



# EXECUTIVE COMMITTEE LEADER'S FORWARD PLAN

**1st MARCH to 30th JUNE 2010**  
(published as at 16th February 2009)

This Plan gives details of items on which key decisions are likely to be taken in the coming four months by the Borough Council's

- Executive Committee, or
- Full Council

This Plan gives details of items on which key decisions are likely to be taken by the Borough Council's Executive Committee, or full Council, in the coming four months.

**“Key Decisions” are defined as:**

**(a) ones which are likely:**

- i) to result in any variation to the approved Budget (capital and revenue) and Policy Framework for any service or function which requires the approval of the Council; or**
- ii) to result in expenditure or savings amounting in total to £50,000 or more.**

**(The above shall not apply in those cases where the Council or the Executive Committee have delegated authority to Officers to make decisions resulting in expenditure amounting to £50,000 or more under the terms of the delegation); OR**

**(b) ones which are likely to be significant in terms of their effects on a community or communities living or working in an area comprising one or more wards in the area of the Council even where there may not be any financial implications.**

**(In considering whether a decision is likely to be significant, the decision-maker will need to consider the strategic nature of the decision and whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of the service provided by the Council to significant number of people living or working in the locality affected).**

The Forward Plan is available for inspection free of charge at the Town Hall, Walter Stranz Square, Redditch, B98 8AH from:

9.00 am to 5.30 pm Mondays to Thursdays; and 9.00 am to 5.00 pm Fridays; or on the Council's website ([www.redditchbc.gov.uk](http://www.redditchbc.gov.uk)).

If you wish, you can see or obtain copies of any documents, detailed in the plan, provided they are not confidential, and be kept informed of any additional supporting documents as they become available. You can also arrange to have copies of additional supporting documents. Please ask the Town Hall receptionist to call one of the Committee Services Team on ext: 3269. There is a charge per side of A4. If you wish to make any representations they should be made in writing addressed to the Officer whose name is given as the contact for the relevant item.

The Executive Committee's meetings are normally held every three weeks at 7 pm on Wednesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. The meeting date scheduled for each item is shown in the right hand column below. If you wish to attend for a particular matter, it is advisable to check with the Committee Services Team on (01527) 64252, ext: 3269 to make sure it is going ahead as planned. If you have any other queries, Committee Services Officers will be happy to advise you.

The full Council meets in accordance with the attached Committee timetable. Meetings commence at 7.00pm.

## PART I - ROUTINE ITEMS

In addition to the specific items listed in the attached plan, there may be the following regular items as required:

### EXECUTIVE COMMITTEE

- Referrals from O&S Committees / Executive Advisory Panels / Results of Call-in (if any)
- Referrals from Neighbourhood Groups (if any)
- Shared Services Board – Minutes (if any)
- Quarterly – capital programme items
- Quarterly update on asset management
- Land disposals or acquisitions
- Lease renewals
- Virements between cost centres in excess of £1,000
- Irrecoverable debts
- National non-domestic rate relief cases
- Street Naming and Numbering (Exceptions to Policy)
- Quarterly - Performance Monitoring
- Quarterly - Benefits Service Improvement Plan Monitoring
- Quarterly – Budgets and Budget Savings Monitoring
- Quarterly – Formal Complaints and Compliments Monitoring

### COUNCIL

- Leader's Questions
- Notices of Motion
- Deputations
- Petitions
- Specified Matters Arising on Minutes
- Referrals from Executive Committee /
- Overview and Scrutiny Committees
- Membership of Committees
- Representatives on Outside Bodies
- Reports on Urgent Decisions taken under Standing Order 36

**NOTE:** Such routine items should, ideally be listed on the Forward Plan in advance, in accordance with normal procedures. They can however, be slotted into a specified date at any stage without being subject to the usual Urgent Business rules if necessary.

