

# **EXECUTIVE COMMITTEE LEADER'S FORWARD PLAN**

**1st February 2012 to 31st May 2012**

(published as at 16th January 2012 )

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.

(NB: There may be occasions when the Executive Committee may make recommendations to Council for a final decision.  
e.g. to approve a new policy or variation to the approved budget.)



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

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 ones which are likely to:**

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or**
- (ii) be significant in terms of its effect on communities living or working in the area comprising two or more wards in the Borough;**
- (iii) involve any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).**

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

9am to 5pm Mondays to 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 7pm on Tuesday evenings at the Town Hall. They are open to the public, except when confidential information is being discussed. 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 the Council's Calendar of Meetings. Meetings commence at 7.00pm.

## EXECUTIVE COMMITTEE MEMBERSHIP

Councillor Carole Gandy	Leader of the Council and Portfolio Holder for Community Leadership & Partnership
Councillor Michael Braley	Deputy Leader and Portfolio Holder for Corporate Management
Councillor Juliet Brunner	Portfolio Holder for Community Safety & Regulatory Services
Councillor Brandon Clayton	Portfolio Holder for Housing, Local Environment & Health
Councillor J Pearce	Portfolio Holder for Planning, Regeneration, Economic Development & Transport
Councillor Derek Taylor	Portfolio Holder for Leisure & Tourism
Councillor G Chance	
Councillor M Hall	
Councillor Debbie Taylor	

## CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person / organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to the Head of Legal, Equalities and Democratic Services, The Town Hall, Walter Stranz Square, Redditch, B98 8AH or e-mail: [denise.sunman@bromsgroveandredditch.gov.uk](mailto:denise.sunman@bromsgroveandredditch.gov.uk)

Item No.	Decision Taker	Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Executive	31 Jan 2012		HRA Revenue Account	Non-Key	Councillor Michael Braley	
2	Council	20 Feb 2012		Medium Term Financial Plan 2013/14 - 2014/15	<b>Key</b>	Councillor Michael Braley	*Executive Committee will make recommendations to Council following its meeting on 20 Feb 2012
3	Council	20 Feb 2012		Council Tax Setting 2012-13	<b>Key</b>	Councillor Michael Braley	*Executive Committee will make recommendations to Council following its meeting on 20 Feb 2012
4	Executive	21 Feb 2012		Private Sector Home Support Service	Non-Key	Councillor Brandon Clayton	
5	Executive	21 Feb 2012	11 Nov 2010	Street Naming Policy - Review	<b>Key</b>	Councillor Michael Braley	

<b>Item No.</b>	<b>Decision Taker</b>	<b>Expected Date of Decision</b>	<b>Original Expected Date of Decision</b>	<b>Proposed Decision</b>	<b>Type of Decision (Key or Non-Key)</b>	<b>Lead Councillor/ Portfolio Holder</b>	<b>Comments</b>
6	Council	5 Mar 2012	5 Dec 2011	Housing Revenue Account - Outcome of Review	<b>Key</b>	Councillor Brandon Clayton	*Executive Committee will make recommendations to Council following its meeting on 21st February 2012
7	Executive	21 Feb 2012		Localism Act - Pay Policy Statement for Officers	<b>Key</b>	Councillor Michael Braley	
8	Executive	21 Feb 2012		Grants Programme 2012/13	<b>Key</b>	Councillor Carole Gandy	
9	Council	5 Mar 2012		Highway Impact and Accessibility Modelling Report - Worcestershire County Council (Halcrow) - May 2011	Non-Key	Councillor Jinny Pearce	*Executive Committee will make recommendations to Council following its meeting on 21st February 2012
10	Executive	13 Mar 2012		Quarterly Performance Report - Quarter 3 - October to December 2011	Non-Key	Councillor Michael Braley	

