

**Open**

# **Council**

# **Agenda**

**6 pm**  
**Wednesday, 28th September 2011**  
**Council Chamber**  
**Civic Centre**  
**Stourport on Severn**



## PUBLIC INFORMATION

### Access to the Meeting and Further Information

- The Council meeting is open to the public except for any exempt / confidential items, which are normally taken at the end of the meeting.
- Agenda Item 5 - Public Participation. Guidance on how to have your say is available on the Council's website:  
[http://www.wyreforestdc.gov.uk/wfdc\\_docs/policy/haveyoursay.pdf](http://www.wyreforestdc.gov.uk/wfdc_docs/policy/haveyoursay.pdf)
- If you have any queries about this Agenda or require any further information, please ask.
- If you have any mobility issues, please let us know before the meeting so that we can arrange for you to have a seat on the ground floor.
- This agenda can be made available in larger print on request.

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**COUNCIL MEETING**

**WEDNESDAY 28<sup>th</sup> September 2011**

**CIVIC CENTRE, STOURPORT-ON-SEVERN, WORCESTERSHIRE. DY13 8UJ**

**TO ALL MEMBERS OF THE COUNCIL, HONORARY ALDERMEN**

**PRESS AND PUBLIC**

Dear Member

**YOU ARE INVITED** to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. Wednesday 28<sup>th</sup> September 2011**, in the Council Chamber, Civic Centre, Stourport-on-Severn.

The Agenda for the meeting is enclosed.

Yours sincerely,

A handwritten signature in black ink that reads "I R Miller".

Ian Miller  
Chief Executive

**2011/2012**

## **Declarations of Interest - Guidance Note**

### **Code of Conduct**

Members are reminded that under the Code of Conduct it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

### **Section 106 of the Local Government Finance Act 1992**

If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

## **(A) TERMS OF REFERENCE OF THE COUNCIL**

The Council

1. Is the ultimate decision making Body.
2. Determines the Budget (but reserves powers to itself in relation to requirements).
3. Is responsible for appointing (and dismissing) the Leader of the Council.
4. Appoints at its Annual Meeting, the Regulatory Committees, the Overview and Scrutiny Committee and any other Committees/Forums necessary to conduct the Council's business.
5. Decides on matters where the Cabinet is not minded to determine a matter in accordance with Council policy.

## **(B) MATTERS RESERVED TO THE COUNCIL**

1. Those reserved by Law e.g. levying a rate, borrowing money, promotion of or opposition to a Bill in Parliament.
2. Matters reserved to the Council by financial regulations.
3. The adoption and amendment of Standing Orders, including the powers and duties of Committees and other forums.
4. The making of any By-Laws, Rules or other regulations requiring the approval of the Secretary of State or a Minister of the Crown.
5. The determination of the objectives of the Council.
6. Matters of new policy or variation of existing policy and the allocation of resources.
7. Local Development Framework adoption.
8. Any function where a decision would be contrary to a plan, policy, budget or strategy previously adopted by the Council, which would be contrary to the Council's Standing Orders, Financial Regulations or Executive arrangements.
9. The Scheme of Delegations to Officers.

Wyre Forest District Council

Council

Wednesday, 28th September 2011

The Council Chamber, Civic Centre, Stourport on Severn

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	<b>Prayers</b> Prayers are to be said by Pastor Rob Palmer from the Franche Evangelical Church, Kidderminster.	
2.	<b>Apologies for Absence</b>	
3.	<b>Declarations of Interest</b> In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.  Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992. (See guidance note on cover.)	
4.	<b>Minutes</b> To confirm as a correct record the Minutes of the meeting held on the 27th July 2011.	8
5.	<b>Public Participation</b> In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council, to allow Members of the public to present petitions, ask questions or make statements, details of which have been received by no later than <b>12 noon Monday 19<sup>th</sup> September 2011</b> . No one has registered to speak.  <i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Director of Legal and Corporate Services will rule on whether or not the matter is urgent and that ruling will be final.</i>	

6.	<p><b>Questions</b> Five questions have been received in accordance with Standing Orders (Section 7, 1.9) by Members of the Council, details of which should have been received by no later than <b>12 noon Monday 19<sup>th</sup> September 2011</b>.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have reasonably been known at that time, it must be delivered in writing to the Director of Legal and Corporate Services no later than 9am on the day of Council.</i></p>	12
7.	<p><b>Chairman's Communications</b> To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	13
8.	<p><b>Leader of the Council Announcements and Reports</b> To receive announcements and any matters to report from the Leader of the Council.</p>	
9.	<p><b>Annual Report</b> To receive the annual report of the Chief Executive.</p>	14
10.	<p><b>Policy and Budget Framework</b> Matters which require a Decision by Council.</p> <p><b>Recommendations from Cabinet Meeting of 20<sup>th</sup> September 2011</b></p> <ul style="list-style-type: none"> <li>• Wyre Forest District Local Development Framework (LDF) Churchfields Masterplan Supplementary Planning Guidance: Responses to Draft Consultation Paper and Final Masterplan for Adoption.</li> </ul>	22
11.	<p><b>Revised Media Policy</b> To receive a report from the Director of Community and Partnership Services on the revised Media Protocol from the Director of Community and Partnership Services.</p> <p><i>Appendix 1 of this report has been circulated electronically, and public inspection copy is available on request.</i></p>	23
12.	<p><b>Community Governance Review</b> To receive a report from the Director of Legal and Corporate Services regarding the Terms of Reference for a Community Governance for Rock and Ribbesford.</p>	23
13.	<p><b>Boundary Commission Review Response</b> To receive a report from the Chief Executive regarding a response on the consultation being carried out by the Boundary Commission.</p>	36

<p><b>14.</b></p>	<p><b>Motions Submitted Under Standing Orders</b>  No motions have been received in accordance with Standing Order (Section 7, 4.1).</p> <p>Motions must be received in writing by the Director of Legal and Corporate Services no later than <b>12 noon Monday 19<sup>th</sup> September 2011.</b></p>	
<p><b>15.</b></p>	<p><b>Urgent Motions Submitted Under Standing Orders</b>  To consider any motions in the order in which they have been received, which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Order (Section 7 4.1 (viii)).</p>	
<p><b>16.</b></p>	<p><b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b></p>	
<p><b>17.</b></p>	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

WYRE FOREST DISTRICT COUNCIL

COUNCIL

THE COUNCIL CHAMBER, CIVIC CENTRE, STOURPORT-ON-SEVERN

27TH JULY 2011 (6.00 PM)

**PRESENT:**

Councillors: M Ahmed, J Aston, J Baker, G W Ballinger, R Bishop, A J Buckley, J-P Campion, S J M Clee, N J Desmond, H E Dyke, P Dyke, N Gale, B T Glass, D R Godwin, J Greener, I Hardiman, P B Harrison, J A Hart, M J Hart, P V Hayward, V Higgs, A T Hingley, J Holden, T Ingham, M B Kelly, H J Martin, D J McCann, C D Nicholls, F M Oborski, T L Onslow, J W Parish, J Phillips, M Price, K H Prosser, C Rogers, M A Salter, A M Sewell, J A Shaw, D R Sheppard, N J Thomas, S J Williams, G C Yarranton

**C.26**

**Prayers**

Prayers were said by Reverend Linda Catlow from Wesley Methodist, Stourport & Alveley and Callow Hill & Areley Kings Methodist Churches.

**C.27**

**Apologies for Absence**

There were no apologies for absence.

