

# Executive Committee

Tue 3 Apr  
2012  
7.00 pm

Committee Room 2  
Town Hall  
Redditch



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

# Access to Information - Your Rights

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

Your main rights are set out below:-

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

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

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# Welcome to today's meeting.

## Guidance for the Public

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### ***Agenda Papers***

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

### ***Chair***

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

### ***Running Order***

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

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

### ***Decisions***

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

### ***Members of the Public***

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

### ***Special Arrangements***

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

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

### ***Further Information***

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

### ***Fire/ Emergency instructions***

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

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

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

**Do Not use lifts.**

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

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

# Declaration of Interests: Guidance for Councillors

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DO I HAVE A "PERSONAL INTEREST" ?

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

**OR**

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

you have a personal interest.

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

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

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

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

**and**

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

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

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



# Executive

3rd April 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><b>1. Apologies</b></p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p><b>2. Declarations of Interest</b></p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p><b>3. Leader's Announcements</b></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><b>4. Minutes</b> (Pages 1 - 12) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 13th March 2012.</p> <p>(Minutes attached)</p>
<p><b>5. Increasing Rates of Recycling Review - Final Report</b>  Councillor Gay Hopkins, Deputy Mayor 2011/12</p>	<p>To consider the Final Report of the Increasing Rates of Recycling Review.</p> <p>(Copy to be circulated separately)</p> <p><b>All Wards;</b></p>
<p><b>6. Overview and Scrutiny Committee</b> (Pages 13 - 22) Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 6th March 2012</p> <p>There are no recommendations to consider.</p> <p>(Minutes attached)</p>

# Executive

Committee

3rd April 2012

<p><b>7. Worcestershire Shared Service Joint Committee - Minutes</b></p> <p>(Pages 23 - 30)</p>	<p>To receive and consider the minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee.</p> <p>(Minutes attached)</p>
<p><b>8. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</b></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><b>9. Advisory Panels - update report</b></p> <p>(Pages 31 - 34)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p>
<p><b>10. Action Monitoring</b></p> <p>(Pages 35 - 38)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>
<p><b>11. Exclusion of the Public</b></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><b>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (to be specified) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</b></p>
<p><b>12. Confidential Minutes / Referrals (if any)</b></p>	<p>To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).</p>



## Executive Committee

13th March 2012

### MINUTES

#### Present:

Councillor Michael Braley (Chair) and Councillors Juliet Brunner, Greg Chance, Malcolm Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

#### Also Present:

Councillor Andrew Brazier

#### Officers:

M Bough, J Cochrane, R Dunne, C Flanagan, S Hanley, A Heighway, T Kristunas, S Morgan, J Pickering, D Taylor and A de Warr

#### Committee Services Officer:

I Westmore

#### 182. APOLOGIES

Apologies for absence were received on behalf of Councillors Brandon Clayton and Carole Gandy.

#### 183. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 184. LEADER'S ANNOUNCEMENTS

The Chair commenced by referring to the recent sad death of Councillor Robin King. The meeting rose and observed a minute's silence as a mark of respect to Councillor King.

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

- Tenancy Strategy and Policy 2012 – 2014

.....  
Chair

He also advised that he had accepted the following item as Urgent Business:

- Redditch Borough Council / Choose How You Move in Redditch Co-Promotional Agreement

(Not on the Forward Plan and not meeting the publication deadline)

**185. MINUTES**

**RESOLVED that**

**the minutes of the meetings of the Executive Committee held on 20th and 21st February 2012 be confirmed as correct records and signed by the Chair.**

**186. REDDITCH BOROUGH COUNCIL / CHOOSE HOW YOU MOVE IN REDDITCH CO-PROMOTIONAL AGREEMENT**

Officers reported that an opportunity had arisen during the previous week to gain a substantial sum of sponsorship money through the Choose How You Move programme, a programme funded by the Department for Transport. The additional funding stream was linked to the Council's co-promotion of the Halfords Tour Series national cycle race in the town on 24th May and would supplement existing budgets for the provision of public information about and the promotion and marketing of the Council's events programme.

It was noted that the Choose How You Move initiative was focussed on changing people's habits and behaviours over a period of time with the funding spanning a period of three years. Officers suggested that the new promotional tools could be used to support the Voluntary and Third Sector in the leisure and cultural arenas.

**RESOLVED that**

- 1) the agreement proposal be noted and agreed; and**
- 2) the Council be requested to note that £70,000 will be received from Worcestershire County Council in advance for inclusion to the Arts and Events budgets for the above proposal over the next three financial years.**

(This report had been accepted as a matter of Urgent Business – not having met the publication deadline and not on the Forward Plan – and was considered at the meeting as such, with the approval of the Chair, in accordance with the Council's constitutional rules and powers vested in the Chair by virtue of Section 100 (B) (4) (b) of the Local Government Act 1972 to agree

to matters of urgency being discussed by reason of special circumstances.

In this case the special circumstances were that the report needed to be considered at the current meeting in order to formally notify Members of the securing of, and to seek agreement for the receipt of, a significant amount of programme funding prior to its incorporation into the Council's budget for the coming financial year).

#### **187. PRIVATE SECTOR HOUSING ENFORCEMENT POLICY**

The Committee considered a report regarding a draft Private Sector Housing Enforcement Policy which set out the legal responsibilities, principles and priorities that the Private Sector Housing Service would follow when enforcing legislation to demonstrate compliance with national regulatory requirements.