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11	Executive	13 Mar 2012		Quarterly Budget Monitoring - Quarter 3 - October to December 2011	Non-Key	Councillor Michael Braley	
12	Executive	13 Mar 2012		Quarterly Monitoring of the Benefits Service Improvement Plan - Quarter 3 - October to December 2011	Non-Key	Councillor Michael Braley	
13	Executive	13 Mar 2012		Quarterly Customer Services Monitoring - Quarter 3 - October to December 2011	Non-Key	Councillor Michael Braley	
14	Executive	13 Mar 2012		Quarterly Monitoring - Write Off of Debts - Quarter 3 - October to December 2011	Non-Key	Councillor Michael Braley	
15	Executive	13 Mar 2012		Constitution - Review	Non-Key	Councillor Michael Braley	
16	Executive	13 Mar 2012		Private Sector Housing Enforcement Policy 2012	Non-Key	Councillor Brandon Clayton	

<b>Item No.</b>	<b>Decision Taker</b>	<b>Expected Date of Decision</b>	<b>Original Expected Date of Decision</b>	<b>Proposed Decision</b>	<b>Type of Decision (Key or Non-Key)</b>	<b>Lead Councillor/ Portfolio Holder</b>	<b>Comments</b>
17	Council	16 Apr 2012		Tenancy Strategy 2011	<b>Key</b>	Councillor Brandon Clayton	
18	Council	16 Apr 2012		Worcestershire Strategic Housing Market Assessment 2012	<b>Key</b>	Councillor Brandon Clayton	*Executive Committee will make recommendations to Council following its meeting on 13 March 2012
19	Executive	3 Apr 2012		Local Plan Evidence Base Documents	<b>Key</b>	Councillor Jinny Pearce	
20	Council		17 Oct 2011	Housing Allocations Policy - Review	<b>Key</b>	Councillor Brandon Clayton	*Awaiting new date
21	Council		17 Oct 2011	Roxboro House - Disposal Options	<b>Key</b>	Councillor Brandon Clayton	*Awaiting new date
22	Council		12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	<b>Key</b>	Councillor Brandon Clayton, Councillor Jinny Pearce	*Awaiting new date

**KEY DECISION**

Proposed to be made by the Executive on **20 Feb 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Michael Braley</p>	<p><b>ITEM</b></p> <p>Medium Term Financial Plan 2013/14 - 2014/15</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Exec Director of Finance and Resources</p> <p><b>REPORT AUTHOR</b></p> <p>J Pickering</p>	<p><b>SUMMARY</b></p> <p>To make recommendations on the Capital and Revenue Budgets and on the Council Tax Level for 2012/13.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH



**KEY DECISION**

Proposed to be made by the Executive on **20 Feb 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b> Councillor Michael Braley</p>	<p><b>ITEM</b> Council Tax Setting 2012-13</p>	<p><b>WARDS AFFECTED</b> All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Finance and Resources</p> <p><b>REPORT AUTHOR</b> T Kristunas, Head of Finance and Resources</p>	<p><b>SUMMARY</b> To set the Council Tax for 2011/12.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**Item No. 5**

**KEY DECISION**

Proposed to be made by the Executive on **21 Feb 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Michael Braley</p>	<p><b>ITEM</b></p> <p>Street Naming Policy - Review</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Background Papers: none specified.</p> <p><b>REPORT AUTHOR</b></p> <p>D Poole, Head of Business Transformation</p>	<p><b>SUMMARY</b></p> <p>To consider a review of the Street Naming Policy.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

<p>DECISIONS TO BE MADE IN PARTNERSHIP WITH</p>
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**Item No. 6**

**KEY DECISION**

Proposed to be made by the Executive on **21 Feb 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Brandon Clayton</p>	<p><b>ITEM</b></p> <p>Housing Revenue Account - Outcome of Review</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Housing</p> <p><b>REPORT AUTHOR</b></p> <p>L Tompkin Head of Housing and Community Services</p>	<p><b>SUMMARY</b></p> <p>To consider the final outcome of the Review of the Housing Revenue Account.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>To seek agreement for the Council's 30 year Business Plan and to agree the financial payment of debt</p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>
<p>Briefings Attendance at Borough Tenants Forum Letter to tenants</p>	<p>Councillors Borough Tenants Forum Directors and Heads of Service, Redditch Borough Council</p>	<p>October - November 2011</p>