**C.28**

**Declaration of Interests**

There were no declarations of interest.

**C.29**

**Minutes**

**Decision: The minutes of the meeting held on 18th May 2011 be confirmed as a correct record and signed by the Chairman.**

**C.30**

**Public Participation**

No Members of the public wished to address Council in accordance with Council's scheme for public participation at meetings of Full Council.

**C.31**

**Questions**

No questions were received.

**C.32**

**Chairman's Communications**

The Council received a list of functions attended by the Chairman or Vice-Chairman since the Council's last meeting.

**C.33**

**Leader's Announcements and Report**

The Leader of the Council made the following announcements:

**Icelandic Update**

Council were advised that the ruling of the Icelandic District Court to confirm the "priority" status in relation to the Council's Landsbanki investment of £3m had been appealed to the Icelandic Supreme Court.

The Council had now received confirmation that as expected the appeal



#### **Agenda Item No. 4**

would be heard during September this year and would be held on the 14<sup>th</sup> & 15<sup>th</sup>. Representatives from Local Government including Stephen Jones, Director of Finance at the Local Government Group would be present during the appeal, the result of which is expected in early October. Following this appeal there is no further right to have the decision reviewed. The Leader gave assurances to Council that as soon as any information is available it would be immediately shared.

Steady progress was also being made in relation to the recovery of the investments with the Heritable and Kaupthing Singer and Friedlander with regular dividend payments still being received.

To date the Council had received just over £3.6m in dividends from these two investments with further payments expected throughout the year. This means that for the Heritable the Council has recovered just over 60% of the original investment and currently around 58% for Kaupthing Singer and Friedlander. Members were advised that should further information emerge in relation to the recovery of these investments all members would be briefed accordingly.

#### **Leisure Review Consultation**

Council were advised that there was an ongoing consultation in relation to the future of the Councils leisure provision. Members were reminded that it was important to get views from all perspectives and the Council would like to hear from people whether they use the leisure centres or not. Moreover, residents could fill in a questionnaire online or collect one from the Leisure Centres, Worcestershire Hub or district libraries. The deadline for responses was 11<sup>th</sup> September 2011.

**C.34**

#### **Policy And Budget Framework – Matters which require a decision by Council**

##### **Recommendations from Cabinet – 21<sup>st</sup> June 2011**

##### **Christmas Holiday Arrangements:**

The Council considered a proposal in relation to changes to the Christmas holidays arrangement for Wyre Forest District Council staff during the period between Christmas Day and New Year with effect from Christmas 2011. Members were advised that there had been consultation with Staff and Unions and this also reflected practice in the private sector. Members were reassured that there would be no change to the current out of hour's emergency provision.

**Decision: The Christmas holiday arrangements be agreed as detailed in paragraph 3.4 of the report to Cabinet.**

##### **Revised Media Protocol:**

This item was withdrawn and deferred to the meeting on 27<sup>th</sup> September 2011.

##### **Recommendations from Cabinet – 19<sup>th</sup> July 2011**

##### **St Georges Hall, Bewdley.**

The Council considered a report detailing cash flow support to Bewdley

#### **Agenda Item No. 4**

Development Trust (BDT) to enable the drawdown of grant funding from the Rural Development Programme for England (RDPE) for the refurbishment/extension of St George's Hall, Bewdley.

Members were advised that this enabled the Council to support the refurbishment of the Hall without giving money, in effect to act as an overdraft facility should it be needed. Further, that there was a very sound business case that had full grant funding. Members were further advised that Treasurer was content with the level of risk to the Council, and that it enabled the Council to support community activities that need some support on grant funding spending.

#### **Decision:**

- 1. The Treasury Management Strategy Statement 2011/12 and Annual Investment Strategy 2011/12 be amended to enable cash flow support of up to £50k to be made available to support the refurbishment/extension of St George's Hall, Bewdley.**
- 2. Approval is given to establish a scheme to provide cash flow support for similar local community capital projects in line with the localism agenda. The broad parameters of the scheme being;**
  - Total limit of scheme £250,000 at any one time;**
  - No more than £100,000 to support to any one community group;**
  - Viable business case required to be provided to support any proposal;**
  - Cabinet to determine any such applications following consideration by the Treasury Management Review Panel.**

#### **C.35**

#### **Constitutional Updates.**

The Council was asked to consider amendments to the Constitution that were deferred at the meeting on 18 May. Members were reminded that there had been a training session on 6<sup>th</sup> July of which 22 Members had attended. Moreover, that the constitution needed to be modernised and that this part of the constitutional review was part of the process. Council was advised that Group Leaders had been asked for further comments following the training session and none had been received.

Members queried examples of how the delegations would work, in particular whether Members would be notified about items that affected their ward, or policy matters for example sustainable community strategy.

Further discussion ensued on the ability of staff to appeal to Members should they be dismissed.

In response to the questions raised, the Chief Executive addressed Council and advised Members that Council will still agree policy within the budget and policy framework. Members were reassured that the terms of reference for the appointment and appeals committee had not been changed. However, consultation would be carried out with the Unions regarding any proposed changes to the personnel handbook.

## **Agenda Item No. 4**

The Labour Group proposed and seconded an amendment to paragraph 1.2(d) in that items be referred to the Appointment and Appeals Committee. Further debate ensued and upon a vote the amendment was lost.

The Leader of the Council concluded the debate by advising Members that the revisions were an opportunity to modernise the decision making processes of the Council.

**Decision: Agree the revisions to the Constitution as set out in appendix 1 of the report to Council.**

### **C.36 Motions Submitted Under Standing Orders**

No notices of motion were received.

### **C.37 Urgent Motions Submitted Under Standing Orders**

No notices of motion were received in accordance with Standing Orders.

**There being no further business the meeting ended at 6.55p.m.**

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL MEETING**  
**28<sup>TH</sup> SEPTEMBER 2011**

**QUESTIONS TO COUNCIL**

**Question 1 – From Councillor Fran Oborski to the Leader of the Council – Councillor John Campion**

Throughout the process of creating shared services you have told the Council that you saw this as the way to preserve the independence of Wyre Forest Council. In mid July you were quoted in the local edition of the “Express and Star” as saying that a Unitary Authority, created by scrapping the District Councils of Worcestershire would be of “great value” to the people of Wyre Forest, and implying that it should be considered after the next General Election. Would you please explain to Council exactly what future you see for localism and democracy in Wyre Forest?

**Question 2 – From Councillor Fran Oborski to the Leader of the Council – Councillor John Campion**

Kidderminster is one of 65 towns where bids are being invited for local TV stations. In at least one of the other towns selected to bid, Malvern, we are informed that the local MP and Leader of the Council have been actively involved in helping to set up a consortium to make such a bid. Will the Leader tell us what steps he has taken, with or without the local MP, to ensure that a single, suitable bid goes forward from Wyre Forest?

**Question 3 – From Councillor Rose Bishop to the Cabinet Member for Environmental Services – Councillor Marcus Hart**

Currently taxis are regularly double parked on the Blackwell Street taxi rank, whilst the Exchange Street rank often extends around the back of the library with taxis parked on both double yellow lines and hatch markings. Ordinary motorists would face penalty tickets for parking this way. What steps are being taken to regulate indiscriminate parking by licensed taxis?

**Question 4 – From Councillor Jamie Shaw to the Cabinet Member for Place-Shaping – Councillor Julian Phillips**

With reference to possible future Section 106 Agreements in Stourport, with which agency should the District Council, (as Planning Authority), and developers engage concerning secondary school education, now that Stourport High School is “free from local authority control”?

