

Open

Council

Agenda

6pm
Wednesday, 25th May 2016
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

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5. This Agenda can be made available in larger print on request; if you require a copy please contact:

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



COUNCIL MEETING

17th May 2016

TO ALL MEMBERS OF THE COUNCIL AND HONORARY ALDERMAN

PRESS AND PUBLIC

Dear Member

YOU ARE INVITED to attend a meeting of the Wyre Forest District Council to be held **at 6.00pm on Wednesday 25th May 2016**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely,

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

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 the Council’s 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.

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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

Council

Wednesday, 25th May 2016

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 Pastor Rob Palmer, Franche Community Church, Kidderminster.	
2.	Election of Chairman To elect a Chairman of the Council for this Municipal Year.	
3.	Chairman – Investiture and Declaration of Acceptance of Office To invest the Chairman of the Council with the Chain of Office after which the Chairman will make his or her Declaration of Acceptance of Office.	
4.	Chairman’s Response The Chairman of the Council will express thanks for his or her election.	
5.	Retiring Chairman The Leader of the largest political group will thank the retiring Chairman of the Council.	
6.	Retiring Chairman – Presentation of Badges To present the retiring Chairman of the Council with a Past Chairman’s Badge. The retiring Chairman may wish to respond.	
7.	Appointment of Vice-Chairman To appoint a Vice-Chairman of the Council for this Municipal Year.	
8.	Vice-Chairman – Investiture and Declaration of Acceptance of Office To invest the Vice-Chairman of the Council with his or her Badge of Office after which the Vice-Chairman will make a Declaration of Acceptance of Office.	

9.	Apologies for Absence	
10.	<p>Declarations of Interests by Members</p> <p>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.</p> <p>Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.</p>	
11.	<p>Minutes</p> <p>To confirm as a correct record the Minutes of the special meeting and the Minutes of the meeting both held on 24th February 2016.</p>	10
12.	<p>Public Participation</p> <p>To receive a petition from Residents Against Town Seating (RATS). The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for up to a maximum of 15 minutes.</p> <p><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></p>	
13.	<p>Questions</p> <p>Three 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>	23
14.	<p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p> <p>To receive any communications from the new Chairman of the Council.</p>	24
15.	<p>Political and Constitutional Structures 2016/2017</p> <p>To consider a report from the Solicitor to the Council on the proposed political and constitutional structures for 2016/2017.</p>	25

16.	<p>Members' Annual Activity Reports and Attendance 2015/2016</p> <p>To note the schedule of Members' Annual Reports giving details of their activities in their role as District Councillors for the 2015/2016 municipal year and to receive a record of Members' attendance for the 2015/2016 municipal year.</p> <p><i>These reports have been circulated electronically and a public inspection copy is available on request. (See front cover for details.) Copies will also be available with the pre council refreshments.</i></p>	60
17.	<p>Annual Reports for the Municipal Year 2015/2016</p> <p>(a) Cabinet</p> <p>(b) Overview & Scrutiny Report</p> <p>(c) Ethics and Standards Committee</p>	62 66 72
18.	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
19.	<p>Motions Submitted under Standing Orders</p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1)</p> <p>1. Motion from Councillor N Knowles, Labour Group Leader</p> <p>This Council calls on NHS Wyre Forest Clinical Commissioning Group and Worcestershire Acute Hospitals Trust to reverse their decision to close the GP Unit – "A" Ward at Kidderminster Hospital and to keep it open.</p>	
20.	<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>	
21.	<p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>a. Recommendations from Cabinet 8th March 2016</p> <ul style="list-style-type: none"> • Green Street Depot Project <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>	75

22.	<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>	
23.	<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

24.	<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>	
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WYRE FOREST DISTRICT COUNCIL

SPECIAL COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

24TH FEBRUARY 2016 (6PM)

Present:

Councillors: C Rogers (Chairman), A T Hingley (Vice-Chairman), S Arnold, J Aston, J Baker, G W Ballinger, R Bishop, J-P Campion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, J Greener, I Hardiman, S Harrington, J A Hart, M J Hart, N Knowles, D Little, T A Muir, F M Oborski MBE, J Phillips, J D Smith, S J Williams, G C Yarranton, K Henderson, Mrs L Henderson, T L Onslow and J A Shaw.

C.1 Prayers

Prayers were said by Pastor Rob Palmer of Franche Community Church, Kidderminster.

C.2 Apologies for Absence

Apologies for absence were received from Councillor M Rayner.

C.3 Declarations of Interests by Members

There were no declarations of interests.

C.4 Electoral Arrangements for Wyre Forest District Council

Council received a report from the Chief Executive which asked Council to decide whether or not to change the cycle of elections for Wyre Forest District Council.

