

Open

Council

Agenda

6pm
Wednesday, 30th July 2014
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

Public Information

1. If you have any questions regarding the agenda, the attached papers or the meeting being webcast, please do not hesitate to contact the officer named below.
2. The Council meeting is open to the public except for any exempt/confidential items. These items are normally discussed at the end of the meeting
3. The public are welcome to speak at meetings of Council provided they have requested to speak in advance of the Agenda being published. Details of the guidance for public speaking can be found on our website www.wyreforestdc.gov.uk
4. If you have any special requirements regarding access to the venue and its facilities including audio and visual needs please let us know in advance so that we can make arrangements for you.
5. This Agenda can be made available in larger print on request; if you require a copy please contact:

Sue Saunders
Committee and Electoral Services Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF
01562 732733
susan.saunders@wyreforestdc.gov.uk



COUNCIL MEETING

22nd July 2014

TO ALL MEMBERS OF THE COUNCIL

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. on Wednesday 30th July 2014**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely,

Ian Miller
Chief Executive

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct (“the Code”) requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members’ Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI’s and ODI’s are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council’s Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

(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.

WEBCASTING NOTICE

This meeting is being filmed for live or subsequent broadcast via the Council's website site (www.wyreforestdc.gov.uk).

At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act 1998. The footage recorded will be available to view on the Council's website for 6 months and shall be retained in accordance with the Council's published policy.

By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.

If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

If any attendee is under the age of 18 the written consent of his or her parent or guardian is required before access to the meeting room is permitted. Persons under 18 are welcome to view the meeting from the Stourport and Bewdley Room.

If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.

Wyre Forest District Council

Wednesday, 30th July 2014

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Prayers To be read by Reverend Jan Ashton, St. Barnabas Church, Franche, Kidderminster.	
2.	Apologies for Absence	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on 18 th June 2014.	9
5.	Public Participation 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 12 noon on Monday 21 st July 2014. <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 Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i>	

6.	<p>Questions</p> <p>Two questions have been submitted in accordance with Standing Order A5 by Members of the Council.</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 Solicitor to the Council no later than 9am on the day of Council.</i></p>	15
7.	<p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	
8.	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
9.	<p>Motions Submitted under Standing Orders</p> <p>No motions have been received.</p>	
10.	<p>Urgent Motions submitted under Standing Orders</p> <p>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>May 2014 Elections and the Polling Districts and Polling Places Review</p> <p>To consider a report from The (Local) Returning Officer for May's Elections and Electoral Registration Officer on the May 2014 elections and to agree terms of reference and process for the review of polling districts and polling places to be used for the May 2015 elections.</p>	16
12.	<p>Pay Policy Statement and Pensions Discretions</p> <p>To consider a report from the Solicitor to the Council recommending that Council adopts an updated version of the Pay Policy Statement.</p>	31
13.	<p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>a. Recommendations from Planning Committee, 8th July 2014</p> <ul style="list-style-type: none"> • Proposed Changes to Development Control Procedures and Protocols 	44

	<p>b. Recommendation from the Notice of Decision of Cabinet Member (Strong Leader), 19th June 2014</p> <ul style="list-style-type: none"> • 2013/14 Right to Buy Receipts (RTB) 	45
	<p>c. Recommendations from Cabinet, 22nd July 2014</p> <ul style="list-style-type: none"> • Maximising the Value of Council Property Assets <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public inspection copies are available on request. Please refer to the front cover for contact details.</p>	46

14.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting and which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p> <p>One item of urgent business has been received since dispatch of the original agenda and the Chairman has agreed to its consideration at this meeting, namely:</p> <p>a) Recommendations from Special Overview & Scrutiny Committee 23rd July 2014</p> <ul style="list-style-type: none"> • Review of Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley 	47
15.	<p>Exclusion of the Press and Public</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>	

Part 2

Not open to the Press and Public

16.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council 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.</p>	
------------	---	--

WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

18TH JUNE 2014 (6PM)

Present:

Councillors: S J Williams (Chairman), C Rogers (Vice-Chairman), J Aston, G W Ballinger, R Bishop, C Brewer, J-P Champion, S J M Clee, A R Clent, E Davies, N J Desmond, H E Dyke, P Dyke, B T Glass, D R Godwin, J Greener, P B Harrison, J A Hart, M J Hart, P V Hayward, V Higgs, A T Hingley, J Holden, L Hyde, M B Kelly, N Knowles, R J L Lloyd, B McFarland, C D Nicholls, F M Oborski, T L Onslow, J W Parish, J Phillips, M Price, M Rayner, A M Sewell, J A Shaw, D R Sheppard, M J S Stooke, P W Wooldridge, M J W Wrench and G C Yarranton.

C.1 Prayers

Prayers were said by Reverend Robert Barnett from Offmore Evangelical Church, Kidderminster.

C.2 Election of Chairman

Councillor S J Williams was nominated as Chairman. This was moved by Councillor M J Hart and seconded by N J Desmond.

Decision: Councillor S J Williams be elected as Chairman of Wyre Forest District Council for the ensuing municipal year.

C.3 Chairman – Investiture and Declaration of Acceptance of Office

After being invested with his Chain of Office, Councillor S J Williams made his Declaration of Acceptance of Office as Chairman, and expressed his thanks for his election.

C.4 Chairman's Response

The Chairman thanked Members for the great honour and would strive to be apolitical and treat all Officers and Councillors with respect.

C.5 Retiring Chairman

The retiring chairman was thanked for her hard work over the past 12 months. She had been a fair chairman and had served the area of Wyre Forest well and had raised a substantial amount of money for her chosen charities.

C.6 Retiring Chairman – Presentation of Badges

The retiring chairman was presented with a Past Chairman's badge. Councillor F M Oborski thanked Council for giving her a wonderful year during which she had celebrated 40 years of being in a councillor in Wyre Forest District Council. She had attended 112 events and she thanked her vice-chairman, Daniel McCann. She made some presentations and thanked Karen Walsh, the Executive Support Officers, Sue Saunders and Louisa Bright, without whom she could not have performed her role.

She informed Members that she had had 3 consorts, Councillor Mike Price was her main one, but Tim Ingham and Mike Salter had helped out when they were needed. She had raised at least £6,200 for her 2 chosen charities and wanted to especially thank the West Midlands Safari Park for the donations they had made. She wished the new chairman a successful year.

C.7 Appointment of Vice-Chairman

Councillor M J Hart nominated Councillor C Rogers as Vice-Chairman and this was seconded by Councillor N J Desmond.

Decision: Councillor C Rogers be elected as Vice-Chairman of Wyre Forest District Council for the ensuing municipal year.

C.8 Vice-Chairman – Investiture and Declaration of Acceptance of Office

After being invested with his Badge of Office, Councillor C Rogers made his Declaration of Acceptance of Office as Vice-Chairman.

C.9 Vice Chairman's Response

Councillor C Rogers informed Members that he would fulfil the duties and trust placed upon him.

C.10 Apologies for Absence

There were no apologies for absence

C.11 Declarations of Interests by Members

There were no declarations of interests.

C.12 Minutes

Decision: The minutes of the meeting held on 26th February 2014 and the minutes of the Special meetings held on 26th March 2014 and 2nd April 2014 be confirmed as a correct record and signed by the Chairman.

C.13 Public Participation

There was no public participation.

C.14 Questions

There were no questions to Council.

C.15 Chairman's Communications

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

The Chairman informed Members that his chosen charities were Help for Heroes and Kidderminster Museum of Carpet.

C.16 Political and Constitutional Structures 2014/2015

Council received a report from the Solicitor to the Council on the proposed political and constitutional structures for 2014/2015.

The Leader of the Council introduced the report and referred Members to the revised political balance at appendix 4 and a tabled copy of committee appointments at appendix 2. He hoped that the Chamber would agree with the proposals and that some of the opposition groups would take up appointments under the proposals. Councillor J Phillips had been proposed as vice-chairman for the Overview and Scrutiny Committee.

Councillor J A Shaw presented an amendment asking for an additional scrutiny committee to be introduced as the current one had too much information being presented at committees.

A robust debate ensued on the amendment and upon a vote the amendment was lost.

Councillor J A Shaw nominated Councillor V Higgs to be Chairman of the Overview & Scrutiny Committee and upon a vote, this was lost.

Members were informed that the proposed names on the outside bodies list would be the ones appointed.

Upon a vote for the substantive item, this was carried.

Decision:

- 1. The proposed Political Management Structure for 2014/2015 as set out in Appendix 1 of the report be approved.**
- 2. The Chairmen and Vice-Chairmen of Committees as contained in the amended Appendix 2 of the report to Council which was tabled at the meeting be agreed.**

- 3. The Municipal Calendar as set out in Appendix 3 of the report to Council be adopted.**
- 4. The appointments to outside bodies as set out in Appendix 4 of the report to Council be agreed.**
- 5. The revisions to the Constitution as set out in Appendix 5 of the report to Council be agreed.**
- 6. The revised chart of the political balance distributed on 16th June 2014, at Appendix 6 be approved.**

C.17 Electoral Review

Council considered a report from the Chief Executive detailing the response to the Local Government Boundary Commission's consultation on warding arrangements.

The Leader of the Council took Members through the report and proposed that the name of the Severn Valley ward be changed to Wribbenhall and Lickhill ward. An amendment by the Labour Party was tabled that proposed that the Council objects to the Boundary Commission proposals and asked for a written response from the Boundary Commission on why its proposals for Wyre Forest appeared to be contrary to its own guidelines. A robust debate took place and the key highlights were:

- The Council should not lose 9 councillors and the ward boundaries should not be changed.
- It did not make sense to have Blakedown & Chaddesley, Cookley and Wolverley wards together, it would be far too big a ward.
- Political Groups should submit their own responses to the Boundary Commission.
- Another option was for the proposed new ward boundaries to be based on the County boundaries in order to avoid confusion for residents. It was recognised that this implied a council size of 30 members rather than 33.

Councillors G W Ballinger and D R Sheppard left the meeting at 19.17pm and returned at 19.18pm.

It was pointed out that the Council found itself in this position because Members had voted against four yearly elections.

Upon a vote, the amendment was lost.

The Leader of the Council referred back to the recommendations in the report and upon a vote these were carried.

Decision:

- 1. The proposals of the Local Government Boundary Commission for England for eleven 3 member wards be noted, while expressing strong concerns about whether some of them comply with the Boundary Commission's own policies and asking for a written response from the Commission on why its proposals for Wyre Forest appear to be contrary to its own guidelines;**
- 2. Individual political groups be encouraged to submit their own responses.**
- 3. The Council's response at appendix A of the report to Council be agreed and submitted to the Boundary Commission subject to an additional comment that the proposed Severn Valley ward be named the Wribbenhall and Lickhill ward.**

Councillor P V Hayward left the meeting at this point, (19.40pm).

C.18 Leader of the Council Announcements and Report

The Leader of the Council made the following announcements:

- The Leader of the Council informed Members he was delighted that Bewdley Museum had won an award for the best small museum in the Midlands and said that the work done by staff and volunteers was excellent.
- The Council's Data Management Officer, had picked up a double award for the 2nd year running and the Senior Forward Planning Officer had been shortlisted for Young Planner of the year.

C.19 Members' Annual Activity Reports and Attendance 2013/2014

Council received the schedule of Members' Annual Reports which gave details of activities in their role as District Councillors for the 2013/2014 municipal year and received a record of attendance.

Decision: The reports and attendance be noted.

C.20 Annual Reports for the Municipal Year 2013/2014

Council received the Annual reports from the Leader of the Council, the Chairman of both the Overview and Scrutiny Committee and the Ethics and Standards Committee.

Decision: The Annual Reports for the Cabinet, Overview and Scrutiny Committee and the Ethics and Standards Committee be noted.

C.21 Motions Submitted Under Standing Order No. D1 (1)

Councillor F M Oborski of the Liberal & Independent Group presented the motion and informed Members that the Council had achieved a lot with getting young people involved in activities and felt that the Council should work with local organisations to engage young people.

Councillor D Sheppard left the meeting at this point, (7.49pm).

A discussion took place and Members felt that young people had the unheard voice in communities so by working with organisations, this could encourage more young people to get involved with the Council.

Councillor D Sheppard returned to the meeting at this point, (7.52pm).

A Member perceived that perhaps this was an item for the Overview & Scrutiny to consider

Decision:

The following motion from Councillors F M Oborski and J Phillips, Liberal & Independent Group be agreed:

Council recognises the importance of encouraging the young people of the District to involve themselves in the Civic life of the District. Council therefore requests the Cabinet to work with the Local Children's Trust, Youth Cabinet Members, Positive Activities providers and the voluntary Youth Movements to develop a District Youth Council and Young People's Mayor.

C.22 Urgent Motions Submitted Under Standing Order No. D1 (7)

No notices of motion were received.

C.23 Half Yearly Report of the Chief Executive

Council received a half yearly report from the Chief Executive.

In response to a question, the Chief Executive advised Members that Lawrences Recycling Centre had gone into administration but the Council would not give up hope of obtaining some of its money back and would continue to pursue.

Decision: The report be noted.

The meeting ended at 20.18pm.

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING
30TH JULY 2014
QUESTIONS TO COUNCIL

1. Question from Councillor N Knowles to The Leader of the Council

The glorious poppy field in the vicinity of Bewdley Road North and the Bewdley by-pass is a major tourist attraction, particularly for increasing numbers of young Japanese. This year the poppy field is patchy. I conversed with Worcestershire Wildlife Trust (WWF) in 2013 and they suggested they would interfere with the growing of the poppy field to perhaps stagger or stunt the covering of the field with poppies. Could the leader use his influence at District and County level to stop WWT from interfering with nature's cycle and risking the loss of tourists to our area who particularly visit Bewdley.

2. Question from Councillor J A Shaw to the Cabinet Member for Planning and Economic Regeneration

Given that the Planning Enforcement workload on 8th July was reported to be 143 cases, does the Portfolio Holder consider that the current resources to carry out this function, one officer, are sufficient to provide a satisfactory service?

WYRE FOREST DISTRICT COUNCIL

COUNCIL
30TH JULY 2014

May 2014 Elections and the Polling Districts and Polling Places Review

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CABINET MEMBER:	Councillor N J Desmond
RESPONSIBLE OFFICER:	The (Local) Returning Officer for May's Elections and Electoral Registration Officer
CONTACT OFFICER:	Alison Braithwaite, Ext. 2781 Alison.braithwaite@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Turnout and costs for each polling station for Elections in May 2014 Appendix 2 – Terms of Reference for Polling Districts and Polling Places Review

1. PURPOSE OF REPORT

- 1.1 To note the (Local) Returning Officer's report on the European Parliamentary, Wyre Forest District Council and Bewdley Town Council elections held on 22 May 2014.
- 1.2 To receive a report from the Electoral Registration Officer on the preparations for the polling districts and polling places review and to approve the draft terms of reference and timetable in accordance with the Electoral Registration and Administration Act 2013.

2. RECOMMENDATION

The Council is asked to:

- 2.1 **NOTE** the report on the European Parliamentary, Wyre Forest District Council and Bewdley Town Council elections held on 22 May 2014;
- 2.2 **APPROVE** the Terms of Reference for the Polling Districts and Polling Places Review as set out in Appendix 2;
- 2.3 **DELEGATE** authority to the Chief Executive, in consultation with the Cabinet Member for Resources and Transformation and the Cross Party Working Group for the Electoral Review, to publish consultation proposals and commence the Polling Districts and Polling Places Review in accordance with the timetable set out in paragraph 4.4;
- 2.4 **EXTEND** the lifespan of the Cross Party Working Group for the Electoral Review accordingly, in order to support the delivery of the Polling Districts and Polling Places Review.

3. BACKGROUND

Elections were held in the Wyre Forest District on Thursday 22 May 2014 for **European Parliamentary** (West Midlands Region with 7 Members to elect), **District Council** (14 Wards with each having one seat) and **Bewdley Town Council** (3 parish wards with a total of 13 seats). The Parish Seats for Chaddesley Corbett, Kidderminster Foreign, Rushock, Stone, Upper Arley – Arley Village, Upper Arley – Pound Green, and Upper Arley- Shatterford were uncontested.

3.1 The overall turnout for each of the elections was as follows: European 36.15%, District Council 35.54% and Bewdley Town Council 42.63%.

3.2 For comparison purposes a breakdown of the total turnout figures for the different polls against the previous comparable election is set out in Table 1 below.

Table 1

Turnout % European	2009	2014	% Difference in Turnout
West Midlands (European Parliamentary Election)	37.96%	36.15%	↓ 1.81%

Turnout % Wyre Forest District Council	2012	2014	% Difference in Turnout
Aggborough & Spennells	31.39%	36.93%	↑ 5.54%
Areley Kings	33.67%	38.93%	↑ 5.26%
Bewdley & Arley	34.88%	43.67%	↑ 8.79%
Blakedown & Chaddesley	48.93% (2011)*	42.55%	↓ 6.38%
Broadwaters	27.47%	32.14%	↑ 4.67%
Franch	31.26%	35.29%	↑ 4.03%
Greenhill	25.48%	30.35%	↑ 4.87%
Habberley & Blakebrook	34.63%	38.07%	↑ 3.44%
Lickhill	29.06%	33.89%	↑ 4.83%
Mitton	28.07%	34.06%	↑ 5.99%
Offmore & Comberton	32.42%	38.52%	↑ 6.10%
Oldington & Foley Park	22.62%	26.87%	↑ 4.25%
Sutton Park	26.71%	32.87%	↑ 6.16%
Wribbenhall	31.88%	40.40%	↑ 8.52%

Turnout % Bewdley Town Council	2010	2014	% Difference in Turnout
Bewdley East	26.61%	43.33%	↑ 16.72%
Bewdley West	24.36%	44.08%	↑ 19.72%
Bewdley Wribbenhall	21.62%	41.21%	↑ 19.59%

*District Elections are held by thirds. There was no election in this two member Ward in 2012.

- 3.3 The figures in Table 1 show that, except for the European Parliamentary Election and District Election for the Blakedown and Chaddesley Ward, the elector turnout for all other elections was up between 3.44% and 19.59%. The significant growth in elector turnout for Bewdley Town Council elections reflects that the 2010 election was standalone as legislation at that time did not permit it to be held on the same day as the parliamentary election. The turnout for the European Parliamentary Election was 2.84% higher than the average turnout for all West Midlands Councils, which was 33.31%.
- 3.4 However, the overall low turnout levels across all of the elections are not unique to the Wyre Forest District and are reflected nationally and regionally. Steps will continue to be taken by the Electoral Registration Officer to conduct campaigns to drive up the number of people who register to vote, which will be undertaken in conjunction with the implementation of Individual Electoral Registration.
- 3.5 Turnout figures per Polling Station and the cost per vote at each one for the different elections in May 2014 are set out in **Appendix 1**. Except for those Polling Stations where there was only the European Parliamentary election, all of the other polling stations had their costs shared between two or three different elections. The average cost per vote cast at a polling station for the three different elections is as follows: European = £1.28, District = £1.20, Parish = £0.35. These figures along with the cost per vote at the various polling stations will be scrutinised as part of the **review of polling districts and polling places**, as detailed in section 4 of this report.
- 3.6 The number of postal votes issued for the elections in May 2014 exceeded the number issued for all previous comparable elections, as set out in Table 2 below.

Table 2

Postal Stage	Vote	European Parliamentary Election		Wyre District	Forest	Bewdley Council	Town
		2009	2014	2012	2014	2010	2014
Number of Postal Votes issued	No records available		10,977	9,472	10,074	1,053	1,218
Number of Postal Votes Returned	No records available		8,471 (77.17%)	6,168 (65.12%)	7,784 (77.27%)	677 (64.29%)	948 (77.83%)
Postal Votes accepted as valid and counted	No records available		7,901 (71.97%)	5,961 (62.93%)	7,289 (72.35%)	667 (63.34%)	872 (71.59%)
% Increase in postal votes as valid and counted since last election		No data available for comparison purposes		↑ 9.42%		↑ 8.25%	

- 3.7 The trend of postal voters being far more likely to cast their vote than people voting in person has become well established. Therefore, while other measures to encourage participation will continue, the most effective is likely to be encouraging more people to register for a postal vote.
- 3.8 By law, Electoral Registration Officers must now write to those postal voters whose ballot papers were not included in the count because their personal identifiers on the postal vote statement could not be verified and to explain the reasons why e.g. wrong date of birth or signature that didn't match. A total of 207 letters have been issued together with a personal identifier refresher form to help the electors ensure that their postal vote will be counted in the future.
- 3.9 A breakdown of the full results for each of the three elections can be found at <http://www.wyreforestdc.gov.uk/cms/communications/news/2014/april-2014/notice-of-election.aspx>
- 3.10 A 'wash up' de-brief meeting was held with agents and candidates on 26 June 2014 to discuss the preparation and delivery of the May elections. The overall delivery was commended. However, more robust training on the chosen counting method where there are multi member vacancies was agreed to be a priority for the future.

4. POLLING DISTRICTS AND PLACES REVIEW

- 4.1 In accordance with the Electoral Registration and Administration Act 2013, every council in England and Wales must complete a review of all the polling districts and places in its area within a 16 month period between 1 October 2013 and 31 January 2015 (inclusive).
- 4.2 The review for Wyre Forest will commence as soon as possible following the publication of the Local Boundary Commission's final recommendations for the Electoral Review of the Wyre Forest District, which are expected on 23 September 2014. It should be noted that the Polling Districts and Places Review cannot commence before this information is available due to the implications it will have on the number and shape of wards across the authority area, as well as changes being required to all or some of the existing polling districts.
- 4.3 It is proposed that the lifespan of the Cross Party Working Group for the Electoral Review is extended to support this Review, including the drawing up of the new polling districts and the publication of the consultation proposals document.
- 4.4 The Timetable for completing the Polling Districts and Polling Places Review and seeking Council approval of the final recommendations within the legislative period is as follows:

Date	Activity
23 rd September	Local Boundary Commission publishes final recommendations.
Early October	The cross party working group for the electoral review to meet and discuss the polling districts for each Ward area (in accordance with Electoral Commission guidance on the size of polling districts)

Mid October	Publication of the Notice of Review and the Consultation proposals document. Consultation period starts – electors, disabled groups, political parties, councillors, other groups are encouraged to respond
Mid November	Closing date for representations to the consultation
Late November	The cross party working group to consider the consultation feedback and any proposed revised arrangements including recommendations to Council
10 th December	Council agrees final scheme
11 th December	Publication of final arrangements in accordance with Electoral Commission Guidance

- 4.5 Draft Terms of Reference for the Review in accordance with the Electoral Registration and Administration Act 2013 are set out in Appendix 2 for Council’s approval.

5. FINANCIAL IMPLICATIONS

- 5.1 A review of the polling districts and polling places within the district offers an opportunity to ensure that the polling stations in the District are cost effective and well placed without making the process of voting unduly difficult for the electorate. The direct costs of undertaking the review are minimal and will be absorbed within existing budgets.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The polling districts and polling places review must be undertaken in accordance with Schedule A1 of the Representation of the People Act 1983 and within the prescribed timescale set out by the Electoral Registration and Administration Act 2013.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 The recommendations from the Review will enable the Council to continue to meet its requirements under the Equality Act by ensuring that access to a polling station meets the needs of all electors.

8. RISK MANAGEMENT

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

9. CONCLUSION

- 9.1 The Council is to undertake a review of polling districts and polling places and a report seeking final decisions will come to Council in December 2014.

10. CONSULTEES

- 10.1 Cabinet Member for Resources and Transformation.
- 10.2 Corporate Leadership Team.

11. BACKGROUND PAPERS

- 11.1 Schedule A1 of the Representation of the People Act 1983 (RPA).
- 11.2 Electoral Registration and Administration Act 2013.

APPENDIX 1

European Parliamentary Election Analysis – 22 May 2014

			1	2	3	4	5	6	7	8
Station No	Polling Place	District(s)	Total Electorate	Polling Station Electorate (column 1 – postal votes)	Number of Votes Cast at Polling Station	Number of Votes Cast at Polling Station from Polling Station Electorate	Polling Station Cost (shared, unless marked with an *)	Staff Costs for Polling Station (shared, unless marked with an *)	Cost of Polling Station per elector (columns 5+6 / 2)	Cost Per Vote @ Polling Station (columns 5+6 / 3)
1	Kidderminster Harriers Social Club	AG-A	1465	1219	360	29.53%	£25.00	£245.20	£0.22	£0.75
2	Heronswood Primary School	AG-B	1989	1724	499	28.94%	£80.00	£191.93	£0.16	£0.54
3	Heronswood Primary School	AG-B	1740	1514	494	32.63%	£80.00	£284.35	£0.24	£0.74
4	Areley Kings Village Hall	AK-A, AK-C	2691	2310	863	37.36%	£97.50	£337.62	£0.19	£0.50
5	Walshes Community Centre	AK-B	1981	1784	512	28.70%	£55.78	£337.62	£0.22	£0.77
6	Riverside Elim Church	BE-A, BE-C	2472	2088	794	38.03%	£66.67	£225.08	£0.14	£0.37
7	St Anne's CE Primary School	BE-B	2204	1837	723	39.36%	£33.33	£225.08	£0.14	£0.36
8	Shatterford Village Hall	BE-D, BE-F	372	307	96	31.27%	£25.00	£245.20	£0.88	£2.81
9	Pound Green & Button Oak Community Hall	BE-E	207	159	67	42.14%	£65.00	£245.20	£1.95	£4.63
10	Blakedown Parish Room	BL-A, BL-B, BL-C	1543	1334	515	38.61%	£132.50	£245.20	£0.28	£0.73
11	Chaddesley Corbett Village Hall	BL-D, BL-E, BL-F, BL-G, BL-H	1743	1375	464	33.75%	£250.00	£337.62	£0.43	£1.27
12	Salvation Army	BR-A	1357	1196	233	19.48%	£80.00	£245.20	£0.27	£1.40

13	St Oswald's School (Social Care)	BR-B	1488	1329	353	26.56%	£110.00	£245.20	£0.27	£1.01
14	St. Oswald's Church Centre	BR-C	1768	1529	550	35.97%	£107.50	£337.62	£0.29	£0.81
15	St Georges Social Club	BR-D	1306	1184	322	27.20%	£120.00	£245.20	£0.31	£1.13
16	Cookley Village Hall *	CO-A	1972	1662	517	31.11%	£300.00	£675.23	£0.59	£1.89
17	Franch Community Church	FR-A	1748	1522	476	31.27%	£125.00	£337.62	£0.30	£0.97
18	St Barnabas Community Hall	FR-B	1324	1110	362	32.61%	£75.00	£245.20	£0.29	£0.88
19	Kidderminster Carolians Rugby Football Club	FR-C	2527	2254	627	27.82%	£90.00	£337.62	£0.19	£0.68
20	St John Ambulance	GR-A1, GR-A2	2400	2072	615	29.68%	£120.00	£337.62	£0.22	£0.74
21	Fred Bennett Community Centre	GR-B, GR-C1, GR-C2	1646	1456	345	23.70%	£440.00	£337.62	£0.53	£2.25
22	Milton Hall Baptist Church	GR-D1, GR-D2	1055	949	239	25.18%	£125.00	£245.20	£0.39	£1.55
23	Kidderminster Harriers Social Club	GR-E	798	690	159	23.04%	£25.00	£337.62	£0.53	£2.28
24	Kidderminster County Buildings	HA-A1	1021	829	270	32.57%	£30.00	£191.93	£0.27	£0.82
25	Kidderminster County Buildings	HA-A2, HA-C	2447	1981	595	30.04%	£30.00	£284.35	£0.16	£0.53
26	Habberley Church Hall	HA-B1, HA-B2	1746	1521	472	31.03%	£100.00	£337.62	£0.29	£0.93
27	Scout Headquarters	LI-A	1804	1538	412	26.79%	£110.00	£337.62	£0.29	£1.09
28	Stourport Community Centre	LI-B	730	626	196	31.31%	£110.00	£245.20	£0.57	£1.81
29	Burlish Park Primary School	LI-C, LI-D	1849	1637	434	26.51%	£0.00	£284.35	£0.17	£0.66
30	Burlish Park Primary School	LI-D	1095	954	304	31.87%	£0.00	£191.93	£0.20	£0.63

31	10:32 @ Half Crown Wood, Stourport Primary School	MI-D, MI-A	2645	2233	597	26.74%	£50.00	£284.35	£0.15	£0.56
32	Old Rose and Crown	MI-B	1700	1477	426	28.84%	£500.00	£337.62	£0.57	£1.97
33	Wilden Village Hall	MI-C	605	546	137	25.09%	£150.00	£245.20	£0.72	£2.88
34	10:32 @ Half Crown Wood, Stourport Primary School	MI-D	1012	849	265	31.21%	£71.75	£191.93	£0.31	£1.00
35	St Chad's Church Hall	OF-A	1790	1597	486	30.43%	£42.50	£284.35	£0.20	£0.67
36	Offmore Community Centre	OF-B	2165	1914	653	34.12%	£46.82	£337.62	£0.20	£0.59
37	St Chad's Church Hall	OF-C	1414	1122	377	33.60%	£42.50	£284.35	£0.29	£0.87
38	The Y Centre	OL-A1	1230	1103	163	14.78%	£187.50	£245.20	£0.39	£2.65
39	Holy Innocents Community Hall	OL-A2	860	694	182	26.22%	£91.13	£245.20	£0.48	£1.85
40	St. Peter's Church Hall	OL-B	1540	1369	315	20.45%	£125.00	£337.62	£0.34	£1.47
41	Rock Village Hall *	RO-A, RO-C	881	748	249	28.26%	£190.00	£490.40	£0.91	£2.73
42	Far Forest Village Hall *	RO-B	1088	913	284	26.10%	£190.00	£490.40	£0.75	£2.40
43	Evangelical Church	SP-A1, SP-A2	1343	1181	206	15.34%	£62.50	£191.93	£0.22	£1.24
44	Evangelical Church	SP-B1, SP-B2	2302	1974	531	23.07%	£62.50	£284.35	£0.18	£0.65
45	Holy Innocents Community Hall	SP-C1, SP-C2	1984	1655	542	27.32%	£91.13	£337.62	£0.26	£0.79
46	Wolverley Memorial Hall *	WO-A	1786	1487	468	26.20%	£121.00	£675.23	£0.54	£1.70
47	Wribbenhall Parish Rooms	WR-A	3360	2823	982	29.23%	£16.67	£286.69	£0.11	£0.31
48	Wribbenhall Parish Rooms	WR-B, WR-C, WR-D	700	542	162	23.14%	£25.00	£245.20	£0.50	£1.67

TOTAL 76,893 65,917 19,893 30.18%

*Costs are not shared as the Polling Station administered only the European Parliamentary Election, as there were no local elections for the area.

EUROPEAN		Cost per Elector	Cost Per Vote @ Polling Station
Cost per Elector going to Polling Station (PV not included)	Average Cost	£0.38	£1.28
	Median Cost	£0.29	£0.95

Wyre Forest District Council Election Analysis – 22 May 2014

			1	2	3	4	5	6	7	8
Station No	Polling Place	District(s)	Total Electorate	Polling Station Electorate (Column 1 -Postal Votes)	Number of Votes Cast at Polling Station	Number of Votes Cast at Polling Station from Polling Station Electorate	Polling Station Cost (shared)	Staff Costs for Polling Station (shared)	Cost of Polling Station per elector (columns 5+6 / 2)	Cost Per Vote @ Polling Station (columns 5+6 / 3)
1	Kidderminster Harriers Social Club	AG-A	1486	1239	363	29.30%	£25.00	£245.20	£0.22	£0.74
2	Heronswood Primary School	AG-B	2009	1744	503	28.84%	£80.00	£191.93	£0.16	£0.54
3	Heronswood Primary School	AG-B	1745	1519	494	32.52%	£80.00	£284.35	£0.24	£0.74
4	Areley Kings Village Hall	AK-A, AK-C	2702	2321	866	37.31%	£97.50	£337.62	£0.19	£0.50
5	Walshes Community Centre	AK-B	1996	1799	513	28.52%	£55.78	£337.62	£0.22	£0.77
6	Riverside Elim Church	BE-A, BE-C	2483	2102	798	37.96%	£66.67	£225.08	£0.14	£0.37
7	St Anne's CE Primary School	BE-B	2212	1845	725	39.30%	£33.33	£225.08	£0.14	£0.36
8	Shatterford Village Hall	BE-D, BE-F	372	307	96	31.27%	£25.00	£245.20	£0.88	£2.81
9	Pound Green & Button Oak Community Hall	BE-E	207	159	67	42.14%	£65.00	£245.20	£1.95	£4.63
10	Blakedown Parish Room	BL-A, BL-B, BL-C	1547	1336	515	38.55%	£132.50	£245.20	£0.28	£0.73
11	Chaddesley Corbett Village Hall	BL-D, BL-E, BL-F, BL-G, BL-H	1744	1380	466	33.77%	£250.00	£337.62	£0.43	£1.26
12	Salvation Army	BR-A	1381	1220	235	19.26%	£80.00	£245.20	£0.27	£1.38
13	St Oswald's School (Social Care)	BR-B	1512	1349	355	26.32%	£110.00	£245.20	£0.26	£1.00
14	St. Oswald's Church Centre	BR-C	1780	1540	550	35.71%	£107.50	£337.62	£0.29	£0.81
15	St Georges Social Club	BR-D	1339	1216	326	26.81%	£120.00	£245.20	£0.30	£1.12

Agenda Item No. 11

16	Cookley Village Hall	CO-A								
17	Franch Community Church	FR-A	1762	1536	477	31.05%	£125.00	£337.62	£0.30	£0.97
18	St Barnabas Community Hall	FR-B	1328	1114	363	32.59%	£75.00	£245.20	£0.29	£0.88
19	Kidderminster Carolians Rugby Football Club	FR-C	2537	2265	629	27.77%	£90.00	£337.62	£0.19	£0.68
20	St John Ambulance	GR-A1, GR-A2	2436	2106	615	29.20%	£120.00	£337.62	£0.22	£0.74
21	Fred Bennett Community Centre	GR-B, GR-C1, GR-C2	1705	1515	348	22.97%	£440.00	£337.62	£0.51	£2.23
22	Milton Hall Baptist Church	GR-D1, GR-D2	1094	988	240	24.29%	£125.00	£245.20	£0.37	£1.54
23	Kidderminster Harriers Social Club	GR-E	818	709	159	22.43%	£25.00	£337.62	£0.51	£2.28
24	Kidderminster County Buildings	HA-A1	1027	835	270	32.34%	£30.00	£191.93	£0.27	£0.82
25	Kidderminster County Buildings	HA-A2, HA-C	2463	1996	596	29.86%	£30.00	£284.35	£0.16	£0.53
26	Habberley Church Hall	HA-B1, HA-B2	1756	1531	475	31.03%	£100.00	£337.62	£0.29	£0.92
27	Scout Headquarters	LI-A	1810	1544	414	26.81%	£110.00	£337.62	£0.29	£1.08
28	Stourport Community Centre	LI-B	730	626	196	31.31%	£110.00	£245.20	£0.57	£1.81
29	Burlish Park Primary School	LI-C, LI-D	1859	1647	435	26.41%	£0.00	£284.35	£0.17	£0.65
30	Burlish Park Primary School	LI-D	1098	958	306	31.94%	£0.00	£191.93	£0.20	£0.63
31	10:32 @ Half Crown Wood, Stourport Primary School	MI-D, MI-A	2661	2249	597	26.55%	£50.00	£284.35	£0.15	£0.56
32	Old Rose and Crown	MI-B	1709	1487	427	28.72%	£500.00	£337.62	£0.56	£1.96
33	Wilden Village Hall	MI-C	607	548	137	25.00%	£150.00	£245.20	£0.72	£2.88
34	10:32 @ Half Crown Wood, Stourport Primary School	MI-D	1019	858	265	30.89%	£71.75	£191.93	£0.31	£1.00
35	St Chad's Church Hall	OF-A	1828	1629	487	29.90%	£42.50	£284.35	£0.20	£0.67
36	Offmore Community Centre	OF-B	2183	1931	659	34.13%	£46.82	£337.62	£0.20	£0.58
37	St Chad's Church Hall	OF-C	1420	1129	379	33.57%	£42.50	£284.35	£0.29	£0.86
38	The Y Centre	OL-A1	1243	1115	163	14.62%	£187.50	£245.20	£0.39	£2.65
39	Holy Innocents Community Hall	OL-A2	878	713	184	25.81%	£91.13	£245.20	£0.47	£1.83
40	St. Peter's Church Hall	OL-B	1564	1390	315	22.66%	£125.00	£337.62	£0.33	£1.47
41	Rock Village Hall	RO-A, RO-C								

42	Far Forest Village Hall	RO-B								
43	Evangelical Church	SP-A1, SP-A2	1402	1234	208	16.86%	£62.50	£191.93	£0.21	£1.22
44	Evangelical Church	SP-B1, SP-B2	2330	2002	538	26.87%	£62.50	£284.35	£0.17	£0.64
45	Holy Innocents Community Hall	SP-C1, SP-C2	2003	1675	547	32.66%	£91.13	£337.62	£0.26	£0.78
46	Wolverley Memorial Hall	WO-A								
47	Wribbenhall Parish Rooms	WR-A	3363	2827	985	34.84%	£16.67	£286.69	£0.11	£0.31
48	Wribbenhall Parish Rooms	WR-B, WR-C, WR-D	706	547	162	29.62%	£25.00	£245.20	£0.49	£1.67
TOTAL			71,854	61,780	18,448	29.86%	4,273	12,184		

DISTRICT		Cost per Elector	Cost Per Vote @ Polling Station
Cost per Elector going to Polling Station (PV not included)	Average Cost	£0.34	£1.20
	Median Cost	£0.27	£0.87

Bewdley Town Council Elections Analysis – 22 May 2014

			1	2	3	4	5	6	7	8
Station No	Polling Place	District(s)	Total Electorate	Polling Station Electorate (Column 1 -Postal Votes)	Number of Votes Cast at Polling Station	Number of Votes Cast at Polling Station from Polling Station Electorate	Polling Station Cost (shared)	Staff Costs for Polling Station (shared)	Cost of Polling Station per elector (columns 5+6 / 2)	Cost Per Vote @ Polling Station (columns 5+6 /3)
6	Riverside Elim Church	BE-A, BE-C	2213	1898	740	38.99%	£66.67	£225.08	£0.15	£0.39
7	St Anne's CE Primary School	BE-B	2212	1845	723	39.19%	£33.33	£225.08	£0.14	£0.36
47	Wribbenhall Parish Rooms	WR-A	3363	2827	985	34.84%	£16.67	£286.69	£0.11	£0.31
TOTAL			7,788	6,570	2,448	37.26%	£116.67	£736.84		

BEWDLEY TOWN		Cost per Elector	Cost Per Vote @ Polling Station
Cost per Elector going to Polling Station (PV not included)	Average Cost	£0.13	£0.35
	Median Cost	£0.14	£0.36

TERMS OF REFERENCE

POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

New ward boundaries for the Wyre Forest District Council authority area, as determined by the Local Government Boundary Commission for England, will be implemented in May 2015.

In reviewing its polling districts and polling places, the Council will seek to ensure that:

Polling Districts

- Each ward will consist of one or more polling districts and every part of a ward will be contained within one polling district
- Each polling district offers reasonable facilities for voting for all its electors, as far as is practical in the circumstances

Polling Places

- So far as reasonable and practicable, the polling places are accessible to all electors and, when designating a polling place, there will be regard to the accessibility needs of all people
- Polling places are located in an area of the corresponding polling district unless special circumstances make it desirable to designate an area that is wholly or partly outside the polling district
- All electors have such reasonable facilities for voting as are practicable in the circumstances
- Polling places are not so large that it is not clear to electors how they will be able to gain access to the polling station

Furthermore, the Electoral Commission (an independent body set up by the UK Parliament that sets standards for well run elections) recommends that a polling station should not have more than 2,500 electors allocated to it

Glossary of Terms

- **Ward** – a specific area of the district, defined for electoral, administrative and representational purposes
- **A polling district** – is usually a smaller area than a Ward. It may consist of the area of a parish or be a geographical subdivision of a parish
- **A polling place** - is an area, usually within a polling district, in which a polling station(s) are located
- **A polling station** - this is a room in which electors vote at the time of an election

WYRE FOREST DISTRICT COUNCIL

COUNCIL
30TH JULY 2014

Pay Policy Statement and Pensions Discretions

OPEN	
CABINET MEMBER:	Councillor N J Desmond
RESPONSIBLE OFFICER:	Solicitor To the Council
CONTACT OFFICER:	Victoria Lee, Ext. 2774 vickie.lee@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Updated pay policy statement Appendix 2 – Statement of policy on discretionary powers under the Local Government Pension Scheme Regulations 2013

1. PURPOSE OF THE REPORT

- 1.1 To advise the Council of the requirement to update the Council's Pay Policy Statement under the Localism Act 2011, to reflect changes to pay approved and made as part of the Council's medium term financial strategy.
- 1.2 To advise the Council of the requirement to determine the Council's policy on certain discretionary powers under the Local Government Pension Scheme Regulations 2013 and other regulations.

2. RECOMMENDATION

2.1 Council is asked to APPROVE:

- 2.1.1 **Adoption of the updated pay policy statement attached as Appendix 1 for the financial year 2014-15 and each subsequent financial year (until it is amended by Council);**
- 2.1.2 **The delegations to the Appointment and Appeals Committee as amended in the statement.**

2.2 The Council is asked to ADOPT:

- 2.2.1 **The statement of policy on discretionary powers in respect of pensions as set out in Appendix 2 to take immediate effect.**

3. BACKGROUND

- 3.1 Section 38 (1) of the Localism Act requires English and Welsh local authorities to produce a Pay Policy Statement ('the statement'). The Act requires the statement to range over disparate aspects of remuneration policy.
- 3.2 The statement must set out policies relating to:
- (a) The remuneration of its chief officers,
 - (b) The remuneration of its lowest paid employees, and
 - (c) The relationship between –
 - i. The remuneration of its chief officers, and
 - ii. The remuneration of its employees who are not chief officers
- 3.3 The statement must stage the definition of "lowest paid employees" and the authority's reasons for adopting that definition.
- 3.4 The statement must include policies relating to –
- (a) The level and elements of remuneration for each chief officer
 - (b) Remuneration of chief officers on recruitment
 - (c) Increases and additions to remuneration for each chief officer
 - (d) The use of performance-related pay for chief officers
 - (e) The use of bonuses for chief officers
 - (f) The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) The publication of and access to information relating to remuneration of chief officers
- 3.5 The definition of "chief officer" in the Act is much wider than the Corporate Leadership Team and includes deputy chief officers as defined in the Local Government and Housing Act 1989, i.e. certain managerial staff who report to chief officers.
- 3.6 The Local Government Pension Scheme (LGPS) in England and Wales has been amended from 1 April 2014 so that benefits accruing for service after 31 March 2014 will accrue on a Career Average Re-valued Earnings (CARE) basis, rather than on a final salary basis.
- 3.7 The provisions of the CARE scheme, together with the protections for members' accrued pre 1 April 2014 final salary rights, are contained in the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014.
- 3.8 As a result of the changes, Scheme employers participating in the LGPS in England or Wales have to formulate, publish and keep under review a Statement of Policy on certain discretions which they have the power to exercise in relation to members of the CARE Scheme.

- 3.9 The proposed Statement of Policy on the exercise of discretions to be applied by Wyre Forest District Council is attached as Appendix 2. Council is asked to approve the contents and publication of this Statement of Policy.

4. KEY ISSUES

- 4.1 The updated Pay Policy Statement reflects changes to pay approved and implemented as part of the Council's medium term financial strategy.
- 4.2 The updated statement clarifies the Council policy on the payment of "lowest paid employees" in relation to the Living Wage as calculated by the Centre for Research in Social Policy at Loughborough University. Apprentices are paid a percentage rate in accordance with the Living Wage.
- 4.3 The updated statement provides details of local pay rates for all staff for the period 2014 to 2018 and sets out the intention to return to national pay bargaining from April 2018 in accordance with the implementation of changes to terms and conditions of service for all staff as approved by Council through the current medium term financial strategy.
- 4.4 The updated statement clarifies that the Appointments and Appeals Committee takes decisions on any settlement agreements (was "compromise agreements") in respect of the Chief Executive, or any JNC Chief Officer or Deputy Chief Officer.
- 4.5 The updated statement provides for power to enter into settlement agreements in respect of all other employees to be delegated to the Chief Executive. Council's formal agreement to this delegation will be required
- 4.6 As provided in the current Pay Policy Statement, the updated statement has been drafted with a view to not having to update it every year, for example because of annual pay increases. In order also to provide some leeway for the Appointments and Appeals Committee in undertaking recruitment, the pay for the most senior posts is stated as falling within a pay range. This does not undermine the current arrangements for spot pay but allows the Council flexibility to make some adjustments in the future without the need to have to amend its pay policy statement.
- 4.7 The policy statement has been updated in respect of additional payments, ensuring the statement addresses all pay elements specifically required under the Act.
- 4.8 The relationship between the pay of chief officers as defined in the Act and staff who are not chief officers is set out as a pay multiple.

5. FINANCIAL IMPLICATIONS

- 5.1 None arising from the process of adoption of the pay policy statement or the statement of policy on pension discretions. However how the Council chooses

to exercise its discretions could give rise to potentially significant costs and the statement of policy in Appendix 2 in most cases indicates that the Council will not exercise its discretionary powers.

6. LEGAL AND POLICY IMPLICATIONS

6.1 The proposals in this report are necessary to comply with the 2011 Act and the 2013 Regulations.

7. EQUALITY IMPACT ASSESSMENT

7.1 An impact assessment has been carried out and there is no adverse impact.

8. RISK MANAGEMENT

8.1 No significant risks have been identified from the adoption of the pay policy statement or the policies on pension discretions.

9. CONCLUSION

9.1 The documents in the Appendices meet the statutory requirements of the Localism Act and the regulations governing the pension scheme, and are commended to members for consideration and adoption.

10. CONSULTEES

10.1 The Leader of the Council.

10.2 Corporate Leadership Team

11. BACKGROUND PAPERS

11.1 The Pay Policy Statement adopted by Council in February 2012 can be seen at this link:

<http://www.wyreforestdc.gov.uk/the-council/transparency-and-freedom-of-information/structure-and-staff.aspx>

11.2 Localism Act 2011 Chapter 8

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/8/enacted>

11.3 Local Government Pension Scheme Regulations 2013

<http://www.legislation.gov.uk/uksi/2013/2356/contents/made>

LGPS (Benefits, Membership and Contributions) Regulations 2007

<http://www.legislation.gov.uk/uksi/2007/1166/contents/made>

LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/525/contents/made>

APPENDIX 1

**WYRE FOREST DISTRICT COUNCIL
PAY POLICY STATEMENT
July 2014**

Introduction

1. This pay policy statement under section 38 of the Localism Act 2011 shall apply for the financial year 2014-15 and each subsequent financial year, until amended.
2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying:
 - the methods by which remuneration of all employees are determined, including the remuneration of its most senior staff;
 - the arrangements for ensuring the provisions set out in this statement are applied consistently throughout the Council.

The Council’s policies for setting remuneration

3. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and at times which those services are required.
4. With the exception of JNC Chief Officers and the Chief Executive, the Council uses the nationally negotiated pay spine as the basis for its local grading structure. The grade of a post is determined by application of an agreed Job Evaluation process. The value of scale points changes in line with national arrangements, including any “cost of living” increases. In accordance with the Council’s medium term financial strategy, the Council’s pay rates will be locally determined for the four year period April 2014 to March 2018, at which point the Council proposes to return to national pay bargaining.

Salary Band	Scale points	Annual pay range ¹ at 31 March 2014 (£)	Annual pay range at 1 April 2014 (£)	Annual pay range at 1 April 2015 (£)	Annual pay range at 1 April 2016 (£)	Annual pay range at 1 April 2017 (£)
C	11-13	14880 - 15598	15066 – 15793	15179 - 15911	15255 - 15991	15331 - 16071
D	14-17	15882 -	16081 –	16202 –	16283 -	16364 -

¹ Based on 37 hours per week

Agenda Item No. 12

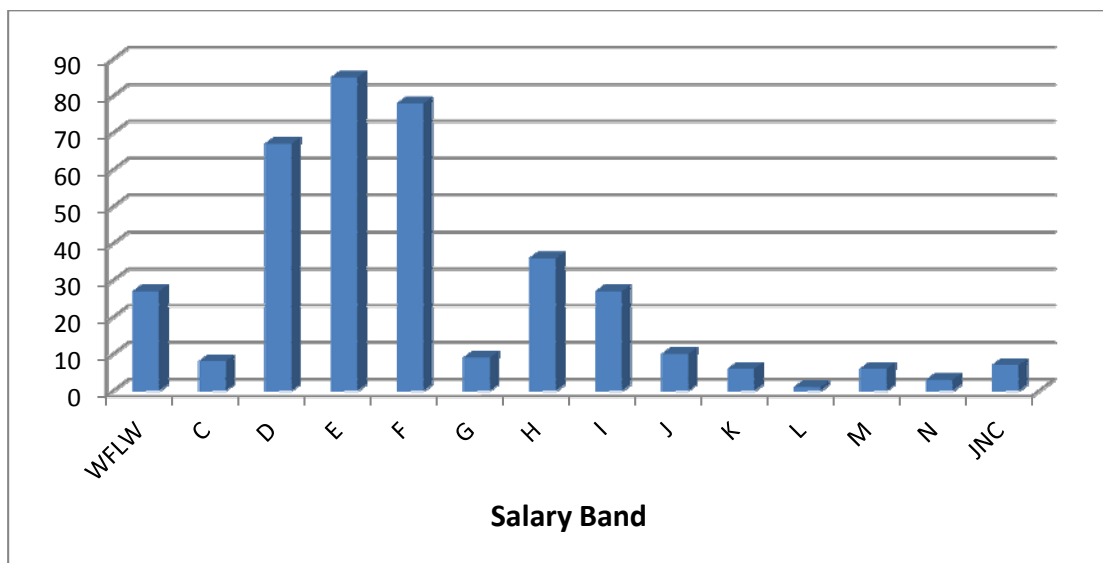
		16998	17210	17339	17426	17513
E	18-21	17333 - 19317	17550 – 19558	17682 - 19705	17770 - 19804	17859 – 19903
F	22-25	19817 - 21734	20065 – 22006	20215 - 22171	20316 – 22282	20418 – 22393
G	26-28	22443 - 23945	22724 - 24244	22894 - 24426	23008 - 24548	23123 – 24671
H	29-31	24892 - 26539	25203 - 26871	25392 - 27073	25519 - 27208	25647 – 27344
I	32-36	27323 - 30311	27665 - 30690	27872 - 30920	28011 - 31075	28151 – 31230
J	37-40	31160 - 33998	31550 – 34423	31786 - 34681	31945 - 34854	32105 – 35028
K	41-43	34894 – 36676	35330 - 37134	35595 - 37413	35773 - 37600	35952 – 37788
L	44-46	37578 - 39351	38048 - 39843	38333 - 40142	38525 - 40343	38718 – 40545
M	47-49	40254 - 42032	40757 - 42557	41063 - 42877	41268 - 43091	41474 – 43306
N	50-52	42968 - 44848	43505 - 45409	43831 - 45750	44050 - 45979	44270 – 46209

5. All other pay-related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
6. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capability. Where possible, the Council will ensure the requirement for such approaches is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
7. There are a number of pay points within each band. For staff not on the highest point within the band, there is a system of annual progression to the next point on the band, subject to satisfactory performance. Faster progression is possible under the Council's policy on merit increments.
8. With regard to equal pay requirements of the Equality Act 2010, the Council ensures that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed job evaluation mechanisms which directly relate pay grades to the requirements, demands and responsibilities of the role.

9. For JNC Chief Officers, Deputy Chief Officers and the Chief Executive, the Council uses spot pay rates. In accordance with the Council's medium term financial strategy, the Council's pay rates will be locally determined for the four year period April 2014 to March 2018, at which point the Council proposes to return to national pay bargaining for JNC Chief Officers and Chief Executives. In order to provide some flexibility in future decisions about recruitment or adjustments to pay of serving staff without the need to amend this policy statement, the statement sets a range within which salary for these posts will fall.

Grade	Range	Spot pay rate (value at time of preparation of this statement)
JNC CHIEF OFFICER	£70,000 - £80,000	£72,819
CHIEF EXECUTIVE	£100,000 - £110,000	£107,831
DEPUTY CHIEF OFFICER	£50,000-£62,000	Varies depending on responsibilities etc of post (4 posts on this grade as at 1 April 2014).

Number of employees by salary band



Chief Officers

10. The definition of 'Chief Officer' in section 43 of the Localism Act means that it includes many posts falling within the main pay scales. At the time of preparation of this statement, they include posts that range from Band J to Band N (although not all employees in those bands fall within the definition of 'chief officers').

11. The Council's policy and procedures with regard to recruitment of chief officers are set out in the Officer Employment Procedure Rules in Section 13 of the Council's Constitution. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with this pay policy statement and other relevant policies in place at the time of recruitment. In the case of recruitment of JNC Chief Officers and the Chief Executive, the decision on remuneration will be taken by the Appointments and Appeals Committee. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
12. Where the Council remains unable to recruit chief officers under a contract of service, or where there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider engaging individuals under contracts for service. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.
13. The Council does not normally pay any bonuses or performance related pay to its chief officers.

Additional payments to Chief Officers

14. In addition to basic salary, the Council may pay other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties, which could include returning officer fees or honoraria.

Lowest Paid Employees

15. The Council's definition of lowest paid employees is people employed in Band C of the Council's grading structure. This is because it is the lowest pay band operated by the Council for permanent staff who are not undergoing an apprenticeship. From time to time, the Council employs apprentices who are paid at a rate lower than Band C.
16. The Council will pay the Living Wage rate of £7.65 per hour. The Council will apply the living wage in subsequent years in line with the calculations made by the Centre for Research in Social Policy at Loughborough University. The Council will review this commitment in 2017, the review to be undertaken before the date in 2017 at which any increase is introduced for the national living wage rate.
17. Apprentices appointed by the Council from time to time will be paid at the following rates:

First year of Apprenticeship	Rate
Regardless of age	60% of Living Wage rate
Second year of Apprenticeship	Rate
Aged 16 – 18 years old	65% of Living Wage rate
Aged 19 – 20 years old	80% of Living Wage rate
Aged 21+	100% of Living Wage rate

Relationship between remuneration of chief officers and remuneration of employees who are not chief officers

18. The pay levels within the Council define the multiple between the median salary of its chief officers and the median salary of all employees. At the time of preparation of this policy statement, the ratio was 1:2.3. This calculation is based on employees in post and actual salaries as at July 2014. The Council's policy is that this ratio should remain below 1:3.

Payments on termination etc.

19. The Council's approach to statutory and discretionary payments on termination of employment is set out within its Redundancy Policy which includes the written statement in accordance with regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. At the time of preparation of this policy statement, the policy is:
- to pay statutory redundancy payments in accordance with the Employment Relations Act 1998, which provides for a maximum calculation equivalent to up to 30 weeks' pay. The payment will be based on an employee's actual weekly salary rather than the figure set by the Government.
 - not to make discretionary lump sum payments or to make payment in lieu of notice in cases of termination of employment
20. The Council's policy is normally not to make any awards under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 : this constitutes its written policy under the regulations.
21. The Council's decisions on use of powers to enter any Settlement Agreement under section 23 of the Enterprise and Regulatory Reform Act 2013 will be taken by the Appointments and Appeals Committee where the decisions relate to either the Chief Executive or a JNC Chief Officer. Decisions on entering Settlement Agreements with other employees will be taken by the Chief Executive.

Publication of information

22. This statement will be published on the Council's website www.wyreforestdc.gov.uk
23. In accordance with regulation 7 of the Accounts and Audit (England) Regulations 2011, for posts where the remuneration in a year is £50,000 or more, the Council's Annual Statement of Accounts will include a note setting out the total amount of
- salary, fees or allowances paid to or receivable by the person in the current and previous year;
 - any bonuses so paid or receivable by the person in the current and previous year;
 - any sums payable by way of expenses allowances that are chargeable to UK income tax;
 - any compensation for loss of employment and any other payments connected with termination;
 - any benefits received that do not fall within the above

The statement of accounts is available on the Council's website.

24. The Council also publishes information about remuneration of the Chief Executive, JNC Chief Officers and staff in the transparency section of its website: <http://www.wyreforestdc.gov.uk/cms/your-council-meet-and-elections/transparency.aspx>. This information is updated from time to time and includes a list of "chief officers" as defined in the Localism Act 2011.

APPENDIX 2

WYRE FOREST DISTRICT COUNCIL

STATEMENT OF POLICY

July 2014

Local Government Pension Scheme (LGPS)

Discretions

Under Regulation 60 (1) of the Local Government Pension Scheme Regulations 2013 Regulations No. 2356, each employer must formulate, keep under review and publish their policies on certain discretions contained within the LGPS Regulations. This statement is applicable to all employees of Wyre Forest District Council who are eligible to be members of the LGPS.

Application of this Policy is delegated to the Chief Executive in consultation with the Section 151 Officer and the HR Manager, with the exception of decisions relating to the Chief Executive and JNC Chief Officers, which will be for decision by the Appointments and Appeals Panel.

Regulations 16(2)(e) and 16(4)(d)

Whether, where an active Scheme member wishes to purchase extra annual pension of up to £6,500 (figure at 1 April 2014) by making Additional Pension Contributions (APCs), to contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).

Wyre Forest District Council will not fund in whole or in part any APC purchased either by periodical payments or lump sum.

Regulations 30(5) and 30(8)

Whether to waive any actuarial reductions for

- a) active members voluntarily retiring on or after age 55 to immediately draw benefits, and***
- b) for deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55***

Wyre Forest District Council will not normally waive any actuarial reduction in these circumstances.

Regulation 30(6) and 30(8)

Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the employer, reduce their working hours or grade, and, if so, as part of the agreement to permit flexible retirement:

- a) ***whether, in addition to the benefits the member has accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw***
- ***all, part or none of the pension benefits they accrued after 31 March 2008 and before 1 April 2014, and / or***
 - ***all, part or none of the pension benefits they accrued after 31 March 2014***
 -
- b) ***whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age***

Wyre Forest District Council will consider each application on its merits. It will normally grant the benefit contained in paragraph (a) where there is no detrimental impact on service delivery and there are no additional costs for the employer.

Wyre Forest District Council will not normally waive any actuarial reduction in paragraph (b) above as a result of the employee's flexible retirement.

Regulation 31

Power to grant extra annual pension of up to £6,500 (figure at 1 April 2014) to an active Scheme member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency

Wyre Forest District Council will not grant the benefit contained within this Regulation.

Regulations 30(2), 30(5), 30(A)(3) and 30(A)(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007

(Summary of the discretions to be exercised on and after 1 April 2014 in relation to scheme members (excluding councillor members) who ceased active membership between 1 April 2008 and 31 March 2014)

- i) ***Whether to grant applications for the early payment of deferred pension benefits on or after age 55 and before age 60***

- ii) whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to deferred benefits which are paid before age 65*
- iii) whether to grant applications for the early payment of a suspended tier 3 ill health pension on or after age 55 and before age 60*
- iv) whether, on compassionate grounds, to waive any actuarial reduction that would normally be applied to any suspended tier 3 ill health pension benefits which are brought back into payment before age 65*

Wyre Forest District Council will not grant the benefit contained within these regulations.

Paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014

Whether, as the 85 year rule does not (other than on flexible retirement) automatically apply to members who would otherwise be subject to it and who choose to voluntarily draw their benefits on or after age 55 and before age 60, to switch the 85 year rule back on for such members

Wyre Forest District Council will not exercise this discretion.

WYRE FOREST DISTRICT COUNCIL

COUNCIL
30TH JULY 2014

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATION FROM PLANNING COMMITTEE – 8TH JULY 2014

Purpose of Report

To consider recommendations from the Planning Committee 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 Planning Committee 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.

RECOMMENDATION TO COUNCIL	CABINET MEMBER
<p>Proposed Changes to Development Control Procedures and Protocols</p> <p>Recommend to Council:</p> <p>The proposed changes to the Officer Scheme of Delegation and the Pre-Application and Permitted Development Charges, in accordance with paragraphs 10.4 and 10.5 of the report to Planning Committee be approved.</p>	<p>Councillor John-Paul Champion</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
30TH JULY 2014

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATION FROM THE NOTICE OF DECISION OF CABINET MEMBER
(STRONG LEADER) –19TH JUNE 2014

Purpose of Report

To consider a recommendation from the Strong Leader Report 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 Strong Leader report. The policy documents, referred to below, have been posted on the Council's website.

RECOMMENDATIONS TO COUNCIL	CABINET MEMBER
<p>2013/14 Right to Buy Receipts (RTB)</p> <p>Recommend to Council:</p> <p>The 2013/14 Right to Buy Receipts (RTB) from Community Housing Group of £205,750 be allocated to Discretionary Facilities Grant (DFGs) in the 2014/15 Capital Programme, as detailed in paragraph 4.11 of the Strong Leader report.</p>	<p>Councillor Nathan Desmond</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
30TH JULY 2014

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE CABINET –22ND JULY 2014

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.

RECOMMENDATIONS TO COUNCIL (subject to the Cabinet meeting on 22nd July 2014)	CABINET MEMBER
<p>Maximising the Value of Council Property Assets</p> <p>Recommend to Council:</p> <p>The allocation of capital receipts from the sale of the land and buildings identified at 2.2 in the confidential report to Cabinet be agreed, to create an ‘evergreen’ fund to support future investment opportunities in developments that deliver further receipts for disposal or return on investment; that delegated approval be given to Cabinet to agree the appropriate investments upon which to spend such investment fund monies; and that delegation be granted to Cabinet to decide to add any future capital receipts to the evergreen investment fund as they deem appropriate.</p>	<p>Councillor John-Paul Campion</p>

WYRE FOREST DISTRICT COUNCIL

**Council
30th July 2014**

**Special Overview and Scrutiny Committee
23rd July 2014**

Review of Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley

The Committee considered two call in requests from the Independent Community and Health Concern (ICHC) and UK Independence Party (UKIP) groups regarding a decision made by the Cabinet Member for Resources and Transformation, under the Strong Leader Model, to endorse the proposal to shut the Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley.

The cost of running the two sites is approximately £50,000 a year, and the decision to close them contributes towards the savings of £213,000 that the revenues, benefits and hub service are required to achieve as agreed in the medium term financial strategy and budget for 2014-15 onwards.

The Committee raised concerns over the process by which the decision was made and the lack of consultation with members of the public and town councils.

Some members of the Committee felt that the closure of the satellite hubs would have a detrimental effect on the quality of service the Council provides as not all residents have access to use the telephone and on-line services, and rely on the face-to-face customer service contact. Some members questioned if the decision was in the best interest of the electorate as it might further alienate members of the public from the Council.

A suggestion was made to introduce a 'use it or lose it' policy for the hub in Stourport-on-Severn with a view to reviewing the usage after a period of time. The Committee asked if the usage of hubs had been affected by recent changes in policy; if this was the case and the hub system was seen to be outdated, a debate on the hub model should be held by Council.

Resolution of Overview and Scrutiny Committee:

To arrange for full Council to discharge the Committee's function to review or scrutinise decisions made, or other action taken, in connection with the discharge of functions which are the responsibility of the executive, namely the decision made by the Cabinet Member to endorse the proposal to shut the Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley.

Background papers attached:

Report to the Special Overview and Scrutiny, Wednesday 23rd July 2014.

CALL IN REQUEST

Cabinet Decision Minute No. INTENT NOTICE ISSUED on 15 MAY 2014

Decision Subject: REVIEW OF HUB SATELLITE OFFICES AT BENDLEY ON STOURPORT

For consideration by the relevant Scrutiny Committee

REASON FOR CALL IN (please tick as appropriate)

- checkboxes for reasons: significant change in policy, budgeting impact, public interest, legal issues

Specify below why you feel the above is a valid reason for the item to be 'called in' IT IS WRONG FOR A SINGLE MEMBER OF A 42 PERSON COUNCIL TO MAKE THIS CRUCIAL DECISION WITH OUR "STRONG LEADER" WITHOUT A FULL AND PROPER DEBATE

Please state your alternative proposal. (N.B. There is no requirement for you to have considered/developed an alternative proposal) TO REVIEW and RECOMMEND ALTERNATIVE METHODS OF FUNDING THIS OPERATION INSTEAD OF MAKING AN ARBITRARY DECISION TO CLOSE

To assist the efficient operation of the meeting, please set out below specific questions that you would like the Cabinet Member to address at the meeting. Is there any information that you would like to be obtained/researched by the Cabinet Member before the meeting? (N.B. This will not prevent you raising other questions/issues at the Scrutiny Committee itself) HOW MUCH CONSULTATION HAS THERE BEEN WITH WARD MEMBERS (DISTRICT, COUNTY and TOWN COUNCILS) and WITH THE PUBLIC PRIOR TO THE PRESS NOTICE OF CLOSURE?

1. Non-Cabinet Member Signed: Graham Ballinger 4/7/14 (GRAHAM BALLINGER)

2. Non-Cabinet Member Signed: Mary Rayner (MARY RAYNER) 4/7/14

3. Non-Cabinet Member Signed: Cliff Brewer (CLIFF BREWER) 4/7/14

4. Chairman or Vice-Chairman of the Overview and Scrutiny Committee Signed: Liz Davies (LIZ DAVIES)

CALL IN REQUEST

Cabinet Decision Minute No. N/A

Decision Subject: REVIEW OF WORCESTERSHIRE HUBS SATELLITE OFFICES BEWDLEY STOURPORT &

For consideration by the relevant Scrutiny Committee

REASON FOR CALL IN (please tick as appropriate)

- The decision would result in a significant change in agreed policy objectives
- The decision would have a significant budgeting impact
- The decision would stimulate significant public interest or controversy
- The decision would raise important legal issues

Specify below why you feel the above is a valid reason for the item to be 'called in'

NO CONSULTATION WITH RESIDENTS OR COUNCILLORS, INCLUDING STOURPORT & BEWDLEY TOWN COUNCILLORS REGARDING THE CLOSURE OF THE HUBS IN STOURPORT & BEWDLEY.

Please state your alternative proposal. (N.B. There is no requirement for you to have considered/developed an alternative proposal)

To assist the efficient operation of the meeting, please set out below specific questions that you would like the Cabinet Member to address at the meeting. Is there any information that you would like to be obtained/researched by the Cabinet Member before the meeting? (N.B. This will not prevent you raising other questions/issues at the Scrutiny Committee itself)

1. Non-Cabinet Member

Signed..... John Holda..... JOHN HOLDEN

2. Non-Cabinet Member

Signed..... Michael Wrench..... MICHAEL WRENCH

3. Non-Cabinet Member

Signed..... Martin Stooke..... MARTIN STOOKE

4. Chairman or Vice-Chairman of the Overview and Scrutiny Committee

Signed..... Ed Davies..... 10/7/14.

FORM 1

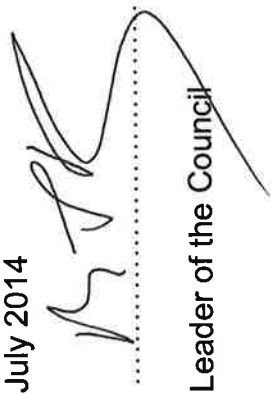
NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER

Under Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Councillor Marcus Hart, as Strong Leader, delegate the decision in respect of Review of Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley to the Cabinet Member detailed below:

Councillor Nathan Desmond, Cabinet Member for Resources and Transformation

Dated: 1st July 2014



Signed:
Leader of the Council

FORM 2

NOTICE OF DECISION OF CABINET MEMBER

Pursuant to Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to me by the Leader, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Review of Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley	To ENDORSE the proposal to shut the offices with effect from 29 August 2014 in view of the significant decline in usage.	The significant fall in usage to under 200 contacts a month across the two sites makes them financially unsustainable when there are other means by which services may be accessed, including on the website, by telephone and face-to-face in Kidderminster.	1 July 2014

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated: 1 July 2014

Signed: 

Councillor: ...Nathan Desmond...
Cabinet Member for Resources and Transformation

To: Councillor Nathan Desmond, Cabinet Member for Resources and Transformation

From: Ian Miller, Chief Executive

Ext. 2700

ian.miller@wyreforestdc.gov.uk

Date: 1 July 2014

REVIEW OF WORCESTERSHIRE HUB SATELLITE OFFICES AT BEWDLEY AND STOURPORT-ON-SEVERN

PURPOSE OF REPORT

1. To review the future of the hub satellite offices in Bewdley and Stourport-on-Severn.

RECOMMENDATION

2. That the Cabinet Member **ENDORSES** the proposal to shut the offices with effect from 29 August 2014 in view of the significant decline in usage.

BACKGROUND

- 3.1 The Worcestershire hub was created in 2003 as a single point of contact for face-to-face enquiries as well as other customer contact from telephone calls and e-mail. In Wyre Forest, the decision was taken to manage the service locally rather than be part of the shared service with the county council, and to concentrate telephone handling at the Town Hall in Kidderminster.
- 3.2 Usage at the two satellite offices in Stourport-on-Severn library and in Load Street, Bewdley has declined significantly in the last two years as a result of a range of factors:
 - A general shift away from face-to-face contact towards other channels, in particular the web site and social media. This is consistent with the experience in other sectors as digital routes increasingly become the norm for conducting transactions;
 - Worcestershire County Council now requires all blue badges, bus passes and waste permits to be applied for online through www.worcestershire.gov.uk;
 - The Council has changed how it receives cash payments, first implemented in January for customers in Stourport-on-Severn and extended to the whole district in April. There are now about 50 locations across Wyre Forest where residents can make payments to the Council

using Post Offices and shops that offer PayPoint, which has made paying the Council much more convenient and accessible to residents.

- 3.3 Detailed usage statistics are in Appendix A for Stourport-on-Severn and Bewdley. They demonstrate that customer contacts across the two sites have declined from over 1000 a month in September and October 2012 to barely 200 a month in the period from April to June 2014. The cost of running the two sites is about £50,000 a year meaning that each of these customer visits now costs the council about £20.

KEY ISSUES

- 4.1 The Council will continue to need to offer a range of customer access channels for the foreseeable future. Face-to-face customer contact will be available, in addition to other ways of accessing services by means of the website www.wyreforestdc.gov.uk or by telephone. The Council continues to increase the amount of self-service options on its website in order to provide greater flexibility to customers, who can access services at a time convenient for them, 24 hours a day.
- 4.2 In respect of Bewdley and Stourport-on-Severn, the case for change is simply too compelling. The Council cannot justify keeping the two locations open when it needs to save very significant sums of money as a result of Government grant reductions. It is therefore proposed that the satellite offices at Stourport-on-Severn and Bewdley will close on 29 August 2014 as a result of the significant decline in usage.
- 4.3 This change contributes to the overall targets for spending reductions under the medium term financial strategy and will allow the Council to continue to protect front-line services that local residents value most. As noted above, there is a range of other ways of accessing services on line or by telephone, and Kidderminster Town Hall is only a relatively short bus or car journey away for any resident who wishes to speak to a customer service adviser face-to-face. The Worcestershire Hub at the Town Hall, Kidderminster is open from Monday to Friday, from 8.30am to 5.00pm (10.00am to 5.00pm on Wednesdays). Home visits are also available for revenues, benefits and welfare customers if required – for example, in cases of disability.

5. FINANCIAL IMPLICATIONS

- 5.1 The closure of the two sites contributes approximately £50k towards the savings of £213k that the revenues, benefits and hub service are required to achieve as agreed in the medium term financial strategy and budget for 2014-15 onwards.
- 5.2 The release of the Load Street office allows achievement of either a capital receipt or revenue stream from alternative uses. The Council's use of space in Stourport-on-Severn Library is under a short-term licence and there are no cost implications from its termination.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 There are no specific legal requirements in respect of how the Council organises its customer service operations.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 The proposals in this report have been screened for their impact on the various equality strands. The impact has been assessed as either neutral or nil for all equality strands.

8. RISK MANAGEMENT

- 8.1 Although there will be full communication with members, residents and staff about the reason for change, there remains a risk of negative reaction in the press and from residents and the town councils. This will be managed through reiterating the facts about the case for change. Customers at the two sites will be informed of their closure several weeks in advance, thus providing the opportunity for them to establish their preferred alternative means of accessing services in future.
- 8.2 Staffing reductions within the hub are being managed in accordance with the Council's policies on redundancy and redeployment.

9. CONSULTEES

- 9.1 Cabinet members and Corporate Leadership Team.

10. BACKGROUND PAPERS

- 10.1 None.

Appendix A

Number of customer contacts at Stourport-on-Severn and Bewdley, August 2012 to June 2014