**Question 5 – From Councillor Jamie Shaw to the Cabinet Member for Community Well-Being – Councillor Tracey Onslow**

Comparing Lengthsman services in Stourport and Kidderminster, why is it the case that weeds in the highway are removed from Stourport, (albeit only by the application of weed killer), but not in Kidderminster?

**CHAIRMAN'S FUNCTIONS**

**2011/2012**

**July 2011**

Friday 29<sup>th</sup> @ 11.30am                      Opening of Community Garden at St Basil's, Park Street, Kidderminster

**August 2011**

Wednesday 3<sup>rd</sup> @ 11.00am                      Play Day, Lickhill Memorial Park  
Wednesday 3<sup>rd</sup> @ 7.00pm                      Charter Trustees Civic Dinner with guests from Husum  
Saturday 6<sup>th</sup> @ 11.30am                      Three Choirs Festival Opening Service, Worcester Cathedral  
Friday 12<sup>th</sup> @ 6.00pm                      KAF 2011 Launch, Kidderminster Library\*\*  
Tuesday 17<sup>th</sup> @ 11.00am                      The funeral of Jean Munslow  
Wednesday 24<sup>th</sup> @ 2.00pm                      Citizenship Ceremony, County Hall\*  
Wednesday 24<sup>th</sup> @ 7.30pm                      Arley & Shatterford Parish Council

**September 2011**

Saturday 3<sup>rd</sup> @ 12.15pm                      Stourport Carnival  
Sunday 4<sup>th</sup> @ 7.30pm                      Mayor of Evesham's Curry Night\*  
Wednesday 7<sup>th</sup> @ 7.30pm                      Broome Parish Council  
Sunday 11<sup>th</sup> @ 11.00am                      Wyre Forest Community Games\*  
Sunday 11<sup>th</sup> @ 10.00am                      Tenbury Wells Civic Service\*  
Sunday 18<sup>th</sup> @ 3.30pm                      Bromsgrove District Council Civic Service  
Wednesday 21<sup>st</sup> @ 9.30am                      Visit to Wyre Forest Cemetery and Crematorium  
Friday 23<sup>rd</sup> @ 7.30pm                      Classical Music Society, Kidderminster Library – Mark Bebbington

\* Denotes attendance by Vice Chairman  
\*\* Denotes attendance by Past Chairman

**WYRE FOREST DISTRICT COUNCIL**

**28 SEPTEMBER 2011**

**ANNUAL REPORT OF THE CHIEF EXECUTIVE**

- 1 This is my second annual report to the Council, and I would like to begin by thanking members, staff and others for their continuing support. Regular reports on performance of each directorate are presented to the Cabinet and the Overview and Scrutiny Committee and therefore I draw attention only to some key aspects of performance in this report. I propose to concentrate on three areas:
  - an overview of the issues facing the district and the Council;
  - how we are performing against the priorities set in the corporate plan for 2011-14, and our financial performance;
  - the progress that we have made in transforming the council.

**Overview of the issues facing the district and the Council**

- 2 Last year, I said that the central issue facing the Council was how it responded to the reduction in public expenditure that was announced in the comprehensive spending review in October 2010. This continues to hold true. The council's medium term financial plan adopted in February has a balanced budget over the three years but only because we are using the remainder of our unallocated reserves. On present plans, we expect them to be exhausted in 2014. The council has started to take the tough decisions on spending in line with the priorities it adopted in February. It was able to increase spending on economic development and regeneration accordingly although, inevitably, spending reductions have had to be identified in other areas such as waste collection and revenues and benefits. Plans are in place to deliver the agreed savings and, where possible, these are achieved by making efficiencies that protect services.
- 3 The Council has built on its good track record of finding savings and reducing expenditure. The Council's staff and councillors continue to identify innovative ideas for how to deliver savings, such as the new arrangements for emergency planning between three districts in the north of Worcestershire which will be hosted by Wyre Forest and will save each of the participating councils several £000. Councillors have taken prudent decisions to allocate one-off sums to help fund the costs of transformation, including reducing our staffing numbers. So far, staffing reductions have largely been achieved through volunteers and the number of compulsory redundancies has been kept low.
- 4 In order to deliver a balanced financial position for the council by 2014 and to put services on a sustainable footing, the Council has put in place the Wyre Forest Forward programme during 2011. In essence, Wyre Forest Forward is about focusing the council on its core functions and aligning expenditure with income by 2014. It will provide the plan for the next stage of the council's transformation. Regular meetings of the Cabinet and Corporate Management Team have been held since June. Updates on progress are provided to group leaders through the Transformation Board, and several members were involved in the focus groups mentioned below. The results will feed through into the draft medium term financial

plan and budget proposals that will be published in December, and we have not therefore reached conclusions at this stage. The detailed work done on the proposals will enable effective scrutiny by all members in our committee system in the New Year and help inform any proposal for alternatives from opposition groups. The main outputs and activities undertaken under Wyre Forest Forward so far are:

- 4.1 we have confirmed the intention to use **systems thinking reviews** as a tool to drive cost down. This involves joint work with Redditch and Bromsgrove councils which are already using this approach, with part of the cost being met by Improvement and Efficiency West Midlands. We are training staff in the tools that are used for reviews, so that we have internal capacity to undertake them in future without ongoing external consultancy support. The programme of reviews will commence with revenues and benefits, in order to assist in delivering the agreed cost reductions while retaining this service in house at present. Further areas for review will be confirmed following the scoping session at the end of September. Systems thinking is not a “one off” process – services will continue to use its tools to refine what they do on an ongoing basis. Following the scoping session, we will brief members and staff more fully on the programme and potential impacts;
- 4.2 We have run a series of **focus groups** with members, public, staff and partner organisations in order to test views on “value propositions” and where the council should increase or decrease expenditure. The first exercise was not a consultation on proposed changes to services, but was designed to test people’s preferences by forcing them to chose between difficult options for change. The groups have produced valuable qualitative data which - alongside other survey results - can be taken into account in shaping the proposals that will emerge as part of the next medium term financial strategy;
- 4.3 With the Cabinet’s encouragement, the Corporate Management Team has prepared **a vision** for what the organisation might look like in 2014 and has issued it to staff for consultation and response during September. This is not about over-riding the vision for the district and priorities that Council has set in the corporate plan. We are seeking to predict for staff what impact policy decisions by councillors and other changes may have on the shape of the organisation;
- 4.4 We have also started to consider how **encouraging behaviour change** will be important in helping to reduce such things as demand for services and the number and cost of transactions with the public.
- 5 Now that central systems of inspection and scoring have been abolished, the Local Government Group has put in place arrangements for self-regulation and improvement in the sector. These include peer reviews and we have agreed to undertake such a review in November and the spring which will focus on the Wyre Forest Forward programme. This will allow us to test the work that we have done against best practice elsewhere.
- 6 It remains the case that expenditure reductions of a significant scale will not be achieved by chipping away at various budgets by small amounts. Efficiency measures through better procurement, use of IT, simpler processes etc will have

their part to play, but it would be misleading to think that they alone will close the gap. We therefore need to focus on opportunities for major reductions in a number of areas, as well as maintaining a rigorous focus on the priorities that are in the corporate plan for 2011-2014. Some of the key areas that have already been agreed by Council and Cabinet are:

**6.1 looking at how we can drive down cost by working further with our private and public partners.** The shared economic regeneration service for North Worcestershire and shared customer services at the Town Hall with Community Housing Group (both of which Wyre Forest hosts) have been successfully implemented. The county council provides the HR service and Redditch delivers our payroll requirements. A range of other shared services with Redditch and Bromsgrove is moving closer to implementation: building control, emergency planning and watercourses/flooding. We will continue to look for opportunities in some of our larger services, such as cross-boundary routes in waste collection. The review of leisure centres provides an opportunity to seek a reduction in costs while investing in a new facility for the district and the transfer of other leisure centres to local organisations;

**6.2 increasing the income we receive from our chargeable activities.** We delivered the increase in fees and charges for 2011-12, with the exception of extra income from planning fees – this has been delayed because the Government has not brought forward the necessary legislation. We have challenging targets to meet for additional income from fees and charges in later years. The Government will not fund a second year of freezing council tax, and the introduction of referenda on excessive council tax increases under the Localism Bill means that the Council will not be able to rely upon increasing council tax significantly, even if it wanted to do so;

**6.3 opportunities under the Government’s “Big Society” agenda.** Decisions were taken earlier this year to transfer allotments to the management of allotment associations and the community centre in Stourport-on-Severn to a private nursery (which still encourages bookings for community use). The Council is actively looking at transferring other assets and services to local organisations. The most significant project is examining the future of the Civic Hall and Civic Centre in Stourport-on-Severn, one of only five national exemplar projects being funded by the Asset Transfer Unit. The business plan is due to be considered by the Cabinet in October. The Council will need to continue to identify opportunities that would sustain local facilities and services but at lower cost to itself, through transferring them to town or parish councils, community groups, development trusts and the voluntary sector;

**6.4 rationalising our assets more generally,** disposing of those that are uneconomic and where the council’s continued ownership provides no public or organisational benefit. The move to our new single office in 2012 will save over £500k in building and staff running costs;

**6.5 review of organisation and management structure.** The approved budget expects savings to be delivered during 2012-13 and proposals will therefore come forward in due course. As I reported last year, this will look at a range of options including sharing senior management posts.



- 7 The economic situation facing the district continues to be challenging. While the district has a more diverse economy than in the past, the unadjusted claimant count (ONS mid-2010) shows unemployment at 3.7%, above the county average of 3.3% but below the regional and England and Wales figures of 4.9% and 3.9% respectively. The employment rate in Wyre Forest stands at 72%, the second lowest in Worcestershire (average 74.3%), although ahead of the regional average (67.5%). Despite recent improvements attainment levels in schools continue to be below the national average. In 2010, gross weekly pay was lower than average at £421.90 compared to £479.20 in Worcestershire, £469.20 regionally and £501.80 nationally. VAT registrations and de-registrations per 10,000 resident adults in Wyre Forest (35 & 27 - 2007) are lower than for the United Kingdom (42 & 30) and County (45 & 31). While the district falls roughly in mid table in the index of deprivation for 2010, this masks some intense areas of deprivation, such as the Oldington and Foley Park ward and Horsefair area in the Broadwaters ward. As with other areas, demographic changes present a challenge. Mid year estimates for 2010 show there is a higher than average older population in the area. The population aged 65 and over is expected to grow from 21% in 2010 to 26% in 2020. This demonstrates the need to help reshape the district's employment and housing offer, in order to attract and retain more young people locally.
- 8 The Council's response to these issues includes:
- 8.1 Identifying securing economic prosperity of the district as one of the council's three priorities in the corporate plan.** This was backed by investment of £400k over 3 years, the only area of the council's budget to see growth. Among other things, it funds activities in the town centres, including a town centre manager post, development trusts, business start up grants and the ReWyre initiative;
- 8.2 playing an active role in working with two Local Enterprise Partnerships, for Worcestershire and for Greater Birmingham and Solihull.** This led to the South Kidderminster business park being identified by both LEPs as a candidate for enterprise zone status. Achieving recognition of the need for further economic growth in the town and a much higher profile for it with Government was a significant achievement. We are working with the Department for Communities and Local Government and other partners to bring forward local development orders to simplify the planning process and to consider other tools to encourage new businesses to locate in the area and existing ones to invest and grow. Because Greater Birmingham and Solihull will have an enterprise zone, we will have the opportunity to bid for a share of the resources that will be created by it, to support investment in Wyre Forest;
- 8.3 the ambitious ReWyre strategy,** looking at future regeneration of Kidderminster and surrounding areas over 20 years, focussing on key areas for development such as Churchfields, the Eastern Gateway to the town and the former British Sugar site. A board involving local business leaders and chaired by one of them oversees and guides progress. The Leader of the Council and I are members of the board. It is because of the sound preparatory work done through ReWyre and on our development framework that we were able to make

a compelling case for South Kidderminster with the local enterprise partnerships;

8.4 continued good progress with putting in place **the local development framework**. The core strategy was adopted in December, the first district in Worcestershire to reach this stage. We have consulted on most aspects of the detailed allocation policies and we are still on course for the final site allocations development plan document to emerge in 2012 and be adopted towards the end of the year. Having plans in place gives greater certainty to developers in bringing forward proposals, including for the 4,000 housing units that are required over the period to 2026 to meet identified need in our communities;

8.5 the **areas of highest need projects** in Oldington and Foley Park, Broadwaters and the Walshes. Investment of £1m by the Big Lottery fund in community development in Horsefair, Broadwaters and Greenhill is starting to flow. In Oldington and Foley Park, I chaired a project group that developed proposals for the re-design of public services, in particular more joined up support for families that would be more effective and reduce other costs down the track. The Public Services Executive Group will consider the proposals in November.

### **How we are performing against the priorities set in the corporate plan, and financial performance**

9 It is a little too early to report significant progress against the priorities that we have been following since April, and I will cover this in next year's report. However the Council's annual review for 2010-11 noted that we made good progress against most of the four priorities in the previous corporate plan:

9.1 further affordable housing delivered with our partners: making a total of 210 unit between April 2008 and March 2011;

9.2 the revised arrangements for collecting garden waste and recycling continue to result in diversion from landfill. The green waste collection service is used by 1600 households and had already diverted over 500 tonnes. Satisfaction levels for collection of household waste and doorstep recycling both increased sharply from 70% and 73% respectively in 2009/10 to 81% and 85% in 2010/11;

9.3 master plan for Churchfields completed, development of proposals for the planning policy to guide regeneration of the Eastern Gateway and agreement to the shared economic development and regeneration service covering the three North Worcestershire districts; and

9.4 continued savings from procurement, the first stage of savings from the review of administrative support and sound progress with the implementation of the council's new HQ which will save significant revenue costs for the Council.