Members welcomed the Policy, recognising that it would enable the Council to assist those in private sector accommodation, both owner-occupiers and those in private rented accommodation, in part through the support it would provide to responsible private landlords. Officers stated that, as with any new Policy, the Council would periodically review the provisions put in place to demonstrate that they were operating effectively.

There was some surprise expressed at the numbers of properties within the Borough which had failed to reach the Decent Homes standard as measured by the Building Research Establishment. Officers confirmed that the numbers were correct, but that the proportion was in line with, and even slightly better than, the national average.

#### **RESOLVED that**

**the Private Sector Housing Enforcement Policy attached at Appendix 1 to the report be approved and adopted.**

#### **188. CORPORATE PERFORMANCE REPORT - QUARTER 3, PERIOD ENDING 31ST DECEMBER 2011**

Members received the latest quarterly monitoring report setting out the Council's performance over a range of services and against a number of measures.

The areas where the Council was performing particularly well were highlighted as were several areas of current concern. Members raised a number of matters. There was some doubt expressed as to the value in recording the numbers of British Crime Survey

comparator crimes reported as these, by their very nature, failed to include any crimes that were not reported, thereby rendering the data somewhat subjective. Officers reported that there was currently a national trend of increasing levels of acquisitive crime. In response to the suggestion that decreasing the funding for the Police Service would not assist in tackling an upsurge in crime, it was noted that the West Mercia Police Force was unusual in still recruiting Officers at the present time.

There was some concern expressed that the pricing structure for performances at the Palace Theatre might preclude any improvement in visitor numbers at that facility. The relevant Portfolio Holder responded that bench-marking exercises had demonstrated that the Palace was performing better than the majority of its competitors in attracting audiences. However, he did undertake to investigate the pricing structures for shows at the Theatre and report back to Councillor Hall.

The Benefits Service was commended for continuing to achieve a reduction in the time taken to process claims from those in receipt of benefits.

**RESOLVED that**

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

**189. APRIL - DECEMBER (QUARTER 3) - FINANCE MONITORING REPORT 2011/12**

The Committee received a monitoring report detailing the Council's financial position at the end of the third quarter of 2011/12. Officers reported that the Council was on course to achieve the savings included within the budget agreed in February 2011, including savings relating to shared services, Transformation, vacancy management and changes to Terms and Conditions.

**RESOLVED that**

**the current financial position on Revenue and Capital be noted as detailed in the report.**

**190. BENEFITS IMPROVEMENT PLAN - QUARTERLY MONITORING - OCTOBER - DECEMBER 2011**

A report was received setting out information relating to the performance of the Benefits service and on a number of major changes arising from forthcoming legislation which were due to impact on the service over coming months and years.

The meeting was provided with an update on the major implications of the Welfare Reform Bill, key amongst which was the proposal to introduce a Universal Credit in place of a range of existing benefits, intended to simplify the system of claiming benefits and encourage and reward employment.

Concern was expressed that there may be unintended consequences from the legislation, with measures such as the size restrictions in social tenancies and Council Tax Benefit replacement leading to increasing levels of homelessness within the Borough and more widely. A question was also asked concerning the low numbers of prosecutions and cautions resulting from the large volume of investigations carried out. Officers explained that the majority of cases were generated by either data matching or referrals from official sources, including other members of Council staff.

**RESOLVED that**

**the report be noted.**

**191. QUARTERLY MONITORING OF WRITE OFFS - 1ST APRIL - 31ST DECEMBER 2011**

The Committee received a report demonstrating the action taken by Officers with respect to the write-off of debts in the first three quarters of the financial year and the profile of the outstanding debt to the Council. It was noted that the level of debt written off to date was within the limits for bad debt provision as agreed by the Council.

**RESOLVED that**

**the contents of the report be noted.**

**192. MAKING EXPERIENCES COUNT - QUARTERLY CUSTOMER SERVICE REPORT**

The Committee considered the quarterly monitoring report on customer service. The report provided Members with a breakdown of the numbers of complaints and compliments recorded across the Council. Officers informed the Committee that further steps were being introduced to gain a fuller picture of failure demand and to receive feedback from customers and complainants.

Members noted that the report listed the numbers of justified and unjustified complaints as assessed by the Council and there was some concern that the assessment was somewhat subjective. It

was conceded that this may be true to an extent and Officers undertook to add a number of 'unjustified' complaints to future reports for Members' information.

**RESOLVED that**

**the update for the period 1st October 2011 – 31st December 2011 be noted.**

**193. SICKNESS ABSENCE PERFORMANCE AND HEALTH FOR PERIOD ENDING 31ST DECEMBER 2011**

Officers presented a report detailing sickness absence performance across the Council up until the end of the third quarter of 2011/12.

Generally, the Council was exceeding its target and was headed for a decrease of 2.41 days in the projected outturn figure for 2011/12 compared to the previous year. It was noted that Housing services were going against this overall trend.

Further comparative information was being sought to contextualise the performance in Redditch. It was also reported that the Council was struggling to fill the joint post with Bromsgrove District Council of Occupational Health advisor at the present time.

