

## **REDDITCH BOROUGH COUNCIL**

### **GENERAL INFORMATION FOR COUNCILLORS**

#### **Town Hall Access**

To access the Town Hall, Members need to use your ID badges, which should be on display at all times when you are in Council buildings. Please email a photograph to the Democratic Services team which could be used on your ID badge. You should wear your ID badge at all times when you are in the Town Hall or at other council buildings, such as Oakenshaw Community Centre.

Please sign into the attendance book when you visit the Town Hall. This will ensure that the Council is aware of your presence in the event of an emergency. The attendance book is generally located at the foot of the main staircase in the Town Hall, although the location may change during the refurbishment of the building. Members will be kept updated on changing access arrangements for the Town Hall over time. Should the fire alarm sound whilst you are in the Town Hall, please leave the building and join staff gathering in the assembly point in Walter Stranz Square.

#### **Council and Committee meetings**

During the course of refurbishment works currently being undertaken at Redditch Town Hall, Council and Committee meetings are primarily being held at Oakenshaw Community Centre, Castleditch Lane, Redditch B98 7YB. A map, indicating the location of the Oakenshaw community Centre, has been included in the induction pack.

The exception to this will be meetings of Licensing Sub-Committees, which are held during the day. These meetings will take place in the Conference Room at the Arrow Valley Countryside Centre.

The location of a meeting is always recorded on the front page of an agenda and Members are urged to check these in advance of a meeting to ensure that you travel to the correct venue in plenty of time. Should you be uncertain about the location of a meeting, please contact the Democratic Services team.

#### **Electronic Communication**

The Council has agreed that electronic (email) communication is the normal method of communication for officers and Members. Once you have been set up with a Council email address you will receive regular emails sent to you as an individual councillor and emails which are sent to all councillors.

For cyber security and data protection reasons, Members should only use Councillor email addresses for Council business. Councillors should not use personal email addresses to communicate with staff and residents about Council business.

## **Agenda Packs**

Committee agenda papers and minutes are produced electronically by the Democratic Services Team using a system called Modern.gov.

The general assumption at Redditch Borough Council is that Members and Officers will access agenda packs for Committee meetings in an electronic form only. Agenda packs can be accessed and annotated using the modern.gov app, which will be installed on your Council IT equipment. A training session in respect of how to use the modern.gov app is scheduled to be delivered on 27<sup>th</sup> May 2026 and the Democratic Services Team can help Members to get the most from the app.

If you would prefer to receive paper copies of agenda packs, please notify the Democratic Services team by emailing [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)

You will receive automatic emails which inform you that agenda, minutes and other Committee papers have been published on Modern.gov. The automatic emails telling you that papers have been published will be addressed to you as "Dear Modern.gov user".

## **Members' post**

During the refurbishment of the Town Hall, Members' post will be posted out to your home address. This will be a temporary arrangement which will end once Council and Committee meetings have resumed at the Town Hall. To enable this to happen, should you opt to receive paper copies of agenda packs, new Members are urged to provide your address details to Democratic Services as soon as possible after the election.

Once the new civic suite has opened at Redditch Town Hall, Each Councillor will have their own labelled post tray. This is used for the distribution of post and Council documents. Members are responsible for collecting their post from the Town Hall on a regular basis. Should you opt to receive paper copies of agenda packs, these will be placed in your post ready for collection.

## **Stationery**

The Council can supply letterheads and business cards. There is a form in the Induction Pack for you to request these. Additional supplies can be arranged by contacting Democratic Services.

## **Redditch Town Hall Car Park**

Councillors have access to the Town Hall car park. In order to access the car park, your car registration details need to be entered onto the Council's MiPermit parking system. Please complete a copy of the car parking form provided and return this to

Democratic Services as soon as possible so that your car's details can be registered. Please note that you can only park using your registered vehicle. Should you change your vehicle during your term of office, you need to notify the Council of your vehicle's new registration details.

Parking is limited at Redditch Town Hall and is on a first come first serve basis. Councillors should only park in the Town Hall car park if they are visiting Redditch town centre, including the Town Hall, on Council business. Some parking bays are reserved for specific individuals. Please check all signage on display in the car park before parking.

There is plenty of free parking available at Oakenshaw Community Centre and the Arrow Valley Countryside Centre.

### **The Democratic Services Team**

The Democratic Services Team will soon become familiar faces to you as one of the Team is present at every formal Committee/Council meeting. They are your first port of call for queries relating to meetings and general Member support.