The Leader of the Council presented the report to Council and stated that he hoped history would be made in the chamber this evening. The Council had elected Members in thirds since 1974. Other local authorities and Worcestershire County Council elected their Members every four years and he believed that the community wished for elections every four years. The financial savings could generate approximately £200k over a four year period and this was an opportunity that the Council could not afford to miss. A public consultation had been conducted with 70% supporting the proposal. Six parish councils had responded and they were also in favour.

A lengthy debate ensued with some Members perceiving that yearly elections would be good for the district Council.

In response to a question raised by a Member, the solicitor to the Council responded that the reason why judicial review was mentioned in the report was that it was a significant governance item which would require a decision by Council. There could also be a risk to the Council's reputation as the item was significant. She reiterated that Council had voted on other measures that had had contributed to considerable savings and informed Members that there were not many Council decisions that required a special majority but this decision did.

Some Members perceived that moving to elections every four years was not good for democracy.

Many Members supported the proposal and commented that the Council could not ignore the savings that could be made. It was also thought that it was very confusing for members of the public to have elections every year and it was also difficult for the Council to plan for the medium term.

Upon a vote, the decision to move to four yearly elections was carried by more than two thirds of Councillors voting in favour (27 for, 5 against).

Decision:

It be resolved that under sections 32 and 33 of the Local Government and Involvement in Public Health Act 2007, whole council elections in May 2019 be implanted and every four years thereafter.

The meeting ended at 6.51pm.

WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

24TH FEBRUARY 2016 (6.51PM)

Present:

Councillors: C Rogers (Chairman), A T Hingley (Vice-Chairman), S Arnold, J Aston, J Baker, G W Ballinger, R Bishop, J-P Campion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, J Greener, I Hardiman, S Harrington, J A Hart, M J Hart, N Knowles, D Little, T A Muir, F M Oborski MBE, J Phillips, J D Smith, S J Williams, G C Yarranton, K Henderson, Mrs L Henderson, T L Onslow and J A Shaw.

C.63 Apologies for Absence

Apologies for absence were received from Councillor M Rayner.

C.64 Declarations of Interests by Members

Dispensation be granted to Councillors N J Desmond, J Hart, M J Hart, N Knowles, D Little and T Onslow to enable them to participate in the consideration of a motion submitted under Standing Orders relating to the Housing and Planning Bill.

C.65 Minutes

Decision: The minutes of the meeting held on 9th December 2015 be confirmed as a correct record and signed by the Chairman.

C.66 Public Participation

There was no public participation.

C.67 Questions

Seven questions had been submitted in accordance with Standing Order A5 by Members of the Council.

Councillor T Muir left the meeting at 6.53pm and returned at 6.54pm.

1. Question from Councillor S Harrington to the Cabinet Member for Planning and Economic Regeneration

Who decided to focus on a music based heritage trail, rather than the carpet industry?

2. Question from Councillor S Harrington to the Cabinet Member for Planning and Economic Regeneration

Why have the town centre improvement works taken so long, with the inherent costs involved i.e. labour costs?

3. Question from Councillor S Harrington to the Cabinet Member for Planning and Economic Regeneration

Who checks to see work is carried out in a reasonable time frame?

4. Question from Councillor S Harrington to the Cabinet Member for Planning and Economic Regeneration

Who checks to see that work is carried out to the required standard?

5. Question from Councillor S Harrington to the Cabinet Member for Planning and Economic Regeneration

Is it feasible to replace record seating with original seats we believe are now in store, or new seats reflecting carpet industry?

Answer to all questions from the Cabinet Member for Planning and Economic Regeneration

The Cabinet Member for Planning and Economic Regeneration responded that he presumed it was Kidderminster Town Centre the questions related to and replied it was the Council that had decided on a music heritage trail following consultation from the Overview & Scrutiny Committee and Cabinet. The reason why the town centre improvements have taken so long is that the Council needs to get it right. The works are checked by a team of professional experts who are overseeing the project on behalf of the Council.

Supplementary question from Councillor S Harrington

Many Members of the public have come to me to say they think it's a bit of a mess although I support what has been done in the town. There are obviously problems so as you tell us somebody is checking it, what are the remedial works if they are checking it?

Answer from the Cabinet Member for Planning and Economic Regeneration

The reason it has taken so long is because we are determined that it will be finished to the right standard. It has taken us a long time to find the money to be able to do it and therefore I am determined it will be finished to a standard of exceptional quality and we have already seen a large area of the square outside T J Hughes relaid. I indeed will not rest until we are satisfied that the work is to the standard we originally set out in the consultation and the Members briefing that was held.

Like the leisure centre, which has been overseen by the Leader and will be delivered on time, it's an excellent example of the Conservatives delivering within timescales but Kidderminster town centre is a difficult project. We haven't seen it go the way we would like but instead of saying we'll accept less than best, we're saying no, it will take longer and hope you will agree with me that it is worth that gamble. I do agree with some of the comments on the Kidderminster Shuttle online, some are spot on and to quote kiddyharrier1, "we need to build for future generations, please continue with future leisure investment, the town needs a leisure park like so many other towns to keep the younger generations here". There is another comment "they could stand by and do nothing but although they won't and it's not always the correct decision, we will not stand still, they are trying to invest in the town and bring a much more modern feel".