Members expressed some disquiet that a lot of work was being devoted to the preparation of this information. It was suggested that the data for future reports might be tailored to allow its use more readily as a management tool for Officers and Members.

**RESOLVED that**

**subject to the comments noted, above, the contents of the report be noted.**

**194. OVERVIEW AND SCRUTINY COMMITTEE**

The Committee received the minutes of the meeting of the Overview and Scrutiny Committee held on 14th February 2012. It was noted that the recommendations contained therein had been considered at previous meetings of the Executive Committee.

**RESOLVED that**

**the minutes of the meeting of the Overview and Scrutiny Committee on 26th January 2012 be received and noted.**

**195. SHARED SERVICES BOARD**

The Committee considered the minutes of the meeting of the Shared Services Board held on 26th January 2012.

**RESOLVED that**

**the minutes be noted.**

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

There were no minutes or referrals to consider under this item.

**197. ADVISORY PANELS - UPDATE REPORT**

Members considered the latest version of the report on the activity of the Council's Advisory Panels and similar bodies. It was noted that the next meeting of the Planning Advisory Panel would be taking place on 3rd April and that the most recent meeting of the Grants Panel had been held on 8th March. Officers reported that the operation of the Procurement Group would be held in abeyance whilst work on Transformation was progressed.

**198. ACTION MONITORING**

Members considered the most recent version of the Committee's action monitoring report. It was noted that the report on concessionary rents for voluntary sector organisations had been deferred to a meeting at the end of May.

**199. EXCLUSION OF THE PUBLIC****RESOLVED that**

**under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12 (A) of the said Act, as amended.**

**Item 18 – Property for Compulsory Purchase – Property A; and**

**Item 19 – Property for Compulsory Purchase – Property B.**

**200. PROPERTY FOR COMPULSORY PURCHASE - PROPERTY A**

The Committee received a report recommending the compulsory purchase of a property which had been empty since 2007 and was currently uninhabitable. The property was considered to be a blight on the neighbourhood and the former tenant had failed to prove legal right to the property.

It was questioned whether the Council had a strategy for identifying properties which might be subject to such action in a systematic manner. Officers disclosed that there were only a very small number of such properties that had been empty for five years or more and, of those, only two which met the Council's current criteria for compulsory purchase.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual, which would identify an individual and relating to the financial or business affairs of a particular person (including the authority holding that information).)

**201. PROPERTY FOR COMPULSORY PURCHASE - PROPERTY B**

Further to the previous item, the Committee was requested to consider the compulsory purchase of a property which had been empty since 2001. It was reported that the Council would look to bring this property back into the Council's housing stock should the purchase be agreed, given the nature and location of the property.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to an individual, which would identify an individual and relating to the financial or business affairs of a particular person (including the authority holding that information).)

The Meeting commenced at 7.00 pm  
and closed at 8.09 pm

.....  
Chair

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted





# Overview and Scrutiny Committee

6th March 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 and Luke Stephens

### Also Present:

Councillor Jinny Pearce, Portfolio Holder – Planning, Regeneration, Economic Development & Transport  
M Collins, Vice-Chair, Standards Committee  
A Scarce, Committee Services, Bromsgrove District Council - Observer

### Officers:

R Bamford, H Broughton, R Dunne, D Hancox, S Horrobin, G Revans and J Staniland

### Committee Services Officer:

M Craggs and D Sunman

### 181. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Mason.

### 182. DECLARATIONS OF INTEREST AND OF PARTY WHIP

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

### 183. MINUTES

#### RESOLVED that

**the minutes of the meeting of the Overview and Scrutiny Committee held on 14th February 2012 be confirmed as a correct record and signed by the Chair.**

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Chair

# Overview and Scrutiny

Committee

6th March 2012

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## 184. PORTFOLIO HOLDER ANNUAL REPORT - PORTFOLIO FOR PLANNING, REGENERATION, ECONOMIC DEVELOPMENT AND TRANSPORT - COUNCILLOR JINNY PEARCE

Further to consideration of the Portfolio Holder for Planning, Regeneration, Economic Development and Public Transport written report at the meeting of the Overview and Scrutiny Committee on 14th February 2012 and Members' agreed questions to be put to the Portfolio Holder, Councillor Jinny Pearce, provided the following responses as part of her annual report.

1) What is elected Members' involvement in the governance arrangements of the North Worcestershire Economic Development Unit?

The North Worcestershire Client Management Group (CMG) whose membership includes a Cabinet Member / Portfolio Holder (or substitute) from each of the three North Worcestershire districts together with Chief Executives and Directors, is responsible for the oversight of the work of the North Worcestershire Economic Development and Regeneration Team. The Head of Economic Development and Regeneration makes quarterly reports to this group and also attends Economic Advisory Panel meetings. She also advised that regular status meetings had been arranged for her with the Head of Economic Development and Regeneration. A number of meetings had been facilitated by the team between the Leader of the Council and businesses in the area.

Members were informed that they could contact North Worcestershire Economic Development and Regeneration Team at their key office base in Redditch Town Hall.

2) What actions have been taken and what plans are in place to grown the night-time economy in Redditch?

The Committee was informed that the work being carried out by the Town Centre Partnership, including administering the Evening Economy Grant, would improve the town centre generally and help the night-time economy to expand.