## PART II – MEETING UPDATE

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Initial Estimates 2010/11 and Forecasts for 2011/12 and 2012/13	To approve the Initial Estimates for 2010/11 and Forecasts for 2011/12 and 2012/13. Background Papers: none specified	T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk	Relevant Officers	Executive  Council	3 Feb 2010  22 Feb 2010
Former Covered Market	To consider options for use of the former covered market. Background Papers: none specified	R Kindon, Property Services Manager Tel: 01527 54252 ext 3303 rob.kindon@redditchbc.gov.uk	Kingfisher Centre, Police, Market Traders. Community Safety Partnership.	Executive  Council	3 Feb 2010  29 Mar 2010
Water Quality Report	To consider the adoption of a policy in relation to water quality in Council owned and managed buildings. Background Papers: none specified	J Homer, Asset Maintenance Officer Tel: 01527 64252 ext 3704 john.homer@redditchbc.gov.uk	Relevant Officers	Executive  Council	3 Feb 2010  29 Mar 2010
Private Sector Housing Strategy and Action Plan	To seek approval of the draft Private Sector Housing Strategy and Action Plan. Background Papers: none specified	A Gittins, Policy Officer, Strategy and Partnerships Tel: 01527 64252 ext 3225 alexandra.gittins@redditchbc.gov.uk	Relevant Officers	Executive  Council	3 Feb 2010  29 Mar 2010

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Local Development Framework - Office Needs Assessment	To endorse the Office Needs Assessment which assesses the need to accommodate office requirements in the Town Centre. Report. Background Papers: none specified.	E Baker, Development Plans Manager Tel: 01527 64252 ext 3034 emma.baker@redditchbc.gov.uk	Relevant Officers.	Executive  Council	3 Feb 2010  29 Mar 2010

## PART III – FORMAL START OF 1st MARCH TO 30th JUNE 2010 FORWARD PLAN

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Arrow Valley Countryside Centre - Consultant's Report	To consider the Consultant's report on the Arrow Valley Countryside Centre. Background Papers: none specified	R Cooke, Leisure Services Manager Tel: 01527 64252 ext 3248 ray.cooke@redditchbc.gov.uk	Relevant Officers	Executive  Council	17 Feb 2010  29 Mar 2010
Delegation to Officers - Tree Protection Order Powers	To seek delegation to Officers of additional powers with regard to Tree Protection Orders (TPO). Background Papers: none specified	A Rutt, Development Control Manager Tel: 01527 64252 ext 3374 ailith.rutt@redditchbc.gov.uk	Relevant Officers	Executive  Council	17 Feb 2010  29 Mar 2010
Irrecoverable Debts	To consider irrecoverable debts to be written off. Background Papers: Personal recovery files	J Braithwaite, Income Recovery Team Leader Tel: 01527 64252 ext 3803 judy.braithwaite@redditchbc.gov.uk	Relevant Officers	Executive  Council	17 Feb 2010  1 Feb 2010
Information Management Strategy	To consider the formal adoption of an Information Strategy and Action Plans. Background Papers: none specified	R Seager, IT Services Manager Tel: 01527 64252 ext 3284 rob.seager@redditchbc.gov.uk	Relevant Officers	Executive  Council	17 Feb 2010  29 Mar 2010

<b>Subject Matter</b>	<b>Description of Key decision and supporting documents</b>	<b>Officer Contact</b>	<b>Consultation</b>	<b>Decision taker</b>	<b>Date</b>
Non Statutory Planning Advice - Charges	To consider changes to the charging structure for non statutory planning advice to provide consistency county-wide. Background Papers: none specified	A Rutt, Development Control Manager Tel: 01527 64252 ext 3374 ailith.rutt@redditchbc.gov.uk	Relevant Officers.	Executive  Council	17 Feb 2010  29 Mar 2010
Council Tax Setting	To set the Council Tax for 2010/11. Background Papers: none specified.	T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk	Relevant Officers only.	Executive  Council	22 Feb 2010  22 Feb 2010
Enforcement Policy	To adopt changes suggested following a review of policy operation. Background Papers: none specified.	C Felton - Head of Legal, Equalities and Democratic Services Tel: 01527 873232 c.felton@bromsgrove.gov.uk	None specified.	Executive  Council	10 Mar 2010  29 Mar 2010
Shared Electoral Service	Consideration of operation of shared Electoral Service. Background Papers: none specified.	C Felton - Head of Legal, Equalities and Democratic Services Tel: 01527 873232 c.felton@bromsgrove.gov.uk	None specified.	Executive  Council	10 Mar 2010  29 Mar 2010

