

**Open**

# **Council**

# **Agenda**

**6 pm**  
**Wednesday, 29th February 2012**  
**The 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 29<sup>th</sup> February 2012**

**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 29<sup>th</sup> February 2012**, 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. Power to make, amend, revoke or enact or enforce any byelaws.
5. The determination of the objectives of the Council.
6. Matters of new policy or variation of existing policy as contained within the budget and policy framework.
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, 29th February 2012

The Council Chamber, Civic Centre, Stourport-On-Severn

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Prayers</b> To be read by Reverend Mark Turner of St Bartholomew's Church, Areley Kings	
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 30 <sup>th</sup> November 2011 and the Extraordinary Meeting of 26th January 2012.	8
5.	<b>Public Participation</b> In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by <b>12 noon Monday 20<sup>th</sup> February 2012</b> . Two people have 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> To receive questions submitted in accordance with Standing Orders (Section 7, 1.9) by Members of the Council, details of which have been received by <b>12 noon Monday 20<sup>th</sup> February 2012</b>, and the replies of the Leader of the Council or appropriate Cabinet member.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have been reasonably 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>	16
7.	<p><b>Chairman's Communications</b> To receive a list of functions attended by the Chairman and Vice-Chairman since the previous meeting of the Council.</p>	17
8.	<p><b>Leader of the Council Announcements</b> To receive announcements from the Leader of the Council.</p>	-
9.	<p><b>Motions Submitted under Standing Orders</b> To receive motions that have been received in accordance with Standing Orders. (Section 7, 4.1).</p>	-
10.	<p><b>Urgent Motions submitted under Standing Orders</b> To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders. (Section 7, 4.1 (vii)).</p>	-
11.	<p><b>Community Governance Review</b> To receive a report from the Director of Legal and Corporate Services regarding the progress of the Community Governance for Rock and Ribbesford. <i>Appendices B and C of this report have been circulated electronically.</i></p>	19
12.	<p><b>Review of Polling Places</b> To consider a report from the Chief Executive that asks the Council to consider the responses to the consultation, and decide that the changes to the polling places as set out in the report be made. <i>Appendix A of this report has been circulated electronically.</i></p>	25
13.	<p><b>Recommendations from Cabinet - Budget and Policy Framework</b> Matters which require a decision by Council.</p> <p><b>Recommendations from the Cabinet meeting 31<sup>st</sup> January 2012</b></p> <ul style="list-style-type: none"> <li>• Pay Policy Statement.</li> </ul> <p><b>Recommendations from the Cabinet Meeting 21<sup>st</sup> February 2012</b></p> <ul style="list-style-type: none"> <li>• Green Street Area Designation, Character Appraisal and Management Plan.</li> <li>• Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.</li> </ul> <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public information copies are available on request. Please refer to the front cover for contact details.</p>	44

14.	<p><b>Budget Proposals 2012/2015</b></p> <p>To approve the Council's budget for 2012/2015 having considered the proposed decision and budget reports recommended to Council by Cabinet on 21<sup>st</sup> February 2012:</p> <ul style="list-style-type: none"> <li>• Capital Programme 2011/12 Onwards</li> <li>• Fees and Charges</li> <li>• Three Year Budget and Policy Framework 2012/15</li> <li>• Council Tax 2012/15</li> <li>• Report of Director of Resources in respect of Sections 25 – 28 Local Government Act 2003</li> </ul> <p><i>Members are asked to bring to the meeting their Financial Strategy 2012/15 (Yellow Budget Book). A public copy will be available on request. If submitted, copies of Alternative Budgets will be available electronically on our website. This report will be to follow.</i></p>	46
15.	<p><b>Council Tax 2012/2013</b></p> <p>To consider and approve the formal resolution for setting the Council Tax for 2012/2013. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 21<sup>st</sup> February 2012 which includes the precepts by Worcestershire County Council, West Mercia Police Authority and Hereford and Worcester Fire Authority. It is therefore necessary for this item to follow.</p>	68
16.	<p><b>Corporate Governance</b></p> <p>To consider a report from the Director of Legal and Corporate Services that asks Council to approve amendments to the Council's Constitution. <i>Appendix B of this report has been circulated electronically.</i></p>	79
17.	<p><b>Report of the Independent Remuneration Panel for 2012-13</b></p> <p>To consider a report from the Chief Executive and Director of Legal and Corporate Services that outlines the recommendations of the Independent Remuneration Panel and asks the Council to decide the scheme of allowances to be paid to Members for the financial year 2012/2013.</p>	85
18.	<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>	-
19.	<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

30TH NOVEMBER 2011 (6.00 PM)

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**Present:**

Councillors: J Aston, J Baker, G Ballinger, R Bishop, A Buckley, J-P Campion, S Clee, N Desmond, H Dyke, P Dyke, B Glass, D Godwin, J Greener, I Hardiman, P Harrison, J Hart, M Hart, P Hayward, A Hingley, J Holden, T Ingham, D McCann, F Oborski, T Onslow, J Parish, J Phillips, M Price, K Prosser, C Rogers, M Salter, N Thomas, S Williams, and G Yarranton.

Before the meeting commenced the Chairman asked that Council observe a minutes silence to commemorate Gilbert Edwards, a former Leader and Chairman of the Council.

**C.53 Prayers**

Prayers were said by Pastor Dudley Anderson of Cornerstone Family Church.

**C.54 Apologies for Absence**

Apologies for absence were received from Councillors: M Ahmed, N Gale, V Higgs, M Kelly, H Martin, C Nicholls, A Sewell, J Shaw, and D Sheppard.

**C.55 Declaration of Interests**

Declarations of interest were received from

- Councillor F Oborski declared a personal interest as a Member of the Friends of St George's Park.
- Councillor H Dyke declared a personal interest as the Chairman of the Community Safety Partnership.

**C.56 Minute's**

**Decision: The minutes of the meeting held on 28th September 2011 be confirmed as a correct record and signed by the Chairman.**

**C.57 Public Participation**

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

**C.58 Questions**

The Council received a report setting out a range of questions from Councillors Ballinger and Shaw, directed to the Leader of the Council and Cabinet Members.

**Question 1 from Councillor G Ballinger to Councillor T Onslow, Cabinet Member for Community Well-Being.**

What is the latest prediction for the already delayed, opening date for the newly built Wyre Forest Cemetery and Crematorium?



**Answer from Councillor T Onslow.**

16<sup>th</sup> December.

**Supplementary question for Councillor G Ballinger.**

Given these delays, was this not an opportunity to introduce a roundabout by the new offices that would consider the dignity of the mourners, therefore avoiding the need to having to do a u-turn on the industrial estate? Further why was the boundary sign by the cemetery entrance recently removed?

**Answer from Councillor T Onslow.**

I cannot comment on the roundabout as it is an issue for County Council Highways, and the issue regarding the entrance has not been raised by the undertakers. I cannot comment on the sign.

**Question 2 from Councillor G Ballinger to Councillor M Hart, Cabinet Member for Environmental Services.**

How much incentive was on offer from Central Government for this Authority to opt to return to weekly refuse collections and what were the restrictions?

**Answer from Councillor M Hart.**

There was no cash incentive to this Authority, as the Department of Communities and Local Government (DCLG) allocated the £250m pot for the whole of the country.

**Supplementary question for Councillor G Ballinger.**

Given the publicity surrounding the notice that this money was available, I was surprised to see a statement from the Cabinet Member some 10 days before the Waste Management Review Panel. This Panel had its first meeting on 19<sup>th</sup> October, by which time Councillor Hart said this Council would not be participating. What due consideration was given to Members that this Council was not participating, given it was 10 days after the press statement.

**Answer from Councillor M Hart.**

The Waste Review Panel was looking at medical waste and a 4 day collection. It was never the intention of the Panel to look at the Government announcement and see if this Council would revert to a weekly collection. This is two different issues and it is wholly confusing and misleading to lump these two issues together.

**Question 3 from Councillor G Ballinger to Councillor T Onslow, Cabinet Member for Community Well-Being.**

Is this Council aware of any similar schemes within Worcestershire, where the Local Authority is involved in support 'friends of...' local parks and spaces initiatives, such as those at St George's Park, Baxter Gardens and Springfield Park?

**Answer from Councillor T Onslow.**

Yes, there are similar schemes across other Worcestershire District Councils - Redditch Council work with Friends of Morton Stanley Park, Friends of Wirehill Woods and Friends of Southcrest Woods. Bromsgrove work with Friends of Sanders Park and Worcester with Friends of Gheluvelt Park. There are two councils that do not - Malvern and Wychavon.

**Supplementary question for Councillor G Ballinger.**

This is good news given the good track record of the Friends of the Parks. It was therefore surprising to know that recent publicity regarding work at Northcote Lane received adverse comments in the press, and comments were made at the Planning Committee regarding the use of land on the power station site for play activities. Has the Cabinet member lost control of the Parks Department?

**Answer from Councillor T Onslow.**

Consultation meetings had been held with Bewdley Town Council on 25th September, and letters had been written to residents and posters put up on site. No work is due to commence until March and further consultation will be undertaken. I have not lost control of Parks Department.

**Question 4 from Councillor G Ballinger to Councillor J Phillips, Cabinet Member for Place-Shaping.**

How many properties are scheduled to be built on the Wyre Forest District Council area by Wyre Forest Community Housing or other similar and named agencies, during the remainder of the year 2011/12 and then in the financial year 2012/13?

**Answer from Councillor J Phillips.**

I take this as homes built by registered social landlords, being similar to Wyre Forest Community Housing Group. Currently the programme looks like this. There are 76 to be built in 2011/12 and up to 96 in 2012/13.

There was no supplementary Question from Councillor G Ballinger.

Due to the absence of Councillor Shaw, Cabinet Members were asked to formally write to Councillor Shaw and to send copies of the responses to the Democratic Services team so that the answers could be shared with all Members.

**C.59 Chairman's Communications**

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

The Chairman thanked Members for bringing the groceries that would be circulated by Franche Community Church on behalf of Nightstop. He reminded them that they had until Monday should they wish to bring additional donations. The Chairman also reminded Members of the Scout Post and that a post box was in the Civic Centre foyer and also at the Hub in Kidderminster.

**C.60 Leader's Announcements and Report**

The Leader of the Council made the following announcements:

The Council was successful in the Icelandic Supreme Court in upholding the Council's "priority" status on the Landsbanki investment. The Council had joined with all other UK local authorities and other public sector depositors in the further and final challenge that had been made by commercial bond holders to the Council's status. Success in this area now meant that the Council was likely to recover between 95 to 98% of the original deposit and interest. However, it was not possible to be more precise on the final settlement due to issues such as

foreign exchange rates.

Moreover, following the Court's announcement, the solicitors acting on behalf of the Council have continued to work with the Winding Up Board for Landsbanki to establish individual settlement agreements with each local authority affected. Members were advised that as soon as the discussions were complete it would clear the way for the first dividend payments to be made. However, the exact timing of these payments had not yet been confirmed, although there remained every possibility that the first payment, in excess of 25% of the original deposit, would be back in the Council's accounts by Christmas.

In addition, good progress continued to be made in relation to the recovery of the investments with the Heritable and Kaupthing Singer and Friedlander with regular dividend payments still being received. The Council had received just over £3.8m in dividends from these two investments, with further payments expected in the New Year. Members were advised that should further information emerge in relation to the recovery of these investments then all members would be briefed accordingly.

Members were advised that the report by MLA and the Arts Council Survey of arts in the West Midlands showed that Bewdley Museum was 14<sup>th</sup> on the list of those attractions that received 100,000 visits. The Museum has reported that it has received 126,262 visitors, and was on course this year to have received over 140,000 visitors. Further, it was the only district run museum to make the list and the 6<sup>th</sup> most popular local authority museum. It was noted that the museum was a value for money organisation that contributed to the local economy and the staff and volunteers that support the Museum should be congratulated for their endeavours.

Members were informed that there had been a failure in the Christmas lighting that was due to be displayed in Kidderminster. Council was reassured that new lights had been secured and these would be installed during the following week.

Members were advised that the Council had maintained core services despite the strike and only a small percentage of the workforce had taken strike action. Members were advised that there had been an impact on the recycling service; however information was available on the website for collections missed due to strike action.

**C.61 Policy And Budget Framework – Matters which require a decision by Council**

**Recommendations from the Cabinet meeting – 18<sup>th</sup> October 2011**

**Review of Safeguarding Policy**

Council received a report from the Director of Community and Partnerships on the update of the Safeguarding Policy for Children, Young People and Adults. Members were advised that the main changes included clarification of who should have Criminal Records Bureau (CRB) checks, and updating the policy so that it included children and young adults and also vulnerable adults.

In response to a question about training, Members were advised that appropriate training would be given to all relevant staff.

**Decision**

- 1. Paragraph 4.8 of the safeguarding policy be adopted.**
- 2. The constitution and Employee Code of Conduct be amended as outlined in paragraph 4.8 of the report to Cabinet.**

**Recommendations from the Cabinet meeting – 22<sup>nd</sup> November 2011**

**Review of the current arrangements for the collection of waste and recycling**

Council received a report from the Director of Resources regarding the review of the current arrangements for the collection of waste and recycling. Members were advised that the Council was required to reduce the current costs of the Refuse and Recycling Service.

The Cabinet Member for Resources thanked Members of the Overview and Scrutiny Committee for their review and asked Council to note that whilst the working week would change to 4 days, the staff would still be working 37 hours, and that oral consent to the changes had been received from the workforce. Moreover it was envisaged that the changes would commence Spring 2012.

**Decision**

- 1. The amendment of the terms and conditions of the staff within the Waste and Recycling Service in respect of the introduction of a 4 day working week be supported.**
- 2. On the grounds of improvements to the environment and the cost savings it would generate, the frequency of the collection of medical waste be amended to fortnightly, with additional capacity if required.**

**Community Safety Partnership Future Arrangements**

The Council received a report from the Director of Community Partnerships that sought approval for Wyre Forest District Council Community Safety Partnership (CSP) to amalgamate with North Worcester Partners, namely Redditch and Bromsgrove to form a North Worcestershire Community Safety Partnership.

Members were advised that this arrangement would not impact on the funding or staffing of the CSP and that focus would remain on local delivery.

**Decision: That Wyre Forest Community Safety Partnership (CSP) and Wyre Forest District Council (as the responsible authority) agrees to the**

**restructuring of the current CSP arrangements into one CSP for North Worcestershire, by merging with Redditch and Bromsgrove CSP's.**

**C.62 Senior Management Structure**

Council received a report from the Chief Executive on the process to be adopted consequent upon the resignation of the Director of Resources. Members were advised that the Director would be leaving the authority at the end of February 2012, but this would be after the Budget was presented to Council.

**Decision: The process as set out in paragraph 4.2 of the report to Council be adopted.**

**C.63 Constitutional Amendments**

Council received a report from the Director of Legal and Corporate Services that asked Council to agree amendments to the Constitution regarding the use of photographic, video and sound recording equipment and the use of ICT in meetings.

**Decision: The amendments as set out in Appendix A of the report to Council be adopted.**

**C.64 Motions Submitted Under Standing Orders**

No notices of motion were received in accordance with Standings

**C.65 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 18.27

**WYRE FOREST DISTRICT COUNCIL**

**EXTRAORDINARY COUNCIL**

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

**26TH JANUARY 2012 (6.45 PM)**

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**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, D R Godwin, J Greener, I Hardiman, P B Harrison, J A Hart, V Higgs, A T Hingley, J Holden, T Ingham, M B Kelly, H J Martin, 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, and G C Yarranton.

The Chairman reminded Members of his annual dinner and welcomed their attendance and donations.

**C.66**

**Apologies for Absence**

Apologies for absence were received from Councillors: B Glass, M Hart, P Hayward, and D McCann.

**C.67**

**Declaration of Interests**

There were no declarations of interest.

**C.68**

**Wyre Forest District Council Management Structure**

The Council received a report from the Chief Executive on the proposed Management Structure for the Council. The purpose of the report was to advise Members of the outcome of the consultation, and for the Council to agree the future management structure of the Council.

The Leader of the Council explained the rationale behind the report, in particular the need for capacity within the senior management team to deliver the changes and projects that were needed by the Council. Members were also reminded that the Peer Review Team had recommended that 4 Directors were needed to support the Council through its transformation, and without the capacity that afforded, the Council would not be able to deliver the necessary changes contained within the transformation programme. Further reduction would be considered in the future, but the S151 Officer was a key member of the Management Team and essential to ensure the financial robustness of any decision making.

Members were advised that there were two amendments to the recommendations. The Director of Economic Prosperity would be the Director of Economic Prosperity and Place and the Director of Well-Being would be the Director of Well-Being and Environment, therefore aligning

more closely with the corporate plan.

The proposals were seconded by the Cabinet Member for Resources

During the debate that ensued, some Members felt that the resignation of the Director of Resources should be used as an opportunity to reduce the number of Directors and to realise the savings that would be produced. However, other Members felt that the Council needed the resource and expertise that would be made available by engaging a new Director with responsibility for finance. Moreover, that the Council was going through significant change and a senior management team of 3 Directors would not have the capacity to meet the forthcoming challenges.

The Leader of the Council assured Members that the decision did not fetter any future Council. Moreover, the decision was giving the Directors two years of stability before any future structure would be considered. It was felt that the Council would be able to attract able and suitable candidates that would be a credit to the Council.

### **Decision**

- 1. The Council agrees the structures set out in the appendix subject to the following amendment:**
  - The Director of Economic Prosperity would be the Director for Economic Prosperity and Place and the Director of Well-Being to be the Director of Well-Being and Environment.**
- 2. In accordance with section 151 of the Local Government Act 1972, the Council appoints Tracey Southall as its acting chief financial officer, with effect from 1 March 2012 until the Director of Resources has taken up his or her appointment.**
- 3. The Council amends article 12.2 of the Constitution so that it reads as follows:**

**“The Council’s Appointments and Appeals Committee will engage persons for posts at the grade of Director.**

**The full management structure is set out in Section 18 of this Constitution.”**

**And to amend article 12.4 so that it reads as follows:**

**“The Head of Paid Service will determine and publicise a description of the overall structure of directorates of the Council showing the management structure and deployment of officers. This is set out in Section 18 of this Constitution.”**

There being no further business meeting ended at 19:18.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL MEETING**  
**29<sup>th</sup> FEBRUARY 2012**

**QUESTIONS TO COUNCIL**

**1. Question from Councillor Jamie Shaw to the Leader of the Council, Councillor John Campion**

Local Contractors - Noting the proportions of the figure spent so far on the Council's new headquarters which have been won by local companies, under Thomas Vale procurement processes, namely 35% by companies with a 15 mile radius of the project base, and 36% within a 30 mile radius: what measures is the Council able to take to provide similar opportunities within public sector procurement processes?

**2. Question from Councillor Jamie Shaw to the Cabinet Member Environmental Services, Councillor Marcus Hart.**

High Hedge Enforcement – Following initial compliance by householders with High Hedge judgements, has the Council experienced difficulty in many cases obtaining ongoing observance of the height judged permissible?

**3. Question from Councillor Jamie Shaw to the Cabinet Member for Place-Shaping, Councillor Julian Phillips**

Community Housing Group – Without reference to the record of individuals, what is the current attendance record of Councillors appointed to serve on the company's board since May 2011?



**CHAIRMAN'S FUNCTIONS**

**2011/2012**

**December 2011**

Thursday 1 <sup>st</sup> @ 10.30am	Royal Visit – Arrive at Winterfold House, Chaddesley Corbett. Earl of Wessex arrives at 11.00am.
Friday 2 <sup>nd</sup> @ 7.30pm	Worcs Federation of WI's Carol Concert, Kidderminster Town Hall
Saturday 3 <sup>rd</sup> @ 7.30pm	Wyre Forest Symphony Orchestra, Kidderminster Town Hall
Sunday 4 <sup>th</sup> @ 3.00pm	Wyre Forest District Council Civic Carol Service
Tuesday 6 <sup>th</sup> @ 6.30pm	WFCH & WFSH Joint Board Meeting
Wednesday 7 <sup>th</sup>	Kemp Hospice's Last Choir Standing*
Friday 9 <sup>th</sup> @ 7.30pm	"We Will Rock You", Worcester Sixth Form College
Saturday 10 <sup>th</sup> @ 7.00pm	Worcester Male Voice Choir, Pershore Abbey
Saturday 10 <sup>th</sup> @ 7.30pm	Kidderminster Male Choir Christmas Concert, Kidderminster Town Hall*
Monday 12 <sup>th</sup> @ 12 noon	Worcestershire County Council's Carol Concert*
Wednesday 14 <sup>th</sup> @ 6.30pm	Bromsgrove DC Christmas Carol Service
Thursday 15 <sup>th</sup> @ 7.30pm	Mayor of Worcester's Carol Service, The Guildhall, Worcester
Friday 16 <sup>th</sup> @ 3.00pm	Sod Cutting, Chaddesley Corbett Primary School
Saturday 17 <sup>th</sup> @ 7.00pm	Kidderminster Choral Society Christmas Concert, Kidderminster Town Hall
Monday 19 <sup>th</sup> @ 2.00pm	Proposals for Olympic Torch meeting
Tuesday 20 <sup>th</sup> @ 11.30am	Opening Tenders – Civic Centre*
Tuesday 20 <sup>th</sup> @ 1.45pm	Citizenship Ceremony, County Hall*

**January 2012**

Monday 16 <sup>th</sup> @ 12.30pm	Open House – Mayor of Worcester
Friday 20 <sup>th</sup> @ 7.00pm	The Bishop of Worcester at home
Tuesday 24 <sup>th</sup> @ 10.30am	Citizenship Ceremony*
Thursday 26 <sup>th</sup> @ 6.45pm	Extraordinary Council
Saturday 28 <sup>th</sup> @ 7.15pm	Dick Whittington Pantomime, Civic Hall
Sunday 29 <sup>th</sup> @ 11.45am	Holocaust Memorial
Monday 30 <sup>th</sup>	WFCH Grounds Maintenance

**February 2012**

Wednesday 1 <sup>st</sup>	Broome Parish Council
Friday 3 <sup>rd</sup> @ noon	Kidderminster Property Investments
Wednesday 8 <sup>th</sup>	Launch of James Brindley Wharf

\* Denotes attendance by Vice Chairman

\*\* Denotes attendance by Past Chairman

## Agenda Item No. 7

Friday 10 <sup>th</sup>	Mayor of Worcester Charity Dinner
Saturday 11 <sup>th</sup>	Mayor of Bewdley's Charity Ball, Wharton Park
Monday 13 <sup>th</sup> @ 6.00pm	Wyre Forest Community Housing Board
Friday 17 <sup>th</sup> @ 5.00pm	Wyre Forest Dance Festival
Monday 20 <sup>th</sup> @ 6.00pm	Wyre Forest Nightstop AGM
Tuesday 21 <sup>st</sup> @ 10.15am	Citizenship Ceremony, County Hall*
Friday 24 <sup>th</sup>	Service of Dedication at Wyre Forest Cemetery and Crematorium
Friday 24 <sup>th</sup>	Chairman of Wyre Forest District Council's Charity Dinner, La Brasserie
Saturday 25 <sup>th</sup>	Kidderminster Valentines Concert, Kidderminster Town Hall
Sunday 26 <sup>th</sup>	Stourport Town Council Luncheon in honour of Mrs Elizabeth Mills.
Sunday 26 <sup>th</sup>	Mayor of Redditch Borough Council Curry Night

\* Denotes attendance by Vice Chairman

\*\* Denotes attendance by Past Chairman

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**29<sup>th</sup> FEBRUARY 2012**

**Community Governance Review**

<b>OPEN</b>	
<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>	Director of Legal and Corporate Services
<b>CONTACT OFFICER:</b>	Penny Williams Ext 2728 <a href="mailto:penelope.williams@wyreforestdc.gov.uk">penelope.williams@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix A – Draft Proposals Appendix B – Summary of comments Appendix C – Services provided Rock Parish  Appendix B and C have been circulated electronically and a public inspection copy is available on request. (see front cover for details).

**1. PURPOSE OF REPORT**

- 1.1 To consider all representations received in response to the Council's consultation as part of the Community Governance Review (CGR) for the parish of Rock and Ribbesford and to agree the Draft Proposals in readiness for the next consultation stage as detailed in paragraph 3.3 of the report to Council.

**2. RECOMMENDATION**

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

- 2.1 **The second stage of consultation be undertaken with the proposal to incorporate Ribbesford into the Parish of Rock, and for the parish to be called Rock Parish.**
- 2.2 **The Director of Legal and Corporate Services be given delegated authority to make any minor modifications to the draft proposals as necessary during the course of the consultation.**

**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. The Local Government and Public Involvement Health Act 2007, places upon principal Council's an obligation to carry out a CGR if the request meets certain criteria.
- 3.2 Following the receipt of the valid petition and the agreement of the draft terms of reference by Council in September 2011, consultation was undertaken with the

residents of Rock and Ribbesford. The results comments from the consultation are set out in Appendix B.

- 3.3 A timetable for the CGR was agreed at the Council meeting on 28<sup>th</sup> September 2011. A copy of the timetable is produced below.

<b>Action</b>	<b>Timetable</b>	<b>Dates</b>
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 2011
Preparation of draft proposals.	2 months	January – February 2012
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

- 3.4 In requesting the CGR Rock Parish advised that they provided the following services in the Parish and extended those services to Ribbesford.