Members suggested the types of businesses, particularly restaurants, which they would like to encourage to locate in the town centre.

# Overview and Scrutiny

Committee

6th March 2012

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- 3) How successful has the North Worcestershire Economic Development Unit been in creating new jobs in Redditch? What arrangements are in place of measure its effectiveness?

The Committee was informed that it was difficult to measure the correlation between the team's activities and job creation as other factors, such as the current economic climate, had to be taken into consideration. However, a monitoring sheet had been included in the Redditch Economic Development Strategy to assist in measuring this activity.

The team had been working with the NEW College and local schools to identify the skills required by local businesses and to encourage more people in Redditch to engage in higher education.

- 4) The written report for your portfolio, which was considered by the Overview and Scrutiny Committee on 14th February, stated that "Worcestershire County Council (WCC) funding cuts to bus services managed well and impact minimised in Redditch."

- a) In this context what is your view of the recent removal of the 57 and 58 bus services to the Alexandra Hospital?

The service 57 and 58 extension of the route to the Alexandra Hospital was not considered to be commercially viable by the two bus operators and the decision to stop the service was made on this basis. Officers have approached WCC to establish whether the route could be subsidised but, in the current financial climate, this has not been possible.

- b) What is being done to alleviate inconvenience to local residents?

The Committee was informed that following the recent withdrawal of the 68 bus route, the Council's Dial a Ride service had worked in partnership with WCC to pilot a new bus route, utilising a Section 22 permit under the Transport Act, to provide services to the new Abbey Stadium. The service would be reviewed after six month's operation and, if successful, an option to provide a similar Section 22 bus route to the Alexandra Hospital would be explored.

# Overview and Scrutiny

Committee

6th March 2012

- 5) To what extent is the Portfolio Holder involved in assessing new commercial planning applications that could help create new jobs in Redditch?

Councillor Pearce said that she attended many pre-application discussions and reminded members that any Member who had undertaken planning training was welcome to attend pre-application discussions. Recently the Leader of the Council had attended a pre-application discussion with a local business representative.

- 6) What plans are in place to continue and develop the Organised Work Experience Awards programme in Redditch?

Members were informed that as long as schools continued to send students on work experience placements the Awards scheme would continue. However, there were no plans to develop the scheme and, in accordance with the recommendations of the Wolf Report, schools would no longer have to send students at Key Stage 4 out on work experience placements.

- 7) What is being done to fill empty retail units and office spaces in the Borough?

New promotional literature had been produced and an advertising campaign carried out during the summer and autumn of 2011. The advertising campaign had included adverts being placed in the Birmingham Post, the Birmingham & Solihull Chamber Magazine and The Insider (a regional business magazine). Commercial property searches are carried out, on request, to match people looking for properties to vacant units.

The Town Centre Partnership continues to work with the Kingfisher Shopping Centre because if the centre is busy it follows that the rest of the town benefits.

The Chair thanked Councillor Pearce for her Annual Report.

## 185. COMMUNICATIONS TASK AND FINISH GROUP - MONITORING UPDATE REPORT

The Committee received a monitoring update report on the implementation of recommendations proposed by the Communications Task and Finish Group in 2008.

# Overview and Scrutiny

## Committee

6th March 2012

Officers outlined changes in the Communications Team since publication of the Task and Finish Group final report and the changing emphasis on how the media require news to be sent to them. Members received updates on the seven subject themes of the final report.

Members were given a full account of the current service provided by the Communications Team. In particular, this included: the production of three copies of Redditch Matters a year; the production of five press releases each week; daily updating of the Council website; the production of a monthly communications plan; the production of a daily e-update for staff and a monthly newspapers; and working with the Leader and senior Members, including Portfolio Holders, to ensure the Council's corporate messages are promoted.

Officers were also pleased to report that the local BBC radio station had commended the team as the best Council media team in Worcestershire (May 2011).

Officers reported future work would include the production of: a joint media protocol; a joint brand and style guidelines; and of a joint communications strategy;

Members discussed the efficacy and cost effectiveness of the various methods of communication used by the Council when engaging with residents of Redditch, which included Redditch Website, Redditch Matters, Facebook and Twitter.

### **RESOLVED that**

**the report be noted.**

### **186. GRITTING SHORT, SHARP REVIEW - MONITORING UPDATE REPORT**

The Committee received a report which provided further information on the recommendations made in the final report of the Gritting, Short, Sharp Review (May 2011) and on progress that had been made by Officers working with colleagues from Worcestershire County Council (WCC) to improve gritting and snow clearance service in the Borough.

Members welcomed the positive response from WCC including their financial contribution to the provision of additional snow clearing equipment.

### **RESOLVED that**

# Overview and Scrutiny

Committee

6th March 2012

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- 1) **Members note the content of the report and the partnership work with Worcestershire County Council to improve gritting and snow clearing services in the Borough; and**
- 2) **Members also note the feedback, attached at Appendix 1 of the report, to the recommendations made in the Gritting Short, Sharp Review that Overview and Scrutiny completed in 2011.**

## **187. PERFORMANCE REPORT FOR SERVICES WITHIN THE REMIT OF THE PORTFOLIO FOR COMMUNITY LEADERSHIP AND PARTNERSHIP**

The Committee received a written report which detailed the performance of services within the remit of the Portfolio Holder for Leisure Community Leadership and Partnership, Councillor Carole Gandy.