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Quarterly Performance Monitoring - Quarter 3, October - December 2009	To consider a report which provides a view on aspects of the Council's overall performance and an opportunity to view the Council's performance for Quarter 3 of the 2009/10 financial year and to comment on it. Background Papers: none specified	A Heighway, Head of Community Services Tel: 01527 64252 ext 3122 angie.heighway@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010
Quarterly Budget Monitoring - Quarter 3, September to December 2009	To provide Members with an overview of the budget, including the achievement of approved savings as at the end of Quarter 3, 2009/10. Background Papers: none specified	T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010



Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Quarterly Monitoring of Formal Complaints and Compliments - Quarter 3, September to December 2009	To consider a report which provides a view on aspects of the Council's Formal Complaints Procedure, the compliments recorded during the same period and the Ombudsman 'Annual Review 2008/09.  Background Papers: none specified	A Heighway, Head of Community Services Tel: 01527 64252 ext 3122 angie.heighway@redditchbc.gov.uk	Relevant Officers	Executive	10 Mar 2010
Quarterly Monitoring of the Benefits Service Improvement Plan - Quarter 3, September to December 2009	To advise Members of actual performance during Quarter 3 of the Improvement Plan.  Background Papers: none specified	T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010
Home Improvement Agency	To consider recommissioning of Home Improvement Agency services on a countywide basis. Background Papers: none specified	Head of Community Services Tel: 01527 64252 ext 3122 angela.heighway@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Redditch Housing Advice and Homelessness Review and Enhanced Housing Options Strategy and Action Plan	<p>To endorse the Redditch Housing Advice and Homelessness Review and agree the Redditch Enhanced Housing Options Strategy and Action Plan for 2010 to 2013.</p> <p>(Report attached) Background Papers: none specified</p>	<p>E Hopkins, Housing Options Manager Tel: 01527 64252 ext 3510 elise.hopkins@redditchbc.gov.uk</p>	<p>Relevant Officers.</p>	<p>Executive  Council</p>	<p>10 Mar 2010  29 Mar 2010</p>
Prudential Indicators 2010/11 to 2012/13 and Minimum Revenue Provision Policy	<p>To agree the Prudential Indicators and Minimum Revenue Provision (MRP) Policy before the start of the 2010/11 financial year. Background Papers: none specified</p>	<p>T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk</p>	<p>Relevant Officers</p>	<p>Executive  Council</p>	<p>10 Mar 2010  29 Mar 2010</p>

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Treasury Management Policy Statement	To approve the Council's updated Treasury Management Policy Statement, including the Treasury Management and Annual Investment Strategies for the 2010/11 financial year. Background Papers: none specified	T Kristunas, Head of Resources Tel: 01527 64252 ext 3295 teresa.kristunas@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010
Voluntary Sector Grant Applications 2010/11	To consider recommendations from the Grants Assessment Panel in awarding grants to voluntary sector organisations for projects in 2010/11. Background Papers: none specified	M Bough, Housing Policy and Performance Manager Tel: 01527 64252 ext 3120 matthew.bough@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Mar 2010  29 Mar 2010
Business Centre Review	To consider the function and role of business centres, with particular regard to strategic benefits, performance and management. Background Papers: none specified.	R Bamford, Acting Head of Planning and Building Control Tel: 01527 64252 ext 3219 ruth.bamford@redditchbc.gov.uk	Economic Advisory Panel, Relevant Officers.	Executive  Council	31 Mar 2010  19 Apr 2010

