise plan which complied with the obligations around the National Torch Relay agenda.

The ethos of the Olympics was to be celebrated, with a specific focus being placed on community involvement. A communications plan would soon be developed around this and presented to the Committee for its consideration.

5) What impact has the new shared service arrangements in your department made upon the Council's revenue?

Members received a breakdown of the cost savings that had been generated by the new shared service arrangements. The projected saving for 2011/12, pending actual outturn figures, was approximately £44,000

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 in the Council?

Overview and Scrutiny Committee

24th January 2012

Members were informed that no additional income is raised from the timber sale. Income is instead reinvested into the Woodland Management Scheme which generally operates to a balanced budget.

Members were referred to Environmental Services for further information.

On behalf of the Committee, the Chair thanked Councillor Taylor for his annual report.

RESOLVED that

the report be noted.

151. CORE STRATEGY - POST-SCRUTINY

As requested, the Committee received a summary report on the subject of the Core Strategy.

The Committee heard that the Council had received over 300 responses as a result of the consultation which helped inform the Executive Committee's consideration of individual assessments. Of these, a decision on the Transport Assessment had been deferred to a later date. The Council had also received three petitions in response to the consultation material.

Officers were encouraged to ensure that the planning arrangements remained specifically focused on Redditch. It had been acknowledged that the receipt of new planning guidance from Government had complicated the local planning arrangements after significant progress had been made with the Core Strategy.

Members were supportive of the decisions that had been reached at the Executive Committee and Full Council regarding the Core Strategy.

RESOLVED that

the report be noted.

152. EXTERNAL REFURBISHMENT OF HOUSING STOCK SHORT, SHARP REVIEW - MONITORING UPDATE REPORT

The Committee received a progress update on the approved recommendations of the External Refurbishment of Housing Stock Short, Sharp Review Group.

Overview and Scrutiny Committee

24th January 2012

Members heard that appropriate actions for around half of the recommendations had already been completed. Progress on a number of the outstanding actions was already well underway.

The gratitude of the Chair of the Task and Finish Group, ex Borough Councillor Graham Vickery, was passed onto Officers.

RESOLVED that

the report be noted.

153. ENERGY ADVISOR - REVENUE BID 2012/13 - UPDATE REPORT

As requested at the previous meeting of the Committee, Members received further information on the revenue budget bid for an Energy Advisor to be employed to service Redditch Borough Council and Bromsgrove District Council (Appendix 1).

Members heard that the cost of the bid amounted to approximately 1% of both Councils' combined expenditure on gas and electricity. An important aspect of the role would be to identify appropriate locations where Solar Panels could be installed to help realise additional savings for both local authorities. It was the intention that, should the bid be approved, the Council would tender external consultants to undertake the work. Indeed, Members were very keen that the Council should continue to draw upon available expertise.

RECOMMENDED that

- 1) the revenue bid for the Council to invest with Bromsgrove District Council in an Energy Advisor be supported as a high bid in the budget bids process for 2012/13; and**

RESOLVED that

- 2) the report be noted.**

154. QUARTERLY BUDGET MONITORING REPORT - QUARTER 2 - JULY - SEPTEMBER 2011

The Committee considered the quarterly budget monitoring report for the period July to September 2011. Of particular note, projected savings of £408,000 had been identified for the Council's budget.

Overview and Scrutiny Committee

24th January 2012

Members returned a number of comments and requested clarification on expenditure levels detailed in the report in relation to the Home Repairs Grant; and the projected variance figures for Audit Services.

RESOLVED that

the report be noted.

155. QUARTERLY PERFORMANCE REPORT - QUARTER 2 - JULY-SEPTEMBER 2011

The Committee considered the quarterly performance monitoring report for the period July to September 2011.

It was explained that the performance indicator set used to measure the Council's performance had been rationalised – therefore the number of indicators included in subsequent quarterly reports was to reduce. With no current legal requirement for local authorities to produce specific performance data, a fresh emphasis was being placed on collecting and reporting data that were of greatest relevance for Redditch.