On the basis of the information contained within the report Members requested that the following questions be addressed by the Portfolio Holder in her Annual Report to the Committee, which has been scheduled to be delivered on 27th March 2012:

- 1) As Portfolio Holder, what are you planning to do to help ensure that the Redditch Partnership remains adequately funded in future?
- 2) Are there any plans to widen the successful use of focus group exercises, such as the Budget Jury, to provide direct public feedback to other areas of Council policy?
- 3) Is there any flexibility for increasing the maximum size of a voluntary sector grant if, in particular instances, this increase could likely benefit a significant number of people?
- 4) Are there any plans to re-introduce the register of activities document which informs residents of what local community activities and events are to be held and whom they can contact to obtain more information?

**RESOLVED that**

**the content of the written performance report be noted.**

# Overview and Scrutiny

Committee

6th March 2012

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## 188. CENTRE FOR PUBLIC SCRUTINY (CFPS) PARLIAMENTARY SEMINAR SERIES TRAINING - FEEDBACK REPORT

Councillor Stephens gave an oral report on the Centre for Public Scrutiny (CfPS) Parliamentary Seminar Training session that he had attended on 14th February 2012. Whilst he did not return any specific implications for scrutiny in Redditch, he found the event to be extremely useful, especially the opportunity to witness a Select Committee session in action.

**RESOLVED that**

**the report be noted.**

## 189. ACTIONS LIST

The Chair reported that he had received a response to Item 5 on the Action List on the effect of a 5% rather than a 7% increase in actual rent in 2012/13. He had been advised that this would have reduced the funds for the Housing Revenue Account by £450,000.

**RESOLVED that**

**subject to the amendments detailed in the preamble above, the actions list be noted.**

## 190. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE FORWARD PLAN

The Committee received the minutes of the Executive Committee meetings that took place on 20th and 21st February 2012. The Chair reminded members that these minutes had been approved at the full Council meeting held on 5th March 2012.

Members considered the latest edition of the Forward Plan and were advised that Item 17 (Roxboro House – Disposal Options) had been removed because the Executive Committee at their meeting on 23rd August 2012 had declared the site surplus and had agreed the method of disposal.

**RESOLVED that**

- 1) **the minutes of the Executive Committee meetings held on 20th and 21st February be noted; and**
- 2) **subject to the amendments detailed in the preamble above, the Forward Plan be noted.**

# Overview and Scrutiny

## Committee

6th March 2012

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### 191. TASK & FINISH REVIEWS - DRAFT SCOPING DOCUMENTS

There were no draft scoping documents for consideration.

### 192. TASK AND FINISH GROUPS - PROGRESS REPORTS

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

a) Access for Disabled People – Chair, Councillor A Mason

The Committee was informed that the draft final report had been circulated to relevant officers for comment. The final version would be considered at the meeting of the Overview and Scrutiny Committee to be held on 17th April 2012.

b) Improving Recycling – Chair, Councillor Gay Hopkins

Councillor Hopkins reported that two more meetings had taken place and, in addition, the group had carried out a site visit to look at the process for 'Grey Bin' collections. Officers are consulting the Communications Team on ways to work with the press to further promote the importance of recycling. The final report would be considered by the Overview and Scrutiny Committee on 27th March 2012.

c) Promoting Sporting Participation – Chair, Councillor Luke Stephens

Councillor Stephens reported that a meeting had been held immediately preceding the Committee meeting to further develop the Group's ideas for final recommendations. These recommendations were expected to be drafted at the Group's next meeting on 14th March 2012.

d) Youth Service Provision

Councillor Simon Chalk reported that draft final report had been circulated to relevant officers for comment. The final version would be considered at the meeting of the Overview and Scrutiny Committee to be held on 17th April 2012.

### 193. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Quinney advised that she had nothing to report.

### 194. REFERRALS

There were no referrals.

# Overview and Scrutiny

Committee

6th March 2012

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## 195. WORK PROGRAMME

There were no changes to the Work Programme.

The Meeting commenced at 7.00 pm  
and closed at 8.55 pm

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Chair



**BROMSGROVE DISTRICT COUNCIL****WORCESTERSHIRE REGULATORY SERVICES****MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE****THURSDAY, 23RD FEBRUARY 2012 AT 4.00 P.M.**

PRESENT: Councillors Mrs. L. Hodgson (Chairman), M. Braley (Vice-Chairman), M. A. Bullivant, C. B. Taylor (during Minute No's 30/11 to 38/11), Mrs. B. Behan, P. Cummings (substituting for P. Grove), P. Mould, A. N. Blagg, Mrs. E. Stokes, K. Jennings (during Minute No's 30/11 to 38/11), P. Harrison (substituting for J. Baker) and M. Hart

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

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

The Chairman welcomed officers to the meeting.

27/11 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Grove, Malvern Hills District Council, F. Lankester, Worcester City Council, D. Thain, Worcestershire County Council and J. Baker, Wyre Forest District Council.

28/11 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

29/11 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 24th November 2011 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

30/11 **WORCESTERSHIRE REGULATORY SERVICES SERVICE PLAN 2012 / 2013**

The Committee considered a report that outlined the way in which the Worcestershire Regulatory Service (WRS) activities linked to National Priorities relevant to regulatory services. These National Policies would be mapped across the partners' local priorities.