10 These achievements are not attributable solely to me or even the directors: it depends on the contribution and commitment of the Council's staff, to which I would like to pay tribute. It is very pleasing that staff's work has been recognised by further awards this year including:

- 10.1 One of our garden waste collection crews won the 2011 Let's Recycle Awards for Excellence Crew of the Year. The two man crew, consisting of Carl Bilboe and John Burgess, has been receiving praise for the high level of service they provide since the start of the council's Garden Waste Collection Service in April 2010. 99% of residents surveyed stated that they were happy with the level of service provided by the crew;
- 10.2 Lucy Savage, one of our sports development team, was named as Football Association Coach of the Year for Worcestershire. The FA McDonald's Community Award recognises her commitment to improving standards of community football and increasing participation in the sport. Lucy runs football sessions for children of all abilities in schools during term time, and a summer programme of sporting sessions for children during the holidays;
- 10.3 The good work of our parks team was recognised by green flag awards (again!) for Brinton Park, Kidderminster and QEII Gardens, Bewdley;
- 10.4 Wyre Forest was ranked first in the social media reputation index for councils for July 2011, run by CouncilMonitor. It praised the way Wyre Forest District Council's website and social media sites are run: "Wyre Forest District Council have small but well managed Facebook and Twitter accounts. Their website is unusual compared to our other top performers as it does not promote their social media heavily. However it is a very informative, organised site and shows that their focus on informing customers on the web is a priority".
- 11 Residents' perception was measured by the 2010/11 Viewpoint Survey. Residents were asked whether they think Wyre Forest District Council provides value for money and how satisfied or dissatisfied they are with the way the Council runs things. In the Place Survey 2008/09, 31% of residents thought the Council provided value for money and this has increased substantially to over 44% in 2010/11. An even bigger improvement can be seen when looking at satisfaction: over half (51.7%) stated they are satisfied with the way Wyre Forest District Council runs things, which is an increase of 9% from the Place Survey 2008/09. We have invested more effort in putting the Council's story across through the media team, and a twice-yearly on-line magazine for residents has been successfully introduced. As noted above, the council's presence on Facebook and twitter and our website have been recognised through an industry survey.
- 12 The Council's officers continue to be successful in attracting external grant funding to support or enhance the services that are provided for local communities, whether in leisure and arts provision or in economic regeneration. Many hundreds of thousands of pounds were attracted during 2010-11, including nearly £500k from Natural England to support investment in our nature reserves. Through prudent management of its revenue resources, the outturn for 2010-11 was over £500k less than had been budgeted which allowed the Council to strengthen its reserves.
- 13 The Council achieves more by working with partners and through its strategic leadership. I am a member of the Council's local strategic partnership, Wyre Forest Matters. At the Worcestershire level, I sit on two of the theme groups of the Worcestershire Partnership: the Place-shaping Group and the (shadow) Health and Well-Being Board. The Worcestershire Partnership has been slimming its

membership and structures down and I have been co-ordinating work on a similar process within Wyre Forest Matters, which will be considered again at its next meeting in October. The role of the Council in providing strategic leadership for the district, its residents and businesses has been reflected in the Leader becoming chairman of Wyre Forest Matters and representing Wyre Forest on the Worcestershire Partnership Board. I play an active role in meetings of the Worcestershire Chief Executives' Panel and the Worcestershire Leaders' Board – they are key bodies in coordinating local government activity in the county and in sharing good practice.

**The progress that we have made in transforming the council**

- 14 No organisation can afford to stagnate, and I remain positive about the Council's ability to continue its transformation journey. There has been significant and positive progress on major projects. The new cemetery and crematorium, being developed by Dignity plc, has been completed. The timing of works on access from the main road has delayed its formal opening until the winter. Our single largest project is the construction of the new HQ for the Council at the Finepoint site between Stourport-on-Severn and Kidderminster – this will allow us to save over £0.5m a year in running costs and remove inefficiencies that come from operating out of four main offices. Since my last annual report, planning permission for the development was granted and the construction contract awarded to a local company, Thomas Vale. The competition for the contract was intense and we secured a significantly lower price for this element of the project. Construction work commenced in June and is well under way, with handover to the Council due in mid June 2012. I hope it will be possible to hold the Council's late July meeting in the new chamber. I chair the project group that drives the detailed work, and regular reports are provided to the Transformation Board and the Overview and Scrutiny Committee.
- 15 Work on the three main transformation projects has been led by three directors: making information manageable (Caroline Newlands), mobile and flexible working (Mike Parker) and the administration review (Linda Collis). Progress has been good. Over 60 staff are now working wholly or mainly from home and mobile technologies being piloted with other groups of staff. This has been underpinned by work on managing records electronically. The administration review has concluded its second phase, and changes that will further reduce staffing and costs will be implemented before April. The work streams connected with mobile and flexible working and managing information have recently been brought together in a single group, chaired by Caroline Newlands, which is also looking at other practical aspects of the move to the new HQ. Underpinning all our transformation efforts is the ICT strategy, overseen by David Buckland. Implementation has continued to progress satisfactorily, and we have a more resilient and cost-effective infrastructure. At the beginning of this month, the new Shoretel telephony system was successfully implemented across all our sites, following a joint procurement with Redditch and Bromsgrove that was led by Dave Johnson and his team.
- 16 The Leader and I have continued to undertake regular corporate briefings for staff. We have completed four rounds with the next due in November. We have seen more readiness by staff to talk to us about the issues that are concerning them, and we find the briefing sessions very useful. Staff and union representatives have been involved in the working groups for the various transformation projects and in focus

groups, such as on the new HQ. Strong links have been forged with senior managers in WF20 and with all managers through the Management Forum. The Corporate Management Team continues to develop positively and I feel that we are operating well as a cohesive unit.

- 17 On a personal level, I am very grateful to members who have taken time to accompany me on visits to their wards. Since my last annual report, I have undertaken 5 visits with a total of 6 councillors. They are very helpful to me in deepening my knowledge of the district and in seeing or hearing about the issues that members deal with in their representational role.

## **Conclusion**

- 18 I am very proud to be Wyre Forest's Chief Executive and, whilst we may face many challenges, I know that with the support of Councillors and our staff we can strive to meet them head on together. The role continues to be exceptionally interesting, enjoyable and challenging. I feel that I have deepened my knowledge of the area and its strengths and opportunities, and I would like to thank members and others for the support that I have received. The Council faces significant challenges over the coming period and I continue to feel confident that it will rise to meet them, demonstrating its ability to provide effective community leadership.

Ian Miller  
September 2011

## WYRE FOREST DISTRICT COUNCIL

COUNCIL28<sup>TH</sup> SEPTEMBER 2011POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCILRECOMMENDATIONS FROM THE CABINET –20<sup>TH</sup> SEPTEMBER 2011**Purpose of Report**

To consider recommendations from the Cabinet on matters outside the policy framework or approved budget of the Council.

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Cabinet agenda. Copies have been included in the electronic circulation of the Council agenda and a public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website.

<b>RECOMMENDATIONS TO COUNCIL</b>	<b>CABINET MEMBER</b>
<p><b>Wyre Forest District Local Development Framework (LDF) Churchfields Masterplan Supplementary Planning Guidance: Responses to Draft Consultation Paper and Final Masterplan for Adoption.</b></p> <p><b>Recommended to Council:</b></p> <ol style="list-style-type: none"> <li><b>1 The Churchfields Masterplan (Draft) Supplementary Planning Document as amended by the recommended changes set out in Appendix 2 to the Cabinet Report be adopted as the “Churchfields Masterplan” Supplementary Planning Document, in accordance with Section 23 of the Planning and Compulsory Purchase Act 2004.</b></li> <li><b>2 The Director of Planning &amp; Regulatory Services be authorised to prepare and publish the necessary documents in accordance with Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2004.</b></li> <li><b>3 Delegated authority be given to the Director of Planning &amp; Regulatory Services to make any necessary presentational amendments.</b></li> </ol>	<p><b>Councillor J Phillips</b></p>

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**28<sup>TH</sup> SEPTEMBER 2011**

**Revised Media Policy**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	Stronger Communities
<b>CORPORATE PLAN PRIORITY:</b>	Delivering Together with Less
<b>CABINET MEMBER:</b>	Councillor T L Onslow
<b>DIRECTOR:</b>	Director of Community & Partnership Services
<b>CONTACT OFFICER:</b>	Linda Collis Ext 2900 Linda.collis@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 – Revised Media Protocol Appendix 2 – Addendum  <i>Appendix 1 of this report has been circulated electronically, and a public inspection copy is available on request.</i>

**1. PURPOSE OF REPORT**

- 1.1 The media protocol forms one aspect of the Council's Communication Strategy and in light of the revised Code of Recommended Practice on Local Authority Publicity (April 2011), has been reviewed and updated ahead of the full revision of the strategy.