Members received an overview of the report. Performance in several indicators had improved, including around the amount of household and residual waste the Council had collected. Of those indicators of concern, the Committee heard that over 22% fewer people had attended sports development sessions compared to the same quarter in 2010/11.

Members welcomed the more streamlined approach that would be used to report on the Council's performance.

RESOLVED that

the report be noted.

156. ACTIONS LIST

Members were referred to progress that had been made to remove a number of bin cupboards from council properties to deter fly-tipping in Mickleton Close, Oakenshaw. Discussions were ongoing between housing and legal services in relation to the removal of bin stores belonging to owner occupiers. Affected residents were also to be consulted.

Overview and Scrutiny Committee

24th January 2012

The Committee was also notified that the date of the next West Midlands Regional Scrutiny Network meeting had been brought forward by a week to 8th March 2012.

RESOLVED that

the report be noted.

157. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

Members were referred to the Executive Committee's decision for Budget Setting 2012/13, most notably that the capital budget bid to improve footpaths in Morton Stanley Park be retained as a high priority.

RESOLVED that

the minutes of the meeting of the Executive Committee held on 10th January 2012 be noted.

158. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no scoping documents.

159. 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 informed Members that the Group had made excellent progress and was approaching the stage when it would be in a position to make its final recommendations. The Group had held a number of recent meetings with relevant stakeholders and had collected a significant amount of evidence in the process.

The Chair expressed his thanks to Jess Bayley, Overview and Scrutiny Support Officer, for all the support she had provided on the review to date.

b) Improving Recycling – Chair, Councillor Gay Hopkins

Members were advised that two meetings had been held since the last update had been provided. The Group had interviewed

Overview and Scrutiny Committee

24th January 2012

Councillor Anthony Blagg, County Council Cabinet Member with Responsibility for Environment and Waste Management, around the recycling process in Worcestershire and how recycling rates could be increased in the Borough. Members had also met with Officers who had recently undertaken their own mini-review of recycling to obtain their thoughts, including how best to engage non-English speaking residents on recycling.

The Group had also looked at a map of recycling in Redditch which illustrated the recycling rates in different parts of the Borough based on a single run. Members felt that this was especially useful in helping to determine how recycling rates varied between different areas.

Finally, the Committee heard that the Group had also undertaken a very useful trip of local recycling sites that were part of the *100% Project*. This referred to installing new facilities for recycling at sites that previously did not have any provision.

c) Promoting Sporting Participation – Chair, Councillor Luke Stephens

Members were advised that the Group had not met since holding a joint-meeting with the Youth Services Provision Group to discuss communications matters. It was increasingly evident that helping to publicise and communicate the sporting activities in Redditch was a fundamental aspect of the review.

Officers from ICT and the Sports Development Unit had been invited to the Group's next meeting on 25th January 2012, where, amongst other matters, the feasibility for establishing a new website to promote sport in Redditch would be discussed.

Concern was expressed that progress on the review had unfortunately been hampered by Members lack of availability.

d) Youth Services Provision – Chair, Councillor Simon Chalk

Councillor Chalk informed the Committee that the Group was expecting to soon make its final recommendations. A number of meetings had recently been held with good progress made. Members especially enjoyed a recent trip to The Trunk, a centre that provides youth services in Bromsgrove.

Overview and Scrutiny Committee

24th January 2012

The Group was to take its preliminary recommendations to the Student Council meeting on 30th January 2012 to invite feedback.

RESOLVED that

the update reports be noted.

160. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Quinney provided an update on the work of the Worcestershire Health Overview and Scrutiny Committee (HOSC), as Redditch Borough Council's representative.

Members heard that the HOSC were continuing to monitor the potential location of central ambulance hubs within areas served by the West Midlands Ambulance Service NHS Trust as part of *Worcestershire Make Ready*. A good practice report of how these hubs had been established in Staffordshire was to be received.

The HOSC was also reviewing the plans to create a centralised stroke unit for Worcestershire. Care for patients was currently provided at both the Alexandra Hospital and Worcestershire Royal Hospital.