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Communications and Engagement Strategy	To seek approval for a Communications and Engagement Strategy. Background Papers: none specified		Relevant Officers.	Executive  Council	31 Mar 2010  19 Apr 2010
Redditch Borough Council Logo	To consider the costs and ways of implementing a new logo for Redditch Borough Council. Background Papers: none specified	A Marklew, Communications and Marketing Manager Tel: 01527 64252 adrian.marklew@redditchbc.gov.uk	Relevant Officers	Executive  Council	31 Mar 2010  19 Apr 2010
Preferred Draft Core Strategy	To receive and consider Officer responses into the Preferred Draft Core Strategy consultation. Background Papers: Preferred Draft Core Strategy	E Baker, Development Plans Manager Tel: 01527 64252 ext 3034 emma.baker@redditchbc.gov.uk	Relevant Officers	Executive  Council	31 Mar 2010  19 Apr 2010

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Draft West Midlands Interim Policy Statement - Provision of Accommodation for Gypsies, Travellers and Travelling Showpeople	To seek retrospective approval for Redditch Borough Council's response to the Draft West Midlands Interim Policy Statement for the provision of new accommodation for Gypsies, Travellers and Showpeople. Background Papers: none specified	L Brockett, Planning Assistant Tel: 01527 64252 ext 3221 louise.brockett@redditchbc.gov.uk	Relevant Officers	Executive  Council	31 Mar 2010  19 Apr 2010
Overview and Scrutiny Annual Report 2009/10	To receive an Annual Report from the Council's Overview and Scrutiny committee on its work during the previous year and consider any recommendations for the future programmes and amended working methods, if appropriate. Background Papers: Previous Overview and Scrutiny Annual Reports	J Bayley, Overview and Scrutiny Support Officer Tel: 01527 64252 ext 3268 jess.bayley@redditchbc.gov.uk	Relevant Officers.	Council	19 Apr 2010

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Employment Land Review - Update	To consider a factual update of the Employment Land Review; this ensures that the Local Development Framework evidence base is up to date. Background Papers: none specified	A Baldwin, Planning Assistant Tel: 01527 64252 ext 3124 ashley.baldwin@redditchbc.gov.uk	Relevant Officers	Executive  Council	21 Apr 2010  28 Jun 2010
Sub-Regional Choice Based Lettings	To consider the Council joining a Sub-Regional Choice Based Lettings Scheme. Report. Background Papers: none specified.	E Hopkins, Housing Options Manager Tel: 01527 64252 ext 3510 elise.hopkins@redditchbc.gov.uk	Relevant Officers / Borough Tenants Panel.	Executive  Council	21 Apr 2010  28 Jun 2010
Irrecoverable Debts	To consider irrecoverable debts to be written off. Background Papers: Personal Recovery Files	J Braithwaite, Income Recovery Team Leader Tel: 01527 64252 ext 3803 judy.braithwaite@redditchbc.gov.uk	Relevant Officers	Executive  Council	26 May 2010  28 Jun 2010
Street Naming Policy	To consider a review of the Street Naming Policy. Background Papers: none specified	S Skinner, Democratic Services Manager Tel: 01527 64252 ext 3256 steve.skinner@redditchbc.gov.uk	Relevant Officers.	Executive  Council	18 Aug 2010  20 Sep 2010

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Irrecoverable Debts	To consider irrecoverable debts to be written off. Background Papers: Personal Recovery Files	J Braithwaite, Income Recovery Team Leader Tel: 01527 64252 ext 3803 judy.braithwaite@redditchbc.gov.uk	Relevant Officers	Executive  Council	18 Aug 2010  12 Dec 2009
Irrecoverable Debts	To consider irrecoverable debts to be written off. Background Papers: Personal Recovery Files	J Braithwaite, Income Recovery Team Leader Tel: 01527 64252 ext 3803 judy.braithwaite@redditchbc.gov.uk	Relevant Officers	Executive  Council	10 Nov 2010  13 Dec 2010
Polling Stations - Review	To report on the outcome of the annual review of Polling Stations. Report. Background Papers: previous Annual Reports.	S Skinner, Democratic Services Manager Tel: 01527 64252 ext 3256 steve.skinner@redditchbc.gov.uk	Councillors / Local Parties / Residents / Community Organisations.	Executive  Council	12 Jan 2011  7 Feb 2011