**2. RECOMMENDATION**

- 2.1 **The Council is asked to DECIDE that: the Revised Media Protocol for Wyre Forest District Council is adopted, including the addendum as outlined in Appendix 2.**

**3. BACKGROUND**

- 3.1 The existing media protocol was launched on 1<sup>st</sup> October 2005, updated in November 2007 and has been in place until the present time.
- 3.2 On 21 June 2011 Cabinet agreed the Revised Media Protocol, and recommended its adoption at Council in July 2011. (Appendix 1)
- 3.3 However, further to comments received from the Overview and Scrutiny Committee, endorsed at it's meeting on 8<sup>th</sup> September 2011 an addendum to the revised media protocol was suggested.

**4. KEY ISSUES**

- 4.1 The addendum, as attached at Appendix 2 and as agreed at a meeting of the Overview and Scrutiny Committee on 8 September 2011 arose from deliberations

associated with the work of a Review Panel on Recording Equipment, Blogging and Social Media.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The protocol will be delivered within existing resources and there are no financial implications of this report.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The revised protocol ensures that the Council adheres to the new Code of Recommended Practice on Local Authority Publicity adopted by Government in April 2011.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 An initial equality impact screening has been undertaken and there are no adverse impacts on the six equality strands as a result of this revision to the media protocol.

**8. RISK MANAGEMENT**

- 8.1 The media protocol provides a strategic framework for ongoing media activity within the context of an overall communications strategy and, therefore, seeks to mitigate any associated risk.

**9. CONCLUSION**

- 9.1 The revised media protocol supports the Council in delivering robust and effective media relations, thereby supporting the Council's reputation.

**10. CONSULTEES**

- 10.1 Transformation Board  
10.2 Director of Community and Partnership Services  
10.3 Cabinet Member with responsibility for Community Well-Being  
10.4 Cabinet  
10.5 Overview and Scrutiny Committee

**11. BACKGROUND PAPERS**

- 11.1 Corporate Communications Strategy 2006-10



Media Protocol

Addendum

Paragraph 4 – to include ‘for Members’ after Media Spokesperson Directory

Paragraph 6 – to read ‘Council news releases must not be used to explain party political differences. Publicity of this type must be objective and explanatory and avoid personalisation of the issues or inappropriate personal image-making.’

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**28<sup>TH</sup> SEPTEMBER 2011**

**Community Governance Review**

<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	–
<b>CORPORATE PLAN PRIORITY:</b>	Improving Community Well Being
<b>CABINET MEMBER:</b>	Councillor J Phillips
<b>DIRECTOR:</b>	Caroline Newlands Director of Legal and Corporate Services
<b>CONTACT OFFICER:</b>	Penny Williams Ext 2728 Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A – Terms of Reference Appendix B – Petition from Rock Appendix C – Map of Rock and Ribbesford

**1. PURPOSE OF REPORT**

- 1.1 To agree the Terms of Reference for a Community Governance Review (CGR) for Ribbesford to be included in the Parish of Rock.

**2. RECOMMENDATION**

The Council is asked to **DECIDE** that:

- 2.1 **The Terms of Reference for the Community Governance Review be agreed as set out in Appendix 1 of the report.**
- 2.2 **The Director of Legal and Corporate and Services be given delegated authority to make any minor modifications to the Terms of Reference as necessary during the course of the review.**

**3. BACKGROUND**

- 3.1 Just prior to the elections in May 2011, Rock Parish Council requested a CGR to consult on merging Ribbesford into the Parish of Rock. Work has been undertaken to produce Terms of Reference as attached in Appendix A.
- 3.2 The Council is under a duty to carry out a CGR following receipt of a valid community governance petition calling for the merger of Ribbesford into Rock Parish council. A CGR provides the opportunity for principal councils to review and make changes to community governance in an area.
- 3.3 Before commencing any CGR, the Council is required to prepare and publish terms of reference under which the review is to be undertaken and the area under review.

- 3.4 This report presents the proposed terms of reference in connection with connection with the CGR review to be undertaken following receipt of the valid community governance petition for Council's approval. A copy of the petition letter is attached at Appendix B.

**4. KEY ISSUES**

- 4.1 The petition was signed by the requisite number of people of local government electors for the area, as required by Section 80(3) of the Local Government and Public Involvement in Health Act 2007 and was deemed to be a valid petition. The Council must now undertake a CGR in accordance with Section 83(2) of the Local Government and Public Involvement in Health Act 2007.
- 4.2 The Council must prepare and publish terms of reference under which the review is to be undertaken and the area under review. The Council must now undertake a CGR in accordance with section 83(2) of the Local Government and Public Involvement in Health Act 2007.
- 4.3 Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act devolves the power to take decisions about such matters as creation of parishes or the alteration of boundaries and their electoral arrangements arising from a CGR from the Secretary of State and the Electoral Commission to Local Government. Final recommendations following the review will be submitted to full Council for approval and for them to make any necessary Reorganisation Order.

**5. FINANCIAL IMPLICATIONS**

- 5.1 Conducting a CGR will involve a financial cost to the Council including Officer resources to undertake the review. However, these will be met from existing budgets.
- 5.2 If the result of the CGR is for Ribbesford to merge with Rock parish, the parish precept will be levied on Ribbesford residents.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The Local Government and Public Involvement in Health Act 2007 sets out the powers associated with Community Governance Reviews and provides the power for the Council to take decisions regarding matters arising from the review, as proposed in the terms of reference. The Council is required by Section 100(4) to have regard to the guidance issued by the Secretary of State relating to Community Governance Reviews.
- 6.2 In addition to the 2007 Act, legislation relating to parishes will have to be considered during the review as set out in the Local Government Act 1972 and the Local Government Act 1992.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 In carrying out this review, the Council is required to, and will consider the requirement to engage with local communities to address their needs and the impact of community cohesion.

**8. RISK MANAGEMENT**

- 8.1 Risks will be mitigated by ensuring that the CRG accords with the legislation and guidance given the Electoral Commission. This will include ensuring that the review is carried out within the statutory timescales and that the Terms of Reference are appropriate for the petition.

**9. CONCLUSION**

- 9.1 The Council is under a duty to undertake this Community Governance Review.

**10. CONSULTEES**

- 10.1 The electorate of Rock and Ribbesford, Elected Members and other interested parties.

**11. BACKGROUND PAPERS**

- 11.1 The Local Government and Public Involvement in Health Act 2007  
11.2 The Electoral Commission – Guidance on Community Governance Reviews.  
11.3 Community Governance Petition.

**DRAFT**

**COMMUNITY GOVERNANCE REVIEW  
PARISH OF ROCK**

**LOCAL GOVERNMENT AND PUBLIC  
INVOLVEMENT IN HEALTH ACT 2007**

**TERMS OF REFERENCE**

## **INTRODUCTION**

### **Aims of the Review**

Following a request from Rock Parish Council, Wyre Forest District Council has resolved to undertake a Community Governance Review (CGR) pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to merge Ribbesford with Rock Parish.

### **Why undertake a community governance review?**

A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area.