Members were asked to note that under the Worcestershire Shared Services Partnership, Service Level Agreement, WRS had to produce a 3 year Service Plan for agreement and adoption by all of the Member Authorities. The Head of Worcestershire Regulatory Services highlighted that the operating environment was undergoing rapid change and the outputs of the transformation programme had not been fully implemented as yet, therefore a 3 year plan at this stage of the process would be premature.

The Head of Worcestershire Regulatory Services introduced the report and in doing so informed the Committee that the Service Plan had been lined up with national priorities as set by the Local Better Regulation Office (LBRO) 5 Priority Outcomes as detailed at page 3 of the report.

Members were informed that following the initial application of Systems Thinking approach to transform the service so that it was more customer focused, and after consultation with customers, WRS had established 3 purposes that would be used to underpin the way in which the Services would be developed and delivered in the future:

- Help me resolve my problem
- I want to assume everything is ok
- Help me trade well

Member's attention was drawn to page 5 of the report which detailed the Outcomes, Activities and Measures that would replace the performance indicators that Members had been used to.

Members were asked to focus on page 12 of the report which detailed training and development of multi-functional teams. The Head of Worcestershire Regulatory Services informed the Committee that the training and development budget was an extremely critical budget. The training of multi-functional teams would allow the service to have competent staff capable of undertaking a wider range of duties and confident to undertake a more diverse role as the service progressed in order to provide a more cost effective service.

The Committee was asked to note Appendix 2 of the report which detailed the Operating Environment and the Government initiatives and policy changes likely to impact in the short to medium term.

Appendix 3 of the report detailed the outcome measures which had been as a result of consultation with Committee Members and the Management Board. The Head of Worcestershire Regulatory Services informed the Committee that the service would continue to engage with Members and the Management Board throughout the year to clarify the level of detail Members wished to receive in respect of future outcome measures and reporting frequency.

The Head of Worcestershire Regulatory Services responded to Members' questions with regard to performance reporting and baseline data. The Committee was informed that performance against outcome measures would

be reported to the Management Board and the Committee either quarterly or annually depending on the measure. Members were asked to note that due to the lack of a single IT system the collection and analysis of measures data would be difficult therefore meaningful robust data would be unavailable for at least 12 months.

Following further discussion with regard to outcomes measures and performance the Head of Worcestershire Regulatory Services informed the Committee that if requested he could provide preliminary figures and some information in response to individual Member enquiries so that Members had something more tangible to take to their respective authority.

Mr. M. Kay, Business Manager (Acting role), Worcestershire Regulatory Services responded to Councillor M. Braley with regard to an update on the Licensing Act – Deregulation of Regulated Entertainment, which could mean that events of up to 5000 people would not require any form of licence unless they were selling Alcohol. Mr. M. Kay informed Members that the consultation period was now closed and that WRS had responded. Members would be informed of any consultations that were taking place and any future updates via the WRS Licensing Updates newsletter.

**RESOLVED** that the Worcestershire Regulatory Services, Service Plan 2012 / 2013 be approved.

31/11 **WORCESTERSHIRE REGULATORY SERVICES ICT PROJECT UPDATE**

The Chairman welcomed Mr. Martin Thomas who had been appointed ICT Project Manager, Worcestershire Regulatory Services in December 2011.

Mr. M. Thomas presented the report and in doing so informed the Committee that his first task had been to develop a detailed Project Plan as detailed at Appendix 1 to the report. This was quickly followed by commencement of the procurement process in line with EU Procurement rules as agreed by the Management Board. 40 expressions of interest had been received from suppliers who wished to take part in the procurement process with more expected by the closing date. Mr. M. Thomas informed the Committee of the evaluation process / criteria which would lead to a shortlist of potential suppliers to take forward to the next stage. The next stage, invitation to tender, would start on 10th April 2012. Shortlisted suppliers would be invited to a suppliers' day where the Head of Worcestershire Regulatory Services (WRS) and the WRS Team would describe the vision of WRS, where they were going, how transformation would be key to the solution of going forward and the technicalities of linking to existing solutions within each of the partner authorities. By the 25th May 2012 all of the Invitations To Tender (ITT) would have been received with an evaluation of all of the ITT's to take place against set criteria. The set criteria would include site visits to existing supplier clients and suppliers would be invited to present their final solutions to WRS. The results would then be presented to the Management Board and Joint Committee during July 2011 for approval. Once the contract had been finalised implementation would start on 3rd September 2012.

Mr. M. Thomas and the Head of Worcestershire Regulatory Services responded to Members questions with regard to Bromsgrove District Council's procurement process and EU procurement rules.

Members were asked to note the complexity of the process of trying to link into seven different authorities systems and then into each individual member authorities systems located within that. Transformation had enabled a fundamental redesign of the Service, moving the strategic focus of the organisation to the customer and giving clarity of purpose. The decision was taken early on to do the business transformation first. Transformation had enabled a fundamental redesign of the Service, moving the strategic focus of the organisation to the customer and giving clarity of purpose. WRS had now reached a point in the transformation process where it could be determined what sort of flexible ICT system was required for the redesigned service in preference to an 'off the shelf' system.