RESOLVED that

the report be noted.

161. CRIME AND DISORDER SCRUTINY PANEL - CHAIR'S UPDATE

The Chair of the Redditch Crime and Disorder Scrutiny Panel, Councillor Bill Hartnett, delivered a presentation on the subject of the most recent meeting of the Panel that took place on Tuesday 17th January 2012.

Members heard that the Panel had had another productive meeting. It had been informed that two Officers had recently been invited to attend a specialist training course in crime prevention. This had been the first time that non-Police officers had attended. It was expected that the Officers would utilise their new expertise to give additional support to the planning and licensing teams. A question around what benefits the Borough would accrue through this had been phrased and submitted to the Chair of the Community Safety Partnership ahead of her appearance at the next meeting to deliver her annual report.

Overview and Scrutiny Committee

24th January 2012

The Panel had also been made aware of how the Community Payback Scheme was leading to recent offenders putting something back into the community; and how the Victim Support Scheme was giving invaluable support victims of crime during the process of giving evidence as a witness. Questions about how the greater awareness could be raised were also submitted to the Chair of the Community Safety Partnership.

The Panel also received the 2011/12 quarter two performance tables for the Redditch Community Safety Partnership Framework. It was explained that there was a balanced mix of crime figures going up, staying the same, and decreasing. However, Members heard that for crime types where there had been a rise in offences, this was largely attributed to increased public confidence in reporting incidents of crime.

On a related matter, the Committee heard that Worcestershire County Council was very satisfied with the response to the introduction of the non-emergency 101 number, and felt that an excellent service had already been established.

RESOLVED that

the report be noted

162. REFERRALS

There were no referrals.

163. WORK PROGRAMME

RESOLVED that

the Committee's Work Programme be noted.

The Meeting commenced at 7.00 pm
and closed at 9.40 pm

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Chair

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

21st February 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	Last meeting – 7th February 2012.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Bush John Staniland / Georgina Harris	Next Meeting – 18th June 2012.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****21st February 2012**

3.	Housing Advisory Panel	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Brazier Liz Tompkin	Next meeting – 22nd March 2012.
4.	Planning Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr R Hill John Staniland / Ruth Bamford	Next meeting – 28th February 2012

B. OTHER MEETINGS

5.	Constitutional Review Working Party	Chair: <u>Cllr Gandy</u> / Vice Chair: Cllr Braley Steve Skinner	Next meeting – 27th February 2012
6.	Member Support Steering Group	Chair: Cllr <u>Brunner</u> / Vice-Chair: Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 27th October 2011
7.	Grants Panel	Chair: Cllr <u>Chance</u> / Vice Chair: Cllr Braley Angie Heighway	Last meeting – 26th January 2012
8.	Procurement Group	Chair: Cllr <u>Braley</u> / Vice-Chair: Cllr Anderson Jayne Pickering / Teresa Kristunas	Last meeting – 8th September 2011.
9.	Independent Remuneration Panel	Chair: <u>Mr R Key</u> / Sheena Jones (WDC) / Trish Buckley	Last meeting – 10th November 2011.

REDDITCH BOROUGH COUNCIL

EXECUTIVE COMMITTEE

21st February 2012

22. **APPENDICES**

None.

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

21st February 2012

ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Gandy / R Dunne	<p>Single Equalities Scheme</p> <p>Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.</p>	Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present.
21st May 2011		
M Braley / T Kristunas	<p>Review of Lease - 21 and 21a Salters Lane</p> <p>Officers to prepare a report on a policy regarding the granting of concessionary rents.</p>	Policy to be submitted to a future meeting for approval by Council by April 2012.
13th September 2011		
B Clayton / L Tompkin / E Cartwright	<p>Overview and Scrutiny Committee</p> <p>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.</p>	Report on current agenda.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

21st February 2012

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
6th December 2011		
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.	Officers are reviewing the current levels of absence and exploring measures to address absence issues. It is hoped that the Council will soon be in a position to advise of a way forward and for potential targets to be set for Housing and Environmental Services.
<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: 27/01/10 to 31/01/12