A CGR is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes ( the ordinary year of election: council size, the number of councillors to be elected to council, and parish warding) and
- Grouping parishes under a common parish council or de-grouping parishes.

The government has emphasised that ultimately, recommendations made in CGR ought to improve community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

### **Scope of the review**

The District Council has resolved to undertake a CGR to consider whether governance arrangements within the above stated parish are:

- a) Reflective of the identities and interests of the community in that area:
- b) Effective and convenient to the community in that area

In doing so, the review is required to take into account:

- a) The impact of community governance arrangements on community cohesion, and
- b) The size, population and boundaries of the local community or parish

Specifically, the review will consider should Ribbesford be incorporated into the Rock Parish.

### **Who will undertake the community governance review?**

As the principal authority, the District Council are responsible for undertaking any CGR within its electoral area.

Draft recommendations will be made to Full Council for consideration and creation of a Community Governance Order.

## CONSULTATION

Before making any recommendations or publishing final proposals, in line with legislative requirements, the District Council will take full account of the views of local people. The District Council will comply with legislative requirements by:

- Consulting local government electors for the area under review.
- Consulting any other person or body (including a local authority) which appears to the principal council to have an interest in the review.
- Consulting the County Council.
- Taking into account any representations received in connection with the review.

When taking account of written representations, the District Council is bound to have regard to the need to secure that community governance within the area under review:

- Reflects the identities and interests of the community in that area, and
- Is effective and convenient

In order to ensure that this review is conducted transparently, as soon as practicable, the District Council will publish its recommendations and take such steps as it considers sufficient to ensure that persons who may be interested in the review are informed of the recommendations and the reasons behind them.

The District Council will also notify each consultee and any other persons or bodies who have made written representations, of the outcome of the review.

### Timetable for the review

A CGR must, by statute, be concluded within a twelve month period from the day on which the review commences. A CGR commences when the Council publishes its Terms of Reference and it concludes when the District Council publishes the recommendations made in the review.

#### Timetable – Subject to Decision

Action	Timetable	Dates
Report to Council to approve the Terms of Reference.		28 <sup>th</sup> September 2011
Publication of Terms of Reference.		30 <sup>th</sup> September 2011
Introductory Stage – Invite initial submissions.	3 months	30 <sup>th</sup> September – 31 <sup>st</sup> December
Preparation of draft proposals.	2 months	January - February
Publication of draft proposals. (Following approval by Council)		February 2012
Consultation on draft proposals.	2 months	March 2012 – April 2012
Preparation of Reorganisation Order and approval by Council.		May 2012
Publication of Reorganisation Order.		June 2012
Effective date of Order.		July 2012
Parish Council elections		May 2016

## PRINCIPLES GUIDING THE REVIEW

### Relevant legislation

In undertaking a CGR, the District Council will apply the guiding principles as appropriate from the following legislation and guidance:

- The Local Government and Public Involvement in Health Act 2007
- The Local Government Act 1972
- Guidance on Community Governance Reviews (DCLG/EC)
- Local Government (Parishes and Parish Councils)(England) Regulations 2008 (SI2008/625)

### Electorate

In considering the electoral arrangements of the parish stated within these Terms of Reference the District Council is required to consider any change in the number or distribution of the electors.

The District Council has used the Register of Electors 2011 published 01 December 2010 to provide existing local government electorate figures.

### Parish Governance

The District Council believes that parish councils play an important role in terms of community empowerment at the local level and wants to ensure that parish governance in the district continues to be robust, representative and enabled to meet the challenges that lie before it. Furthermore, it wants to ensure that there is clarity and transparency to the areas that the parish councils represent and that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable, and readily understood by their electorate.

## QUESTIONS

**Question One:** *Do you support the setting up of a single parish council for Rock and Ribbesford?*

**Question Two:** *Do you support the name of Rock and Ribbesford Parish Council for a single Parish council?*

Changes to electoral arrangements would come into force at the next ordinary Parish Council elections held in May 2016.



**Consultation – How to contact us**

If you would like to say how you view potential future arrangements under these Terms of Reference please submit your written comments no later than 31<sup>st</sup> December 2011 to:

**C S Newlands  
Director of Legal and Corporate Services  
Wyre Forest District Council  
Civic Centre  
New Street  
Stourport on Severn  
Worcestershire  
DY13 8UJ**

Alternatively, your submission may be emailed to  
[communitygovernancereview@wyreforestdc.gov.uk](mailto:communitygovernancereview@wyreforestdc.gov.uk)

Should you require any further information or need clarification on the review process please contact:

**Penny Williams  
Democratic Services Manager  
Telephone: 01562 732728  
Email: [penelope.williams@wyreforestdc.gov.uk](mailto:penelope.williams@wyreforestdc.gov.uk)**

**Publication of Terms of Reference**

These Terms of Reference will be published on the District Council web site:  
[www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk) and will be available for public inspection at the Council Contact Centres at:

The Civic Centre  
New Street  
Stourport on Severn  
Worcestershire DY13 8UJ

The Guildhall Hall  
6 Load Street  
Bewdley DY12 2AF

The Hub  
Vicar Street  
Kidderminster DY10 1DB

Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within Rock and Ribbesford.

## ROCK PARISH COUNCIL

**Parish Clerk: Mr S J Clee**

**Tel: 01299 402338**  
**Mobile: 07973 392959**  
**Email: sjclee@tinyonline.co.uk**

**Three Gables  
Hop Pole Lane  
Bewdley  
Worcestershire  
DY12 2QH**

Ref: SC/RPC/0158

RECEIVED

4 APR 2011

31 March 2011

LEGAL & CORPORATE  
SERVICES WFDC

Mrs Caroline Newlands  
Director of Legal & Corporate Services  
Wyre Forest District Council  
Civic Centre  
Stourport on Severn  
Worcestershire  
DY13 8UJ

Dear Caroline

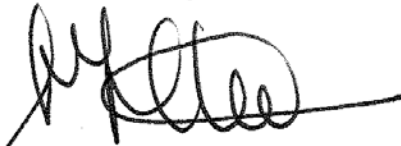
### **Parishing Ribbesford with Rock**

Rock Parish Council have finally raised to necessary signatures needed to progress the consultation process on merging Ribbesford into our Parish. The overwhelming reason Rock PC have asked for this to happen is because the council currently carry out administrative work within the Ribbesford area and are not compensated for it.

We are the consultees for any planning applications from the district and county councils. We also administer the lengthsman scheme in Ribbesford and the parishioners within Ribbesford have all this work carried out for nothing at the expense of Rock residents only.