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

- 4.1 Parish Councils have two main roles: community representation and local administration. For both purposes it is desirable that a parish should reflect a distinctive and recognisable community of place, with its sense of identity. The general rules should be that the parish is based on an area that reflects community identity and interest and is viable and an administrative unit of local government. *(CLG Guidance on Community Governance Reviews)*
- 4.2 Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be reflective of the identities and interests of the community in that area and is effective and convenient. The governance arrangements should reflect and be sufficiently representative of, people living across the community as a whole, and not just a discrete cross section or small part of it.
- 4.3 Whilst the majority of the respondents seem to favour the inclusion of Ribbesford into Rock Parish, the comments that have been received speak of a strong sense of identity for Ribbesford that is separate from Rock and a close sense of affinity to Bewdley both in location and community. It is worth noting that no comments were received that identified a joint sense of community or affinity with Rock Parish. Moreover, of the 256 signatures contained within the original petition only 1 is from a Ribbesford resident as recorded on the electoral role.
- 4.4 Community cohesion is linked to the identities and interests of local communities. The governance of such an area should be both effective and convenient to all within the community. A Parish should reflect distinctive and recognisable communities,

each with their own sense of identity and the feeling of the local community and the wishes of the local inhabitants should be primary considerations. One of the factors that can define a neighbourhood is the geography and the makeup of the local community and the sense of identity.

- 4.5 The 2007 Act requires principal councils to have regard to the need to secure community governance that reflects the identity, interests and cohesion of the community. Cohesion is linked to how people perceive how their local community is composed and what it represents. Community cohesion is about local communities where people should feel they have a stake in the local community in which they live and have an opportunity to influence the decisions that affect them.
- 4.6 Principal Councils should be able to decline to set up such community governance arrangements where they judge that to do so would not be in the interests of either the local community or surrounding communities and where the effect would be likely to damage community cohesion. As part of a CGR, a principal Council should consider whether a recommendation made by petitioners will undermine community cohesion in any part of its area and the Council will need to reach a balanced judgement in taking into account community governance arrangements in Rock and Ribbesford.
- 4.7 In deciding the recommendations, the Council must have regard to the need to secure community governance that reflects the identities and interests of the community in that area and is effective and convenient. The 2007 Act provides that it must also take into account any other arrangements (apart from those relating to parishes and their institutions) that have already been made, or that could be made for the purposes of community representation or community engagement.
- 4.8 The recommendations must take into account any representation received and should be supported by evidence which demonstrates that the recommended community governance arrangements would meet the criteria set out in the 2007 Act. Where a principal Council has conducted a review following a petition, it will remain open to the Council to make a recommendation which is different to the recommendation the petitioners wish the review to make. This will particularly be the case where the recommendation is not in the interest of the wider community, such as where giving effect to it would likely to damage community relations by dividing communities along ethnic, religious or cultural lines.
- 4.9 In making its recommendations, the review should consider the information it has received in the form of expressions of local opinion on the matters considered by the review, representations made by local people and other interested persons, and its own knowledge of the local area. In taking this evidence into account and judging the criteria in the 2007 Act against it, a principal Council may reasonably conclude that a recommendation set out in a petition should not be made.
- 4.10 The aim of the 2007 Act is to open up a wider choice of government to communities at the most local level. However, the Government feels that there is sufficient flexibility for principal councils not to feel forced to recommend that matters included in the petition be implemented.
- 4.11 Under the 2007 Act, the principal council must both publish its recommendations and ensure that those who may have an interest are informed of them.

**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 continue to 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. This will be £16.86 at Band D in 2012/2013

**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 CGR 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 Consultation has been undertaken with all of the residents of Rock and Ribbesford. Further letters were sent to Ribbesford residents to ensure that their views were captured. A summary of the consultation responses are listed in Appendix 3 of the report. Rock Parish Council and Worcestershire County Council were also invited to respond to the consultation.

**11. BACKGROUND PAPERS**

11.1 Report to Council 28<sup>th</sup> September 2011.

11.2 CLG Guidance on Community Governance Reviews.

**Wyre Forest District Council**

**COMMUNITY GOVERNANCE REVIEW 2012  
A Community Governance Review  
Of the Parish Arrangements for Rock and Ribbesford**

**Local Government and Public Involvement in Health Act 2007  
Local Government (Parish and Parish Councils) (England) Regulations  
2008**

**Draft Proposals**

Wyre Forest District Council published public notice of a Community Governance Review for the Parishes of Rock and Ribbesford on 30<sup>th</sup> September 2011. Residents and interested organisations were invited to give their views by 31<sup>st</sup> December 2011.

From the responses received it is apparent that key stakeholders are in favour of:

*The Parish of Ribbesford being incorporated into the Parish of Rock and for the new Parish to be called Rock Parish.*

The present parish arrangements are listed below:

Rock Parish has a Parish Council that consists of 13 Councillors supported by a parish clerk. Ribbesford currently is unparished.

**Consultation**

Publication of public notice was followed by a six-week consultation period. 823 replies were submitted.

The two questions that residents were consulted upon were as follows.

**Question 1 – Do you support the setting up of a single Parish Council for Rock and Ribbesford?**

**Question 2 – Do you support the name of Rock and Ribbesford Parish council for a single parish council?**

713 supported the setting up of a single Parish Council.

110 did not support the setting up of a single Parish Council

8 supported the name of Rock and Ribbesford Parish Council

54 did not support the name of Rock and Ribbesford Parish Council

Penny Williams  
Democratic Services Manager



**Comments from the Rock and Ribbesford Community Governance Review**

1. We both support the setting up of a single parish council for Rock and Ribbesford. We do not however support the suggested change of name. There are already several villages contained within the Parish of Rock, Far Forest, Bliss Gate and Clows Top for example. None of these are recognised in the parish title. Neither should Ribbesford be. *(Ribbesford resident)*
2. I thought we were already linked to Rock before? *(Ribbesford resident)*
3. Good idea. *(Ribbesford resident)*
4. The Lengthsman is doing a very good job. *(Ribbesford resident)*
5. Historically, Culturally, Economically Ribbesford has links with Bewdley rather than Rock. All local services available to use are accessed in Bewdley. Road and footpath links are direct to Bewdley. The church and graveyard are interpreted with Bewdley (and now Wribbenhall also). In political activity and empowerment I involve myself in Bewdley affairs and if governance is to be changed I would prefer the association to be with Bewdley and I would strongly object to the implementation of the changes proposed. *(Ribbesford resident)*
6. Ribbesford is far removed from Rock and as such should keep its own identity. Ribbesford will not gain anything from joining in with Rock Parish Council. *(Ribbesford resident)*
7. I do not support the linking of Ribbesford with Rock Parish Council. There is little in the way of geographical or social links between these two communities. By contrast Ribbesford does have strong links with Bewdley and the two communities are already part of a combined ecclesiastical parish. If Ribbesford were to be joined with another Parish Council it would be much more logical for that Parish Council to be Bewdley. *(Ribbesford resident)*
8. No need to change things. Changing just costs more to the taxpayer. *(Ribbesford resident)*
9. It works as it is and does not need to be changed. Also the Wyre Forest District Council would be better off saving its cash rather than pandering to Rocks requests. *(Ribbesford resident)*
10. Happy with the status quo and no need for any change. *(Ribbesford resident)*
11. I would like to see Ribbesford with its own Parish Council able to deal with its own affairs. Why can we not set one up? It would be better than becoming the poor/small relation to Rock. *(Ribbesford resident)*
12. Why combine Ribbesford with Rock? The two districts are historically separate. Ribbesford has always been associated with Bewdley and has few if any connections with Rock. The two parish churches are miles apart and Ribbesford is part of Bewdley, in fact Ribbesford used to the parish church for Bewdley. I cannot see any acceptable reason to further separate Ribbesford from Bewdley and if

Ribbesford needs a Parish Council then it should have its own or be joined with Bewdley. *(Ribbesford resident)*

13. I feel that separating these two villages would be detrimental to the funding they would receive and the facilities they would be able to offer. *(Ribbesford resident)*
14. I live near St Leonard's Church Ribbesford, the mother church of St Anne's Church Bewdley. Historically and still today Ribbesford has been linked to Bewdley. I access all services in Bewdley, which lies one mile either by foot or by car from my home. I feel no connectivity within the Parish of Rock and do not see that the existing parish council could represent my interests. I do not support the setting up of a single parish council for Rock and Ribbesford. It would make more sense for Ribbesford to be joined to Bewdley. Has Bewdley Council been consulted? Does Ribbesford need to be part of a Civic Parish? *(Ribbesford resident)*
15. Why not remain the same as it is now. I have lived long enough in this area to give my opinion as I originate from Stoke on Trent. *(Ribbesford resident)*
16. I am happy with Wyre Forest District Council. *(Ribbesford resident)*
17. I or should I say we have recently moved into the area of Ribbesford and feel we cannot give a reasonable answer. Having said that I was for a very short time on the PCC for Astley and Dunley, they had set up a single parish council along with Arely Kings. This seems to be working very well, there were a few people who were not sure but have since agreed that this was a very good idea. I personally agree but would not like to sway a decision for the people of the parish who may not wish this. Hope this answers your question and wish you well whatever the outcome. *(Ribbesford resident)*
18. You may have seen the public notices from Wyre Forest District Council regarding Rock and Ribbesford and we have done some research. Ribbesford is a civil parish that has no parish council. Rock is a civil parish that does have a parish council. Parish councils are the lowest level of local government. Bewdley Town Council is also a Parish Council. Rock Parish Council has just made a request to Wyre Forest District Council to include Ribbesford of its Parish Council, so that it has local government functions over Ribbesford as well as Rock. Wyre Forest District Council will decide whether to accept or reject this request. To help them make their decision they are going to send out a consultation postcard to all Ribbesford residents asking them if they wish to join with Rock. This will be a simple yes/no response. There will be an accompanying leaflet to explain the process.

A few helpful facts:

- Ribbesford has 260 properties on the electoral register of which 190 are Little Lakes.
- Ribbesford has 390 registered electors of which 270 are at Little Lakes.
- Ribbesford has no parish council and therefore its residents pay no additional Council Tax.
- Rock Parish Council charges a Council Tax of £17.15 per household per year.
- Rock PC would be the first consultee on planning applications in Ribbesford and would make recommendations to Wyre Forest District Council.

- Rock PC employs a Lengthsman who clears drains and does other odd jobs around the parish.
- Rock PC looks after playing field and notice boards in Rock, provides bus shelters and is responsible for its War Memorial.
- Ribbesford War Memorial and churchyard is looked after by Bewdley Town Council, funded by Wyre Forest District Council.

So we, residents of Ribbesford Civil Parish, have to decide if we wish to be joined to Rock for local government purposes. A strong yes or no vote in the consultation will help Wyre Forest District Council to make an informed decision.

We feel that Ribbesford is strongly linked to Bewdley, being part of the District Council Ward of Bewdley and the parish church and burial ground for Bewdley. We are all within walking distance of Bewdley town centre by footpath. We have no links with Rock at all! *(Ribbesford resident)*

- 19.** As I am neither a resident of Ribbesford nor of Rock, it could be said I am a disinterested party. I am, however, interested in the administration of the democratic system under which we live. Frankly, to put Ribbesford in with Rock (again) is a retrograde step. It was included within the Rock & Ribbesford District Council seat until 2005 when it became part of the Bewdley District Council seat where it is much better placed. It seems ridiculous, now, to leave it in Bewdley for DC purposes, but then put it into another DC seat for Parish Purposes. Local Government must make more sense when various tiers have common boundaries. (I am aware that current Parliamentary boundary reviews are ignoring this, but that is another issue). It would be much more sensible to either leave Ribbesford where it is - i.e. without a Parish Council, or to merge it into Bewdley Town Council's parish area. The latter seems eminently more sensible. The main 'village' or 'community' of Ribbesford is close to Bewdley (closer than it is to Rock) and the residents there have an affinity with Bewdley - that is where they go for services. I appreciate there is a larger proportion of the Ribbesford Electorate living at the caravan park which is closer to Rock, but no one considers that area to be part of Ribbesford anyway. (Ideally, of course, that would go to Rock whilst Ribbesford proper would go to Bewdley, but I appreciate that splitting a parish is another matter which is not part of this review mechanism). The Churches of Ribbesford and Bewdley are linked for parochial purposes. Just look at the position of Ribbesford (as shown on OS maps) relative to Bewdley, compared to the position relative to Rock. Generally, it seems nonsensical to attempt to annexe it to Rock. *(Bewdley resident)*
- 20.** I live in Ribbesford and am totally opposed to the proposal to merge Ribbesford with Rock. As far as I am aware Ribbesford is Historically, Geographically and ecclesiastically linked with Bewdley. To the best of my knowledge this has been the case for 1000 years and I can see no reason to change it now. If Ribbesford has to be merged for any Governance reasons then it should obviously be merged with Bewdley. *(Ribbesford resident)*
- 21.** Since MPs are going to be reduced in number, I would hope that the present Rock Parish Council will be able to provide representation for the Ribbesford area without requiring anymore councillors. On the assumption the above can be achieved we agree with the questions one and two to be YES. *(Not known)*
- 22.** Both my wife and I have returned cards responding NO to both questions 1 and 2. There has been no apparent attempt to advise us, as residents of Ribbesford, of the

benefits of the change. I do not see any benefits for Ribbesford from what Rock have done for their parish. We have no bus stops, or telephone boxes that need conserving. I do not understand the motivations of Rock PC in extending the size of its parish boundaries. The community argument does not seem to have relevance as, although there is a shared boundary, there is no connection between the two areas. Nothing seems to be broken so why are we wasting public money undertaking this review? *(Ribbesford resident)*

**23. County Council** - I shared the proposals with our local member and Cabinet member (both Mr Champion!) who supports them, and other relevant officers. Accordingly, the County Council is supportive of the proposals to merge the 2 parish Councils.

**24.** We have no particular opinion on the proposed amalgamation but would like to make the following observations - A more accurate designation for the enlarged parish authority would be ROCK WITH RIBBESFORD PARISH COUNCIL, rather than 'and'. It has always been understood that Rock is the second largest parish in England, there being a larger one in Lincolnshire. With this amalgamation will it now become the largest? *(Bliss Gate resident)*

**25. Rector of Ribbesford with Bewdley and Dowles** - Thank you for inviting my response to this proposal. Below are my answers to the questions you raise:

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

- ❖ No – I would be surprised if this idea has come from people in Ribbesford.
- ❖ Ribbesford is in the same Ecclesiastical parish as Bewdley. From a church perspective, Ribbesford and Bewdley belong together, which is a long standing relationship which works well. People from Bewdley and Ribbesford are eligible to be married at Ribbesford and have funerals and baptism taken by the incumbent of that parish. Rock is a separate ecclesiastical parish altogether.
- ❖ People in Ribbesford look at Bewdley for schools, shops and cultural activities – not Rock.
- ❖ Ribbesford is only  $\frac{3}{4}$  mile outside Bewdley – it is much further to Rock.

The roads that serve Ribbesford make travelling to Bewdley quick and easy – it's much longer to get to Rock. I am bemused as to why anyone would want to create this new parish – it makes no sense in terms of geography, the patterns of people's life, and transport routes. It would make greater sense for the civic parish of Ribbesford to join Bewdley.

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

- ❖ The name is fine – but I disagree with the original idea.

**26.** There would be no advantage to Ribbesford so leave us alone. Absolutely no to both questions. We are totally against it. *(Not known)*

**27.** Good idea. *(Not known)*

### Services provided by Rock Parish Council to Ribbesford residents

- Consultee on all Wyre Forest District Council and Worcestershire County Council planning applications.
- Consultee on all Highway matters in Ribbesford.
- The inspection and reporting of empty Grit Bins to Worcestershire County Council.
- The Lengthsman carries out emptying of drains and gullies in the parish.
- Our Public Rights of Way Wardens walk the PRW Footpaths regularly.
- We publically advertise notices in the parish when important events occur.
- Utility companies for example BT, Severn Trent and British Gas consult with us on matters affecting Ribbesford.
- We wrote and incorporated our emergency plan submitted to WFDC to include Ribbesford.
- We have entered a partnership agreement with WCC for snow clearing routes within our parish and this includes Ribbesford.
- We offer grants to community groups and they can include Ribbesford.
- The Environment Agency contacts us when its matters relating to the river.
- Grit bins are provided

**With reference to the name (question on the cards)**

28. Just Rock Parish Council. *(Not known)*
29. Rock should cover the entire area. *(Not known)*
30. Rock – because it is the second largest parish in England. *(Not known)*
31. Retain Rock Name. *(Not known)*
32. No reason to change it should remain Rock. *(Not known)*
33. No, Just Rock Parish Council. *(Not known)*
34. Not necessarily – the villages of Far forest, Mamble, Bliss Gate etc do not have their names reflected in the PC name. *(Not known)*
35. No, Just Rock Parish Council. *(Not known)*
36. No, Just Rock Parish Council. *(Not known)*
37. The names should remain Rock Parish Council. *(Not known)*
38. The names should remain Rock Parish Council. *(Not known)*
39. Should just be Rock. *(Not known)*
40. Keep it Rock. *(Not known)*
41. Keep it Rock. *(Not known)*
42. No Rock only. *(Not known)*
43. No Rock only. *(Not known)*

**WYRE FOREST DISTRICT COUNCIL****COUNCIL**  
**29<sup>TH</sup> FEBRUARY 2012****Review of Polling Places**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	
<b>CORPORATE PLAN PRIORITY:</b>	Delivering together with less
<b>CABINET MEMBER:</b>	Councillor N J Desmond
<b>DIRECTOR:</b>	Director of Legal and Corporate Services
<b>CONTACT OFFICER:</b>	Penny Williams Ext 2728 penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A – Consultation Document Appendix B – Consultation Responses  Appendix A of this report has been circulated electronically and a public inspection copy is available for inspection.

**1. PURPOSE OF REPORT**

- 1.1 To recommend changes following the review of polling places within Wyre Forest.

**2. RECOMMENDATION**

**Council is recommended**

- 2.1 To consider the responses to the consultation: and**
- 2.2 To decide that the changes to the polling places as set out in paragraph 4.2 be made.**

**3. BACKGROUND**

- 3.1 The Electoral Administration Act 2006 introduced a duty on all local authorities in Great Britain to review their polling districts and polling places once every four years. The last such review in Wyre Forest was undertaken in 2010 and the results were agreed by Council on 23rd February 2011.
- 3.2 Council agreed in February 2011 to a further review of polling places to be undertaken later in 2011 to address issues regarding the future use of the Walshes Community Centre, the Youth Centre in Stourport and the Sure Start Centre Radford Avenue.
- 3.3 Consultation with key stakeholders commenced on 21<sup>st</sup> November 2011 and concluded on 15<sup>th</sup> January 2012. A copy of the consultation document is attached as Appendix A.

3.4 Letters and emails have been received from:

- The Acting Returning Officer for Wyre Forest, supporting the proposals.
- Stone Parish Council requesting that polling station in the Parish Meeting Room in Stone be reinstated due to accessibility and the distance to travel to Chaddesley Corbett to vote.
- Bewdley Town Council supported the change from St George's Community Centre to Elim Church; although a concern was raised regarding the separation of the ramp and stairs to access the building.
- Mitton Councillors (Councillors Holden, Rogers and Salter) responded that they wished that the Rose and Crown be retained in preference to using the Forum Business Centre, Tan Lane School should be reinstated, together with the Scout Headquarters in Lickhill Road.
- Chairman of Wyre Forest Conservatives supporting the proposals, with exception of the Rose and Crown being used, that Tan Lane be reinstated or alternatively the New School in Park Avenue be used and the Scout HQ in Lickhill Road should be reinstated.
- Sutton Park Councillors (Councillors Campion, Hart and Onslow), supporting the proposals in respect of Sutton Park.
- An Areley Kings resident supporting the use of the Walshes Community Centre as a polling station.

Full copies of the comments received during the consultation are attached as Appendix B.

**4. KEY ISSUES**

- 4.1 Detailed below is a summary of the changes that are now proposed following the formal consultation process. While no representations have been received direct from voters, the changes involve the reinstatement of the Scout HQ on Lickhill Road as the polling place for Lickhill polling district LI/A. Representations were received after the May 2011 elections from local Independent Community and Health Concern Councillors about the additional distance that voters had to travel to the polling station at the Stourport Community Centre; these comments have been echoed by responses during the consultation period from Conservative Councillors in Mitton and the Conservative Association. The revised proposals reflect other comments received during the consultation but, apart from the Scout HQ noted above, it is not proposed to re-establish polling places that ceased to be used following the last review on grounds of cost. With postal voting available on demand there is no need for the historic pattern of provision to be retained.
- 4.2 One other change is proposed as a result of information that has come to hand following the consultation. The TA Centre in Birmingham Road is no longer available and therefore the St John's Ambulance HQ Birmingham Road Kidderminster is proposed.



<b>Polling District Ref</b>	<b>Current Polling Place</b>	<b>Recommended Change</b>
BE/A BE/C	St George's Community Centre, Load Street, Bewdley	Elim Church, Dog Lane, Bewdley
BR/A	St Mary's C of E School, Stoney Lane, Kidderminster	Salvation Army Centre, Jerusalem Walk, Kidderminster
BR/B	Broadwaters Community Centre, Upton Road, Kidderminster	St Oswald's School, Sion Avenue, Kidderminster.
SP/A1 SP/A2	Red Cross Centre, Park Street, Kidderminster	Evangelical Church, Greatfield Road, Kidderminster
SP/B1 SP/B2	Sutton Park Primary School, Greatfield Road, Kidderminster	Evangelical Church, Greatfield Road, Kidderminster
MI/A MI/D	St Wulstan's Community Centre, Vale Road, Stourport	Stourport Primary School, Park Avenue Stourport
LI/A	Stourport Community Centre, Lickhill Road, Stourport	Scout HQ, Lickhill Road, Stourport
GR/A1 GR/A2	TA Centre, Birmingham Road, Kidderminster	St John's Ambulance HQ Birmingham Road, Kidderminster

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The recommended changes are likely to result in a modest increase in room hire costs because one additional polling place will be required. This can be absorbed within existing budgets.

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

- 6.1 Section 18B(4)(e) of the Representation of People Act 1983 states the polling place for a polling district must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.
- 6.2 A polling district is a geographical area created by the sub division of a constituency, ward or division into smaller parts.
- 6.3 The Electoral Commission uses the following definitions:
- A polling place is defined as the building or area in which a polling station will be selected by the (Acting) Returning Officer.
  - A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the (Acting) Returning Officer for the election.

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

- 7.1 The recommendations will enable the Council to meet its requirements under the Disability Discrimination Act and subsequent legislation by ensuring that access to polling stations meets the needs of all electors.

**8. RISK MANAGEMENT**

8.1 There are no significant risk management issues identified with this report.

**9. CONCLUSION**

9.1 The Council has undertaken comprehensive consultation with key stakeholders, including consideration at the meeting with Group Leaders on 14<sup>th</sup> February 2012.

**10. CONSULTEES**

10.1 The Public, Elected members, Parish Councils, Political parties, The Acting Returning Officer, and the Group Leaders.

**11. BACKGROUND PAPERS**

11.1 The Electoral Administration Act 2000.

## REVIEW OF POLLING PLACES IN THE DISTRICT OF WYRE FOREST

### Executive Summary

This consultation paper sets out proposals for some changes to the pattern of polling places in the district of Wyre Forest for use at elections in May 2012 onwards. The proposed changes are:

Polling District Ref	Current polling place	Proposed polling place
BE/A BE/C	St Georges Community Centre, Load Street, Bewdley (Elim Church was used due to the refurbishment of the St George's in 2011)	Elim Church Dog Lane Bewdley
BR/A	St Mary's C of E School Stoney Lane Kidderminster	Salvation Army Centre Jerusalem Walk Kidderminster
BR/B	Broadwaters Community Centre Upton Road, Kidderminster	Sure Start Centre St Oswald's Sion Avenue Kidderminster.
MI/A MI/D	St Wulstan's Community Centre Vale Road, Stourport	No Change. However this is subject to the availability and suitability of the new school being built in Park Avenue, Stourport.
MI/B	Old Rose and Crown Worcester Road, Stourport	Forum Business Centre Worcester Road, Stourport
SP/A1 SP/A2	Red Cross Centre, Park Street Kidderminster (County Buildings Bewdley Road were used in 2011)	Evangelical Church Greatfield Road Kidderminster
SP/B1 SP/B2	Sutton Park Primary School Greatfield Road Kidderminster	Evangelical Church Greatfield Road Kidderminster

Your responses are sought by **5pm on Monday 15th January 2012** – the details of where to send your comments are in paragraph 18.

### Background

1. The Electoral Administration Act 2006 requires all local authorities to review their polling districts and polling places at least once every four years. The last such review in Wyre Forest was undertaken in 2011 and the results were agreed by Council on 23rd February 2011. Copies of the report (23<sup>rd</sup> February 2011) and the decision can be found at [www.wyreforest.gov.uk/council/meetings/main.htm](http://www.wyreforest.gov.uk/council/meetings/main.htm)

2. Following the elections held in May 2011 there were comments from the public and elected members on the adequacy of some of the premises used as polling places. The review has identified that some polling stations were not suitable, for example in terms of poor access for disabled people. A review of the polling places within the district offers an opportunity to examine options to rationalise and reduce costs without making the process of voting unduly difficult for the electorate. It can also take account of known future changes, for example in terms of buildings that will cease to be capable of being used as polling stations in the near future and more suitable buildings that are, or are due, to become available. No proposals are made in this review to alter polling districts: the only changes proposed are to polling places.

### **Definition of terms**

3. A polling district is a geographical area created by the sub division of a constituency, ward or division into smaller parts.
4. Section 18B(4)(e) of the Representation of People Act 1983 states that the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station.
5. The Electoral Commission uses the following definitions:
  - A polling place is defined as the building or area in which a polling station will be selected by the (Acting) Returning Officer.
  - A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the (Acting) Returning Officer for the election.

### **Requirements of the review**

6. It is a requirement of the review to ensure that all electors in the constituency have such reasonable facilities for voting that are practical in the circumstances.
7. It is necessary to ensure that as far as reasonable and practicable, the polling places are accessible to all electors, including those who are disabled, and when considering the designation of a polling place to have regards to the accessibility needs of disabled persons.
8. Polling places should be within the polling district unless special circumstances make it desirable to designate an area outside the polling district.
9. In conducting the review the Council must:
  - Publish a notice that the review is being held.

- Consult the (Acting) Returning Officer.
  - The (Acting) Returning Officer must make representation to the authority and must include information as to the location of polling stations (existing or proposed) within the polling places.
  - The Council must publish the (Acting) Returning Officer's representations within 30 calendar days of receipt.
  - The Council must seek representation from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
  - Ensure that any elector in the area may make representations.
  - Representations may be made by any person in connection with the review including proposals for specified alternative polling places.
  - Publish the findings of the review including reasons.
10. The legislation requires that consultation is undertaken. This includes:
- A compulsory submission from the (Acting) Returning Officer of the UK Parliamentary constituency, which then must be published by the local authority.
  - Any submissions from electors and other persons and bodies, including those with expertise in relation to premises and facilities for disabled persons.
11. The (Acting) Returning Officer must comment during the review of polling districts and polling stations. The Election rules require the (Acting) Returning Officer to decide how many polling stations are required for each polling place and to allocate electors to the polling stations in such a manner as he thinks most convenient. (Rule 25 Schedule 1 RPA 1983) The location, size and layout of any polling place/station must be a key consideration when deciding on the number of electors to be allocated to a polling station.

### **Review of arrangements made for 2011**

12. In the 5<sup>th</sup> May 2011 there were 49 polling stations as compared to 63 polling stations in 2010. Appendix B gives an analysis of the current elector numbers including cost per elector at each polling station that was used during 2011.
13. There is no consistency in the fees that are charged by the providers of the facilities that are used as polling stations. The total cost for premises for the 2011 election was £7074, as compared to £12,789 for 2010. A breakdown of all costs is shown in Appendix B. Please note that polling stations that were used only for the referendum have not been included in this exercise.
14. Costs for staffing the referendum were inflated due to the directions of the Chief Counting Officer. The Chief Counting Officer required additional Poll Clerks for the referendum, and therefore the number of poll clerks required for the elections in 2012 would be less. The costs incurred due to the necessity to employ additional poll clerks and

presiding officers have been removed from the calculations as they skew the figures. Appendix B shows that overall costs following the previous review have decreased, without a decrease in voting.

- 15 Compared with past district/parish elections, in 2011 costs have been reduced whilst turnout has generally been maintained or increased as demonstrated in the table below.

Turnout %	2006	2007	2008	2011
<b>Aggborough and Spennells</b>	36	38	35	43
<b>Areley Kings</b>	37	41	41	43
<b>Bewdley and Arley</b>	42	39	41	47
<b>Blakedown and Chaddesley</b>	47	0	0	49
<b>Broadwaters</b>	32	38	30	35
<b>Cookley</b>	0	48	0	47
<b>Franche</b>	41	40	38	43
<b>Greenhill</b>	32	31	30	35
<b>Habberley and Blakebrook</b>	42	40	40	45
<b>Lickhill</b>	36	36	34	39
<b>Mitton</b>	35	35	34	38
<b>Offmore and Comberton</b>	43	38	37	42
<b>Oldington and Foley Park</b>	31	0	28	0
<b>Rock</b>	0	0	48	0
<b>Sutton Park</b>	34	35	34	36
<b>Wolverley</b>	0	52	0	50
<b>Wribbenhall</b>	38	0	39	0

### Comments received and issues emerging since May 2011

- 16 Comments have been received about a number of polling stations and other issues have emerged. These are:
- The Evangelical Church in Greatfield Road, Kidderminster should be considered as an alternative venue to Sutton Park Primary School and a change of venue would avoid the need to close the school during term time.
  - The Salvation Army Centre in Jerusalem Walk, Kidderminster should be considered as an alternative to St Mary's Primary School, Stoney Lane, Kidderminster and a change of venue would avoid the need to close the school during term time.
  - The Forum Business Centre, Worcester Road, Stourport should be considered as an alternative venue to the Old Rose and Crown.
  - The polling station in Tan Lane Stourport be reconsidered due to electors having to cross Vale Road to vote at St Wulstan's Church Hall. An alternative venue of the new Primary School, Park Street, Stourport should be considered if the venue was suitable and did not interrupt schooling.

- The polling station at the Scout Headquarters, Lickhill Road be reconsidered due to the distance electors have to travel to the alternative polling place at the Community Centre, Lickhill Road.
- Stone Parish Council has asked that the polling station in Stone be reinstated following its closure during the last review.
- Broadwaters Community Centre is closing and it is proposed that St Oswald's School be considered as the alternative venue.
- Due to the closure of St George's Hall, Bewdley for refurbishment in 2011, Elim Church Dog lane, Bewdley was used. This proved to be a suitable arrangement and could be continued.
- The Red Cross Centre, Park Street, Kidderminster was not available in 2011 and alternative arrangements were made to use the County Buildings, Bewdley Road. The Red Cross Centre continues not to be available and alternative arrangements are required.

### **The review and where to send your comments**

17. Appendix A contains the proposals for changes that are now being made in this review. Comments are sought from local electors and interested organisations about these proposals.
18. **Comments should be sent to arrive no later than 5pm on Monday 15th January 2012** as follows:

By email to: [electoral@wyreforestdc.gov.uk](mailto:electoral@wyreforestdc.gov.uk)

Or by post to:

Electoral Registration Office  
 Wyre Forest District Council  
 Civic Centre  
 Stourport-on-Severn  
 Worcs  
 DY13 8UJ

November 2011

**Aggborough and Spennells Ward**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
AG/A (GR/E)	Kidderminster Harriers Social Club, Stadium Close, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
AG/B	Spennells Youth Centre Warbler Place, Off Heronswood Road, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Areley Kings**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
AK/A AK/C	Areley Kings Village Hall Areley Kings	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
AK/B	Walshes Community Centre, Linden Avenue, Stourport	The future of the Walshes Community Centre is under review, including the possibility that it will be run by the community. A decision is not expected before the elections in May 2012.	No change. However this will be reviewed once the future of the centre is decided by the Community Housing Group.	This is a suitable venue at present.



## Bewdley and Arley

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
BE/A BE/C	St George's Community Centre, Load Street, Bewdley (2011 Elim Church was used due to refurbishment at St George's)	St George's is DDA compliant but not a modern facility and is in a cellar. Due to be redeveloped. Was not available in 2011 and alternative venue proved acceptable.	Elim Church, Dog Lane be designated as the polling place instead of St George's Community Centre.	The Elim Church is a suitable and accessible venue that is DDA compliant, and it was used successfully during the 2011 elections
BE/B	St Anne's CE Primary School, Wyre Hill Bewdley	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
BE/E	Pound Green and Button Oak Community Hall, Pound Green	Suitable venue, with good access and parking. Pound Green is remote from the next nearest polling place reachable by road (>3 miles) and therefore ceasing to provide the polling place is not considered reasonable.	No Changes	Most suitable venue. No complaints have been received.
BE/F BE/D	Village Hall, Shatterford	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Blakedown and Chaddesley**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
BL/A BL/B BL/C	Blakedown Parish Room, Belbroughton Road, Blakedown	Suitable venue, with good access and parking.	No Changes	Most suitable venue.
BL/D BL/E BL/F BL/G BL/H	Chaddesley Corbett Village Hall, Bromsgrove Road, Chaddesley Corbett	Suitable venue, with good access and parking.	No Changes	Most suitable venue.

## Broadwaters

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
BR/A	St Marys CE (VA) Primary School, Stoney Lane, Kidderminster	Suitable venue, with good access and parking. However the Council wishes to avoid closure of a school where possible and it is considered that a suitable alternative is available.	That the Salvation Army Centre, Jerusalem Walk be considered as an alternative location, a distance of 0.5 miles.	A change in venue would avoid disruption to the School.
BR/B	Broadwaters Community Centre, Upton Road, Kidderminster	This was a suitable venue, with good access and parking. However, this venue has now closed.	St Oswald's School be considered as the polling place a distance of 0.5 miles	Broadwaters Community Centre is closed and a suitable alternative polling place is required.
BR/C	St Oswald's Church Centre, Broadwaters Drive, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
BR/D	Sure Start Centre, Radford Avenue, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

## Cookley

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
CO/A	Cookley Village Hall Lea Lane Cookley	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

## Franche

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
FR/A	Franche Community Church Chestnut Grove, Franche	Suitable venue, with reasonable access and parking.	No Changes	Most suitable venue. No complaints have been received.
FR/B	St Barnabas Community Hall, Wolverley Road, Kidderminster	Suitable venue, with reasonable access and parking.	No Changes	Most suitable venue. No complaints have been received.
FR/C	Kidderminster Carolians Rugby Football Club, Marlpool Lane, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

## Greenhill

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
GR/A1 GR/A2	The T.A. Centre Birmingham Road Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
GR/C1 GR/C2 GR/B	Fred Bennett Community Centre, George Street, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
GR/D1 GR/D2	Milton Hall Baptist Church, Lorne Street, Kidderminster	Suitable venue with on street parking.	No Changes	Most suitable venue in the locality with no viable alternatives available.
GR/E (AG/A)	Kidderminster Harriers Social Club, Stadium Close, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

### Habberley and Blakebrook

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
HA/A1 HA/A2 HA/C	St Johns CE Primary School, Blakebrook, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
HA/B1 HA/B2	Habberley Church Hall, Canterbury Road, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

### Lickhill

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
LI/A LI/B	Stourport Community Centre, Lickhill Road, Stourport	This is a suitable venue with good access and parking.	No Change	Most suitable venue. No complaints have been received about the building but comments have been received from local Councillors about the distance for some voters from the former polling station at the Scout Hall, Lickhill Road.
LI/C LI/D	Stourport Youth Centre, Windermere Way, Stourport	Suitable venue, with good access and parking.	No Changes, however consultation will be undertaken with the school regarding the continued use of the Youth Centre as a polling station.	Most suitable venue. No complaints have been received.  On 24 <sup>th</sup> November Worcestershire County Council's Cabinet agreed that subject to the agreement of the School the Youth Centre would be transferred to Stourport High School. Consultation will be undertaken with the school about continuing to use this venue as a polling place.

**Mitton**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
MI/A MI/D	St Wulstan's Community Centre, Vale Road, Stourport	Suitable venue, with good access and parking.	No change, subject to checking the availability of the new school in Park Avenue.	Suitable venue, although comments have been received from some local councillors about difficulty of crossing Vale Road. Better facilities may be available at the school being built in Park Avenue, subject to availability by May 2012 and avoiding disruption to students.
MI/B	Old Rose and Crown, Worcester Road, Stourport	The Rose and Crown does not offer the most suitable venue for a polling station and it is proposed that the polling place is moved to the Forum Business Centre, Anchor Drive, Worcester Road.	The polling place is located at the Forum Business Centre, Worcester Road, Stourport. This is a modern venue that more closely meets the needs of the voter, a distance of 0.4 miles.	More modern facilities. Polling station would not have to "compete" with activities of the public house.
MI/C	Wilden Lane Village Hall, Wilden Lane, Stourport	Suitable venue, with good access and parking.	No change.	Only suitable venue. No complaints have been received.

**Offmore and Comberton**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
OF/A OF/C	St Chad's Church Hall, Comberton, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
OF/B	Offmore Community Centre, Grays Close, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Oldington and Foley Park**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
OL/A1	The Y Centre, Dowles Road Kidderminster	The relatively poor turnout means that this polling station is not as cost effective as others in urban areas. The closest alternative on foot is Birchen Coppice.	No Changes. Further review at same time as Walshes Community Centre.	Most suitable venue. No complaints have been received.
OL/A2	Holy Innocents Community Centre, Sutton Park Road, Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
OL/B	St Peter's Church Hall, Birchen Coppice Kidderminster	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Rock**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
RO/A RO/C	Rock Village Hall, Porchbrook Road, Rock	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.
RO/B	Far Forest Village Hall, Cleobury Road, Far Forest	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.



## Sutton Park

PD Letter	Polling Place	Issue, Options and Considerations	Proposal	Reasons
SP/A1 SP/A2	Red Cross Centre, Park Street, Kidderminster (County Buildings Bewdley Road were used in 2011)	The building was not available in 2011 and is still awaiting repair. An alternative location has to be identified. While the County Buildings are closer to the current polling place (0.2 Miles). They are outside the ward and in 2011 did not provide acceptable access for disabled people. The next nearest alternative location within the ward is Evangelical Church, Greatfield Road which accommodates two polling stations: it is 0.8 miles away from the present polling place.	Evangelical Church, Greatfield Road	The Red Cross Centre is not available. The proposed polling place provides the most suitable alternative venue and the Evangelical Church Greatfield Road is the nearest most suitable venue within the ward.
SP/B1 SP/B2	Sutton Park Primary School, Greatfield Road, Kidderminster	Suitable venue, with good access and parking. However the Council wishes to avoid closure of a school where possible and it is considered that a suitable alternative is available.	That the Evangelical Church in Greatfield Road be considered as an alternative and the School ceases to be a polling place; a distance of 0.3 miles.	The change of venue would avoid disruption to the School.
SP/C1 SP/C2 (OL/A2)	Holy Innocents Community Centre	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Wolverley**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
WO/A	Wolverley Memorial Hall, Wolverley.	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

**Wribbenhall**

<b>PD Letter</b>	<b>Polling Place</b>	<b>Issue, Options and Considerations</b>	<b>Proposal</b>	<b>Reasons</b>
WR/A WR/B WR/C WR/D	Wribbenhall Parish Rooms, Kidderminster Road Bewdley	Suitable venue, with good access and parking.	No Changes	Most suitable venue. No complaints have been received.

## Appendix B

<b>Polling Station</b>	<b>Register</b>	<b>Eligible Electorate Totals</b>	<b>Number of votes at polling station</b>	<b>Expressed as %</b>	<b>Polling Station costs</b>	<b>Staff costs</b>	<b>Cost per elector</b>	<b>Cost per vote @ polling station</b>
Chaddesley Corbett Village Hall	BL/ D, E, F, G, H	1755	640	36%	£400.00	£804	£0.69	£1.88
St Anne's Primary School	BE/B	2200	801	36%	£100.00	£804	£0.41	£1.13
Elim Church Bewdley	BE/A BE/C	2638	909	34%	£200.00	£808	£0.38	£1.11
Blakedown Parish Room	BL/A BL/B BL/C	1531	591	39%	£250.00	£1,074	£0.86	£2.24
New Village Hall Cookley	CO/A	2035	964	47%	£250.00	£804	£0.52	£1.09
Holy Innocents Community Centre	(*OL/A2) SP/C1,C2	1983	651	33%	£362.00	£1,204	£0.79	£2.41
Fred Bennett Community Centre	GR/B GR/C1 GR/C2	1729	426	25%	£660.00	£626	£0.74	£3.02
St Johns Primary School	HA/A1 HA/A2 HA/C	3474	1148	33%	£250.00	£1,430	£0.48	£1.46
Carolians Rugby Football Club	FR/C	2385	752	32%	£150.00	£804	£0.40	£1.27
Harriers Social Club	AG/A GR/E	2287	664	29%	£100.00	£1,252	£0.59	£2.04
St Chad's Church Hall	OF/A OF/C	3226	1030	32%	£160.00	£1,430	£0.49	£1.54
Habberley Church Hall	HA/B1 HA/B2	1765	582	33%	£165.00	£719	£0.50	£1.52
Sutton Park Primary School	SP/B1 SP/B2	2271	592	26%	£120.00	£804	£0.41	£1.56
Milton Hall Baptist Church	GR/D1 GR/D2	1154	290	25%	£250.00	£626	£0.76	£3.02
Sure Start Centre	BR/D	1343	380	28%	£120.00	£626	£0.56	£1.96
St Oswald's Church Centre	BR/C	1799	639	36%	£195.00	£804	£0.56	£1.56
St Barnabas Community Hall	FR/B	1354	515	38%	£150.00	£626	£0.57	£1.51
TA Centre	GRA/1 GRA/2	2429	740	30%	£160.00	£786	£0.39	£1.28
Franche Community Church	FR/A	1776	588	33%	£175.00	£626	£0.45	£1.36
Spennells Youth Centre	AG/B	3743	1241	33%	£191.93	£1,429	£0.43	£1.31
St Marys Primary School	BR/A	1314	258	20%	£81.58	£626	£0.54	£2.74

Kidderminster Community Buildings	SP/A1 SP/A2	1417	256	18%	£120.00	£626	£0.53	£2.91
Offmore Community Centre	OF/B	2204	681	31%	£70.35	£804	£0.40	£1.28
Broadwaters Community Centre	BR/B	1540	373	24%	£50.10	£626	£0.44	£1.81
Pound Green & Button Oak Community Hall	BE/E	211	80	38%	£130.00	£448	£2.74	£7.23
Shatterford Village Hall	BE/D BE/F	376	134	36%	£50.00	£448	£1.32	£3.72
Stourport Community Centre	LI/A LI/B	2503	1008	40%	£141.00	£804	£0.38	£0.94
Stourport Youth Centre	LI/C LI/D	2940	1112	38%	£212.78	£1,252	£0.50	£1.32
St Wulstan's Community Centre	MI/A MI/D	3535	1002	28%	£175.00	£1,430	£0.45	£1.60
Walshes Community Centre	AK/B	2018	536	27%	£50.10	£804	£0.42	£1.59
The Old Rose & Crown	MI/B	1725	534	31%	£1,000.00	£626	£0.94	£3.04
Wilden Village Hall	MI/C	618	153	25%	£250.00	£448	£1.13	£4.56
Areley Kings Village Hall	AK/A AK/C	2696	1023	38%	£195.00	£1,252	£0.54	£1.41
Wolverley Memorial Hall	WO/A	1739	670	39%	£140.00	£626	£0.44	£1.14

Total		67713	21963		£7,074.84	£22,675		
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Average Cost					£208.08		£0.64	£2.05
Median					£162.50		£0.51	£1.56

Due to the referendum addition staff were employed at a cost of £6230 including training  
Polling stations that were used for the referendum only have not been included in the costings.

\* This polling station was used in part for District elections and the referendum

\* Postal votes have not been used in these calculations.

Appendix B

Mrs Stella Fleming  
Electoral Services Manager  
Wyre Forest District Council  
Civic Centre  
Stourport on Severn  
Worcs

**Ian Miller**  
**Chief Executive**  
tel: 01562 732700  
fax: 01562 732790  
email: [ian.miller@wyreforestdc.gov.uk](mailto:ian.miller@wyreforestdc.gov.uk)  
my ref: IM/PW/KW  
your ref:  
date: 18<sup>th</sup> January 2012

Dear Stella

**REVIEW OF POLLING PLACES IN THE DISTRICT OF WYRE FOREST**

Thank you for consulting me about this review. I am replying in my role as Acting Returning Officer for the Parliamentary constituency of Wyre Forest.

I am content with the proposals for the polling places as detailed in the Appendix. The venues that are detailed are cost effective and offer convenience to voters within the District within accessible venues.

I would like to comment specifically on the following proposals:

- I concur that the Elim Church, Dog Lane Bewdley is a suitable polling place and was used successfully during the election in 2011 during the refurbishment of St George's Hall, Bewdley (BE/A and BE/C). However I am aware that there are some concerns about Elim Church in terms of the narrow access – the use of this polling place should be reviewed when the refurbishment of St George's Hall is complete.
- I concur that the Salvation Army Centre, Jerusalem Walk, Kidderminster is a suitable polling place and would avoid the closure of St Mary's Primary School, Stoney Lane Kidderminster (BR/A).
- I concur with the proposal to use to use St Oswald's School, Sion Avenue, Kidderminster due to the closure of Broadwaters Community Centre, Upton Road, Kidderminster (BR/B)
- I concur with the proposal that the modern facilities at the Forum Business Centre be used as an alternative to the Rose and Crown Public House (MI/B).
- I concur with the proposal to use the Evangelical Church, Greatfield Road, Kidderminster as an alternative to the Red Cross Centre, Park Street, Kidderminster (SP/A1 and SP/A2) and Sutton Park Primary School Greatfield Road, Kidderminster (SP/B1 and SP/B2). In the latter case, it avoids the closure of a school. In the former case, the County Buildings were used as a temporary polling station in 2011

**Chief Executive**  
Civic Centre  
New Street  
Stourport-on-Severn  
Worcs, DY13 8UJ

due to the unavailability of the Red Cross Centre. While closer to the polling district concerned, the County Buildings did not provide suitable access for disabled people and are outside the polling district. Although the proposed polling place is further away, it lies within the Sutton Park ward and, with postal voting available on demand, I do not feel that the additional distance is a hindrance to participation in elections.

I recognise that it was not possible for the consultation formally to propose an alteration to the polling place for districts MI/A and MI/D, currently at St Wulstan's Community Centre. I am aware that there are concerns about the ease of reaching this polling place on foot, although there are traffic islands at either end of Vale Road where it can be crossed one lane at a time; and the point I have made earlier about postal voting being available on demand is also relevant. I would add that, if it can be guaranteed that the new primary school in Stourport would be complete and available in time for the elections May 2012, then I would support its designation as a polling place for MI/A and MI/D.

As required by the legislation, I set out information in the appendix about the location and numbers of polling stations that I would propose if the polling places set out in the consultation paper were confirmed. I look forward to being notified on the Council's decisions about polling places in due course.

Yours sincerely

**Ian Miller**  
**Acting Returning Officer, Wyre Forest Parliamentary Constituency**

Appendix

Polling District	Polling Place (As proposed in the Council's Consultation Document)	Proposed Location and Number of Polling Stations
AG/A (GR/E)	Kidderminster Harriers Social Club, Stadium Close, Kidderminster	Suitable room in the polling place. One polling station.
AG/B	Spennells Youth Centre Warbler Place, Off Heronswood Road, Kidderminster	Suitable room in the polling place. Two polling stations.
AK/A AK/C	Areley Kings Village Hall, Areley Kings	Suitable room in the polling place. Two polling stations.
AK/B	Walshes Community Centre, Linden Avenue, Stourport	Suitable room in the polling place. One polling station.
BE/A BE/C	Elim Church, Dog Lane, Bewdley	Suitable room in the polling place. One polling station.
BE/B	St Anne's CE Primary School, Wyre Hill Bewdley	Suitable room in the polling place. One polling station.
BE/E	Pound Green and Button Oak Community Hall, Pound Green	Suitable room in the polling place. One polling station.
BE/F BE/D	Village Hall, Shatterford	Suitable room in the polling place. One polling station.
BL/A BL/B BL/C	Blakedown Parish Room, Belbroughton Road, Blakedown	Suitable room in polling place. Two polling stations.
BL/D BL/E BL/F BL/G BL/H	Chaddesley Corbett Village Hall, Bromsgrove Road, Chaddesley Corbett	Suitable room in polling place. One polling station.
BR/A	Salvation Army Centre, Jerusalem Walk, Kidderminster	Suitable room in polling place. One polling station.
BR/B	St Oswald's School, Sion Avenue, Kidderminster	Suitable room in polling place. One polling station.

BR/C	St Oswald's Church Centre, Broadwaters Drive, Kidderminster	Suitable room in polling place. One polling station.
BR/D	Sure Start Centre, Radford Avenue, Kidderminster	Suitable room in polling place. One polling station.
CO/A	Cookley Village Hall, Lea Lane, Cookley	Suitable room in polling place. One polling station.
FR/A	Franchise Community Church, Chestnut Grove, Franche	Suitable room in polling place. One polling station.
FR/B	St Barnabas Community Hall, Wolverley Road, Kidderminster	Suitable room in polling place. One polling station.
FR/C	Kidderminster Carolians Rugby Football Club, Marlpool Lane, Kidderminster	Suitable room in polling place. One polling station.
GR/A1	The T.A. Centre, Birmingham Road	Suitable room in polling place. One polling station.
GR/A2	Kidderminster	Suitable room in polling place. One polling station.
GR/B	Fred Bennett Community Centre, George Street, Kidderminster	Suitable room in polling place. One polling station.
GR/C1		
GR/C2		
GR/D1	Milton Hall Baptist Church, Lorne Street, Kidderminster	Suitable room in polling place. One polling station.
GR/D2		
GR/E (AG/A)	Kidderminster Harriers Social Club, Stadium Close, Kidderminster	Suitable room in polling place. One polling station.
HA/A1	St Johns CE Primary School, Blakebrook, Kidderminster	Suitable room in the polling place. Two polling stations.
HA/A2		
HA/C		
HA/B1	Haberley Church Hall, Canterbury Road, Kidderminster	Suitable room in polling place. One polling station.
HA/B2		
LI/A	Stourport Community Centre, Lickhill Road, Stourport	Suitable room in polling place. One polling station.
LI/B		
LI/C	Stourport Youth Centre, Windermere Way, Stourport	Suitable room in polling place. Two polling stations.
LI/D		
MI/A	St Wulstan's Community Centre, Vale Road, Stourport	Suitable room in polling place. Two polling stations.
MI/D		



M/B	Forum Business Centre, Worcester Road, Stourport	Suitable room in the polling place. One polling station.
M/C	Wilden Lane Village Hall, Wilden Lane, Stourport	Suitable room in the polling place. One polling station.
OF/A	St Chad's Church Hall, Comberton, Kidderminster	Suitable room in the polling place. Two polling stations.
OF/C		
OF/B	Offmore Community Centre, Grays Close, Kidderminster	Suitable room in the polling place. One polling station.
OLA/1	The Y Centre, Dowles Road Kidderminster	Suitable room in the polling place. One polling station.
OLA/2	Holy Innocents Community Centre, Sutton Park Road, Kidderminster	Suitable room in the polling place. One polling station.
OL/B	St Peter's Church Hall, Birchen Coppice Kidderminster	Suitable room in the polling place. One polling station.
RO/A	Rock Village Hall, Porchbrook Road, Rock	Suitable room in the polling place. One polling station.
RO/C		
RO/B	Far Forest Village Hall, Cleobury Road, Far Forest	Suitable room in the polling place. One polling station.
SP/A1	Evangelical Church, Greatfield Road, Kidderminster	Suitable room in the polling place. Two polling stations.
SP/A2		
SP/B1		
SP/B2		
SP/C1	Holy Innocents Community Centre, Sutton Park Road, Kidderminster	Suitable room in the polling place. One polling station.
SP/C2		
(OL/A2)		
WO/A	Wolverley Memorial Hall, Wolverley.	Suitable room in the polling place. One polling station
WR/A	Wribbenhall Parish Rooms, Kidderminster Road	Suitable room in the polling place. Two polling stations.
WR/B		
WR/C	Bewdley	
WR/D		



**STONE PARISH COUNCIL**

Clerk: Ms S P Bamford  
6 Santa Maria Way  
Stourport on Severn  
Worcestershire DY13 9RX

Phone: 01299 827197  
Mobile: 07815 744801  
E-mail:  
stone.clerk@hotmail.co.uk  
www.worcestershire.gov.uk/  
Myparish

13<sup>th</sup> January 2012

Electoral Registration Office  
Wyre Forest District Council  
Civic Centre  
Stourport on Severn  
Worcestershire DY13 8UJ

Dear Sirs

**Re: Review of Polling Places**

Stone Parish Council wishes to make the following comments regarding the closure of our Polling Station.

Stone is a very disparate parish with no shops, and is made up of four hamlets. It is very important to the residents to have the use of the Parish Room as their polling station symbolically and because it is relatively central for all voters.

The reasons given for the removal included "the handicap" of having two steps up to the polling station. You obviously underestimate the robustness of Stone parishioners, and if anyone had a problem, although we have never heard of one, they would be given every assistance, and a ramp could easily be provided.

It is mentioned that we have a regular bus service from Stone to Chaddesley Corbett. However, the timings are quite inadequate in that buses leave Stone at 44 minutes past the hour and arrive at Chaddesley Corbett at 50 minutes past the hour. There is then a seven minute walk to the Polling Station in what could be inclement weather. They then have to be back at the bus stop at 6 minutes past the hour, or wait for an hour for the next bus. Not a great incentive to vote !

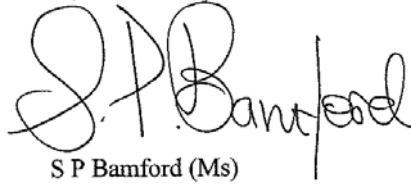
In 2010 the percentage of Stone parishioners who voted at Stone was 57%, but in 2011 the percentage who went to Chaddesley was only 31%. We do not have like for like figures for postal voting.

The Polling station costs for Stone are stated as being £150, but we have assurance from the Stone Parochial Trust, who owns the Parish Room, that the charge is £100.

In our submission to obtain Quality Parish Status, we had to emphasise our commitment to facilitate our parishioners exercising their democratic rights to vote and the decision to close our Polling station has seriously discouraged our parishioners from voting and in particular the older people living in community housing, as the new distance to now travel is up to 4 miles.

Two of the reasons given for moving such as the steps to the Polling Station and the bus service are seriously flawed, and we would ask as a widespread parish with our ancient Parish Room at the centre, that we be allowed to retain our own Polling station.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S P Bamford'. The signature is written in a cursive style with large, looped letters.

S P Bamford (Ms)  
Clerk to the Parish Council

**Penelope Williams - Review of Polling Places**

---

**From:** "Stephen Inman" <townclerk@bewdley.org.uk>  
**To:** "WFDC - Dem Services - Penny Williams" <Penelope.Williams@wyreforestdc.g...>  
**Date:** 10/01/2012 16:30  
**Subject:** Review of Polling Places

---

Dear Penny

The Town Council considered the contents of your review of the polling places for Wyre Forest of which there was one (BE/A BE/C) which was a relevant change proposed for Bewdley.

Councillors agreed the principle of the change from the St George's Community Centre to the Elim Church in Dog Lane since it is acknowledged that despite being DDA compliant, St George's is not a modern facility and that at some stage there is the possibility of it being redeveloped in some way. The Elim Church in contrast was overall better suited for the purpose of being a polling station and had been used at last year's elections and referendum.

In relation to the Church there was one concern expressed by several Councillors and that was inside the building, as I understand it, there is a small flight of steps (perhaps not more than three or so) and parallel to which there is a ramp or incline - no doubt to assist with DDA compliance. However it was mentioned that there is no rail or division as between the ramp and the steps so that when it is crowded with people coming in and going out, if you were on the ramp you could trip against the steps and if you were on the steps you could slip off onto the ramp. We are talking I imagine about small measurements but still with the capacity to cause some difficulty. Could this be looked at carefully please is the message?

Stephen

Stephen Inman  
Town Clerk  
Bewdley Town Council  
The Guildhall  
Bewdley  
Worcs  
DY12 2AH

Tel: 01299 400157  
Email: [townclerk@bewdley.org.uk](mailto:townclerk@bewdley.org.uk)  
Website: [www.bewdley.org.uk](http://www.bewdley.org.uk)

Normal days of work: Mondays, Tuesdays and Thursdays



**Cllr Mike Salter**

Email: [mike.salter@wyreforestdc.gov.uk](mailto:mike.salter@wyreforestdc.gov.uk)

**Cllr John Holden**

email: [john.holden@wyreforestdc.gov.uk](mailto:john.holden@wyreforestdc.gov.uk)

**Cllr Chris Rogers**

email: [chris.rogers@wyreforestdc.gov.uk](mailto:chris.rogers@wyreforestdc.gov.uk)

Mrs Stella Fleming  
Electoral Services Officer  
Wyre Forest District Council  
Civic Centre  
Stourport on Severn  
DY13 8QD

my ref: MS/KW  
your ref:  
date: 21<sup>st</sup> December 2011

Dear Stella,

**Polling Station Review**

We write in respect of the above and the current consultation paper setting out the proposed changes regarding polling stations within the Wyre Forest District.

Regarding the polling station in Mitton we would like to retain the Rose and Crown Public House, as last time by using half of the licensed area. Electors prefer this location as most walk to it from the three estates and it also has a large car park.

We do not feel that the Forum Business Centre is such a prominent site. The parking at peak times and access is very poor. This can be checked back to when this area was the Old Anchor pub.

We also think that Tan Lane School should be reinstated as many electors walk from the Stagborough Way area or if by road then the playground is used as a car park. To travel to St Wulstans which is on the other side of the town and across a three lane road is not acceptable. If the new school in Park Avenue is available could this be used?

Comments from the electors regarding the problems with not using Tan Lane School were passed to local councillors as they were not aware they should direct them to the Election Officer.

Continued ....

61 The Grove  
Stourport on Severn  
Worcs  
DY13 9ND

9 Endeavour Place  
Stourport on Severn  
Worcs  
DY13 9RL

15 Bigbury Lane  
Stourport on Severn  
Worcs  
DY13 9JU

- 2 -

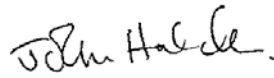
In the Lickhill area we believe that the scout headquarters in Lickhill Road should be reused as the distance to the Community Centre is too far to walk.

With our very best wishes.

Yours sincerely



**Cllr Mike Salter**



**Cllr John Holden**

**Cllr Chris Rogers**

**Mitton Ward Councillors**

c.c. Cllr John Campion, Leader of the Council  
Cllr Nathan Desmond, Cabinet Member for Resources and Transformation



**Mark Garnier MP**  
*Working for ALL Wyre Forest on EVERY issue*



## Conservatives

### Wyre Forest Conservatives

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w [www.wyreforestconservatives.com](http://www.wyreforestconservatives.com)  
w [www.markgarnier.co.uk](http://www.markgarnier.co.uk)

Mrs Stella Fleming  
Electoral Registration Office  
WFDC  
Civic Centre  
Stourport on Severn  
Worcs DY13 8UJ

16th January 2012

Dear Stella

I am writing on behalf of Wyre Forest Conservative Association to endorse the Polling Station review with the exception of Stourport on Severn where we wish to support the view of Councillors Salter, Holden and Rogers, who in their letter of 21st December 2011, detailed their view that for Mitton, The Rose and Crown Public House be used, that Tan Lane School be reinstated, or alternatively the New School in Park Avenue and in the Lickhill area, the Scout HQ should be reused.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip A Green'.

Philip A Green  
Chairman



Wyre Forest District Council



Ian Miller, Returning Officer  
 Wyre Forest District Council  
 Civic Centre  
 Stourport on Severn  
 Worcs  
 DY13 8QD

**Cllr Marcus Hart**  
 tel: 01562 820018  
 email: marcus.hart@wyreforestdc.gov.uk

**Cllr John-Paul Campion**  
 email: john.campion@wyreforestdc.gov.uk

**Cllr Tracey Onslow**  
 email: tracey.onslow@wyreforestdc.gov.uk

date: 5<sup>th</sup> January 2012

Dear Ian,

**Review of Polling Places in the District of Wyre Forest**

We write in respect of the above and the current consultation paper setting out the proposed changes regarding polling stations within the Wyre Forest District.

We do not propose to comment in respect of any of the proposals other than the ones directly affecting the ward of Sutton Park and only speak in our capacity as Sutton Park Ward Councillors and in no other.

Regarding polling district SP/B1 and SP/B2 where electors have for many years polled at the Sutton Park Primary School in Greatfield Road, we are more than content for the Evangelical Church to be used as a direct alternative. It is just a very short distance down the road. This way, parents and school children will not be inconvenienced by the school being closed for the day and can operate as normal. We understand the school are also supportive of this.

The PACT meetings are held at this location and it is more than suitable for a community location for a polling station. There is more than sufficient car parking with the car park attached at the side of the building and also on the road and more importantly there is DDA access.

We do not believe that any of our electors will be adversely affected by this small change.

Continued ....

3 Mallow Crescent  
 Kidderminster  
 Worcs  
 DY10 1NL

43 Hillgrove Crescent  
 Kidderminster  
 Worcs  
 DY10 3AR

74 Peel Street  
 Kidderminster  
 Worcs  
 DY11 6UQ



- 2 -

In respect of the polling district SP/A1 and SP/A2, electors have historically voted at the Red Cross Centre in Park Street. Last year, there was a late change in polling station due to the Red Cross Centre not being available due to problems with its leaking roof and an alternative was found at short notice which was the County Buildings to the rear of the Registry Office off the Bewdley Road.

We note that the proposed polling station is to be at the Evangelical Church in Greatfield Road and therefore a merging of this polling station to cater for two sets of polling districts.

We believe that it is always ideal to have a polling station, not only within the relevant ward but also within the relevant polling district. This has been the case previously with the Red Cross Centre. However, we note now that the Red Cross Centre is no longer going to be available as a polling station and therefore understand the need for an alternative. In respect of the alternative polling station that was used last year, we take the view that the starting point wherever possible should be that the polling station should be within the requisite polling district and ward accordingly and the County Buildings in Bewdley Road are in fact in the Habberley and Blakebrook ward and not in the Sutton Park Ward and therefore feel that an alternative polling station within the ward should be the starting point. Notwithstanding this, we appreciate it is only just outside the ward and if the polling station itself was appropriate this would not be an absolute bar and in fact may be the most appropriate alternative. However, there are access issues regarding this building and due to its locality it is not desirable as a polling station.

We are aware of two alternative locations within the Sutton Park Ward and indeed the appropriate polling district which may have been suitable locations, namely the Odell Centre in Plimsoll Street and the Jehovah Witness church at the corner of Hume Street and Franchise Street. We understand that neither of these locations are available.

Therefore, it would appear that there are no suitable locations within the polling district nor is the previous temporary polling station used last year suitable which is within another ward albeit on the edge of the ward.

Therefore, looking slightly further afield, the Evangelical Church in Greatfield Road is within the Sutton Park Ward and is within a neighbouring polling district and therefore seems to us to be the most suitable and appropriate alternative and we are supportive of electors in polling districts SP/A1 and SP/A2 to vote at the Evangelical Church in Greatfield Road. There are many examples of polling stations that house a number of electors voting from different polling districts and we feel that the Evangelical Church in Greatfield Road can more than cater for this. There are some electors who will find this closer than the previous polling station at the Red Cross Centre and indeed with postal and proxy voting and the majority of electors having the availability of a car to get to the polling station we do not believe that this change will be detrimental to democracy.

Continued....

- 3 -

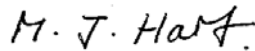
Finally, in our local newsletter which went to all households within the Sutton Park Ward in December 2011 we raised this issue with our electors indicating that there may very well be a change for the polling station from the Red Cross Centre and that an option could be to use the Evangelical Church in Greatfield Road and have asked any residents who have a concern or a strong view either way to contact us. To date, no such electors have done so.

In conclusion, we are therefore supportive of the proposed changes within the consultation.

We trust this is of assistance.

With our very best wishes.

Yours sincerely



**Marcus J Hart**



**Tracey Onslow**  
**Sutton Park Ward Councillors**



**John-Paul Campion**


c.c. Cllr Nathan Desmond, Cabinet Member for Resources and Transformation

**Penelope Williams - Fwd: Changes in voting arrangements for Areley Kings.**

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**From:** Wyre Forest Electoral  
**To:** Penelope Williams  
**Date:** 05/01/2012 08:17  
**Subject:** Fwd: Changes in voting arrangements for Areley Kings.

---

 Please don't print this e-mail unless you really need to.

>>> [REDACTED] > 04 January 2012 18:34 >>>

Dear Sirs,

It is plain that while the Walshes Community Centre remains in existence, it should continue to be used as a polling station.

To remove all polling station facilities from the Walshes would be bound to be interpreted, rightly or wrongly, as deliberate political interference in the election process - to the detriment of voters from the Walshes estate.

It would, therefore, surely, be wise, considerate and in the spirit of political cooperation, to ensure that such interpretations are avoided by the simple expedient of retaining *some* form of polling station on the Walshes - by continued use of the Community Centre or via a temporary, portakabin-type facility.

With thanks for the opportunity to make such views known.

Yours faithfully,

[REDACTED]

WYRE FOREST DISTRICT COUNCIL

**COUNCIL**  
**29<sup>TH</sup> FEBRUARY 2012**

**POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL**

**RECOMMENDATIONS FROM THE CABINET –31<sup>ST</sup> JANUARY 2012**

**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>Pay Policy Statement:</b></p> <p><b>Recommended to Council:</b></p> <ol style="list-style-type: none"> <li><b>1. The pay policy statement in the appendix of the report to the Cabinet be adopted for the financial year 2012-13 and each subsequent financial year (until it is amended by Council).</b></li> <li><b>2. The delegations to the Appointments and Appeals Committee be amended in line with the pay policy statement.</b></li> <li><b>3. The policy statement on the exercise of the Council's powers under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 be approved.</b></li> </ol>	<p><b>Councillor Nathan Desmond</b></p>

**RECOMMENDATIONS FROM THE CABINET –21<sup>ST</sup> FEBRUARY 2012**

<b>RECOMMENDATIONS TO COUNCIL</b>	<b>CABINET MEMBER</b>
<p><b>Green Street Conservation Area Designation, Character Appraisal and Management Plan</b></p> <p><b>Recommended to Council:</b></p> <ol style="list-style-type: none"> <li><b>1. The designation under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, of a new Conservation Area at Green Street in Kidderminster as shown on Appendix 1 of the report to Cabinet.</b></li> <li><b>2. Delegated powers be granted to the Director of Planning and Regulatory Services to determine the final format and presentation of the Character Appraisal and Management Plan.</b></li> <li><b>3. The owners/occupiers of the buildings and structures it is proposed to include on the Kidderminster Local List be notified of the Council's intention.</b></li> <li><b>4. The Character Appraisal and Management Plan be adopted.</b></li> <li><b>5. The background and history of the buildings and points of interest within the area collated as part of the report be made available for display in the Carpet Museum and local library.</b></li> </ol>	<p><b>Councillor Nathan Desmond</b></p>
<p><b>Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013</b></p> <p><b>Recommended to Council:</b></p> <ol style="list-style-type: none"> <li><b>1. The restated Prudential Indicators and Limits for the financial years 2012/13 to 2014/15 be approved.</b></li> <li><b>2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2012 to 31st March 2013 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 11 and Appendix 5 of the report to Cabinet) be approved.</b></li> <li><b>3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to Cabinet be approved.</b></li> <li><b>4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to Cabinet be approved.</b></li> </ol>	<p><b>Councillor Nathan Desmond</b></p>

**WYRE FOREST DISTRICT COUNCIL****COUNCIL 29TH FEBRUARY, 2012****FINANCIAL STRATEGY 2012/15**

The Cabinet, having re-considered the Financial Strategy 2012/15 as recommended on 20<sup>th</sup> December 2011, the results of the consultation exercise and recommendations of the Overview and Scrutiny Committee (this is a separate item on this agenda 9.1 (b)), **RECOMMENDS TO COUNCIL** :-

1. **CAPITAL PROGRAMME 2010/11 ONWARDS** (pages 74-84)
  - 1.1 **APPROVES** the updated Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as presented to the Cabinet on 20<sup>th</sup> December 2011 and further amended to incorporate the Cabinet Proposals identified in Appendix 2 along with the updated Prudential Indicators presented in the separate report on this agenda.
  - 1.2 **DELEGATED** authority continues to be given to the Director of Resources in consultation with the Cabinet Member for Resources, to fund appropriate elements of the Capital Programme by means of Prudential Borrowing.
  - 1.3 **DELEGATES** authority to the Director of Resources, in consultation with the Chief Executive and the Cabinet, to determine the most financially prudent funding method for Capital Projects (Capital Receipts or Direct Revenue Funding) at the end of each Financial Year.
2. **FEES AND CHARGES** (pages 32-70)
  - 2.1 **RECOMMENDS** fees and charges as detailed in the Financial Strategy as presented to Cabinet on 20<sup>th</sup> December 2011, along with the amendments attached in Appendix 1.
3. **THREE YEAR BUDGET AND POLICY FRAMEWORK 2012/15** (pages 1-73)
  - 3.1 The contents of the Reports of the Director of Resources on the Three Year Budget and Policy Framework 2012-2015 (pages 1-73 incorporating the Base Budget Variations (pages 21-22) be **ENDORSED** and in doing so **APPROVE** the Revised Revenue and Capital Budgets for 2011/12.
  - 3.2 **APPROVES** that any Final Account savings arising from 2011/2015 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated for the one-off costs of the new Head Quarters project.

3.3 The following General Fund Revenue Budget be **RECOMMENDED** including **CABINET PROPOSALS (Appendix 2)** and **FEES AND CHARGES** (see Financial Strategy pages 32-70) and related amendments (**Appendix 1**):

	Revised 2011/12 £	2012/2013 £	2013/2014 £	2014/2015 £
Net Expenditure on Services (per Appendix 1 on Page 12 of the Financial Strategy Book) (*)	14,261,610	12,780,950	12,805,090	13,096,700
<u>Add/(Less)</u> Cabinet Proposals - (Appendix 2)	-	274,250	2,400	(87,080)
Net Expenditure	14,261,610	13,055,200	12,807,490	13,009,620
Contribution to/(from) Reserves	(736,560)	(322,400)	(329,870)	(656,840)
Net Budget Requirement	13,525,050	12,732,800	12,477,620	12,352,780
<u>Less</u> Business Rate Grant, Government Grant and Collection Fund Surplus (*)	6,294,330	5,615,730	5,294,640	4,990,370
Area Based Grant	293,270	109,270	0	0
Council Tax Income	<u>£6,937,450</u>	<u>£7,007,800</u>	<u>£7,182,980</u>	<u>£7,362,410</u>
Wyre Forest District Council Tax Level assuming no change in 2011/12 then a 2.5% increase 2012/13 onwards.	<u>£197.62</u>	<u>£197.62</u>	<u>£202.56</u>	<u>£207.62</u>

(\*) Now confirmed that the Council Tax Freeze Grant is included within Formula Grant for 2012/13 and beyond

Government Grant Analysis*	2011/12	2012/13	Increase (decrease)	
	£	£	£	%
Revenue Support Grant	1,474,240	105,820	(1,368,420)	(92.8)
Business Rates	4,769,440	5,458,910	689,470	14.4
Collection Fund Surplus	50,650	51,000	350	0.0
Overall Totals	6,294,330	5,615,730	(678,600)	(10.8)

3.4 Reserves available as part of the Three Year Financial Strategy:

Reserves Statement	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
Reserves as at 1 April	2,698	1,961	1,639	1,309
Contribution to/(from) Reserves	(737)	(322)	(330)	(657)
Reserves as at 31 March	1,961	1,639	1,309	652

3.5 **RECOMMENDS** to Council adoption of the statement of purposes (Appendix 3) which has been derived from the work on systems thinking and shows the links with the Council's corporate priorities.

**4 COUNCIL TAX**

- 4.1 **RECOMMENDS** a Council Tax for Wyre Forest District Council on a Band D Property of £197.62 for 2012/13 (£197.62 2011/12) no increase on Council Tax for 2012/13.
- 4.2 **RECOMMENDS** a provisional Council Tax on a Band D Property in 2013/2014 of £202.56 and £207.62 in 2014/2015 an increase of 2.5% per annum over 2012/2013.





<b>Service</b>	<b>Environmental Maintenance</b>	<b>Service Manager</b>	<b>Steve Brant</b>
<b>Directorate &amp; Director</b>	<b>Resources - David Buckland</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ *</b>	<b>Proposed Charge FROM 1/04/2012 £ **</b>
<b>Fleet Management</b>			
<b>MOT</b>			
Class 4	36.00		36.00
Class 5	53.50		53.50
Class 7	53.50		53.50
WFDC Taxi	10.00		10.00
<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ *</b>	<b>Proposed Charge FROM 1/04/2012 £ **</b>
<b>Domestic Waste Collections</b>			
<b>Charges for the Supply of a Replacement Wheelie Bin</b>			
Replacement bins - delivered	37.00		39.00
Replacement bins - collected	28.00		29.50
Garden Waste Bins - Contribution to cost of bin	20.50		20.50
Garden Waste Collection Service - Annual Fee	31.00		32.50

**NOTES:**

- \* Charge before VAT (if applicable) at the prevailing rate  
 \*\* Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

Commercial judgement is delegated to the Director of Service

**WYRE FOREST DISTRICT COUNCIL****INCOME SERVICE OPTIONS 2012/2013 at 5%****PLANNING & REGULATORY SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R185	<b>Car Parks</b> Increase charges by 5% in line with Council Policy (increase starts 1/10/11)	C R S	- 35,050 CR	- 70,100 CR	- 70,100 CR	- 70,100 CR
R185	<b>Parking Restriction Charges *</b> Increase charges by 5% in line with Council Policy	C R S	180 CR	180 CR	180 CR	180 CR
R200	<b>Event Support - Cleansing *</b> Increase charges by 5% in line with Council Policy	C R S	10 CR	10 CR	10 CR	10 CR
R200	<b>Private Water Supplies *</b> Increase charges by 5% in line with Council Policy	C R S	40 CR	40 CR	40 CR	40 CR
R631	<b>Street Naming and Numbering *</b> Increase charges by 5% in line with Council Policy	C R S	130 CR	130 CR	130 CR	130 CR
R605	<b>Development Control</b> To maintain Planning Application fees at statutory levels (last increased 26/02/2010).	C R S	tba	tba	tba	tba
R605	<b>Development Control - Planning Advice</b> To increase the charge for Planning Enquiries by 5%	C R S	10 CR	10 CR	10 CR	10 CR
R605	<b>Development Control - Permitted Developments</b> To increase fees to be in line with charges made by other District Councils within the County - approx 5%	C R S	100 CR	100 CR	100 CR	100 CR
R605	<b>Development Control - Pre-application advice</b> To increase fees to be in line with charges made by other District Councils within the County - approx 5%	C R S	350 CR	350 CR	350 CR	350 CR
R625	<b>Building Control</b> To Implement charges as set by Worcestershire Regulatory Services	C R S	-	-	-	-
R625	<b>Building Control - Enquiries</b> To Implement charges as set by Worcestershire Building Control Shared Service	C R S	-	-	-	-
R625	<b>Building Control - Sale of Documents</b> To Implement charges as set by Worcestershire Building Control Shared Service	C R S	20 CR	20 CR	20 CR	20 CR
R630	<b>Planning, Health &amp; Environment Administration</b> To increase the charge for the sale of documents by 5% in line with Council Policy.	C R S	50 CR	50 CR	50 CR	50 CR
R637	<b>Environmental Health - Pest Control</b> To increase charges by 5% in line with Council Policy.	C R S	690 CR	690 CR	690 CR	690 CR
R637	<b>Environmental Health - Pollution Control</b> To maintain LAPPC charges at statutory level (revised annually).	C R S	tba	tba	tba	tba
R637	<b>Environmental Health - Pollution Control</b> To maintain water sampling fees at statutory levels. To increase other charges by 5% in line with Council Policy.	C R S	20 CR	20 CR	20 CR	20 CR

**WYRE FOREST DISTRICT COUNCIL****INCOME SERVICE OPTIONS 2012/2013 at 5%****PLANNING & REGULATORY SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R638	<b>Licensing Activities - Hackney Carriages</b> To increase fees by 5% in line with Council Policy.	C R S	3,390 CR	2,930 CR	2,930 CR	3,390 CR
R638	<b>Licensing Activities - General Licensing</b> To increase charges by 5% in line with Council Policy.	C R S	1,020 CR	1,020 CR	1,020 CR	1,020 CR
R638	<b>Licensing Activities - Gambling Act 2005</b> To increase premises licence fees by 5% in line with Council Policy.	C R S	270 CR	270 CR	270 CR	270 CR
R638	<b>Licensing Activities - Gambling Act 2005</b> To charge permit fees as determined by Government.	C R S	tba	tba	tba	tba
R638	<b>Licensing Activities - Licencing Act 2003</b> To maintain Liquor Licensing fees at statutory levels	C R S	tba	tba	tba	tba
	<b>TOTALS</b>	C R S	- 41,330 CR -	- 75,920 CR -	- 75,920 CR -	- 76,380 CR -



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>HACKNEY CARRIAGE/PRIVATE HIRE FEES</b>			
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	268.00		281.00
Drivers' Knowledge Test	49.00		51.50
Drivers Badge	23.00		24.00
Hackney Carriage Vehicle	377.00		396.00
Private Hire Vehicle	377.00		396.00
Private Hire Operators	420.00		441.00
Vehicle Decals - Replacements	17.00		18.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	28.00	29.50	
Vehicle Retest Fee (if re-tested after 48 hours of failure)	54.00	56.50	
Change of Business (Sell Car and Transfer Plate)	317.00		100.00
Exemption Notice (Executive Vehicles)	26.00		27.50
Internal (Executive Vehicles) Car Plate	19.00		20.00
External Car Plate	45.00		47.00
CRB check	56.00		59.00

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>LICENSING AND REGISTRATION</b>			
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin			
Colouring -			
Certificate of Registration: (a) Person	135.00		142.00
(b) Premise	195.00		205.00
(c) Persons & Premises	329.00		345.00
Animal Boarding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Dangerous Wild Animals* Initial	277.00		291.00
Renewal	183.00		192.00
Dog Breeding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Registration of Motor Salvage Operators	91.00		95.50
Copy of Register Entry, Motor Salvage Operators Register	4.00	4.00	
Pet Animals Act* Initial	277.00		291.00
Renewal	183.00		192.00
Public Realm and Streetscene (Control of Street Furniture)	262.00		275.00
Riding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Sex Establishments Initial	4,094.00		4299.00
Renewal	1,572.00		1650.00
Transfer	284.00		298.00
Zoo Licences* Initial	1,338.00		1405.00
	(plus Inspector's expenses)		(plus Inspector's expenses)
Renewal	1,202.00		1262.00
	(plus Inspector's expenses)		(plus Inspector's expenses)

**NOTES:**

VAT will be included at the prevailing rate if applicable  
\* Plus Vet fees where applicable



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>FOOD, HEALTH AND SAFETY AND POLLUTION CONTROL</b>			
<b>FOOD, HEALTH AND SAFETY</b>			
Issue of Food Surrender Certificates	54.00	57.00	
Release of Officers Statements	251.00	264.00	
Release of Documents	89.00	93.50	
<b>POLLUTION CONTROL</b>			
<b>WATER SAMPLING CHARGES</b>			
The Regulations allow local authorities to charge a fee, subject to prescribed maximum levels to enable reasonable costs of services (lab fees etc) to be recovered.			
<b>Proposed Fees and Charges</b>			
Risk Assessment	40.00 per hour (up to £500 Max)	40.00 per hour (up to £500 Max)	
Investigation (each investigation)	40.00 per hour (up to £100 Max)	40.00 per hour (up to £100 Max)	
Granting an Authorisation	100.00 Max	100.00 Max	
Sampling (each visit)	100.00 Max	100.00 Max	
Analysing a sample			
- taken under regulation 10 (small supplies)	25.00 Max	25.00 Max	
- taken during check monitoring	100.00 Max	100.00 Max	
- taken during audit monitoring	500.00 Max	500.00 Max	

**NOTES:**

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
<b>STREET TRADING</b>			
<b>STREET TRADING</b>			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,658.00		1,740.00
- Renewal	1,575.00		1,654.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,385.00		1,455.00
- Renewal	1,245.00		1,308.00
For every additional 12 x 12 or part thereof or length more than 5m	682.00		716.00
Mobile Traders	649.00		682.00

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Premises License Fees 2011/12</b>			
Existing Casinos - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Small Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Large Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Regional Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Bingo Club - New Application	1,989.00	2,088.00	
Annual Fee	569.00	598.00	
Application to vary	995.00	1,045.00	
Application to Transfer	682.00	716.00	
Application for re-instatement	682.00	716.00	
Application for Provisional Statement	1,989.00	2,088.00	
Licence Application (Provisional Statement holders)	682.00	716.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Betting Premises - New Application (excluding Tracks) Annual Fee	1,707.00	1,792.00	
Application to vary	341.00	358.00	
Application to Transfer	852.00	895.00	
Application for re-instatement	682.00	716.00	
Application for Provisional Statement	682.00	716.00	
Application for Provisional Statement	1,707.00	1,792.00	
Licence Application (Provisional Statement holders)	682.00	716.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	





Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
<b>Premises License Fees 2011/12</b>			
Tracks - New Application	1,422.00	1,493.00	
Annual Fee	569.00	598.00	
Application to vary	710.00	746.00	
Application to Transfer	540.00	567.00	
Application for re-instatement	540.00	567.00	
Application for Provisional Statement	1,422.00	1,493.00	
Licence Application (Provisional Statement holders)	540.00	567.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Family Entertainment Centres - New Application	1,137.00	1,194.00	
Annual Fee	426.00	447.00	
Application to vary	569.00	598.00	
Application to Transfer	540.00	567.00	
Application for re-instatement	540.00	567.00	
Application for Provisional Statement	1,137.00	1,194.00	
Licence Application (Provisional Statement holders)	540.00	567.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Adult Gaming Centres - New Application	1,137.00	1,194.00	
Annual Fee	569.00	598.00	
Application to vary	569.00	598.00	
Application to Transfer	540.00	567.00	
Application for re-instatement	540.00	567.00	
Application for Provisional Statement	1,137.00	1,194.00	
Licence Application (Provisional Statement holders)	540.00	567.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Temporary Use Notices - New Application	289.00	304.00	
Annual Fee	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Permits</b>			
<b>Fee Type</b>			
FEC Gaming Machine - Grant	300.00	300.00	
FEC Gaming Machine - Renewal	300.00	300.00	
FEC Gaming Machine - Existing Operator Grant	100.00	100.00	
FEC Gaming Machine - Annual Fee	N/A	N/A	
Prize Gaming - Grant	300.00	300.00	
Prize Gaming - Renewal	300.00	300.00	
Prize Gaming - Existing Operator Grant	100.00	100.00	
Prize Gaming - Annual Fee	N/A	N/A	
Licensed Premises Gaming Machine Permit - Grant	150.00	150.00	
Licensed Premises Gaming Machine Permit - Renewal	N/A	N/A	
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00	100.00	
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	
Club Gaming Permit - Grant *	100.00	100.00	
Club Gaming Permit - Renewal *	100.00	100.00	
Club Gaming Permit - Existing Operator Grant	100.00	100.00	
Club Gaming Permit - Annual Fee	50.00	50.00	
Club Machine Permits - Grant *	100.00	100.00	
Club Machine Permits - Renewal *	100.00	100.00	
Club Machine Permits - Existing Operator Grant	100.00	100.00	
Club Machine Permits - Annual Fee	50.00	50.00	
Small Lottery Registration - Grant	40.00	40.00	
Small Lottery Registration - Renewal	20.00	20.00	
Small Lottery Registration - Existing Operator Grant	N/A	N/A	
Small Lottery Registration - Annual fee	N/A	N/A	
<b>Miscellaneous Fees</b>			
FEC Permits - Change of name	25.00	25.00	
FEC Permits - Copy of permit	15.00	15.00	
FEC Permits - Variation	N/A	N/A	
FEC Permits - Transfer	N/A	N/A	
FEC Permits - Notification	N/A	N/A	
Prize Gaming Permits - Change of name	25.00	25.00	
Prize Gaming Permits - Copy of permit	15.00	15.00	
Prize Gaming Permits - Variation	N/A	N/A	
Prize Gaming Permits - Transfer	N/A	N/A	
Prize Gaming Permits - Notification	N/A	N/A	
Licensed premises Gaming machine Permits - Change of name	25.00	25.00	
Licensed premises Gaming machine Permits - Copy of permit	15.00	15.00	
Licensed premises Gaming machine Permits - Variation	100.00	100.00	
Licensed premises Gaming machine Permits - Transfer	25.00	25.00	
Licensed premises Gaming machine Permits - Notification	N/A	N/A	



<b>Service</b>	<b>Environmental Health</b>	<b>Service Manager</b>	
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Permits</b>			
Licensed Premises Automatic Notification Process - Change of name	N/A	N/A	
Licensed Premises Automatic Notification Process - Copy of permit	N/A	N/A	
Licensed Premises Automatic Notification Process - Variation	N/A	N/A	
Licensed Premises Automatic Notification Process - Transfer	N/A	N/A	
Licensed Premises Automatic Notification Process - Notification	50.00	50.00	
Gaming Club Permits - Change of name	100.00	100.00	
Gaming Club Permits - Copy of permit	15.00	15.00	
Gaming Club Permits - Variation	100.00	100.00	
Gaming Club Permits - Transfer	N/A	N/A	
Gaming Club Permits - Notification	N/A	N/A	
Gaming Machine Permits - Change of name	100.00	100.00	
Gaming Machine Permits - Copy of permit	15.00	15.00	
Gaming Machine Permits - Variation	100.00	100.00	
Gaming Machine Permits - Transfer	N/A	N/A	
Gaming Machine Permits - Notification	N/A	N/A	

**NOTES:**

VAT will be included at the prevailing rate if applicable  
 \* Fee will be £200 if premises does not sell alcohol



Service		Service Manager	John Baggott
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
<b>Planning Advice</b>			
<b>Building Control Advice (Pre 01/01/2012)</b>			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	19.00 per Question		20.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	50.50		53.00
<b>Charges for Copy Documents</b>			
Monthly Decision List	81.50		86.00
Weekly Planning Application List	136.50		143.00
Decision Notices	14.50		15.00
Decision Notices Additional Copies	0.75		0.80
A4 - For each copy	0.75		0.80
A3 - For each copy	0.95		1.00
A2 - For each copy	2.40		2.50
A1 - For each copy	3.00		3.10
A0 - For each copy	4.00		4.20
<b>Note</b>			
Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.			

**NOTES:**

VAT will be included at the prevailing rate if applicable



<b>Service</b>	<b>Planning</b>	<b>Service Manager</b>	<b>John Baggott</b>
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Permitted Developments and pre application advice</b>			
<b>Permitted Development enquiries</b>			
<b>Proposed development type</b>			
Householder	25.00		27.00
Other	50.00		54.00
<b>Pre-Application advice</b>			
<b>Householder</b>	40.00		43.00
Cost of each additional meeting	20.00		21.00
1 - 4 dwellings	250.00		268.00
Cost of each additional meeting	100.00		107.00
<b>Residential Development (see note 1)</b>			
5 - 9 dwellings (site <1ha) (gross floor area <1,000m2)	500.00		537.00
Cost of each additional meeting	100.00		107.00
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2)	1,000.00		1,072.00
Cost of each additional meeting	500.00		536.00
50 -199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2)	2,000.00		2,145.00
Cost of each additional meeting	750.00		793.00
200+ dwellings (site 2+ha) (gross floor area +10,000m2)	3,000.00		3,217.00
Cost of each additional meeting	1,000.00		1,072.00
<b>Non Residential/Commercial Development (see note 1)</b>			
Gross floor area up to 500m2 (site up to 0.5ha)			268.00
Cost of each additional meeting			107.00
Gross floor area 501m2 - 999m2 (site 0.5 -1ha)			536.00
Cost of each additional meeting			107.00
Gross floor area 1,000 - 2,499m2 (site 1.-1.25ha)			1,072.00
Cost of each additional meeting			536.00
Gross floor area 2,500 - 9,999m2 (site 1.26-2ha)			2,145.00
Cost of each additional meeting			793.00
Gross floor area +10,000m2 (site +2ha)			3,217.00
Cost of each additional meeting			1,072.00
<b>Other Categories</b>			
Advertisements			54.00
Cost of each additional meeting			27.00
Change of Use			161.00
Cost of each additional meeting			81.00
Telecommunications			161.00
Cost of each additional meeting			81.00
Glasshouses/Poly Tunnels			214.00
Cost of each additional meeting			107.00
Others (see note 2)	100.00		107.00
Cost of each additional meeting	50.00		54.00
<b>Historic Environmental and Tree related enquiries</b>			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters)	30.00		33.00
(More than 3 Separate Matters)			66.00
Cost of each additional meeting	15.00		16.00
Separate Tree related Advice - number of trees not exceeding 10	30.00		33.00
Cost of each additional meeting	15.00		16.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	60.00		66.00
Cost of each additional meeting	15.00		16.00
<b>Exemptions</b>			
As set out in Guidance Note (e.g. Parish Councils, etc)			

**NOTES:**

\* Charge before VAT (if applicable) at the prevailing rate  
 \*\* Charge inclusive of VAT (if applicable) ie. total fee payable at the prevailing VAT rate

Note 1 - If only principle to be discussed

Note 2 - Includes other development proposals such as variation or removal of conditions-proposed changes of use, car parks and certificates of lawfulness.



<b>Service</b>	<b>Building Control</b>	<b>Service Manager</b>	<b>John Baggott</b>
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Building Control</b>			
<b>STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING</b>			
1 Property - Application Charge	628.00		620.00
Regularisation Charge	655.00		780.00
Additional Charge *	123.00		110.00
2 Properties - Application Charge	868.00		855.00
Regularisation Charge	904.00		1,070.00
Additional Charge *	246.00		215.00
3 Properties - Application Charge	1,113.00		1,085.00
Regularisation Charge	1,160.00		1,355.00
Additional Charge *	369.00		320.00
4 Properties - Application Charge	1,307.00		1,310.00
Regularisation Charge	1,362.00		1,860.00
Additional Charge *	492.00		425.00
5 Properties - Application Charge	1,491.00		1,505.00
Regularisation Charge	1,555.00		1,885.00
Additional Charge *	615.00		530.00
Charges for more than 5 dwellings, please telephone 01562 732526 or 01562 732525			
<b>DOMESTIC EXTENSIONS TO A SINGLE BUILDING</b>			
Extension where floor area is less than 10m <sup>2</sup> or conversion of attached garage into habitable room:			
Application Charge	307.00		340.00
Regularisation Charge	320.00		425.00
Additional Charge *	123.00		110.00
Extension where floor area is between 10m <sup>2</sup> and 40m <sup>2</sup> :			
Application Charge	460.00		495.00
Regularisation Charge	480.00		620.00
Additional Charge *	123.00		110.00
Extension where floor area is between 40m <sup>2</sup> and 60m <sup>2</sup> :			
Application Charge	613.00		660.00
Regularisation Charge	640.00		825.00
Additional Charge *	123.00		110.00
Extension where floor area is between 60m <sup>2</sup> and 200m <sup>2</sup> :			
Application Charge	792.00		835.00
Regularisation Charge	825.00		1,040.00
Additional Charge *	123.00		110.00
Loft Conversions - Application Charge	460.00		470.00
Regularisation Charge	480.00		590.00
Additional Charge *	123.00		110.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m <sup>2</sup>			
Application Charge	307.00		340.00
Regularisation Charge	320.00		425.00
Additional Charge *	123.00		110.00
Window Replacement - Application Charge	133.00		180.00
Regularisation Charge	139.00		225.00
Additional Charge *	<b>62</b> N/A		N/A



<b>Service</b>	<b>Building Control</b>	<b>Service Manager</b>	<b>John Baggott</b>
<b>Directorate &amp; Director</b>	<b>Planning and Regulatory Services - Mike Parker</b>	<b>Cabinet Member</b>	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

<b>INCOME DESCRIPTION</b>	<b>Current Charge TO 31/03/2012 £</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges before VAT</b>	<b>Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT</b>
<b>Building Control</b>			
Electrical Work - Application Charge	205.00		235.00
Regularisation Charge	215.00		290.00
Additional Charge *	N/A		N/A
Other domestic alterations costing less than £3,000 which are separate from but are to be undertaken at the same time as the main project			
Application Charge	57.00		60.00
Regularisation Charge	60.00		85.00
Additional Charge *	62.00		55.00
<b>ALL OTHER WORK - ALTERATIONS</b>			
Estimated cost of work £0.00 to £5,000			
Application Charge	220.00		240.00
Regularisation Charge	230.00		300.00
Estimated cost of work £5,001 to £15,000			
Application Charge	338.00		340.00
Regularisation Charge	352.00		465.00
Estimated cost of work £15,001 to £25,000			
Application Charge	450.00		455.00
Regularisation Charge	470.00		570.00
Estimated cost of work £25,001 to £35,000			
Application Charge	552.00		560.00
Regularisation Charge	575.00		700.00
Estimated cost of work £35,001 to £50,000			
Application Charge	710.00		720.00
Regularisation Charge	740.00		895.00
For office or shop fit outs, installation or a mezzanine floor and all other work where the estimated cost exceeds £50,000, the customer should contact the North Worcestershire Building Control office for a competitive quote			
<b>Supplementary Charges</b>			
Archived plans			
Re-open archived file and issue completion certificate			65.00
Site Visit relating to archived case - per site visit			65.00
<b>Withdrawn Applications</b>			
Process request - Admin Charge			40.00
Building Notice - No inspection having taken place			refund fee less admin charge
Building Notice - Inspections having taken place			refund fee less admin charge less £65 per visit
Full Plans - not checked, no inspections			refund fee less admin charge
Full Plans - checked, no inspections			refund inspection fee less admin charge
Full Plans - checked, with site inspections			refund inspection fee less admin charge, less £65 per site inspection
<b>Redirected Inspection fees/issue copy documents</b>			
Re invoice to new address			40.00
Re issue previously issued completion certificate or approval/acceptance document			£11.00 plus £0.11 per sheet
Optional Consultancy Services			£80.00 per hour



Service	Building Control	Service Manager	John Baggott
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Building Control	TO 31/03/2012 £	FROM 1/04/2012 £ Charges before VAT	FROM 1/04/2012 £ Charges inclusive of VAT

**NOTES:**

VAT will be included at the prevailing rate if applicable

\* The additional charge is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P registered electrician

These charges have been set of the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or the duration of the building work from commencement to completion does not exceed 12 months.
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.





Service	Planning	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

**PROPOSAL OF SCALE OF FEES AND CHARGES**

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
<b>Private Water Supplies</b>			
Risk Assessment - rate per hour up to a maximum of	40.00 500.00		40.00 500.00
Investigating - rate per hour up to a maximum of	40.00 500.00		40.00 500.00
Granting an authorisation - Maximum charge	100.00		100.00
Analysing samples			
Regio small supplies - maximum	25.00		25.00
During check monitoring - maximum	100.00		100.00
Taken during audit monitoring - maximum	500.00		500.00
Approx 12 supplies may require investigation and full audit Approx 60 supplies may require risk assessment and investigation.			

**NOTES:**

VAT will be included at the prevailing rate if applicable

**WYRE FOREST DISTRICT COUNCIL**  
**CABINET PROPOSALS 2012/2013 ONWARDS**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
<b>SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT</b>							
R705	<b>Regeneration of Economic Development</b> Establishment of a generic fund to support economic investment and regeneration initiatives to deliver the Corporate Plan priority 'To Secure The Economic Prosperity of the District' through ReWyre led initiatives. To include consideration of Enterprise Units from the Capital Funding.	C R S	800,000 234,800 -	- 169,600 -	- 169,600 -	- 169,600 -	- 169,600 -
R705	<b>Regeneration of Economic Development</b> Match Funding to support the work of the Worcestershire and Greater Birmingham & Solihull Local Enterprise Partnership and the West Midlands' Councils European Service.	C R S	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -
<b>DELIVERING TOGETHER, WITH LESS</b>							
R505	<b>Reduction in Council Members</b> Reduction in Council Members in line with the Boundary Commission review.	C R S	- - -	- - -	- - -	- 50,000 CR -	- 60,000 CR -
	<b>Community Transfer of Assets and Services</b> High level target for savings to be achieved through a series of strategic initiatives to transfer assets and services to local community groups and parish councils.	C R S	- 10,000 CR -	- 30,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R335	<b>Systems Thinking</b> Savings from the introduction from Systems Thinking methodology across the Council.	C R S	- 100,000 CR 4 CR	- 250,000 CR 10 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR
R335	<b>Grant Aid to Parish Council's</b> Support provided for Parish Councils at the level of 10% of the parish/town precept.	C R S	- 40,000 -	- - -	- - -	- - -	- - -
<b>IMPROVING COMMUNITY WELL-BEING</b>							
R080 R085 R140	<b>Sports and Leisure Centres</b> New leisure centre to meet the future needs of the District including a swimming pool, fitness suite and 5 aside football provision.	C R S	1,494,000 - -	130,000 50,000 -	8,511,000 300,000 -	- 38,000 CR -	- 38,000 CR -
R160	<b>Padding Pools</b> To undertake a strategic review of the current facilities and consider options in relation to splash parks.	C R S	300,000 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -
R705	<b>Carbon Management Plan</b> Participation in the Carbon Trust Public Sector Carbon Management initiative in 2011 with the aim of producing a 5 year Carbon Management Plan for 2012 onwards.	C R S	111,520 26,450 -	154,250 21,800 -	8,640 47,680 CR -	21,950 73,520 CR -	1,010 74,860 CR -
R720	<b>Reinstate Community Leadership Fund</b> Reinstate a fund of £1,000 per Member for 2012/13.	C R S	- 42,000 -	- - -	- - -	- - -	- - -
R800	<b>Local Authority Mortgage Scheme (LAMS)</b> Introduction of Local Authority Mortgage Scheme in line with recent report considered by Cabinet, exact detail to be determined. Costs of Borrowing to be funded by Commercial deposit rate plus premium rate received (early indications are that potential defaults should also be covered by premium rate)	C R S	1,000,000 - -	- - -	- - -	- - -	- - -
	<b>TOTALS</b>	C R S	3,705,520 274,250 4.00 CR	284,250 2,400 10.00 CR	8,519,640 87,080 CR 20.00 CR	21,950 500,920 CR 20.00 CR	1,010 512,260 CR 20.00 CR

**KEY - Changes in Resources**

- C Capital
- R Revenue
- S Staffing - Stated in FTEs

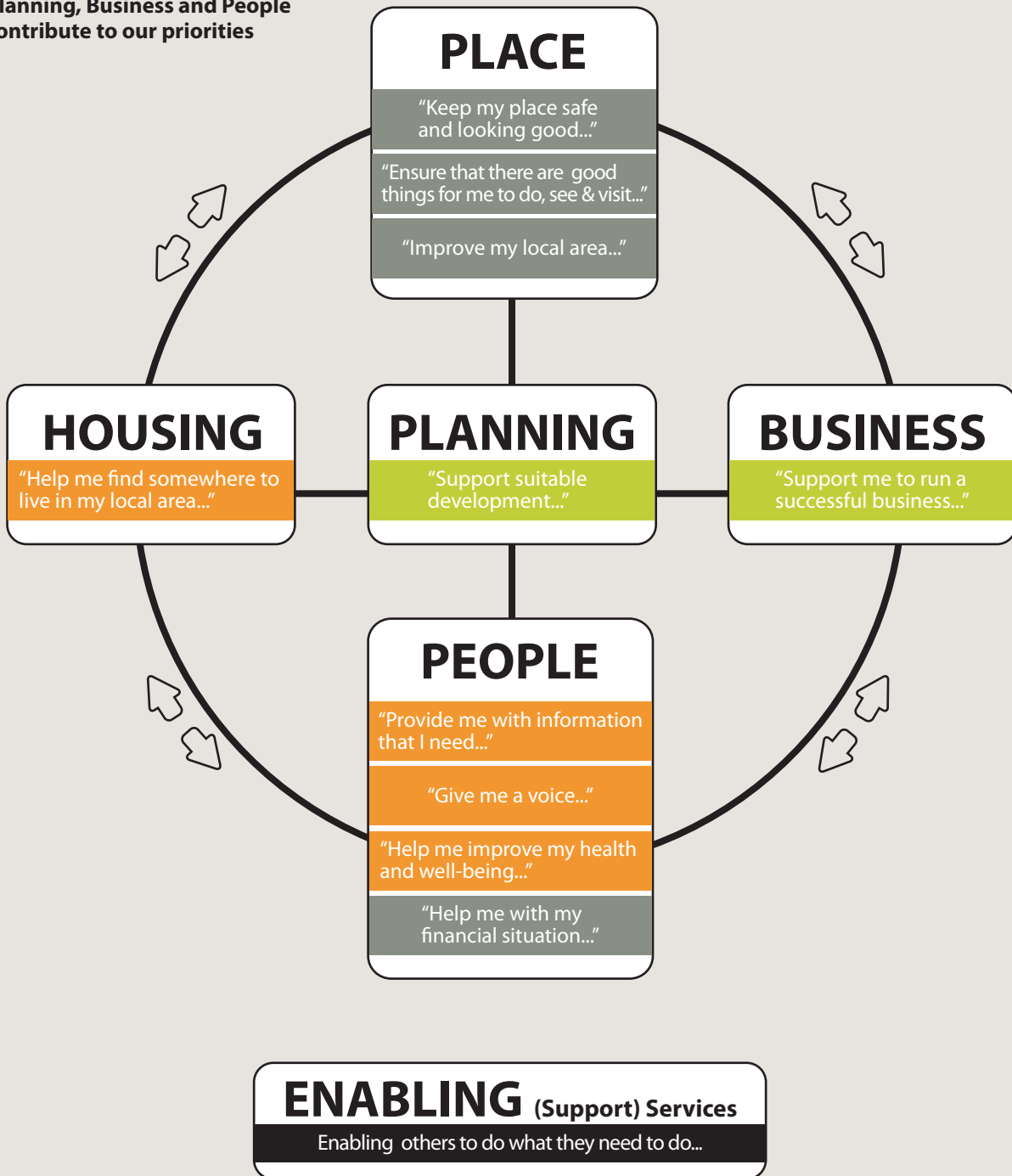
# WYRE FOREST FORWARD

Our outcome priorities:

- Community well-being**
- Economic prosperity**
- The Underpinning priority** (Delivering together, with less)
- Overlapping of both Community Well-being and Economic prosperity priorities**

Our purposes:

"..." Listed under Place, Housing, Planning, Business and People contribute to our priorities



'Delivering together with less', this priority affects everything we do

**WYRE FOREST DISTRICT COUNCIL****COUNCIL 29<sup>TH</sup> FEBRUARY 2012****Council Tax 2012/13**

<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 N J Desmond
<b>DIRECTOR:</b>	Director of Resources
<b>CONTACT OFFICERS:</b>	David Buckland - Ext. 2100 <a href="mailto:david.buckland@wyreforestdc.gov.uk">david.buckland@wyreforestdc.gov.uk</a> Tracey Southall - Ext. 2125 <a href="mailto:tracey.southall@wyreforestdc.gov.uk">tracey.southall@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 - Council Tax Resolution 2012/13 Appendix 2 - Council Tax Schedule 2012/13 Appendix 3 - Parish and Town Council Precepts 2012/13 Appendix 4 – District Council Tax, including Parish/Town Council Precepts, 2012/13 Appendix 5 – Total Council Tax, including Major Precepting Authorities and Parish/Town Council Precepts, 2012/13

**1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2012/13.

**2. RECOMMENDATION**

**Council is asked to approve:**

- 2.1 **The formal Council Tax Resolution 2012/13 at Appendix 1, taking into account information contained in Appendices 2 to 5.**

**3. BACKGROUND**

- 3.1 The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its Budget Requirement as previously. This is an important presentational change to the resolution, although it does not impact on the resultant Council Tax Band D requirement.

**4. WYRE FOREST DISTRICT COUNCIL'S COUNCIL TAX REQUIREMENT**

- 4.1 Cabinet, on 21<sup>st</sup> February 2012, approved and recommended to Council the 2012/13 revenue budget requirement. The final Government grant settlement notification confirmed the earlier provisional figures, so no adjustment is required.
- 4.2 Cabinet recommended that Wyre Forest District Council's element of the Council Tax 2012/13 be agreed at £197.62 for Band D properties. This represents a freeze on the current rate.
- 4.3 In approving the District Council's element of the Council Tax, account has to be taken of:
- Revenue Support Grant
  - Non-Domestic Business Rates Grant
  - Area Based Grant
  - Any surplus or deficit arising from the Collection Fund

The District Council's Council Tax requirement also has to reflect Parish and Town Council spending. The following table sets out the position:

<b>Council Tax Requirement 2012/13</b>	<b>£'000</b>	<b>£'000</b>
Wyre Forest District Council Budget Requirement 2012/13	13,055	
Less: Use of Balances	(322)	
	12,733	
Parish & Town Councils' Requirement (Appendix 3)	464	
		13,197
Less:		
Revenue Support Grant	(106)	
Non-Domestic Business Rates Grant	(5,459)	
Area Based Grant	(109)	
		(5,674)
Less: Surplus on Collection Fund		(51)
<b>Council Tax Requirement 2012/13</b>	<b>£'000</b>	<b>7,472</b>

- 4.4 Wyre Forest District Council's Council Tax at Band D for 2012/13 is £197.62, determined as follows:

Council Tax Requirement (as detailed in paragraph 4.3 above)	£7,471,844
Divided by Council Tax Base	35,461
Council Tax at Band D (including Parishes)	£210.71
Deduct Parish Element	(£13.09)
<b>Council Tax at Band D for Wyre Forest District Council</b>	<b>£197.62</b>

**5. PRECEPT LEVELS**

5.1 The Precept levels of other precepting bodies have been received, and are detailed below:

**5.1.1 Parish and Town Councils**

The Parish and Town Council Precepts for 2012/13 are detailed in Appendix 3 and total £464,038. The increase in the average Band D Council Tax for Parish and Town Councils is 0% and results in an average Band D Council Tax figure of £13.09 for 2012/13.

**5.1.2 Worcestershire County Council**

Worcestershire County Council met on 16<sup>th</sup> February 2012 and set their precept at £36,846,212, adjusted by a Collection Fund contribution of £251,752. The increase in the Band D Council Tax is 0% and results in a Band D Council Tax of £1,039.06.

**5.1.3 West Mercia Police Authority**

West Mercia Police Authority met on 14<sup>th</sup> February 2012 and set their precept at £6,337,590, adjusted by a Collection Fund contribution of £43,302. The increase in the Band D Council Tax is 0% and results in a Band D Council Tax of £178.72.

**5.1.4 Hereford and Worcester Fire and Rescue Authority**

Hereford and Worcester Fire and Rescue Authority met on 15<sup>th</sup> February 2012 and set their precept at £2,611,431, adjusted by a Collection Fund contribution of £17,843. The increase in the Band D Council Tax is 0% and results in a Band D Council Tax of £73.64.

**6. SPECIAL EXPENSES**

6.1 Special Expenses are defined as those expenses incurred by the Council in performing, in part of the District, a function performed elsewhere by a Parish or Town Council. The Local Government Act 1992 allows the Council to treat any special expenses as general expenses, i.e. as part of its own budget requirement for Council Tax purposes, provided the Council resolved accordingly.

6.2 It is reasonable for the Council to continue to treat special expenses as general expenses, and for clarity it is considered sensible to reaffirm this position on an annual basis. For clarification this Council does not currently have any Special Expenses.

**7. COUNCIL TAX LEVELS**

7.1 The formal resolution for setting the Council Tax is set out in Appendix 1.

7.2 The Council Tax Schedule 2012/13 is set out in Appendix 2.

- 7.3 The Town & Parish Council precepts 2012/13 are set out in Appendix 3.
- 7.4 The District Council Tax, including Parish/Town Council precepts, 2012/13 is set out in Appendix 4.
- 7.5 The Total Council Tax, including Major Precepting Authorities and Parish/Town Council precepts, 2012/13 is set out in Appendix 5.

**8. KEY ISSUES**

- 8.1 That the formal Council Tax resolution presented in accordance with the revised requirements of the Localism Act be approved.

**9. FINANCIAL IMPLICATIONS**

- 9.1 The Financial Implications of this Council Tax report are included in the Council's Medium Term Financial Strategy and Three Year Budget and Policy Framework, as updated by the Proposed Decision, also on this Council agenda.

**10. LEGAL AND POLICY IMPLICATIONS**

- 10.1 The Council must set its Council Tax for 2012/13 in accordance with all statutory requirements.
- 10.2 The Localism Act 2011 has made significant changes to the Local Government Finance Act 1992, and now requires the billing authority to calculate a Council Tax requirement for the year, not its Budget Requirement as previously.

**11. RISK MANAGEMENT**

- 11.1 The Accounts and Audit (England) Regulations 2011, require Local Authorities to fully consider and manage Risk as part of the Budget process. This was fully set out in the Financial Strategy December Cabinet Report.

**12. EQUALITY IMPACT ASSESSMENT**

- 12.1 This is a financial report and there is no requirement to consider an Equality Impact Assessment.

**13. CONCLUSION**

See Recommendations.

14. **CONSULTEES**

Cabinet  
CMT

15. **BACKGROUND PAPERS**

- 15.1 Localism Act 2011
- 15.2 Local Government Finance Act 1992



**COUNCIL TAX RESOLUTION 2012/13**

**The Council is recommended to resolve as follows:**

1. It be noted that the Council has calculated the Council Tax Base 2012/13:
  - (a) for the whole Council area as **35,461** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the Act”)]; and
  - (b) for dwellings in those parts of its area to which a Parish precept relates as in column 5 of the attached Appendix 3.
  
2. To calculate that the Council Tax requirement for the Council’s own purposes for 2012/13 (excluding Parish precepts) is **£197.62**.
  
3. That the following amounts be calculated for the year 2012/13 in accordance with Sections 31 to 36 of the Act:
  - (a) **£61,623,508** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
  - (b) **£54,151,664** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
  - (c) **£7,471,844** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. [Item R in the formula in Section 31B of the Act]
  - (d) **£210.71** being the amount at 3(c) above (Item R), divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
  - (e) **£464,038** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 3).
  - (f) **£197.62** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

4. To note that for the year 2012/13 the County Council, Police Authority and Fire and Rescue Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as shown below.

<b>WORCESTERSHIRE COUNTY COUNCIL</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£692.71	£808.16	£923.61	£1,039.06	£1,269.97	£1,500.87	£1,731.77	£2,078.13

<b>WEST MERCIA POLICE AUTHORITY</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£119.15	£139.00	£158.86	£178.72	£218.44	£258.15	£297.87	£357.44

<b>HEREFORD AND WORCESTER FIRE AND RESCUE AUTHORITY</b>							
Valuation Bands							
A	B	C	D	E	F	G	H
£49.10	£57.28	£65.46	£73.64	£90.01	£106.38	£122.74	£147.28

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 5 as the amounts of Council Tax for 2012/13 for each part of its area and for each of the categories of dwellings.
6. To determine that the Council's basic amount of Council Tax for 2012/13 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

## COUNCIL TAX SCHEDULE 2012/13

<b><u>District Council and Major Precepting Authorities</u></b>	<b>Band A</b> £	<b>Band B</b> £	<b>Band C</b> £	<b>Band D</b> £	<b>Band E</b> £	<b>Band F</b> £	<b>Band G</b> £	<b>Band H</b> £
Wyre Forest District Council	131.75	153.70	175.66	197.62	241.54	285.45	329.37	395.24
Worcestershire County Council	692.71	808.16	923.61	1,039.06	1,269.97	1,500.87	1,731.77	2,078.13
West Mercia Police Authority	119.15	139.00	158.86	178.72	218.44	258.15	297.87	357.44
Hereford and Worcester Fire and Rescue Authority	49.10	57.28	65.46	73.64	90.01	106.38	122.74	147.28

<b><u>Parish and Town Councils</u></b>	<b>Band A</b> £	<b>Band B</b> £	<b>Band C</b> £	<b>Band D</b> £	<b>Band E</b> £	<b>Band F</b> £	<b>Band G</b> £	<b>Band H</b> £
The Charter Trustees Town of Kidderminster	2.80	3.27	3.73	4.20	5.13	6.07	7.00	8.40
Upper Arley Parish Council	28.41	33.14	37.88	42.61	52.08	61.55	71.02	85.22
Bewdley Town Council	14.35	16.74	19.13	21.52	26.30	31.08	35.87	43.04
Broome Parish Council	6.85	8.00	9.14	10.28	12.56	14.85	17.13	20.56
Chaddesley Corbett Parish Council	19.60	22.87	26.13	29.40	35.93	42.47	49.00	58.80
Churchill & Blakedown Parish Council	19.25	22.45	25.66	28.87	35.29	41.70	48.12	57.74
Kidderminster Foreign Parish Council	12.09	14.11	16.12	18.14	22.17	26.20	30.23	36.28
Ribbesford Parish Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rock Parish Council	11.24	13.11	14.99	16.86	20.61	24.35	28.10	33.72
Rushock Parish Council	16.00	18.67	21.33	24.00	29.33	34.67	40.00	48.00
Stone Parish Council	16.67	19.44	22.22	25.00	30.56	36.11	41.67	50.00
Stourport on Severn Town Council	15.41	17.98	20.55	23.12	28.26	33.40	38.53	46.24
Wolverley & Cookley Parish Council	14.36	16.75	19.15	21.54	26.33	31.11	35.90	43.08

**PARISH AND TOWN COUNCIL PRECEPTS 2012/13**

<b><u>Parish and Town Councils</u></b>	<b>2011/12</b>			<b>2012/13</b>			<b>Council Tax Increase/ (Decrease) (£)</b>	<b>Council Tax Increase/ (Decrease) (%)</b>
	<b>Tax Base</b>	<b>Precept £</b>	<b>Council Tax Band D (£)</b>	<b>Tax Base</b>	<b>Precept £</b>	<b>Council Tax Band D (£)</b>		
The Charter Trustees Town of Kidderminster	18,190	76,390	4.20	18,336	77,010	4.20	0.00	0.00
Upper Arley Parish Council	345	15,000	43.48	352	15,000	42.61	(0.87)	(1.99)
Bewdley Town Council	3,726	80,184	21.52	3,778	81,302	21.52	0.00	0.00
Broome Parish Council	169	1,800	10.65	180	1,850	10.28	(0.37)	(3.48)
Chaddesley Corbett Parish Council	738	21,783	29.52	741	21,783	29.40	(0.12)	(0.40)
Churchill & Blakedown Parish Council	761	21,740	28.57	753	21,740	28.87	0.30	1.06
Kidderminster Foreign Parish Council	390	7,170	18.38	407	7,385	18.14	(0.24)	(1.30)
Ribbesford Parish Council	191	0	0.00	189	0	0.00	0.00	0.00
Rock Parish Council	1,205	20,670	17.15	1,226	20,670	16.86	(0.29)	(1.71)
Rushock Parish Council	74	1,800	24.32	75	1,800	24.00	(0.32)	(1.33)
Stone Parish Council	256	6,500	25.39	260	6,500	25.00	(0.39)	(1.54)
Stourport on Severn Town Council	7,258	167,800	23.12	7,347	169,860	23.12	0.00	0.00
Wolverley & Cookley Parish Council	1,802	38,535	21.38	1,817	39,138	21.54	0.16	0.73
<b>TOTAL/AVERAGE</b>	<b>35,105</b>	<b>459,372</b>	<b>13.09</b>	<b>35,461</b>	<b>464,038</b>	<b>13.09</b>		

**DISTRICT COUNCIL TAX (INCLUDING PARISH PRECEPTS) 2012/13**

<b><u>Part of the Council's Area</u></b>	<b>VALUATION BANDS 2012/13</b>							
	<b>A £</b>	<b>B £</b>	<b>C £</b>	<b>D £</b>	<b>E £</b>	<b>F £</b>	<b>G £</b>	<b>H £</b>
The Charter Trustees Town of Kidderminster	134.55	156.97	179.39	201.82	246.67	291.52	336.37	403.64
<b>The Parish/Town Council of:</b>								
Upper Arley	160.16	186.84	213.54	240.23	293.62	347.00	400.39	480.46
Bewdley	146.10	170.44	194.79	219.14	267.84	316.53	365.24	438.28
Broome	138.60	161.70	184.80	207.90	254.10	300.30	346.50	415.80
Chaddesley Corbett	151.35	176.57	201.79	227.02	277.47	327.92	378.37	454.04
Churchill & Blakedown	151.00	176.15	201.32	226.49	276.83	327.15	377.49	452.98
Kidderminster Foreign	143.84	167.81	191.78	215.76	263.71	311.65	359.60	431.52
Ribbesford	131.75	153.70	175.66	197.62	241.54	285.45	329.37	395.24
Rock	142.99	166.81	190.65	214.48	262.15	309.80	357.47	428.96
Rushock	147.75	172.37	196.99	221.62	270.87	320.12	369.37	443.24
Stone	148.42	173.14	197.88	222.62	272.10	321.56	371.04	445.24
Stourport on Severn	147.16	171.68	196.21	220.74	269.80	318.85	367.90	441.48
Wolverley & Cookley	146.11	170.45	194.81	219.16	267.87	316.56	365.27	438.32

**TOTAL COUNCIL TAX 2012/13**

<b><u>Parts of the Council's Area</u></b>	<b>VALUATION BANDS 2012/13</b>							
	<b>A £</b>	<b>B £</b>	<b>C £</b>	<b>D £</b>	<b>E £</b>	<b>F £</b>	<b>G £</b>	<b>H £</b>
The Charter Trustees Town of Kidderminster	995.51	1,161.41	1,327.32	1,493.24	1,825.09	2,156.92	2,488.75	2,986.49
<b>The Parish/Town Council of:</b>								
Upper Arley	1,021.12	1,191.28	1,361.47	1,531.65	1,872.04	2,212.40	2,552.77	3,063.31
Bewdley	1,007.06	1,174.88	1,342.72	1,510.56	1,846.26	2,181.93	2,517.62	3,021.13
Broome	999.56	1,166.14	1,332.73	1,499.32	1,832.52	2,165.70	2,498.88	2,998.65
Chaddesley Corbett	1,012.31	1,181.01	1,349.72	1,518.44	1,855.89	2,193.32	2,530.75	3,036.89
Churchill & Blakedown	1,011.96	1,180.59	1,349.25	1,517.91	1,855.25	2,192.55	2,529.87	3,035.83
Kidderminster Foreign	1,004.80	1,172.25	1,339.71	1,507.18	1,842.13	2,177.05	2,511.98	3,014.37
Ribbesford	992.71	1,158.14	1,323.59	1,489.04	1,819.96	2,150.85	2,481.75	2,978.09
Rock	1,003.95	1,171.25	1,338.58	1,505.90	1,840.57	2,175.20	2,509.85	3,011.81
Rushock	1,008.71	1,176.81	1,344.92	1,513.04	1,849.29	2,185.52	2,521.75	3,026.09
Stone	1,009.38	1,177.58	1,345.81	1,514.04	1,850.52	2,186.96	2,523.42	3,028.09
Stourport on Severn	1,008.12	1,176.12	1,344.14	1,512.16	1,848.22	2,184.25	2,520.28	3,024.33
Wolverley & Cookley	1,007.07	1,174.89	1,342.74	1,510.58	1,846.29	2,181.96	2,517.65	3,021.17

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**29<sup>TH</sup> FEBRUARY 2012**

**Corporate Governance**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	
<b>CORPORATE PLAN PRIORITY:</b>	Delivering more with less
<b>CABINET MEMBER:</b>	Councillor N J Desmond
<b>DIRECTOR:</b>	Director for Legal and Corporate Services
<b>CONTACT OFFICER:</b>	Penelope Williams Ext 2728 Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A – Schedule of Amendments Appendix B - Terms of Reference  Appendix B of this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details)

**1. PURPOSE OF REPORT**

- 1.1 To agree the re-formatting of the extant provisions of the constitution as detailed in Appendix B of the report to Council.

**2. RECOMMENDATION**

The Council is asked to **DECIDE:**

- 2.1 The amendments as detailed in appendix A be approved.
- 2.2 Authorise the Director of Legal and Corporate Services to settle any outstanding details relating to the amendments and to make any minor changes as necessary to the Constitution to reflect needs or circumstances.

**3. BACKGROUND**

- 3.1 Currently references to each Committee are scattered throughout the constitution. To enable ease of use and reference it is proposed that the sections and references are brought together either within one section or with hyperlinks to different parts of the constitution or website.
- 3.2 The re-formatting of the constitution has been discussed at the Transformation Board on 15<sup>th</sup> November and Group Leaders meeting on 14<sup>th</sup> January. At both meetings Members were supportive of the proposed changes.

**4. KEY ISSUES**

- 4.1 The proposed revisions bring greater clarity and succinctness to these important parts of the constitution.
- 4.2 The Transformation Board agreed that the headings for the sections would be as set out below. This list is not exhaustive and, if required, additional headings could be included as necessary.
- Membership
  - Functions and delegated powers – reference should be made to the revised scheme of delegation.
  - Provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.
  - Provisions relating to access to information rules for the committee, not covered by generic provisions
  - Working parties/review panels/sub-committees
  - Site visits (if relevant)
- 4.3 Appendix A details the changes to sections of the constitution including the amendments to the allowance scheme to which approved duties apply. Appendix B shows the revised Terms of Reference for each committee.

**5. FINANCIAL IMPLICATIONS**

- 5.1 There are no financial implications from this report

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The proposals comply with the legislation governing constitutions of councils and the allocation of responsibility for functions.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 An equality assessment impact has been undertaken and it is considered that there are no discernable impacts on the six equality strands.

**8. RISK MANAGEMENT**

- 8.1 There are no risk management issues associated with the proposed changes. By providing clarity about the allocation of functions, and making the constitution easier to use, they reduce the risk of challenge to decisions.

**9. CONCLUSION**

- 9.1 The amendments to the constitution allow for greater ease of use and bring all references to a particular committee in one place or enable links to be included so that cross referencing in the constitution is made easier.

**10. CONSULTEES**

- 10.1 Group Leaders.



10.2 The Chief Executive and Corporate Management Team.

**11. BACKGROUND PAPERS**

11.1 Report to the Transformation Board on 15<sup>th</sup> November and Group Leader on 14<sup>th</sup> February. 2012.

<b>Current Section</b>	<b>Proposed Revisions</b>
<b>Planning</b>	
<p>Section 5 Page 6 onwards Section 7</p>	<p><b>Generic Headings</b></p> <ul style="list-style-type: none"> <li>• Membership</li> <li>• Functions and delegated powers – reference should be made to the revised scheme of delegation.</li> <li>• Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.</li> <li>• Specific provisions relating to access to information rules for the committee, not covered by generic provisions</li> <li>• Working parties/review panels</li> <li>• Site inspections (if relevant)</li> </ul> <p>To include links to the Development Control Practice notes.</p> <p>Section 7 2.9 – Move this section to the revised TOR and renumber accordingly.</p> <p>Section 7 3.1 – Reference to the quorum for Planning to be moved to the revised TOR.</p>
<b>Licensing &amp; Environmental (including sub committee)</b>	<b>Revision</b>
<p>Section 5 Page 7 onwards Section 5 Page 8 onwards</p>	<p>As above with reference to the generic headings.</p> <p>Section 7 3.1 – Reference to the quorum for Licensing to be moved to the revised TOR.</p>
<b>Appointment and Appeals Committee</b>	<b>Revision</b>
<p>Section 5 Page 8 onwards Section 5</p>	<p>As above with reference to the generic headings.</p> <p>Section 7 3.1 – Reference to the quorum for Appointment and Appeals to be moved to the revised TOR.</p>

<b>Ethics and Standards (including current sub committees)</b>	<b>Revision</b>
Section 2 Page Section 5 Page 8 onwards	As above with reference to the generic headings.  Section 7 3.1 – Reference to the quorum for Ethics and Standards to be moved to the revised TOR.
<b>Audit</b>	<b>Revision</b>
Section 5 Page 10 onwards	As above with reference to the generic headings.  Section 7 3.1 – Reference to the quorum for Appointment and Appeals to be moved to the revised TOR.
<b>Scrutiny</b>	<b>Revision</b>
Section 1 Section 2 Article 6 Section 5 Section 10	As above with reference to the generic headings.  Section 7 3.1 – Reference to the quorum for Appointment and Appeals to be moved to the revised TOR.
<b>Project Board – Stourport on Severn Facilities</b>	<b>Revision</b>
Section 5 Page 13 onwards	As above for the life of the Board
<b>Transformation Board</b>	<b>Revision</b>
Section 5 Page 12 onwards  <b>4.7 Transformation Board</b> To review the progress of the Transformation Programme, with particular Focus upon: <ul style="list-style-type: none"> <li>• Cultural and Structural Change, including Review of the Constitution</li> <li>• Financial Matters</li> <li>• Information Technology</li> <li>• Performance Management</li> <li>• Shared Services/Joint Working</li> <li>• Single Site and Property Rationalisation</li> </ul>	Delete section and re-number remaining paragraphs accordingly.

Section 17 Members Allowance Scheme	
Current Wording	Suggested Change
<p><b>Appendix 2</b></p> <p><b>Approved Duties for Payment of Travel and Subsistence</b></p> <p><b>A. Statutory Payable - Council, Committee &amp; Sub-Committee Meetings</b></p> <p>Appointments and Appeals            Audit Committee            Budget Review Panel            Cabinet            Transformation Board            Community and Regeneration Scrutiny Committee            Corporate Resources Scrutiny Committee            Council            Ethics and Standards Committee            Hearings Sub-Committee            Licensing and Environmental Committee            Licensing Sub Committee            Local Development Framework Core Strategy Review Panel            No Barriers Review Panel            Planning Committee            Project Board – Stourport on Severn Facilities            Review Panels set up by the Corporate Resources and Community and Regeneration Scrutiny Committees            Wyre Forest Highways Partnership Forum</p> <p>Prescribed Bodies (Informed by Department of Environment Circular) (To apply to those members appointed by the Council) Court of the University of Birmingham (S.I. 1974 No.482)            Housing Review Boards (S.I. 1983 No. 1 1 1).</p>	<p><b>Appendix 2</b></p> <p><b>Approved Duties for Payment of Travel and Subsistence</b></p> <p><b>A. Statutory Payable - Council, Committee &amp; Sub-Committee Meetings</b></p> <p>Appointments and Appeals            Audit Committee            Budget Review Panel            Cabinet            Overview and Scrutiny Committee            Council            Ethics and Standards Committee            Hearings Sub-Committee            Licensing and Environmental Committee            Licensing Sub Committee            Local Development Framework Core Strategy Review Panel            No Barriers Review Panel            Planning Committee            Project Board – Stourport on Severn Facilities            Review Panels set up by the Overview and Scrutiny Committee            Wyre Forest Highways Partnership Forum</p> <p>Prescribed Bodies (Informed by Department of Environment Circular) (To apply to those members appointed by the Council) Court of the University of Birmingham (S.I. 1974 No.482)            Housing Review Boards (S.I. 1983 No. 1 1 1).</p>

## **Planning Committee**

### **1. Membership**

1. Membership of this Committee will be agreed at full Council, with subsequent changes to the Committee agreed by the relevant Group Leader and by the completion of the relevant form as required by Local Government (Committees and Political Groups) Regulations 1990 (as amended).
2. No Member shall be allowed to serve on the Planning Committee unless they have completed the appropriate training as arranged by the Director with responsibility for Planning.
3. Except where authorised by statute or ordered by the Council, business shall not be transacted at any meeting unless there is a quorum. The quorum for the Planning Committee is half. Fractions of numbers are to be rounded up.

### **2. Functions and delegated powers**

- 2.1 The committee determines planning and related applications, other than those which depart materially from the Development Plan, and makes representations on planning applications to be determined by the County Council and neighbouring authorities.
- 2.2 The functions and delegated powers of this committee are detailed in Section 4 of the Constitution, Responsibility for Functions. (HYPERLINK)

### **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

- 3.1 Details regarding public speaking at the Planning Committee can be found at <http://www.wyreforestdc.gov.uk/cms/environment-waste-and-planning/planning/practice-notes.aspx>

### **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

- 4.1 None

### **5. Sub Committees**

- 5.1 None

### **6. Site Visits**

- 6.1 Details regarding site visits can be found at <http://www.wyreforestdc.gov.uk/cms/environment-waste-and-planning/planning/practice-notes.aspx>

## **Licensing Committee and Licensing sub committee**

### **1. Membership**

- 1.1 Membership of this Committee will be agreed at full Council, with subsequent changes to the Committee agreed by the relevant Group Leader and by the completion of the relevant form as required by Local Government (Committees and Political Groups) Regulations 1990 (as amended).
- 1.2 No Member shall be allowed to serve on the Licensing Committee unless they have completed the appropriate training as arranged by the Director with responsibility for Licensing.
- 1.3 Except where authorised by statute or ordered by the Council, business shall not be transacted at any meeting unless there is a quorum. The quorum for the Licensing Committee is half. Fractions of numbers are to be rounded up.

### **2. Functions and delegated powers**

- 2.1 The Licensing Committee discharges the Council's role in respect of the following;
  - (i) Hackney Carriage and Private Hire Vehicles
  - (ii) Street Trading
  - (iii) Gambling
  - (iv) Moneylenders, pawnbrokers, scrap metal dealers, sex shops, premises for ear piercing, acupuncture, tattooing, electrolysis, betting, gaming and lotteries, amusement with prizes machines, pleasure boats and boatmen, canal boats, house-to-house and street collections, horses, ponies and donkeys standing for hire; and
  - (v) Such other licensing matters as may arise involving public protection issues.
- 2.2 Determines applications for fare increase made by the Wyre Forest Taxi Drivers Association.
- 2.1 Recommends licensing and other fees and charges for those matters falling within the Terms of Reference of this Committee.
- 2.2 Makes recommendations to protect the environment in relation to noise and other statutory nuisances (which do not encroach into the responsibilities of any other Committees).
- 2.5 The functions and delegated powers of this committee are detailed in Section 4 of the Constitution, Responsibility for Functions. (HYPERLINK)

### **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

- 3.1 None

#### **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

4.1 None.

#### **5. Sub Committees**

##### **Licensing Sub-Committee**

5.1 Determines applications for licences and reviews of licences under:

- the Licensing Act 2003;
- the Gambling Act 2005; and
- such other legislation as may be enacted in relation to licensing matters involving public protection issues; having regard to the Council's licensing policies and guidance from the Secretary of State. As these meetings necessarily involve the attendance of applicants, and other parties, such as, applicants' representatives, witnesses, police and fire authority representatives, the 'hearings' shall normally be held during the normal working hours of the Council.

#### **6. Site Inspections**

6.1 In certain circumstances it may be appropriate for the Committee to call for an inspection of a relevant vehicle when considering an application for the grant of or renewal of a Hackney Carriage or Private Hire Licence. In these circumstances the Committee shall give the owner of the relevant vehicle at a time to be determined of their requirement to inspect the vehicle and ask the owner to bring it to a designated meeting point at a designated time (requests for deferral will be considered in appropriate circumstances such as ill health or a pre-existing appointment for that vehicle). Members of the committee will be asked to inspect the vehicle on an individual basis and whilst inspecting the vehicle they should not engage in any discussion with fellow members of the Committee, the owner (or the taxi driver) or any of the Officers who may be present. Direct questions may be raised to the owner/driver in order for the member to complete the inspection fully i.e. ask that the lights be turned on or the boot be opened etc.

6.2 Members are advised to take notes of their inspection as an *aide memoir* in order to refer to when returning to the meeting to discuss the relevant application.

## **Appointment and Appeals Committee**

### **1. Membership**

- 1 Membership of this Committee will be agreed at full Council, with subsequent changes to the Committee agreed by the relevant Group Leader and by the completion of the relevant form as required by Local Government (Committees and Political Groups) Regulations 1990 (as amended).
2. Except where authorised by statute or ordered by the Council, business shall not be transacted at any meeting unless there is a quorum. The quorum for the Planning Committee is half. Fractions of numbers are to be rounded up.

### **2. Functions and delegated powers**

- 2.1 Recommends to Council the appointment of the Chief Executive.
- 2.2 Appoints Joint Negotiating Committee Officers.
- 2.3 Determines appeals (by a Panel of 3 Members of the Committee) where there is an existing Appeals Procedure – e.g. Personnel Issues etc.
- 2.4 Determines any matter where a right of appeal exists (except planning and licensing applications and issues which are part of the negotiating machinery) including Personnel issues.
- 2.5 Takes decisions on remuneration of Directors and Chief Executive on recruitment, within the parameters of the Pay Policy Statement (paragraph 11) and that it take decisions on any compromise agreements (paragraph 19). (HYPERLINK to policy)
- 2.6 The functions and delegated powers of this committee are detailed in Section 4 of the Constitution, Responsibility for Functions. (HYPERLINK)

### **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

- 3.1 None.

### **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

- 4.1 None

### **5. Sub Committees**

- 5.1 None.

### **6. Site Visits**

- 6.1 None.



## **Ethics and Standards Committee**

### **1. Membership**

- 1.1 Membership of this Committee will be agreed at full Council, with subsequent changes to the Committee agreed by the relevant Group Leader and by the completion of the relevant form as required by Local Government (Committees and Political Groups) Regulations 1990 (as amended).

Membership.

The Ethics and Standards Committee must be composed of at least:

- Two Councillors other than the Leader and no more than one Cabinet Member.
- One person who is not a Councillor or an officer of the Council or any other body having an Ethics and Standards Committee (an Independent Member). Where the Committee has more than three members, at least 25% must be Independent Members.

#### **Independent Members**

##### **Independent Members will be entitled to vote at meetings**

Two members of a Parish Council and one Member of a Town Council wholly or mainly in the Council's area (a Parish Member/Town Council Member).

##### **Parish Members**

At least one Parish Member must be present when matters relating to those Parish Councils or their members are being considered.

##### **Town Council Member**

At least one Town Council Member must be present when matters relating to Town Councils or their Members are being considered.

##### **Chairing the Committee**

The committee must be chaired by an Independent Member.

- 1.2 Except where authorised by statute or ordered by the Council, business shall not be transacted at any meeting unless the Committee there is a quorum. The quorum for the Ethics and Standards Committee is half (at least two of which must be independent members). Fractions of numbers are to be rounded up.

### **2. Functions and delegated powers**

- 2.1. Promotes and maintains high standards of conduct by councillors and co-opted members.
- 2.2. Assists the councillors and co-opted members to observe the Members' Code of Conduct.
- 2.3. Advises the Council on the adoption or revision of the Members' Code of Conduct.
- 2.4. Monitors the operation of the Members' Code of Conduct.

- 2.5. Advises, trains or arranges to train councillors and co-opted members and on matters relating to the Members' Code of Conduct.
- 2.6. Grants dispensations, if necessary, to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.
- 2.7. Considers complaints against any member relating to alleged breach of the National Code of Local Government Conduct or such local code as shall replace the National Code, to make findings of fact and decisions in respect of the action to be taken, and where necessary to make recommendations to full Council.
- 2.8. Advises and brings forward proposals to the Council on a local Code of Conduct, including provisions which properly reflect the mandatory elements of the Model Code to be produced nationally, once such a code is available.
- 2.9. Exercises (1) to (8) above in relation to the parish councils wholly or mainly within the Wyre Forest District area and the members of those parish councils.
- 2.10. Recommends approval and adoption of relevant codes, plans and policies.
- 2.11. Oversees the Whistle Blowing Policy.
- 2.12. Oversees the complaints handling and Ombudsman investigations.
- 2.13. Keeping the operation of the constitution under review so far as it relates to ethics and standards of behaviour.
- 2.14. The functions and delegated powers of this committee are detailed in Section 4 of the Constitution, Responsibility for Functions. (HYPERLINK)

### **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

- 3.1 None are required.

### **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

- 4.1 None are required.

## **5. Sub Committees**

### **Assessment Sub Committee**

- 5.1 A sub Committee of 4 Members of the Ethics and Standards Committee (Chaired by an Independent Member and including a Parish Member if the allegations relate to a Parish Member) will:
  - (i) Decide whether there has been a failure to observe the Code of Conduct.

(ii) If there appears to have been an apparent failure, to decide whether the allegation merits investigation.

(iii) Alternatively where the decision is not to investigate, the Assessment Sub Committee can direct the Monitoring Officer to pursue an alternative course of action e.g. training for the Member, conciliation between the member and complainant or take such other steps as are deemed appropriate.

### **Review Sub Committee**

5.2 A sub Committee of 4 Members of the Ethics and Standards Committee, Chaired by an Independent Member, will review, in accordance with the relevant legislation, any decision taken and power exercised by the Hearing Sub Committee under the terms of the relevant legislation.

If the allegation relates to a Parish Councillor, the Sub Committee must include a Parish Member.

### **Hearings Sub Committee**

5.3 A Sub-Committee of 4 Members of the Ethics and Standards Committee (Chaired by an Independent Member and including a Parish Member if the allegations relate to a Parish Member) will determine alleged cases of misconduct under The Standards Committee (England) Regulations 2008.

## **6. Site Visits**

6.1 None are required.

## **Audit Committee**

### **1. Membership**

1. Membership of this Committee will be agreed at full Council, with subsequent changes to the Committee agreed by the relevant Group Leader and by the completion of the relevant form as required by Local Government (Committees and Political Groups) Regulations 1990 (as amended).
2. Except where authorised by statute or ordered by the Council, business shall not be transacted at any meeting unless there is a quorum. The quorum for the Audit Committee is half. Fractions of numbers are to be rounded up.

### **2. Functions and delegated powers**

#### **Overall Audit Function**

- 2.1 Make recommendations, as necessary, with a view to ensuring that Best Value is obtained from the total audit resource, external and internal.
- 2.2 The functions and delegated powers of this committee are detailed in Section 4 of the Constitution, Responsibility for Functions.

#### **Internal Audit**

- 2.3 Receive, comment upon and recommend to the Cabinet, Chief Executive or Director of Resources as appropriate on the terms of reference for internal audit and strategic and annual internal audit plans.
- 2.4 Consider summaries of reports issued by Internal Audit.
- 2.5 Consider progress reports including the achievement of the internal audit plan from Internal Audit.
- 2.6 Monitor the implementation of recommendations from Internal Audit.
- 2.7 Consider the annual report on the Council's internal control environment from Internal Audit.
- 2.8 Promote Internal Audit and internal controls.
- 2.9 Review the annual Internal Audit needs assessment and resources available to the function.
- 2.10 Make recommendations for reviews to be undertaken on areas of Council activity not provided for within the Strategic and Annual Internal Audit plans having due regard to the resources available to Internal Audit and the cost effectiveness of such reviews.

#### **Risk Management**

2.11 Monitor and evaluate the development and operation of risk management by the Council. This includes the following

1. To receive reports and make recommendations to Cabinet where appropriate on:

Risk Management Policy, Strategy and its associated action plans;

- Reports from officers on developments and enhancements to the Risk Management process corporately;
- Internal audit and External audit reports on Risk Management matters as appropriate.

### **Procurement**

2.12 Monitor and evaluate compliance with the Council's Procurement Policy and Standing Orders Relating to Contracts and Financial Regulations in so far as they relate to procurement.

2.13 For the Audit Committee this includes the following:

To receive reports and make recommendations to Cabinet where appropriate on:

- Procurement Policy, Strategy and associated action plans;
- Reports from officers on developments and enhancements to the Procurement process corporately, including e-procurement (electronic procurement) with regard to compliance with the Standing Orders relating to Contracts and Financial Regulations;
- Internal Audit and External Audit reports on procurement matters as appropriate.

### **External Funding**

2.14 Monitor the receipt of external funding and assess the efficiency and effectiveness of its application in line with the Council's priorities.

For the Audit Committee this includes the following:

To receive reports and make recommendations to Cabinet where appropriate on:

- The External Funding Strategy and its implementation;
- Reports from officers as required on:
  - (i) levels and sources of external funding
  - (ii) allocation of external funding
  - (iii) outcomes achieved or expected, including impact on the Council's Priorities

- Internal Audit and External Audit reports on external funding matters as appropriate.

### **Annual Statement of Accounts**

2.15 Consider and approve the Annual Statement of Accounts.

### **Annual Governance Statement**

2.16 Consider and approve the Annual Governance Statement.

### **Corporate Governance Arrangements**

2.17 Receive reports on, comment upon and make recommendations, if appropriate, on the Council's overall corporate governance arrangements including the Council's arrangements for the prevention and detection of fraud and corruption.

### **Any other business**

2.18 Consider any other relevant business deemed appropriate by the Committee.

## **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

3.1 None

## **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

4.1 None

## **5. Sub Committees**

5.1 None

## **6. Site visits**

6.1 None

## **Overview and Scrutiny Committee**

### **1. Membership**

- 1.1 The Council has appointed the Overview and Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 and regulations under section 32 of the Local Government Act 2000.

### **General Role**

Within its terms of reference, the Overview and Scrutiny Committee may:

1. Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
2. Make reports and/or recommendations to the full Council and/or the Cabinet and/or any policy, joint or area committee in connection with the discharge of any functions.
3. Consider any matter affecting the area or its inhabitants.
4. Exercise the right to call-in, for reconsideration, decisions made but not yet implemented.

### **Specific Functions**

#### **Policy Development and Review**

The Overview and Scrutiny Committee may:

1. Assist the Council and the Cabinet in the development of the Council's budget and policy framework by in-depth analysis of relevant issues.
2. Conduct research, and consult with the community in the analysis of policy issues and possible options.
3. Consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
4. Question members of the Cabinet and/or Committees and Chief Officers about their views on issues and proposals affecting the area.
5. Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.
6. Review and scrutinise the decisions made by and performance of the Cabinet, individual Cabinet members and/or Committees and Council officers; both in relation to individual decisions and over time.

7. Review and scrutinise the performance of the Council in relation to its priorities, themes, policy objectives, performance targets and/or particular service areas.

### **Annual Report**

The Chairman of the Overview and Scrutiny Committee will report to Annual Council on the achievements of the Committee.

### **Officers**

The Overview and Scrutiny Committee may exercise overall responsibility for the work programme of the officers employed to support its work.

### **Proceedings of Scrutiny Committees**

The Overview and Scrutiny Committee will conduct its proceedings in accordance with the Scrutiny Procedure Rules set out in Part 10 of this Constitution.

## **2. Functions and delegated powers**

### **Scrutiny Committees**

- (i) Scrutiny Committees may require Cabinet Members and Officers of the Council to attend their meetings and answer questions from the Committee. They may also request other person(s) and outside bodies to attend their meetings to answer questions.
- (ii) Substitutes are allowed on the Scrutiny Committees in exceptional circumstances only. Cabinet Members may not act as substitutes on Scrutiny Committees.

### **The Overview and Scrutiny Committee**

1. Reviews the policies of the Council and the Cabinet and recommends to the Council or the Cabinet:
  - (i) Whether any new policies are required.
  - (ii) Whether any existing policies are no longer required.
  - (iii) Whether any changes are required to any existing policies.
  - (iv) Whether any action is required to make the policies more effective.
2. Reviews the discharge of Cabinet functions, and recommends to the Council or the Cabinet:
  - (i) Whether any action should be taken to improve the economy, efficiency and effectiveness of those functions.
  - (ii) Whether any action should be taken to improve the co-ordination of the various functions within the Authority, or with any other person or body.
  - (iii) Whether the function should continue to be discharged or be discharged in another way.



3. Reviews any decisions or proposed decisions of the Council and of the Cabinet. In undertaking such reviews, the Overview and Scrutiny Committee shall in particular consider:

(i) Whether the relevant criteria were used.

(ii) Whether the decision is in accordance with the budget and policy framework of the Council.

(iii) Whether the decision or action was within the powers of the Authority.

(iv) Whether the decision was lawful.

(v) Whether the decision contributes to the efficient, effective and economic discharge of the function.

4. Recommendations should all take account of the following:

(i) Whether the decision should be reconsidered, and if so, what alternative decision should be taken.

(ii) Whether the proposed decision should be taken or taken in a different form.

(iii) Whether any further action should be taken in the experience of that decision to ensure proper or better implementation of decisions.

(iv) Whether any further actions should be taken in the experience of that decision to improve the manner or quality of decision-making for the future.

5. Considers any matters which affect the Council or its administrative area or the inhabitants of that area and makes recommendations to the Council or the Cabinet arising from that consideration.

6. External Partners

Reviews the performance and effectiveness of the Council's external partner organisations, including the duty to scrutinise the local Crime and Disorder Reduction Partnership.

7. Review Panels

Establishes time limited Review Panels which focus upon specific issues of concern raised by Members through a Scrutiny Proposal Form, consider evidence, and subsequently make recommendations to the Overview and Scrutiny Committee.. A protocol for the establishment of Review Panels is attached as Appendix C at section 10 of the Constitution.

8. Review the Forward Plan

Regularly reviews the Forward Plan with a view to deciding which, if any, forthcoming items require consideration.

9. Sets and agrees an Annual Work Programme and prioritises the work of the Committee.
10. Ensures consideration is given to encouraging public participation and engagement in functions of the Committee.
11. Ensures that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
12. Monitors the implementation of scrutiny recommendations.
13. Reviews and scrutinises relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.

### **3. Specific provisions relating to proceedings etc. of the committee, not covered by generic provisions in the standing orders.**

- 3.1 The procedure rules for Scrutiny are all covered in Section 10 of the Constitution, Procedure Rules for Scrutiny committees ([HYPER LINK](#))

### **4. Specific provisions relating to access to information rules for the committee, not covered by generic provisions**

#### **Scrutiny Committees Access to Documents**

##### **4.1 Rights to Copies**

Subject to Rule 4.2 below, a scrutiny committee (including its sub-committees) will be entitled to copies of any document which is in the possession or control of the Cabinet or its committees and which contains material relating to:

- (i) Any business transacted at a public or private meeting of the Cabinet or its committees.
- (ii) Any decision taken by an individual member of the Cabinet.

##### **4.2 Limit on Rights**

A scrutiny committee will not be entitled to:

- (i) Any document that is in draft form.
- (ii) Any part of a document that contains exempt or confidential information, unless that information is relevant to an action or decision they are reviewing or scrutinising or intend to scrutinise.
- (iii) The advice of a political adviser.

### **5. Sub Committees**

5.1 Review Panels are referred to in Section 10 of the Constitution. A protocol for the establishment of Review Panels is set out in Appendix C of that section (HYPER LINK)

## **6. Site Inspections**

6.1 Not applicable.

**WYRE FOREST DISTRICT COUNCIL****COUNCIL**  
**29<sup>th</sup> FEBRUARY 2012****Report of the Independent Remuneration Panel for 2012-13**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	-
<b>CORPORATE PLAN AIM:</b>	A Well Run and Responsive Council
<b>CABINET MEMBER:</b>	Leader of the Council
<b>DIRECTOR:</b>	Chief Executive Director of Legal and Corporate Services
<b>CONTACT OFFICER:</b>	Penny Williams Penelope.williams@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix A Current scheme of allowances Appendix B. Recommendations of the Independent Remuneration Panel 2012/2013 and covering letter.

**1. PURPOSE OF REPORT**

- 1.1 To receive the report of the Independent Remuneration Panel (IRP) and to decide the scheme of allowances to be paid to Members for the financial year 2012/2013.

**2. RECOMMENDATION**

The Council is asked to:

- 2.1. **HAVE REGARD TO** the conclusions and recommendations of the IRP in making any amendments to the Members' Allowances Scheme for 2012/13;
- 2.2 **DECIDE** to maintain the scheme of allowances set out in appendix A for the financial year 2012-13;
- 2.3 **With effect from the implementation of new arrangements under the Localism Act 2011 for handling complaints about the conduct of members, DECIDE** that the penalties that may be imposed for a breach of the code of conduct include full or partial suspension of allowances for a period of up to six months;
- 2.4 **AUTHORISE** the Director of Legal and Corporate Services to amend the Constitution as appropriate to give effect to the Council's decisions.

**3. BACKGROUND**

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 No 1021 require local authorities to establish an Independent Remuneration Panel to review and provide advice on Members' allowances.
- 3.2. On 24<sup>th</sup> February 2010 the Council agreed to join a multi-authority IRP comprising

Malvern Hills, Worcester City, Wychavon, Bromsgrove, Wyre Forest and Malvern Hills Councils.

- 3.3 The IRP undertook its work during the latter part of 2011, which included a meeting with leaders of local authorities, and its final report for Wyre Forest was received on 12 January.
- 3.4 The IRP is required to produce a report in relation to the authority or authorities in respect of which it was establishing making the following recommendations:
- (i) special responsibility allowances
  - (ii) travelling and subsistence allowance
  - (iii) co-optee's allowance
  - (iv) basic allowance
  - (v) dependant carer's allowances
  - (vi) travelling and subsistence allowance
- 3.5 Regulation 10(1) of the 2003 Regulations requires that, before the beginning of each financial year, an authority shall determine the scheme for the payment of allowances for that year.
- 3.6 Regulations 10(3) and (6) allow a Council to amend its scheme at any time during a year and a Council may backdate any changes to the start of the financial year concerned.

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

- 4.1 Regulation 19 of the 2003 Regulations provides that, in making or amending the scheme of allowances, the authority is required to "have regard to the recommendations made in relation to it by an Independent Remuneration Panel".
- 4.2 The Council's decision-making process in 2011 was the subject of correspondence between the chairman of the Panel and the Council's external auditor. Relevant parts of the auditor's response are included in the Panel's report for 2012-13. In line with the auditor's comments, this report therefore sets out the options that the Council has and the implications of not following the Panel's recommendations. The options facing the Council are broadly:
- to accept the IRP's recommendations. This would save £47k a year in basic and special responsibility allowances but there would be an increase in mileage allowances;
  - to accept the IRP's recommendations in part. The level of saving would depend on which recommendations were accepted;
  - not to accept the IRP's recommendations. This would not produce any savings or costs.
- 4.3 In 2011, the Council chose to accept some of the IRP's recommendations. A package of changes was agreed which included reductions in some allowances (such as a 2% reduction in the basic allowance); the deletion of some posts that attracted special responsibility allowances; and the removal of the telephone

allowance. The total savings from these changes were over £40k a year.

- 4.4 The Panel's recommendations for 2012-13 are similar to its recommendations for 2011-12, in particular that the basic allowance should be set at £4,200. This would represent a further reduction of over 14% and again the Panel does not propose that there should be any transitional phasing. Because special responsibility allowances are multipliers of the basic allowance, the Panel's proposals mean that in most cases the SRAs would also fall by a significant amount (the Panel's recommendations also involve deletion of some SRAs, such as vice chairs of committees, and some increases or decreases depending on the multiplier used). The Panel has not cited evidence of allowances for members of other public bodies such as MPs or board members of NHS Trusts facing overnight reductions of this scale. As in 2011, the Panel's recommendation is not perceived as being reasonable in this respect. Inflation continues to run at nearly 4% on either measure (January 2012), making the real terms effect of the Panel's proposal even greater.
- 4.5 The Panel does not set out a rationale as to why a 40% public service discount should be applied compared to the 30% adopted by the Council in 2011. The Panel does not cite any research that it has undertaken on this topic. Brief desktop research in preparing this report suggests that other councils' panels use factors between 25% and 40% with many using around 30-35%.
- 4.6 The recommendation in this report is therefore that the Council should maintain the scheme of allowances in appendix A for 2012-13. This would mean a basic allowance of £4,900 which, in real terms, represents a reduction of 12% since the allowance was set at £4,992 in April 2008. In addition, the total cost of basic allowances is expected to fall further in future as a result of the electoral review that the Council has asked the Boundary Commission to undertake in order to reduce the number of Councillors.
- 4.7 In terms of special responsibility allowances, the Panel has again recommended reducing the multipliers used for Cabinet members and chairs of committees (although there would be a modest increase for the chair of the overview and scrutiny committee). The Panel further recommends deleting the allowance for vice chairs of committees, but has made no progress with its reviews of the deputy leader's and group leaders' allowances despite identifying these as requiring work in its report over 12 months ago.
- 4.8 The recommendation of this report is to maintain the current arrangements for special responsibility allowances. It is felt that the IRP's recommendations have not taken full account of relevant factors:
- The IRP's recommendations take no account of the reduction in size of the Cabinet from 6 members to 5 which was implemented in May 2011. Some modest reductions were agreed in setting allowances in May 2011 but it is felt appropriate to retain the present level of allowances in recognition that the same work is being done by fewer members;
  - The Panel's recommendation to increase the allowance for the chair of the overview and scrutiny committee from £6,125 to £6,300 is noted. The Panel recognises that merging the two scrutiny committees into one justifies a higher level of allowance. This demonstrates the inconsistency of the Panel's approach

in respect of Cabinet members;

- Sufficient account has not been taken of the importance of the roles of the Chair of the Planning and Licensing Committee who lead decision-making committees that are subject to close public interest. Both committees require a high level of technical understanding and, in respect of the licensing committee, the chair has additional responsibilities liaising with the Taxi Trade with the District supported by Worcestershire Regulatory Services;
- While the principle of a lower multiplier for the Chair of the Audit Committee was accepted by the Council in May 2011, in view of the lower frequency of meetings compared to other committees, the recommendation from the IRP does not take sufficient account of the complexity of the process for approving accounts and auditing and the need for the Chair of the Committee to be fully conversant with them. For example, significant changes were implemented in 2011 as a result of new International Financial Reporting Standards.

4.9 The Panel again recommends deleting allowances for vice chairs of committees because it has not received evidence “of the position incurring significant additional responsibility above other members of the relevant Committee”. With respect, it is felt that the IRP has not given sufficient consideration to the preparation that vice chairs have to undertake in advance of meetings, including attendance at briefing and agenda setting meetings with officers – they do not know when they might be called upon to chair a meeting. In the case of the vice chair of the overview and scrutiny committee, this can include chairing a proportion of any review panels established by the scrutiny committee, such as the budget review panel. The recommendation of this report is therefore to maintain allowances in line with the current scheme.

4.10 The Panel also recommends:

- Some minor increases in allowances for group leaders. Its report notes that the Panel has failed to undertake research “due to time constraints” into the alternative approach of linking allowances to size of groups. The recommendation seems inconsistent with the thrust of the Panel’s other recommendations, to reduce allowances;
- Increasing the mileage allowance from 40p/mile to 45p/mile (+12.5%). While not all members choose to claim mileage allowance, this report recommends no change as the proposed increase is very significant and would result in a scheme for councillors that was out of kilter with the allowances paid to staff. This report therefore recommends no change to mileage allowance;
- The dependent carer’s allowance remains unchanged. This report recommends accordingly.

4.11 One matter not addressed by the Panel’s report is the new ethics regime that the Council will be required to adopt following the Localism Act 2011. The Standards Board will be abolished. In order to ensure that there is the widest possible range of penalties available to the Ethics and Standards Committee, this report recommends that the Council decides that the penalties that may be imposed for a breach of the code of conduct include full or partial suspension of allowances for a period of up to

six months, and that this provision should be included in its scheme of allowances. However this would not take effect until the implementation of new arrangements under the Localism Act 2011 for handling complaints about the conduct of members.

**5. FINANCIAL IMPLICATIONS**

5.1 The Council's budget contains funding for the present scheme of allowances.

**6. LEGAL AND POLICY IMPLICATIONS**

6.1 The relevant provisions of the 2003 Regulations have been mentioned above.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

7.1 This report has been screened for its equality impact on the areas of race, disability, gender, gender identity, religion and belief, sexual orientation and age. It was not considered to have a disproportionate impact on any target area and therefore no full equality impact assessment is required.

**8. RISK MANAGEMENT**

8.1 Regulation 19 requires the Council to have regard to the recommendations of the Independent Review Panel. Whilst the Council does not have to follow the recommendations, as with any decision of Council, it is subject to the risk of challenge by the way of judicial review and therefore reasons for decisions must be made clear.

**9. CONSULTEES**

9.1 The Leader of the Council.

**10. BACKGROUND PAPERS**

10.1 The Local Authorities (Members' Allowances) (England) Regulations 2003.



## Members' Allowances Scheme 2011/12 (with effect from 18 May 2011)

	£ per annum
<b>Basic Allowance</b> <b>All Councillors</b>	4,900

**Special Responsibility Allowance**

<b>Band 1</b> Leader	12,250
<b>Band 2</b> Deputy Leader	9,188
<b>Band 3</b> Cabinet Members	7,963
<b>Band 4</b> Leader of Main Opposition Group Chair of Overview and Scrutiny Committee	6,125 6,125
<b>Band 5</b> Chair of Planning Committee Chair of Licensing & Environmental Committee	5,513 5,513
<b>Band 6</b> Leaders of other Opposition groups (subject to a minimum 5 members) Chair of Audit Committee	2,450
<b>Band 7</b> Not used in present scheme of SRAs	1,838
<b>Band 8</b> Vice Chair Overview and Scrutiny Committee Vice Chair Planning Committee Vice Chair Licensing & Environmental Committee	1,225 1,225 1,225
<b>Band 9</b> Vice Chair Audit Committee	613

**Independent Remuneration Panel for Worcestershire  
District Councils**

**Annual Report and Recommendations for 2012-13**

**Wyre Forest District Council**

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**January 2012**

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## Recommendations

**The Independent Remuneration Panel recommends to Wyre Forest District Council the following:**

**We have reviewed the Wyre Forest District Council allowances which we found to be out of line with the other Districts in Worcestershire hence we have made the following recommendations:**

- (i) That in view of the continuing exceptional economic circumstances, the Basic Allowance recommended by the Independent Remuneration Panel is £4,200 per Councillor. This remains unchanged from the recommendations for 2011/12.**
- (ii) The Special Responsibility Allowances to be reduced to be more consistent with the other Councils reviewed by the IRP as detailed in Appendix 1 of the report to Council.**
- (iii) There should be no payment for Vice-Chairmen on the basis that the Panel have no evidence of substantial additional responsibility for these roles.**
- (iv) The travel and subsistence allowances for 2012/13 be paid in accordance with HMRC rates.**
- (v) The Dependent Carer's Allowance remains unchanged.**

## **Introduction**

The Independent Remuneration Panel for District Councils in Worcestershire was established in 2010, building on a Panel already established for the 3 District Councils in South Worcestershire to review and recommend allowances for Councillors. The Panel made a report in December 2010, which was considered by the Council in May 2011.

Although the Council minute shows the Council 'had regard' to the Panel's recommendations, the decisions the Council took changed the Panel's recommendations in the following areas:

- The basic allowance was reduced to £4,900 per Councillor per year instead of reducing to £4,200 as recommended
- Multipliers for the posts of Deputy Leader; Cabinet members; Chairs of Planning and Licensing Committees and the Chair of the Audit Committee were not amended;
- The Special Responsibility Allowances for the Vice-Chairs of Committees were retained.

The Panel considered that despite a short timescale last year it had made its recommendations on a sound basis. The Panel was so concerned at the Councils reaction to the report that it referred it to the Council's District Auditor for comment. Her response was as follows:

*"In May 2011, a report was tabled at Council, outlining the proposed members' allowances scheme. It was clear from the report which aspects of the scheme differed from that proposed by the Independent Remuneration Panel and, for each aspect, why the scheme was being proposed as outlined. From the minutes it is clear that members expressed concern about the lateness of the report, but the minutes also state that the "proposals were considered in detail" and that the scheme was voted upon and approved. Overall, the Council has justified retaining special allowances for specified members by making changes elsewhere in arrangements so that they consider they have reduced the overall cost of members' allowances.*

*The legislation specifies that the Council should have "regard" to the recommendations of the Independent Remuneration Panel in setting their members allowances scheme. In my opinion, the Council has had regard to the Panel's recommendations but its process for doing so should have been more transparent and robust. All Members had the report and were discussing it informally before the date of the May meeting. I doubt that a better process would have changed the outcome. There is evidence that the members discussed the proposed scheme, in full knowledge of the IRP recommendations, voted upon it and have now published it.*

*I have discussed with Ian Miller the need for the Council to demonstrate a more robust process behind its decisions in future. He agrees with my view that a report for the Council on this matter should in future be issued in a timely way as part of the agenda for the meeting that take decision on the Panel's recommendations. There is no practical reason why this could not happen at the Council's meeting in February 2012. Ian agrees that the report should analyse the options open to members and the implications of not following the Panel's recommendations, if that is what the report*

*proposes. He feels that Councillors' preparedness to accept the Panel's recommendations for 2011-12 may have been affected by the Panel's approach, which suggested that a 20% reduction in allowances could be achieved without any transitional arrangements.*

*In conclusion, it is my view that the Council has done sufficient to comply with the legislative requirements for setting its members allowances scheme, but needs to demonstrate transparently next year that it has had regard to the Panel's recommendations."*

The Panel has continued to research and benchmark its recommendations and stands by its previous report. For this reason much of what is written here is reproduced from the 2010 report, with some additional references relating to the research carried out this year.

### **Basic Allowance 2012/13**

The calculation of the basic allowance is based on:

- The roles and responsibilities of Members; and
- Their time commitments – including the total average number of hours worked per week on Council business.

In calculating the recommended Basic Allowance, the Panel has used the average hourly earnings for the West Midlands from the Annual Survey of Hours and Earnings (ASHE) based on place of residence, produced by the Office for National Statistics. In 2009 the Panel reviewed the figure for weekly average hours and whilst this may be considered to be on the low side, is of the opinion that as a guide and a base figure it does produce allowances which are comparable to national figures for allowances for other similar authorities. The average Basic Allowance for shire districts taken from the 2008 IDEA survey of members' allowances being £4,194 compared to the Panel's recommendation in its 2008 report of £4,200. Therefore, the Panel saw no reason to alter the basis of the calculation.

For this year's report the Panel also benchmarked the level of allowance against the following indicators:

- Survey of allowances in the South East of England undertaken by the South East Employers;
- Allowances for comparable roles paid by the CIPFA "Nearest Neighbour" Councils for each authority.

This work showed that the recommended allowances are broadly in line with comparable roles in similar authorities.

The Panel, in view of the severe wider economic situation, considers that its overriding duty is to arrive at recommendations that are fair and reasonable. The Panel must always be aware of its responsibility to command public confidence in its decisions. For this reason the Panel considers that there should be no increase in the hourly rate for 2012/13 from the level recommended by the Panel for 2011-12. This means it is

recommending to Wyre Forest District Council that there should be a reduction in the basic allowance for 2012/13 to £4,200.

In reaching its recommendations for Wyre Forest, the Panel acknowledges that following consideration of the Panel's recommendations that were considered by the Council in May 2011 the District Council has been paying £4,900. The current Panel carried out research to establish whether there were any exceptional circumstances applying to Wyre Forest to justify its allowances remaining at a higher level than those of the other Worcestershire Districts. In 2010 this process included meeting with two Councillors and hearing their views and experiences, together with an offer to meet other Councillors.

The Panel acknowledges that many Councillors work for long hours on behalf of their communities, sometimes in excess of what might reasonably be expected. However, when arriving at the figure for the Basic Allowance we have applied a discount of 40% to recognise that an element of what Councillors do is public service.

We have received and noted the decisions of the Council in May 2011 relating to the recommendations in our report of December 2010. We have enclosed an extract from the minutes at Appendix 2 which outlines these. At this point the Council reduced the Basic Allowance paid from £4992 to £4900, which included a public service discount of 30%. It also referred to asking the Boundary Commission to review the numbers of Councillors.

### **Special Responsibility Allowances (SRA) 2012/13**

**General Calculation of SRA's** - We have reviewed the Wyre Forest District Council allowances which we found to be out of line with the other Districts in Worcestershire; hence we have recommended reductions in the Special Responsibility Allowances. We outline our recommendations in more detail below and these are summarised at Appendix 1.

In our work previously for the South Worcestershire Districts, we have used multipliers of the basic allowance to recognise the level of additional responsibility involved with certain roles. In general we have applied these multipliers consistently across the District Councils reflecting the similarity in the roles, but we do allow for particular characteristics within each authority.

**Leader of the Council** - During our consideration of the Special Responsibility Allowances, we met with the Leaders of 4 of the District Councils, including the Leader of Wyre Forest District Council and the Deputy Leader of one other, to discuss the expectations of the role of the Leader and how it is changing as a result of the Localism agenda and the impact of other legislation. We will review the role of Leaders and Deputy Leaders during the year once the full impact of the Localism Act and other requirements are being felt.

In aiming for a consistent approach across the District Councils, we are recommending that the Special Responsibility Allowance for all District Council Leaders be capped at £10,500.

**Deputy Leader of the Council** – the Panel considers that generally the work of the Deputy Leader does not involve substantial additional responsibility to that of the role of a cabinet member and we considered recommending that the Special Responsibility Allowance is reduced to the same as that for a cabinet member. In 2010 we recognised that the formal position may change with the implementation in May 2011 of the amendments to the Local Government Act 2000 made by the Local Government and Public Involvement in Health Act. The Panel will continue to review this role and any allowance attached to it.

**Group Leaders** – the Panel noted the amounts currently set for leaders of the opposition and of the political groups. The Panel feels the current payments are out of line with other Worcestershire Authorities but considers that until the basic allowance issue is resolved they are not mindful to address the allowances for Group Leaders. However the Panel hopes that Wyre Forest District Council reviews these allowances themselves.

**Chair of the Licensing and Environmental Committee** – we recommend that the multiplier of 0.75 of the basic allowance is reasonable for this position. We understand that the Licensing function has a workload similar to other Districts with urban areas and is sufficient to justify this.

**Chair of the Overview and Scrutiny Committee** – We noted that the two Scrutiny Committees – Corporate Resources and Community and Regeneration – have been combined into one overarching Committee this year. We recommend that the Special Responsibility Allowance for the Chair of the new Committee should be set at a multiplier of 1.5 times the recommended basic allowance of £4,200. This results in a recommended Special Responsibility Allowance of £6,300.

**Vice-Chairmen** – the Panel has previously been reluctant to recommend Special Responsibility Allowances for Vice-Chairmen unless it receives evidence of the position incurring significant additional responsibility above other members of the relevant Committee. We did not consider on the evidence we received that this was the case. We are therefore recommending that allowances no longer continue to be paid for Vice-Chairmen of Committees.

### **Travel and Subsistence 2012/13**

The Panel notes that Wyre Forest District Council currently pays 40p per mile for mileage for Councillors which was the rate recommended by the HMRC in 2011 and recommends that the Council adopts the HMRC rate of as its mileage allowance. This is currently 45p. We also recommend that subsistence allowances remain unchanged for 2012-13.

### **Allowances to Parish Councils**

The Panel notes its continuing role as Independent Remuneration Panel for Parish Councils within the Districts covered. This year the Panel has not been asked to make recommendations on any matters by any Parish. In the past the Panel which covered the three South Worcestershire Districts has considered travel and subsistence, and we consider it appropriate to apply this consideration to each of the Districts. We have reviewed the Parish Council travel and subsistence allowances and recommend for 2012 - 13 that no changes are made. The Panel also confirm that



we will be happy to consider any formal requests from Parish Councils on allowances and each will be considered on its own merits.

### **The Independent Remuneration Panel**

The Members' Allowances Regulations require Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The purpose of the Panel is to make recommendations to the authority about allowances to be paid to Elected Members and Local Authorities must have regard to this advice. This Council's Independent Remuneration Panel is set up on a joint basis with the other 5 District Councils in Worcestershire, the decision having been taken during 2010 to follow the principle previously established by having a joint Panel in the South of the County. Separate Annual Reports have been prepared for each Council.

The members of the Panel have been:

- Rob Key, the Chair of the Panel – Rob has 42 years' experience of working in District Councils in a variety of operational and management roles, including senior positions at Worcester City, Wychavon District and Wyre Forest District. He was an Independent Chair for the Strategic Health Authority for Continuing Care and sits on County Council Appeals Panels for School Preference Appeals and Service Complaints.
- Elaine Bell, JP, DipCrim – Elaine has been a Magistrate for 14 years, Day Chair of Adult and Family Courts; Chair of the Bench Training & Development Committee; past member of the Magistrates Advisory Panel (interviewing and selecting for appointment to the Bench). She is also a Governor of the Lloyds Educational Foundation; Member of the Sytchampton School Appeals Panel; Hon Treasurer of Ombersley and Doverdale Tennis Club and a Past Governor of Ombersley Primary School.
- Bill Simpson MBE, JP, BSc, Dip Ed – Bill spent 30 years in Further Education culminating in 11 years as Principal of Pershore College. He then entered the private sector as Director of two national Horticultural Societies – the Royal Horticultural Society and the Alpine Garden Society. He served as a magistrate for 9 years until retirement – chairing the Worcestershire Branch of the Magistrates' Association. Currently a churchwarden, Bill is also involved with several charities including being Chairman of *Thrive* between 1993 and 2008. He is a primary school governor and a member of the Schools Admissions Appeals Panel for Worcestershire.
- Mel Nock OBE, BA Joint Hons, Dip IPD – Mel is currently Vice-Chair of the Lucy Faithfull Foundation and Chair of the Governance, Finance and General Purposes Committee. He is Executive Chair of EIL Malvern. Previously Mel was Chairman of a GKN division and Regional Director with a Regional Health Authority moving on to become Assistant Managing Director. Mel established his own HR consultancy in the 1990's specialising in remuneration and organisational change. He has also served as a member of the Lord Lieutenant's (South Worcestershire) Advisory Committee on the appointment of magistrates.

- Terry Cotton – Terry spent 34 years working in central and local Government, mostly managing regeneration programmes across the West Midlands. Most recently he worked at The Government Office for The West Midlands where he was a Relationship Manager between central and local Government and a lead negotiator for local performance targets. Following voluntary early retirement in May 2011, he now works part-time setting up and running a community development trust in Birmingham's Jewellery Quarter. He is also a trustee of a small charitable trust providing grants to grass roots community initiatives in deprived communities.
- Don Barber BSc – After several Human Resources and Productivity Improvement Management roles in Industry, Don became Chief Executive of a change management facilitating consultancy. Over the last 20 years he has been an independent consultant and advisor on a number of United Nations, European Commission, and World Bank transition projects, in particular in Europe, Africa, Asia, and Australasia. He also operates in an advisory role to other consultancy groups seeking EU contracts. This experience has included the development of national civil service/public sector reform programmes including aspects of the effect of legislative change for central and local government and, in the U.K., working for the Office of Manpower Economics (advisors to the Prime Minister) on Public Sector Pay, in particular relating to: Civil Service Pay Reform, UK Armed Forces and the Medical Professions.

The Reverend Prebendary Michael Vockins OBE retired from office during the year. We would like to pay tribute to his work and support during his term of office, particularly during the transition to a new Panel as it expanded its role from South Worcestershire to include all the District Councils in Worcestershire.

The Panel has been advised and assisted by:

- Claire Chaplin and Doreen Porter from Worcester City Council;
- Sheena Jones from Wychavon District Council;
- Joanne Lowman from Malvern Hills District Council;
- Karen Firth from Bromsgrove District Council;
- Penelope Williams from Wyre Forest District Council;
- Trish Buckley and Ivor Westmore from Redditch Borough Council.

The Panel wishes to acknowledge its gratitude to these officers who have provided advice and guidance in a professional and dedicated manner.

**Rob Key,**  
**Chairman of Independent Remuneration Panel**

## Wyre Forest District Council – Allowance Recommendations 2012-13

## Appendix 1

	<b>Multiplier of Basic Allowance (Council's decision in brackets)</b>	<b>Council decision, May 2011 £</b>	<b>Recommendations for 2011/12 and 2012/13 £</b>
<b>Basic Allowance:</b>		4,900	4,200 <sup>1</sup>
<b>Special Responsibility Allowances:</b>			
Leader	2.5	12,250	10,500
Deputy Leader (subject to further review)	1.8 (1.875)	9,188	7,560
Cabinet Members	1.5 (1.625)	7,983	6,300
Chair of Corporate Resources Scrutiny Committee	1.25	This and the Community and Regeneration Scrutiny Committee were combined into one – see below	5,250 No recommendation for 2012-13

<sup>1</sup> This figure takes into account a public service discount of 40%

Chair of Community and Regeneration Scrutiny Committee	1.25	This and the Corporate Resources Scrutiny Committee were combined into one – see below	5,250 No recommendation for 2012-13
Chair of Overview and Scrutiny Committee	1.5 (1.25)	New role 6,125	6,300
Leader of main Opposition (as per deputy leader subject to review)		6,125	6,125
Planning Committee Chair	1 (1.125)	5,513	4,200
Licensing and Environmental Committee Chair	0.75 (1.125)	5,513	3,150
Audit Committee Chair	0.25 (0.5)	2,450	1,050
Opposition Group Leader (subject to a minimum of 5 members in a Group) (as per deputy leader subject to review)		2,450	2,450
Vice-Chair of Overview and Scrutiny Committee	(0.25)	1,225	-
Vice-Chair of Planning Committee	(0.25)	1,225	-
Vice-Chair of Licensing and Environmental Committee	(0.25)	1,225	-
Vice-Chair of Audit Committee	(0.125)	613	-



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Our Ref: smj/rk

12 January 2012

To each Councillor for Wyre Forest District Council

Dear Councillor

### **Independent Remuneration Panel Report and Recommendations for 2012-13**

I enclose the report of the Independent Remuneration Panel for the District Councils in Worcestershire, with recommendations for the level of allowances in 2012-13.

Whilst we set out the background to our recommendations in the report, the Panel thought it would be helpful to you to outline the processes we have followed and research undertaken during the year.

For the **Basic Allowance**, we have used the current role descriptions for Councillors for each District as a basis to define what activities are reflected in the calculation. We have used data from the following sources to arrive at the hourly rate:

- National Annual Survey of Hours And Earnings, which indicates pay data for employees by District, County and Region;
- The last Local Government Association Survey carried out nationwide;
- The 2010 and 2011 South East Employers local authority survey of allowances in 40 Councils;
- Comparisons with the allowances of the five “nearest neighbour” authorities as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA).

This research has shown that the mean average for the Basic Allowance is between £4,194 (last Local Government survey) and £4,426 (South East Employers). So the figure being recommended by the Panel of £4,200 does appear reasonable when compared to other local authorities.

**Special Responsibility Allowances** may be paid to members of the Council who “have significant additional responsibilities over and above the generally accepted duties of a Councillor. These duties must be related to the discharge of the authority’s functions”<sup>1</sup>

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<sup>1</sup> Department for Communities and Local Government Guidance on Regulations for Local Authority Allowances

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**Rob Key**  
**Chairman of the Independent Panel for**  
**Worcestershire District Councils**  
**Direct Dial 01905 424249 Fax 01386 561091**

We have been kept up to date with developments in leading roles within each Council and met with Leaders of most of the Districts in Worcestershire to discuss the developing role and expectations of that office. We have applied certain principles to our consideration of the Special Responsibility Allowances, based on:

- The Leader role is prime and developing;
- As far as possible the role of Chairing the main Overview and Scrutiny Committee is at least comparable to that of an Executive member with portfolio (if there is more than one O&S Committee then this allowance should be reduced)
- As far as possible we have used multipliers of the Basic Allowance to arrive at recommendations for Special Responsibility Allowances
- Comparing similar roles between authorities, particularly using the “nearest neighbour” comparators, South East Employers and the LGA Survey referred to above.

As far as the recommendations for Wyre Forest are concerned, you will have seen the letter from Mrs Liz Cave, the Council’s external auditor, in response to the Panel’s concerns at the Council’s response to our report in 2010. The Panel has noted the comments from Mrs Cave about the recommended procedure to be adopted by the Council when considering our report. However, as I hope I have illustrated above, the Panel still considers that the current allowances at Wyre Forest are out of line with comparable District Councils and stand by our recommendations.

As always, myself and the Panel members welcome the opportunity to meet Councillors to discuss how they carry out their role and our deliberations. We are aware of the emerging Localism Act requirements and will be looking to keep abreast of these and other initiatives. We will monitor their impact on Councillors’ roles during the coming year.

Yours faithfully

Rob Key  
Chairman of the Independent Remuneration Panel for Worcestershire Districts