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

Not applicable

**Item No. 7**

**NON-KEY DECISION**

Proposed to be made by the Executive on **21 Feb 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Michael Braley</p>	<p><b>ITEM</b></p> <p>Localism Act - Pay Policy Statement for Officers</p>	<p><b>WARDS AFFECTED</b></p> <p>(No Specific Ward Relevance);</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Executive Director of Finance and Resources</p> <p><b>REPORT AUTHOR</b></p> <p>J Pickering</p>	<p><b>SUMMARY</b></p> <p>To approve a Pay Policy Statement for Officers as required by the Localism Act 2011.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**Item No. 8**

## KEY DECISION

Proposed to be made by the Executive on **21 Feb 2012**

<b>LEAD MEMBER / PORTFOLIO HOLDER</b>  Councillor Carole Gandy	<b>ITEM</b>  Grants Programme 2012/13	<b>WARDS AFFECTED</b>  All Wards;
<b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Community Services  <b>REPORT AUTHOR</b> D Hancox Voluntary Sector Grants Co-ordinator	<b>SUMMARY</b>  Redditch Borough Council's 2012/13 Grants Programme Fund is set at £241,000 to support Local, Voluntary and Community Sector organisations. The report seeks final approval of the recommendations for funding made by the Grants Panel.	<b>REASONS FOR BEING ON THE FORWARD PLAN</b>  Approval of the Grant Panel's recommended funding allocations.
<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
4 meetings of the Grants Panel to assess and score applications to the 2012/13 Grants Programme.		December 2011 - January 2012

### DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

**KEY DECISION**

Proposed to be made by the Executive on **13 Mar 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Brandon Clayton</p>	<p><b>ITEM</b></p> <p>Tenancy Strategy 2011</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Community Services</p> <p><b>REPORT AUTHOR</b></p> <p>M Bough Housing Policy and Performance Manager</p>	<p><b>SUMMARY</b></p> <p>The report will present a Tenancy Strategy which sets out the considerations for individual social landlords to have regard to in their own policies on the granting and re-issuing of tenancies relating to;</p> <ul style="list-style-type: none"> <li>• The kinds of tenancies that they grant;</li> <li>• The circumstances in which they will grant a tenancy of a particular kind;</li> <li>• Where they grant tenancies for a fixed term, the length of the term;</li> <li>• The circumstances in which they will grant a further tenancy on the ending of the existing one.</li> </ul>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>The Council is required by the Localism Act 2011 to implement a Tenancy Strategy</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
Consultation Events	<b>Stakeholders</b> District Councils Registered Local Landlords Adult and Community Services Voluntary and Community Sector	Ongoing since December 2009

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

**KEY DECISION**

Proposed to be made by the Executive **13 Mar 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Brandon Clayton</p>	<p><b>ITEM</b></p> <p>Worcestershire Strategic Housing Market Assessment 2012</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Community Services</p> <p><b>REPORT AUTHOR</b></p> <p>M Bough Housing Policy and Performance Manager</p>	<p><b>SUMMARY</b></p> <p>To seek approval to adopt the final report of the Worcestershire Strategic Housing Market Assessment (published by GVA Grimley – January 2012) as the Key Strategic Housing Evidence Base to underpin development of house building targets, housing and planning policy and to support site by site affordable housing negotiations.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>To seek approval to adopt the Worcestershire Strategic Housing Market Assessment 2012</p>