**RESOLVED** that the report be noted.

32/11 **WORCESTERSHIRE REGULATORY SERVICES FINANCIAL MONITORING**  
**APRIL - DECEMBER 2011/2012**

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

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee of the underspend due to savings arising from two Grade B posts remaining vacant and an overspend of £39,000 in relation to accommodation charges from member authorities prior to Worcestershire Regulatory Services move to Wyatt House. There was a predicted overspend on Transport namely car allowances of approximately £20,000 due to a disturbance allowance being paid to staff moving to Wyatt House for a period of 12 months ending June 2012. Members were asked to note on the capital side an actual spend of £95,000 against an anticipated budget of £1.1 million due to delays in the ICT system.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council responded to Members' questions with regard to training, training and seminars and subscriptions.

**RESOLVED** that the report be noted.

33/11 **AUDIT COMMISSION ANNUAL AUDIT LETTER 2010 - 2011**

A copy of the Audit Commission Annual Audit Letter for 2010/2011 was considered.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and highlighted that Worcestershire Shared Service had been implemented in June 2010 and therefore the

accounts represented a 10 month period. An unqualified opinion had been issued by the Audit Commission for this period and this opinion had been presented in detail to the Joint Committee in September 2011.

The Annual Audit Letter as detailed at Appendix 1 of the report summarised findings from the 2010/2011 Audit. The following 2 elements were considered:

- Audit of financial statements
- Assessment of Value for Money arrangements

Members were advised that the Audit Commission had made a number of recommendations in the Audit Letter. These had been considered by officers and discussed with the Audit Commission and it had been agreed that processes were now in place to address the issues raised. These were:

- Accounts should be allocated to more than one officer
- A clear plan should be agreed by the Commission
- Reporting of certain items need to be more defined between participating Councils
- Working papers to be improved

The Executive Director Finance and Corporate Resources, Bromsgrove District Council provided Members with detailed information on the figures shown on page 3 of the Audit Commission, Annual Audit Letter Audit 2010 / 2011, Key Messages, Audit opinion and financial statements.

The Committee was informed that the accounts for 2011 / 2012 would be audited to reflect the regulatory services body being classed as a Smaller Relevant Body. This would result in a simple Annual Return being prepared and therefore an anticipated reduction in fee.

**RESOLVED** that the recommendations included in the Audit Commission, Annual Audit Letter 2010 / 2011 be noted.

34/11 **HUMAN RESOURCES & FINANCIAL POLICES AND PROCEDURES**

The Committee was asked to consider a report which detailed the arrangements for ensuring that Human Resources (HR) and financial issues in relation to Worcestershire Regulatory Services were managed in line with robust policies and procedures.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that following the establishment of the Worcestershire Shared Services Partnership for Regulatory Services it had been agreed that Bromsgrove District Council would act as the Host Authority for employment matters. It was essential that the wording of adopted policies correctly reflected the relationship between the Joint Committee and Bromsgrove District Council.

**RESOLVED:**

- a) that the adoption of the Human Resources policies and procedures of Bromsgrove District Council be approved, subject to revisions that are required to reflect the partnership arrangements;
- b) that authority be delegated to the Worcestershire Regulatory Services (WRS) Management Board to agree the wording revisions to individual HR policies; and
- c) that the adoption of the Contract Procedure Rules and Financial Regulations of Bromsgrove District Council be approved, subject to revisions in relation to the references to the shared service management hierarchy and committee approval arrangements.

35/11 **NUFFIELD SCHOLARSHIP AWARD - ANIMAL HEALTH OFFICER**

The Committee was asked to note a report which detailed the work of what was formerly Worcestershire County Council's Animal Health Team. The team played a key role in preventing notifiable animal diseases such as foot and mouth from having the devastating impact they could have on Worcestershire's rural economy.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services introduced the report and in doing so highlighted the Nuffield Scholarship award which recognised the level of excellence achieved by this team and its individual staff members, particularly Joanne Nash.

The award was one of only 20 awarded in the United Kingdom (UK) and required Joanne to apply her skills and professional knowledge outside of the UK to a range of animal health issues.

The Chairman requested that officers pass on the Committee's congratulations to Joanne on her success and that Members looked forward to hearing the results of her study meetings and visits held in the UK and abroad.

**RESOLVED** that the report be noted.

36/11 **DEPARTMENT FOR BUSINESS, INNOVATION & SKILLS ON TRANSFORMING REGULATORY OUTCOMES**

The Committee considered a report which highlighted the Government's views on the 'Better Regulation' agenda which had potential for direct impact particularly on the operation of some of the Trading Standards elements of service delivery.

The Chairman drew Members' attention to the revised recommendation.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services introduced the report and in doing so informed the Committee that the Government had published its responses to the Transforming Regulatory Outcomes consultation that took place earlier in the year. The Government's response stated that there was evidence of good practice of regulators and

business working together on compliance but there were too many areas where the enforcement of regulation was heavy-handed, inefficient, overly prescriptive and culturally risk-averse.

Members' attention was drawn to the Key Elements of the Government Response and Worcestershire Regulatory Services examples of good practice as detailed in the report.

The Government wished to reinforce the use of the Regulators Compliance Code and in its review of regulators it intended to check on how far they had applied the Code. Regulators would be asked to give more prominence to the Code in publications and websites.