## PART IV – AWAITING CONFIRMATION OF MEETING DATE

Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Church Green Improvements	To consider a report detailing proposed options for improvements to Church Green. Report. Background Papers: none specified	C Walker, Landscape and Countryside Services Manager Tel: 01527 64252 ext 3421 carl.walker@redditchbc.gov.uk	Relevant Officers.	Executive  Council	
Dial-a-Ride - Business Case Review	To detail proposals to reduce the operating costs of the service. Background Papers: none specified.	P Mills, Transport & Supplies Manager Tel: 01527 64252 ext 3614 paul.mills@redditchbc.gov.uk	Relevant Officers.	Executive  Council	



Subject Matter	Description of Key decision and supporting documents	Officer Contact	Consultation	Decision taker	Date
Joint Worcestershire Scrutiny into Flooding Task and Finish Group - Recommendations	To consider and approve the recommendations forwarded by the Joint Worcestershire Scrutiny into Flooding Task and Finish Group in February 2009 and any additional suggestions since proposed by relevant Officers from Redditch Borough Council regarding the practical and financial implications of these recommendations for the Council. Background Papers: Joint Worcestershire Scrutiny into Flooding Task and Finish Group Final Report	C Wilson, Operations Manager, Asset Maintenance Tel: 01527 64252 ext 3379 clive.wilson@redditchbc.gov.uk	Relevant Officers and a number of drainage partnerships.	Executive  Council	
Local Development Scheme No 4	To seek approval of Local Development Scheme No 4 which sets the timetable for the production of Local Development documents. Background Papers: none specified	L Brockett, Planning Assistant Tel: 01527 64252 ext 3221 louise.brockett@redditchbc.gov.uk	Relevant Officers.	Executive  Council	

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Member Role Descriptors	Adoption of changes following review of Role Descriptors. Background Papers: none specified.	C Felton - Head of Legal, Equalities and Democratic Services Tel: 01527 873232 c.felton@bromsgrove.gov.uk	None specified.	Executive  Council	
Pesticide Policy	To consider a policy that will define the Council's use of pesticides / herbicides particularly in relation to weed control. Background Papers: none specified	C Walker, Landscape and Countryside Services Manager Tel: 01527 64252 ext 3421 carl.walker@redditchbc.gov.uk	Relevant Officers	Executive  Council	
Private Sector Home Support Service	To consider the introduction of a Home Support Service in the Private Sector. Background Papers: None specified.	L Tompkin, Head of Housing and Community Services Tel: 01527 64252 ext 3304 liz.tompkin@redditchbc.gov.uk	Housing Advisory Panel, Borough Tenants Panel, Community Forum.	Executive  Council	
Shopmobility - Business Case Review	To details proposals to reduce the operating costs of the service and to generate income. Background Papers: none specified.	P Mills, Transport & Supplies Manager Tel: 01527 64252 ext 3614 paul.mills@redditchbc.gov.uk	Relevant Officers.	Executive  Council	

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West Midlands Regional Spatial Strategy - Phase 2 - Suggested Changes Consultation Period	To inform Members about the suggested changes to the West Midlands Regional Spatial Strategy (WMRSS) following receipt of the Examination in Public (EiP) Panel recommendations and presentation of any objections to the WMRSS changes with respect to Redditch and to seek approval to submit objections on behalf of Redditch Borough Council as part of the consultation process. Background Papers: none specified	A Grimmett, Planning Officer Tel: 01527 64252 ext 3209 alison.grimmett@redditchbc.gov.uk		Executive  Council	

**CUT OFF POINT FOR TO FORWARD PLAN**

**END**

Last update: 15th February 2010