That's what we are trying to do and I hope you would agree with me that it's better to get it right and on time but ultimately if we can't achieve both, it's better to get it right.

6. Question from Councillor N Knowles to the Leader of the Council

Does the Leader of Council feel embarrassed at telling the people of Wyre Forest that Wyre Forest District Council will enjoy a Council tax freeze for 2 years when he and his team at County Hall – Clee, Campion, Desmond, Hart, Hingley, Muir and Yarranton will be voting for a 4% Council tax increase for Council tax payers of Worcestershire which includes all of those in Wyre Forest whom they told would not have a Council tax increase for 2 years and would he now like to publicise the Worcestershire County Council tax increase of 4% and the Conservative voting record at County Hall.

Answer from the Leader of the Council

The short answer is no. Why on earth would I feel embarrassed about imposing a council tax freeze on our electorate for 2 years, it's something we committed to in our manifesto last year leading up to the 2015 elections. That was in the Conservative newsletters, that's the reasons why there are 23 this side of the chamber. Nice of you to say some of our Conservative county colleagues are in my team, but when you say that I would now like to publicise the Worcestershire County Council increase by 4%. Let's be factually correct, 3.9%, which I accept is nearly 4% but made up of a council tax increase of 1.94% and a social care levy which will appear differently on council tax bills of 2% and the county council and its financial position with social care, looked after children and vulnerable adults, it is an wholly different place from this Council. Will I publicise the voting record? I'm sure he was watching the webcast on 11th February when the budget debate was held in public, it was publicised in the council agenda, and for the public record it was a named result so frankly what a ridiculous thing to say.

Supplementary question from Councillor N Knowles

Hope he would admit the reason for all these shenanigans about doing things, people voting one way here and voting other way at county is because of tremendous cutbacks and wondered if he would comment on that Wyre Forest is actually being punished doubly.

Supplementary answer from the Leader of the Council

The letters in last week's Kidderminster Shuttle say they can't trick us and refers to it as being sleight of hand and tonight we have shenanigans, you can't trick electorate either. Yes, there are of course very tremendous government reductions, ones that are necessary to balance the books which your government left us in.

Councillor Arnold left the meeting at this point, 19.02pm.

7. Question from Councillor S Harrington to the Leader of the Council

Does the leader support The Promoting of Fundamental British Values in our Schools in line with National Government?

Answer from the Leader of the Council

Yes I do

Supplementary question from Councillor S Harrington

If he does, will he write to schools in our borough and ask them to fly the union jack and sing the national anthem in assembly?

Supplementary answer from the Leader of the Council.

Education is not a matter for the district council, it is a matter for county council. It's really not my place as Leader of the Council to write to schools. Some of you are school governors and I'm sure Councillor Harrington is one, and perhaps they can use their influence to raise the matter. Whilst I have a personal view on such matters, I will leave those to myself and it's not something I am proposing to do.

C.68 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 informed Members that he had attended parish council meetings in the area, and advised that parish councils were happy for the support.

He announced that he was holding a charity ball on 1st April at the Granary and welcomed everyone.

He also thanked those councillors that would no longer be standing at the end

of the municipal year, they had served the council well. He thanked everyone for the help he had received.

C.69 Leader's Announcements and Report

The Leader's report was circulated and Members were advised that Worcestershire would be taking about 50 refugees in 2016. He did not know how the split would happen. Worcestershire devolution had been slightly delayed because the meeting with the Secretary of State had been postponed.

He was delighted to announce that Wyre Forest House continued to generate external income and new tenants had moved into the building. The Corporate Leadership Team would be moving out of their office suite to offices on the ground floor.

C.70 Motions Submitted Under Standing Order No. D1 (1)

Two motions had been received in accordance with Standing Orders (Section 7, 4.1).

1. Motion received from Councillor J Shaw, Labour Group on Transatlantic Trade and Investment Partnership

Councillor S Arnold came back to the meeting at this time, 7.09pm.

Councillor Shaw took members through the motion and stated that the council should not put out council services out for tender. He had been contacted by a member of the public to bring the item to council so the Local Government Association could be lobbied. He was seeking support from Council because the Labour Group valued public services and not those of American corporate companies.

A debate took place and upon a vote the motion was defeated.

Councillor S Fearn left the meeting at 7.27pm and returned at 7.29pm.

The following motion received from the Labour Group on Transatlantic Trade and Investment Partnership not be agreed:

Council notes the trade negotiations known as "TTIP" taking place between the European Union and the United States of America.

Council is concerned about the possible implications for the delivery of public services, including those for which local authorities have responsibility, should the negotiations result in an agreement.

Council understands that consideration is being given to a proposal to require local authorities to put out to tender any service which a private company would seek to run.

Council opposes this proposal and urges the Local Government

Association to make strenuous representations to all relevant agencies for its removal.