**RESOLVED** that the principles identified in the report be adopted and included in future Service Plans.

37/11 **INSPECTION BY THE INTERCEPTION OF COMMUNICATIONS COMMISSIONER'S OFFICE (IOCCO)**

The Committee considered a report which detailed the positive outcome of a recent inspection by the Interception of Communications Commissioners Office (IOCCO).

Mr S. Wilkes, Business Manager, Worcestershire Regulatory Services introduced the report and in doing so informed Members that where a local authority used surveillance or obtained what is referred to as communications data, processes under the Regulation of Investigatory Powers Act 2000 and its associated Regulation must be observed. Authorities were audited by two bodies, the Office of the Surveillance Commissioner for directed surveillance and the IOCCO. IOCCO's inspection which took place during December was effectively an inspection of the host authority, Bromsgrove District Council.

Applications and notices were reviewed by the inspector. He was very impressed with the process that Worcestershire Regulatory had adopted although there were a number of areas for officers to improve their practice as detailed in the report. In light of the good standard of compliance the inspector observed he would not be returning for his next review for approximately 18 months.

**RESOLVED** that the report be noted

38/11 **ANNUAL MEETING OF THE COMMITTEE**

(The Chairman agreed that this matter be raised as an urgent item at the meeting as a decision on this matter could not wait until the next meeting of the Committee).

The Chairman reported that Members had been made aware during the previous item (Minute No. 31/11 refers), on Worcestershire Regulatory Services ICT Project update, of the specific deadline dates to be met under Bromsgrove District Council's and the EU procurement process for the

preferred ICT supplier. Following on from this process a report to the Joint Committee would not be made available until July 2012. Members were therefore asked to consider if the Joint Committee, Annual Meeting of Thursday 28th June 2012 could be rescheduled to Wednesday 11th July 2012 in order for the Committee to receive the ICT preferred supplier report.

**RESOLVED** that the Annual Meeting of the Joint Committee be held on Wednesday 11th July 2012 at 4:00pm at Bromsgrove District Council.

The meeting closed at 5.15 p.m.

Chairman

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

3rd April 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**

	<b><u>Meeting :</u></b>	<b><u>Lead Members / Officers :</u></b> (Executive Members shown <u>underlined</u> )	<b><u>Position :</u></b> (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****3rd April 2012**

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

**B. OTHER MEETINGS**

5.	Constitutional Review Working Party	Chair: <u>Cllr Gandy</u> / Vice Chair: Cllr Braley Steve Skinner	Last 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 – 8th March 2012
8.	Procurement Group	Chair: Cllr <u>Braley</u> / Vice-Chair: Cllr Anderson Jayne Pickering / Teresa Kristunas	In abeyance pending Transformation.
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**

3rd April 2012

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**22. APPENDICES**

None.

**AUTHOR OF REPORT**

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REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**

3rd April 2012

**ACTION MONITORING**

<b>Portfolio Holder(s) / Responsible Officer</b>	<b>Action requested</b>	<b>Status</b>
<b>27th January 2010</b>		
<b>Cllr Gandy / R Dunne</b>	<p><b>Single Equalities Scheme</b></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>	<p>Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present. The Single Equalities Scheme itself is no longer extant.</p>
<b>21st May 2011</b>		
<b>M Braley / T Kristunas</b>	<p><b>Review of Lease - 21 and 21a Salters Lane</b></p> <p>Officers to prepare a report on a policy regarding the granting of concessionary rents.</p>	<p>Policy to be submitted to meeting of the Committee on 29 May 2012.</p>
<b>13th September 2011</b>		
<b>M Braley / T Kristunas</b>	<p><b>Review of Lease - Unit 1, Matchborough Centre</b></p> <p>Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.</p>	<p>Policy to be submitted to meeting of the Committee on 29 May 2012.</p>

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

3rd April 2012

<b>20th February 2012</b>		
<b>M Braley / S Skinner</b>	<b>Independent Remuneration Panel for Worcestershire District Councils - Annual Report and Recommendations for 2012-13</b>  Member Support Steering Group to consider the apportionment of Special Responsibility Allowances to determine whether they are set at the appropriate levels and targeted at the appropriate posts.	
<b>21st February 2012</b>		
<b>B Clayton / M Braley / L Tompkin / T Kristunas</b>	<b>Housing Revenue Account - Outcome of Review</b>  Officers bring forward a report outlining the proposals for how this Council might build council houses on some of the land owned by the Council and already declared surplus.	
<b>13th March 2012</b>		
<b>D Taylor / J Godwin /R Cooke</b>	<b>Corporate Performance Report – Quarter 3, Period Ending 31st December 2011</b>  The Portfolio Holder for Leisure and Tourism undertook to investigate the pricing structure for shows at the Theatre and report back to Councillor Hall.	
<b>M Braley / A de Warr</b>	<b>Making Experiences Count – Quarterly Customer Service Report</b>  Officers undertook to add a number of 'unjustified' complaints to future reports.	

**REDDITCH BOROUGH COUNCIL****EXECUTIVE COMMITTEE**

3rd April 2012

<b>M Braley / T Kristunas</b>	<b>Sickness Absence Performance and Health for Period 31st December 2011</b>  Officers to consider measures by which the report might be developed to enhance its usefulness as a management tool.	
<b><u>Note:</u></b>	<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 13/03/12