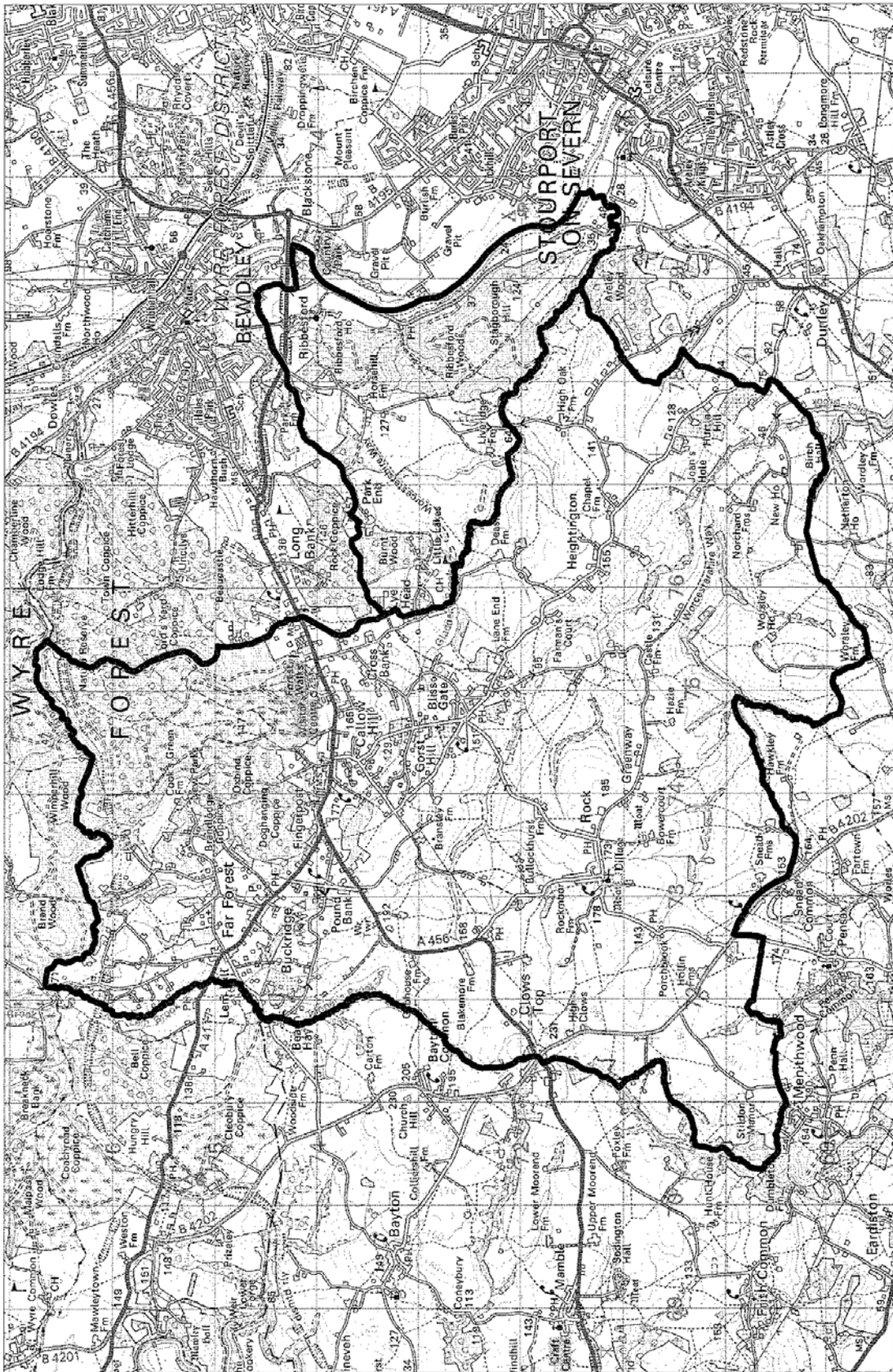
We hope you can progress our request at the earliest opportunity.

Yours sincerely



Mr S J Clee  
Clerk  
Enc Petition.





Scale: 1:33000  
Date: 12 September 2011  
Crown Copyright and database rights 2011 Ordnance Survey 100018317

### Rock and Ribbesford Parishes

 Wyre Forest District Council  
PLANNING AND REGULATORY SERVICES DIRECTORATE

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**28<sup>th</sup> SEPTEMBER 2011**

**Boundary Commission – Review of Parliamentary Constituencies**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	-
<b>CORPORATE PLAN PRIORITY:</b>	Improving community well-being
<b>CABINET MEMBER:</b>	The Leader of the Council
<b>DIRECTOR:</b>	Ian Miller Chief Executive
<b>CONTACT OFFICER:</b>	Caroline Newlands Ext 2715 Caroline.newlands@wyreforestdc.gov.uk
<b>APPENDICES:</b>	None

**1. PURPOSE OF REPORT**

- 1.1 To consider a response to the Boundary Commission's initial proposal, that the Wyre Forest constituency should retain boundaries that are the same as the district council's.

**2. RECOMMENDATION**

**The Council is asked to:**

- 2.1 **Agree its response to the initial proposals.**

**3. BACKGROUND**

- 3.1 Parliament passed legislation earlier this year to reduce the number of seats in the House of Commons to 600. The Boundary Commission published its initial proposals on 13 September and consultation runs until 5 December. The rules state that every constituency must contain between 72,810 and 80,473 electors, which is 5% either side of the electoral quota of 76,641. Wyre Forest has an electorate of 77,800, which is slightly above the electoral quota but well within the 5% tolerance in the rules.
- 3.2 The Boundary Commission proposes that the Wyre Forest constituency should be retained on the same boundaries as the district council. The only references in the Boundary Commission's proposals are as follows:

“29. We considered whether we could leave unchanged any of the six existing constituencies [in Herefordshire, Shropshire, Telford and Wrekin and Worcestershire] that had an electorate within 5% of the electoral quota. In developing proposals in which all constituencies are within 5% of the electoral quota we propose to keep four – North Shropshire, Shrewsbury and Atcham, Worcester, and Wyre Forest – unchanged. In the north of the county the Wyre Forest constituency remains unchanged.”

3.3 The impact of the initial proposals elsewhere in Worcestershire is:

- the retention of the Worcester constituency on its present boundaries;
- a Malvern and Ledbury constituency, which includes parts of the West Worcestershire and Mid Worcestershire constituencies as well as part of North Herefordshire;
- an Evesham constituency containing parts of the West Worcestershire and Mid Worcestershire constituencies and the Inkberrow ward from Redditch constituency;
- a constituency covering Bromsgrove and Droitwich;
- the transfer of Alvechurch and Hollywood from Bromsgrove to Redditch constituency.

As a whole, the county would still have 6 MPs although one of them would also represent part of Herefordshire.

3.4 The subsequent stages of the Commission's work are as follows. All responses to the initial proposals will be published and will be the subject of a short consultation period in spring 2012 and the opportunity for interested parties to submit any representations on them. The Commission will then consider all the material it has received and publish any revised proposals towards the end of 2012 – any revised proposals would be the subject of a further consultation. The Commission's final recommendations have to be submitted by 1 October 2013.

#### **4. KEY ISSUES**

4.1 It is important that the Council gives its response to the Commission's initial proposals so that it is aware of the Council's stance and takes it into account in the subsequent stages.

#### **5. FINANCIAL IMPLICATIONS**

5.1 There are no significant financial implications arising from this report.

#### **6. LEGAL AND POLICY IMPLICATIONS**

6.1 None.

#### **7. EQUALITY IMPACT NEEDS ASSESSMENT**

7.1 An equality assessment impact is not required as the consultation process does not directly affect the discharge of the council's functions.

**8. RISK MANAGEMENT**

- 8.1 There are no direct risk management issues for the council. However, in formulating its response, members might wish to consider whether or not promoting an effective voice for Wyre Forest in Parliament would be affected if the link between the Parliamentary constituency and the district's boundaries was to be broken.

**9. CONCLUSION**

- 9.1 The Council is invited to consider its response to the Boundary Commission's initial proposals so far as they relate to Wyre Forest.

**10. CONSULTEES**

- 10.1 The Leader of the Council

**11. BACKGROUND PAPERS**

- 11.1 Boundary Commission for England – West Midlands, Initial proposals  
<http://consultation.boundarycommissionforengland.independent.gov.uk/whats-proposed/west-midlands/>