2. Motion received from Councillor J Shaw, Labour Group on Housing and Planning Bill

Councillor Shaw explained his motion and stated that some rental properties were not fit for human habitation in that some had serious damp problems, broken boilers and dangerous wiring. Figures from Shelter showed that 1 in 3 private rented homes did not meet the required standard.

A robust debate took place. Some Members felt that the majority of landlords did follow the law with regard to renting properties with others saying that as a local authority the Council ensure the landlords are answerable to their tenants.

Upon a vote, the motion was defeated.

Councillor J Baker left the meeting at 7.57pm and returned at 7.59pm.

The following motion received from the Labour Group on Housing and Planning Bill not be agreed:

Council notes that there are 6,000 socially rented, and 5,500 privately rented, properties in Wyre Forest.

Council notes also that, of the three usual types of house tenure, owner occupied, socially rented and privately rented, it is privately rented properties which have the highest proportion of houses requiring significant repairs, or are actually unfit for human habitation.

Therefore council views with dismay the failure of an amendment to the Bill which would have required private landlords to offer for rent only those properties which are fit for human habitation.

Council considers that decent housing is a basic element of civilised living. While it acknowledges that local authorities have the power to designate homes unfit for human habitation, it considers that the law should expect private landlords to attain a “fitness for human habitation” standard in the first instance.

Therefore, Council requests the Local Government Association to continue to make representations on this matter, even if the Bill is passed into law without this requirement

C.71 Urgent Motions Submitted Under Standing Order No. D1 (7)

There were no urgent motions.

C.72 Policy and Budget Framework

a. Recommendations from Overview & Scrutiny Committee, 4th February 2016

- **Treasury Management Strategy 2016/17**

Councillor J-P Campion and T Onslow left the meeting at 8.03pm.

Members were reminded to attend the training as everyone was responsible for investment decisions, it was a decision of full Council.

Councillor J-P Campion came back to the meeting at 8.04pm and Councillor T Onslow came back to the meeting at 8.05pm.

A Member stated that officers had a lot of knowledge to pass onto Members at the Treasury Management Review Panel meetings and the training was well worth attending. The meetings consisted of looking at how the Council operated its cashflow and management in short term investments but also highlighted some of the financial constraints the Council faced.

Decision:

- 1. The restated Prudential Indicators and Limits for the financial years 2016/17 to 2018/19 included in Appendix 3 of the report to the Overview & Scrutiny Committee be approved. These have been revised, as per paragraph 7.3 of the report to the Overview & Scrutiny Committee, following any changes to the Capital Programme brought about as part of the budget process.**
- 2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2016 to 31st March 2017 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5 of the report to the Overview & Scrutiny Committee) be approved.**
- 3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview & Scrutiny Committee be approved.**
- 4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview & Scrutiny Committee be approved.**

C.73 Financial Strategy 2016-2019

Council considered the Council's budget for 2016-19 having considered the proposed decision and budget reports recommended to Council by Cabinet on 9th February 2016 including:

- Fees and Charges
- Three Year Budget, Capital Programme and Policy Framework 2016-19
- Council Tax 2016-19
- Report of the Chief Financial Officer in respect of Sections 25 – 28 Local Government Act 2003
- Efficiency Strategy

Councillor G Ballinger left the meeting at this point, 8.13pm.

The Cabinet Member for Resources took Members through the budget and advised Members that the future direction was clear, there was less money and the council needed to be lean, efficient and self sufficient. Thanks to the administration and Wyre Forest Forward, the council were well on its journey. Moving to one office location had saved money and closing the aging leisure centres and providing one new centre for the district would also contribute to saving money.

Councillor G Ballinger came back to the meeting at 8.16pm.

Councillor J Aston left the meeting at 8.16pm and returned at 8.20pm.

Members were informed that it was only right and proper to freeze council tax which offered fairness to residents. With regard to economic regeneration, last years budget had drawn up plans for Worcester Street in Kidderminster with £500K from capital and this had been match funded by Worcestershire County Council. There would be wider redevelopment of the eastern side of Kidderminster town centre and this would help generate the town centre and help traders in Worcester street.

Councillors would continue to receive their community leadership money of £1,000 each and this was vital in helping the community.

There would be a new £50K localism fund to promote work and local organisations, a function that would contribute to the council's objectives.

Savings would continue to be made to protect front line services, the future would be challenging. The Treasurer, Chief Executive and the Corporate Leadership Team were thanked for their continued help and advice.

The Leader of the Council reiterated the comments made by the Cabinet Member for Resources and stated that the regeneration of Worcester Street was very important as was the localism fund for parishes.

Councillor Knowles moved an amendment by the Labour Group and informed members that the community leadership fund was not required and would rather see the money distributed in another way.

Councillor G Yarranton left the meeting at 8.27 pm and returned at 8.30pm.

A robust took place on the amendment with members stating that the £1,000 community leadership fund did not go into members bank accounts, it was distributed to worthwhile projects across the Wyre Forest district.

Councillor Henderson left the meeting at 9.01pm and returned at 9.04pm.
Councillor D Little left the meeting at 9.14pm and returned at 9.16pm.

A named vote on the Labour amendment was recorded as follows and the amendment was defeated:

For (2):

Councillors: N Knowles and J Shaw

Against (29):

Councillors: J Aston, J Baker, G W Ballinger, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, J Greener, I Hardiman, S Harrington, J A Hart, M J Hart, A T Hingley, D Little, T A Muir, F M Oborski MBE, J Phillips, C Rogers J D Smith, S J Williams, G C Yarranton, K Henderson, L Henderson and T L Onslow.

Abstained (1):

Councillors: S Arnold

A named vote on the substantive budget proposal was records as follows and was agreed:

For (29):

Councillors: J Aston, J Baker, G W Ballinger, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, J Greener, I Hardiman, S Harrington, J A Hart, M J Hart, A T Hingley, D Little, T A Muir, F M Oborski MBE, J Phillips, C Rogers J D Smith, S J Williams, G C Yarranton, K Henderson, L Henderson and T L Onslow.

Against (3):

Councillors: S Arnold, N Knowles and J Shaw.

Decision:

- 1. THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2016-19**
 - 1.1 The updated Medium Term Financial Strategy 2016-19 be approved.**
 - 1.2 The Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2016-19 as shown in Appendix 3 of the report to Council be approved.**
 - 1.3 The fees and charges in line with the Strategy and the**

impact on the Council's Revenue Budget for 2016-19, as shown in Appendix 4 of the report to Council be approved.

- 1.4 The Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2 of the report to Council be approved.
- 1.5 Any Final Accounts savings arising from 2015-19 over and above the target allowed for in the Council's Financial Strategy be approved, together with surplus Earmarked Reserves, be allocated by the Chief Financial Officer in consultation with the Leader.
- 1.6 The Efficiency Strategy 2016-19 as set out in Appendix 6 of the report to Council with delegated authority to the Cabinet to insert and update a table with a detailed list of projects, the cost of each project, the estimated savings and actual savings delivered be approved.
- 1.7 Approval be granted so that the Cabinet may assign up to £100k of capital receipts in each of the three years commencing in April 2016 for transformation costs that deliver efficiency savings be approved; and delegates to the Cabinet decisions on the allocation of funding for transformation projects from capital receipts.
- 1.8 The General Fund Revenue Budget be approved including all updates from the position in December 2015 and also the 9th February 2016 as set out in the report to Council.

2.2 COUNCIL TAX

- 2.2.1 The Council Tax for Wyre Forest District Council on a Band D Property at £205.36 for 2016-17 (£205.36 2015-16) which represents a freeze on Council Tax from 2015-16 be set.
- 2.2.2 The provisional Council Tax on a Band D Property in 2017-18 of £205.36 and £209.34 in 2018-19, being a freeze in 2017-18 and an increase of 1.94 % in 2018-19 over 2017-18 be endorsed.
- 2.2.3 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 5 of the report to Council be noted.

C. Council Tax 2016-17

Council considered the formal resolution for setting the Council Tax for 2016-17. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 9th February 2016 which includes the precepts by Worcestershire County Council, The Office of the

Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire Authority.

A named vote on the Council Tax resolution was recorded as follows and was agreed:

For (32):

Councillors: S Arnold, J Aston, J Baker, G W Ballinger, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, J Greener, I Hardiman, S Harrington, J A Hart, M J Hart, A T Hingley, N Knowles, D Little, T A Muir, F M Oborski MBE, J Phillips, C Rogers J D Smith, S J Williams, G C Yarranton, K Henderson, L Henderson, T L Onslow and J A Shaw.

Decision: The formal Council Tax Resolution 2016-17 at Appendix 1 of the report to Council, taking into account information contained in Appendices 2 to 5 of the report to Council be approved subject to final validation of rounding of information contained in Appendices 2 to 5 of the report to Council.

The meeting ended at 9.31 p.m.

WYRE FOREST DISTRICT COUNCIL

COUNCIL

25TH MAY 2016

QUESTIONS TO COUNCIL

1. Question from Councillor M Rayner to the Cabinet Member for Planning and Economic Regeneration

Please can we have an update on how the new refurbishment of Kidderminster Town Centre is proceeding?

2. Question from Councillor J Shaw to the Leader of the Council

What arrangements have been made in this municipal year to enable all councillor appointees to the Community Housing Group to inform fellow councillors of their participation in the decision-making processes of the company?

3. Question from Councillor N Knowles to the Leader of the Council

Would the Leader concede that to curtail the duration of Kidderminster Town Council from four years to three would be undemocratic?

Chairman's List of Functions – 2015/16

February 2016

27th Chairman of Malvern Charity Dinner
28th Mayor of Evesham Civic Service

March 2016

1st Worcestershire School Games
4th Kidderminster Mayor's Ball
11th Wyre Forest Young Voices
13th Worcestershire Civic Service
13th Pershore Town Civic Service
14th Fly a Flag for the Commonwealth
19th Mayor's Black Tie Event and Promise Auction
19th Kidderminster Choral Society – Mozart, Handel
and Haydn
20th Sport Relief Mile

April 2016

1st WFDC Spring Ball
3rd Kidderminster Mayor's Sunday
9th Mayor of Stourport on Severn Charity Ball
17th Upton on Severn Civic Service
18th VC Paving Stone Event – Edward Felix Baxter*
20th Youth Makes Music
23rd Malvern Town Council Civic Service
23rd Kidderminster Male Choir*
24th St Georges Day Parade – St Mary's Church
29th Mayor of Pershore's Charity Dinner

May 2016

7th Mayor of Bewdley Charity Ball
11th Tea Dance, Town Hall
13th West Mercia PCC Swearing In Ceremony
13th Annual Meeting of Bewdley Town Council
14th The Nags Match Ball Race Challenge*
18th Kidderminster Mayor Making

* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

25TH MAY 2016

Political and Constitutional Structures 2016/2017

OPEN	
CABINET MEMBER:	The Leader of the Council
DIRECTOR:	Solicitor to the Council
CONTACT OFFICER:	Caroline Newlands, Ext. 2715 caroline.newlands@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 Political Management Structure Appendix 2 Committee Appointments Appendix 3 Municipal Calendar Appendix 4 Appointments to Outside Bodies Appendix 5 Revisions to the Constitution Appendix 6 Political balance

1. PURPOSE OF REPORT

To consider the Political and Constitutional Structures for the municipal year 2016/2017.

2. RECOMMENDATION

The Council is asked to:

- 2.1 Approve the proposed Political Management Structure of committees for 2016/2017 as set out in Appendix 1 of the report.**
- 2.2 Agree the Chairmen and Vice-Chairmen of Committees as contained in Appendix 2.**
- 2.3 Adopt the Municipal Calendar as set out in Appendix 3.**
- 2.4 Agree the appointments to outside bodies as set out in Appendix 4.**
- 2.5 Agree the revisions to the Constitution as set out in Appendix 5 and authorise the Solicitor to the Council to amend the Contract Procedure Rules and the Chief Financial Officer to amend the Financial Procedure Rules in line with the summary tables set out in that Appendix.**
- 2.6 Approve the revised chart of political balance as set out in Appendix 6.**

- 2.7 **Authorise the Solicitor to the Council to settle any outstanding details relating to the political structures and to make changes as necessary to the Council’s Constitution to give effect to the Council’s decisions and any other revisions necessary to reflect needs or circumstances.**

3. **BACKGROUND**

- 3.1 Council is responsible for establishing the political structures which are not the responsibility of the Leader and Cabinet.
- 3.2 Under the Local Government Act 2000 as amended by the Public Involvement in Health Act 2007, the Leader of the Council is responsible for appointments to the Cabinet and allocating responsibilities to Cabinet members. Since 2011, the Council has appointed the Leader of the Council under the “strong leader” model. Councillor Marcus Hart was appointed as Leader in May 2015 for the period to 2019. On 11 May, he announced the appointment of a member to the Cabinet and confirmed the portfolios that he and other Cabinet members hold.
- 3.3 It remains Council’s role to establish such Committees as it thinks fit to carry out the discharge of functions which are not the responsibility of the Cabinet. This report addresses the political and constitutional structures for the Council to decide. It also appoints their Chairmen and Vice Chairmen.

4. **KEY ISSUES**

- 4.1 The Conservative Group has a large majority on the Council as a result of the elections on 5 May. The administration’s proposals for the 2016/2017 political structure are detailed in Appendix 1. There are no changes from the structure agreed for 2015/16.

Political Balance

- 4.2 Following the elections on 5 May 2016, Councillors formed themselves into political groups of the following numbers.

Conservative	22
Independent & Lib Dem Group	5
Labour	4
Independent Community and Health Concern	2

Legislation requires that the aggregate allocation of committee seats must be in accordance with the principles of political balance and proportionality. Subject to this, individual committee membership should reflect the political balance of the Council as far as practicable. Council can depart from these principles provided no member votes against doing so. As usual, it is not possible to achieve precise political balance. The political balance of committees is set out in Appendix 6 for Council’s approval.

Committee Appointments

- 4.3 After determining its political structures and allocations of seats to committees, Council must appoint Chairmen and Vice-Chairmen to committees. The nominations for these posts are set out in Appendix 2. The Solicitor to the Council will fill other seats in accordance with the nominations from the respective political Groups.

Municipal Calendar

- 4.4 The calendar of meetings for 2016/2017, attached at Appendix 3 has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

Appointments to Outside Bodies

- 4.5 Each year the Council appoints Members as representatives on a number of outside bodies. The attached schedule at Appendix 4 details the appointments due at this time and the number of nominations required for each body. Members will note that the appointments are made for the municipal year 2016/2017 unless otherwise annotated.
- 4.6 The schedule in Appendix 4 sets out the administration's proposals for who should be appointed in each case along with information, where relevant, on the other nominations submitted by the various groups.

Amendments to constitution

- 4.7 A number of amendments to the constitution are set out in Appendix 5 for the Council's approval. Following the creation of Kidderminster Town Council, the terms of reference for the Local Plans Review Panel in Section 5 of the constitution require amendment to allow the Panel to co-opt members nominated by Kidderminster Town Council, in line with arrangements already made for the other town councils. Several changes are proposed to financial regulations in Section 11 and to the Contract Procedure Rules in Section 12. These amendments address a number of issues including legislative changes, modernising of procedures (for example tenders are now submitted electronically via a portal) and simplification of procedures to remove unnecessary bureaucracy. Also amendments relating to membership of the independent panel that is constituted by the Appointment and Appeals Committee, a circular detailing the proposed changes is expected to have been received by the time of this council meeting and the amendments contained in this appendix reflect the anticipated content.

5. FINANCIAL IMPLICATIONS

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

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The proposals comply with the requirements of Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007 which require one or more Overview and Scrutiny Committees to be established. The amendments in Appendix 5 comply with the requirements of relevant legislation such as the Accounts and Audit Regulations 2015.

- 6.2 The proposals for the allocation of seats on committees reflect political balance in accordance with the Local Government and Housing Act 1989.

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 There are no significant risks associated with the proposed political management structure for 2016/2017.

9. CONCLUSION

- 9.1 The proposals contained within this report meet the requirements of the relevant legislation including the Local Government Act 2000 and provide clear links to the Council's priorities.
- 9.2 The proposed political structure of committees is set out in Appendix 1.
- 9.3 The proposed appointments of Chairmen and Vice-Chairmen for the Council's Committees for the 2016/2017 municipal year are set out in Appendix 2 of this report.
- 9.4 The proposed municipal diary of meeting dates for 2016/2017 is set out in Appendix 3 of the report.

10. CONSULTEES

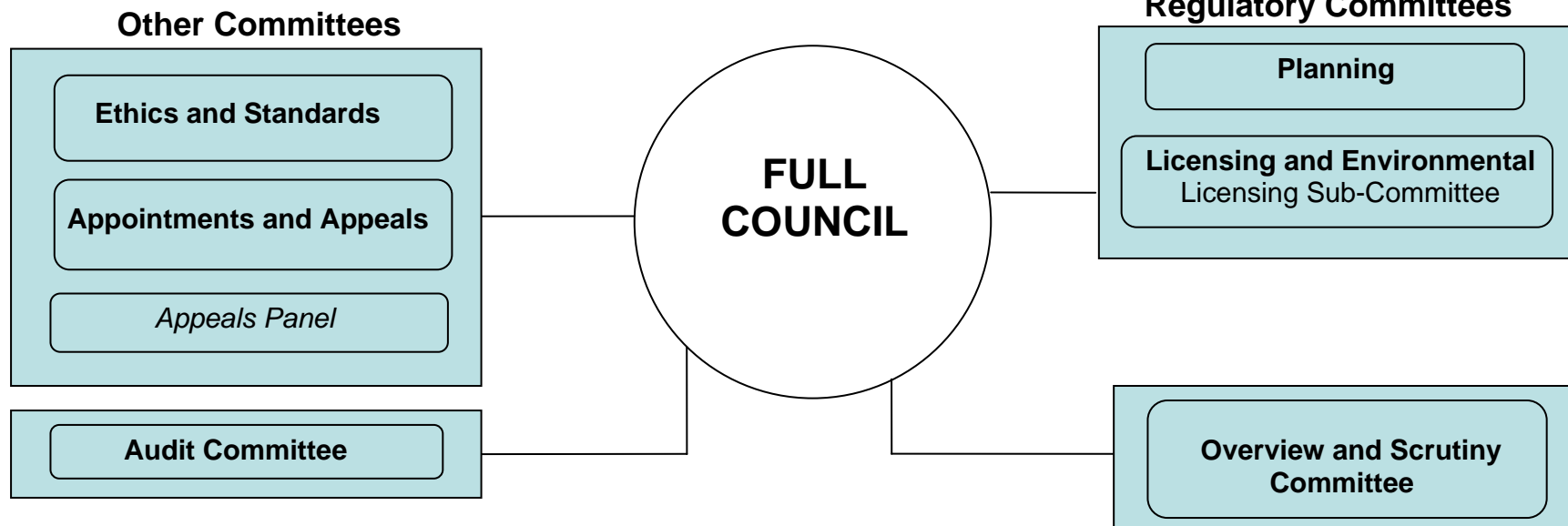
- 10.1 The Leader of the Council.
- 10.2 The Chief Executive.
- 10.3 Group Leaders – in respect of the municipal calendar and political balance. Nominations were also sought for appointments to external bodies.