<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Worcestershire Strategic Housing Officers Group (WSHOG) appointed Redditch Borough Council as the Lead Authority to commission a Strategic Housing Market Assessment for the whole of Worcestershire.</p>	<ul style="list-style-type: none"> <li>• Meetings of Commission Group and WSHOG, involving all Councils and contractor (GVA Grimley);</li> <li>• Housing and Planning Officers at all Worcestershire Councils;</li> <li>• Key housing stakeholders at specifically organised events and via e-mail and telephone;</li> <li>• Appropriate agencies and other stakeholders;</li> <li>• Worcestershire County Council Research and Intelligence Team on data collection;</li> <li>• Procurement, Legal and Finance Teams on contractual and procurement matters;</li> <li>• Senior RBC Officers as appropriate.</li> </ul>	<p>October 2012 to January 2012</p>

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

Not applicable

**KEY DECISION**

Proposed to be made by the Executive on **3 Apr 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Jinny Pearce</p>	<p><b>ITEM</b></p> <p>Local Plan Evidence Base Documents</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Planning and Regeneration</p> <p><b>REPORT AUTHOR</b></p> <p>E Baker Acting Development Plans Manager</p>	<p><b>SUMMARY</b></p> <p>To seek endorsement of additional documents forming part of the Local Plan Evidence Base:</p> <p>Appendix 1: A435 Area of Development Restraint - Review Appendix 2: Strategic Flood Risk Assessment – Level 2 Appendix 3: Water Cycle Strategy - Update</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>To seek endorsement of additional documents forming part of the Local Plan Evidence Base</p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>
<p>Members and Planning Advisory Panel (PAP)</p>	<p>Environment Agency Severn Trent Water Worcestershire County Council – Highways Asset Management Members</p>	<p>Planning Advisory Panel meetings between January and February 2012 Consultation with Severn Trent Water and the Environment Agency throughout 2011 Consultation with County Highways and Assets Management - January and February 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

Not applicable

**KEY DECISION**

Proposed to be made by the Executive (date to be identified)

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Portfolio Holder Housing and Health, Councillor Brandon Clayton</p>	<p><b>ITEM</b></p> <p>Housing Allocations Policy - Review</p>	<p><b>WARDS AFFECTED</b></p> <p>(No Specific Ward Relevance);</p>
<p><b>DOCUMENTS TO BE COMSIDERED BY THE DECISION TAKER</b></p> <p>None.</p> <p><b>REPORT AUTHOR</b></p> <p>L Tompkin, Head of Housing</p>	<p><b>SUMMARY</b></p> <p>To consider a review of the Housing Allocations Policy.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**KEY DECISION**

Proposed to be made by the Executive (date to be identified)

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Portfolio Holder Housing and Health, Councillor Brandon Clayton</p>	<p><b>ITEM</b></p> <p>Roxboro House - Disposal Options</p>	<p><b>WARDS AFFECTED</b></p> <p>(Central Ward);</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Housing</p> <p><b>REPORT AUTHOR</b></p> <p>Daniel Russell Housing Enabling Officer</p>	<p><b>SUMMARY</b></p> <p>To consider the options for disposal of Roxboro House.</p> <p>[The report may contain exempt information as defined in S.100 of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, as they may contain information relating to financial or business affairs. In view of this it is anticipated that discussion of these matters may take place after the exclusion of the public.]</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Committee decision required</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
	RSL Partners, Property Agents and other Officers.	N/A

<p>DECISIONS TO BE MADE IN PARTNERSHIP WITH</p> <p>N/A</p>
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**KEY DECISION**

Proposed to be made by the Executive (date to be identified)

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p> <p>Councillor Brandon Clayton, Councillor Jinny Pearce</p>	<p><b>ITEM</b></p> <p>Town Centre Landscape Improvements (including Church Green)</p>	<p><b>WARDS AFFECTED</b></p> <p>(Abbey Ward);</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Background Papers: none specified</p> <p><b>REPORT AUTHOR</b></p> <p>C Walker, L Hadley Landscape and Countryside Services Manager, Planning Officer</p>	<p><b>SUMMARY</b></p> <p>To consider a report detailing proposed options for Town Centre Landscape Improvements (including Church Green).</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p> <p>Relevant Officers.</p>	<p><b>Consultation Period or Dates</b></p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH