

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

**1st June 2012 to 30th September 2012**

(published as at 15th May 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.)

**REDDITCH BOROUGH COUNCIL**  


*making  
a  
difference*

[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

To be confirmed following the Council's Annual General Meeting on 21st May 2012

### 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	26 Jun 2012		Quarterly Performance Report - Quarter 4 - January to March 2012	Non-Key	To be confirmed	
2	Executive	26 Jun 2012		Budget Outturn Report - Quarter 4	Non-Key	To be confirmed	
3	Executive	26 Jun 2012		Quarterly Monitoring - Write Off of Debts - Quarter 4 - January to March 2012	Non-Key	To be confirmed	
4	Executive	26 Jun 2012		Quarterly Customer Services Monitoring - Quarter 4 - January to March 2012	Non-Key	To be confirmed	
5	Executive	26 Jun 2012		Quarterly Sickness Monitoring - Quarter 4 - January to March 2012	Non-Key	To be confirmed	
6	Executive	26 Jun 2012		Pay and Display Car Parks - Town Hall and Trescott Road (Trafford Park)	<b>Key</b>	To be confirmed	

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
7	Council	23 Jul 2012		Co-location of the One Stop Shop at Woodrow Library	Non-Key	To be confirmed	*Executive Committee will make recommendations to Council following its meeting on 26 June 2012
8	Executive	26 Jun 2012	29 May 2012	Polling Station - Review	Non-Key	To be confirmed	
9	Executive	26 Jun 2012		Income Management and Payment Card Industry (PCI PA-DSS) Compliance	Non-Key	To be confirmed	
10	Executive	24 Jul 2012	3 Apr 2012 & 29 May 2012	Concessionary Rents Policy	<b>Key</b>	To be confirmed	
11	Executive	24 Jul 2012		Alcohol and Drugs Policy - Review	Non-Key	To be confirmed	
12	Executive	24 Jul 2012		Sickness Policy - Review	Non-Key	To be confirmed	
13	Council	3 Sep 2012	13 Mar 2012 & 16 Apr 2012	Tenancy Strategy and Policy 2012 - 2014	<b>Key</b>	To be confirmed	*Executive Committee will make recommendations to Council following its meeting on 24 July 2012

<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>
14	Executive	21 Aug 2012		Adverse Weather Policy - Review	Non-Key	To be confirmed	
15	Executive	21 Aug 2012		Budget Preparation Guidelines	<b>Key</b>	To be confirmed	
16	Executive	18 Sep 2012		Quarterly Budget Monitoring - Quarter 1 - April to June 2012	Non-Key	To be confirmed	
17	Executive	18 Dec 2012		Quarterly Budget Monitoring - Quarter 2 - July to September 2012	Non-Key	To be confirmed	
18	Executive	15 Jan 2013		Council Tax Base 2013/14	<b>Key</b>	To be confirmed	
19	Executive	15 Jan 2013		Fees and Charges 2013/14	<b>Key</b>	To be confirmed	
20	Executive		21 Feb 2012	Highway Impact and Accessibility Modelling Report - Worcestershire County Council (Halcrow) May 2011	Non-Key	To be confirmed	New date to be identified

<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>
21	Executive Council		4 Oct 2011 17 Oct 2011	Housing Allocations Policy - Review	<b>Key</b>	To be confirmed	New date to be identified
22	Executive Council		12 Jan 2011	Town Centre Landscape Improvements (including Church Green)	<b>Key</b>	To be confirmed	New date to be identified

**Item No. 6**

**KEY DECISION**

Proposed to be made by the Executive on **26 Jun 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p> <p>Pay and Display Car Parks - Town Hall and Trescott Road (Trafford Park)</p>	<p><b>WARDS AFFECTED</b></p> <p>(Various Wards);</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> Report of the Head of Environmental Services</p> <p><b>REPORT AUTHOR</b> C Walker Landscape and Countryside Services Manager</p>	<p><b>SUMMARY</b></p> <p>To consider the financial implications of retaining the Pay and Display car park functions at the Town Hall and Trescott Road (Trafford Park).</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Decision required on Pay and Display function at Town Hall and Trescott Road (Trafford Park)</p>
<p><b>CONSULTATION DETAILS</b></p>	<p><b>Method of Consultation</b></p>	<p><b>Consultation Period or Dates</b></p>
	<p>Wychavon District Council as providers of monitoring / enforcement service of car parks.</p>	

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

Wychavon District Council



**KEY DECISION**

Proposed to be made by the Executive on **24 Jul 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p> <p>Concessionary Rents Policy</p>	<p><b>WARDS AFFECTED</b></p> <p>(No Specific Ward Relevance);</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></p> <p>To consider a policy regarding granting concessionary rents in respect of the Council's commercial property portfolio.</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>Relevant Officers and representatives from the Voluntary Sector.</p>	<p>February / March 2012</p>

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**KEY DECISION**

Proposed to be made by the Executive on **24 Jul 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p> <p>Tenancy Strategy and Policy 2012 - 2014</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards;</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b>          Joint reportt of the Head of Community Services and Head of Housing</p> <p><b>REPORT AUTHOR</b>          M Bough          Housing Policy and Performance Manager</p>	<p><b>SUMMARY</b></p> <p>The report will present a Tenancy Strategy and Policy 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 on **21 Aug 2012**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b> Budget Preparation Guidelines</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> J Pickering - Exec Director (Finance and Corporate Resources)</p>	<p><b>SUMMARY</b> To set guidelines for the preparation of the 2013/14 budget and receive the Initial Estimates for 2014/15 and 2015/16.</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 **15 Jan 2013**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p> <p>Council Tax Base 2013/14</p>	<p><b>WARDS AFFECTED</b></p> <p>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 Resources</p>	<p><b>SUMMARY</b></p> <p>To consider a report regarding the setting of the Council Tax Base for 2013/14.</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 **15 Jan 2013**

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p> <p>Fees and Charges 2013/14</p>	<p><b>WARDS AFFECTED</b></p> <p>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></p> <p>To consider the proposed fees and charges for 2013/14 for the Council's chargeable services.</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. 21**

**KEY DECISION**

Proposed to be made by the Executive (new date to be confirmed)

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

DECISIONS TO BE MADE IN PARTNERSHIP WITH

**KEY DECISION**

Proposed to be made by the Executive (new date to be confirmed)

<p><b>LEAD MEMBER / PORTFOLIO HOLDER</b></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> Background Papers: none specified</p> <p><b>REPORT AUTHOR</b> 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