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Government and Housing Act 1989, The Police and Criminal Justice Act 2006; Schedule 1 to the Local Authorities (Functions and Responsibilities (England) Regulations 2000; the Local Authorities (Standing Orders) (England) Regulations 2001 as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 No. 881; the Accounts and Audit Regulations 2015 No 234.



Political Structure May 2016



The Cabinet					
<p>CIlr Marcus Hart Leader of the Council and Cabinet Member for Strategy</p> <p>Strategic policy co-ordination National & Regional Influence Oversight of strategic projects inc. Leisure Centre, Wyre Forest House and depot project Localism agenda inc. asset transfers; relations with parish councils Emergency planning Partnerships, policy & performance Communication & branding</p>	<p>CIlr Ian Hardiman Deputy Leader and Cabinet Member for Operational Services</p> <p>Parks & open spaces Grounds Maintenance Waste Reduction Refuse Collection & Recycling Fleet Management Street Cleansing Public Conveniences Parking Services Cemeteries Corporate theme: health and safety</p>	<p>CIlr Nathan Desmond Cabinet Member for Resources</p> <p>Finance & Audit Legal services Democratic services Human resources Building maintenance & facilities management</p>	<p>CIlr Sally Chambers Cabinet Member for Health, Well-being and Housing</p> <p>Housing inc Registered Social Landlords, Private Sector & Homelessness Health and well-being Cultural services Countryside service Regulatory services Community Safety Corporate themes: safeguarding, equality & diversity, sustainability, relations with voluntary sector</p>	<p>CIlr Sara Fearn Cabinet Member for Transformation and Change</p> <p>Wyre Forest Forward, Transformational change Revenues & benefits Customer Services Information & Communication Technology Corporate theme: Income generation</p>	<p>CIlr Tracey Onslow Cabinet Member for Planning and Economic Regeneration</p> <p>Forward planning, local development framework Development Control Building Control Land charges Economic Development & Regeneration Town Centres Tourism Regeneration schemes including town centre developments in Kidderminster, Bewdley medical practice, Lloyds Garage site Development of assets to support regeneration and increase income</p>

COMMITTEE APPOINTMENTS
WYRE FOREST DISTRICT COUNCIL
COMMITTEES 2016/2017

<p>Appointments And Appeals Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Marcus Hart Councillor Ian Hardiman</p>
<p>Audit Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Chris Rogers Councillor Anne Hingley</p>
<p>Overview & Scrutiny Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Helen Dyke Councillor Mary Rayner</p>
<p>Licensing and Environmental Committee</p> <p>Chairman: Vice-Chairman</p>	<p>Councillor John Hart Councillor Jeff Baker</p>
<p>Licensing Sub-Committee</p>	<p>A rota of 3 Members of the Licensing and Environmental Committee, including, and Chaired by, the Committee's Chairman or Vice-Chairman.</p>
<p>Planning Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Stephen Williams Councillor Gordon Yarranton</p>
<p>Local Plans Review Panel</p> <p>Chairman:</p>	<p>Councillor Fran Oborski MBE</p>
<p>Ethics and Standards Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Nicky Gale Councillor John Desmond</p>

JUNE 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Cabinet/CLT	2 6 pm Overview & Scrutiny	3	4	5
6	7 CLT	8	9	10	11	12
13 10.30 am Licensing & Environmental	14 4.30 pm Group Leaders 6 pm Cabinet	15	16 WCC Cabinet	17	18	19
20	21 CLT 6 pm Planning	22	23	24	25	26
27 6 pm Audit	28 Cabinet/CLT	29	30			

JULY 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5 CLT	6	7 6 pm Overview & Scrutiny	8	9	10
11	12 4.30 pm Group Leaders 6 pm Cabinet	13	14 WCC Council 6 pm Members Forum	15	16	17
18	19 CLT 6 pm Planning	20	21	22	23	24
25	26	27 6 pm Council	28	29	30	31

AUGUST 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 10.30 am Licensing & Environmental	2 CLT	3	4	5	6	7
8	9	10	11	12	13	14
15	16 6 pm Planning	17	18	19	20	21
22	23 CLT	24	25	26	27	28
29 Bank Holiday	30	31				

SEPTEMBER 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Cabinet/CLT	2	3	4
5 4 pm Treasury Management Training 6 pm Treasury Management Review Panel	6	7	8 6 pm Overview & Scrutiny	9	10	11
12	13 CLT 4.30 pm Group Leaders 6 pm Cabinet	14	15 WCC Council 6 pm Ethics & Standards	16	17	18
19 6.30 pm Parish Forum	20 6 pm Planning	21	22 WCC Cabinet	23	24	25
26 6 pm Audit Committee	27 CLT 5.30 pm Bewdley Museum Management Committee	28 6 pm Council	29	30		

OCTOBER 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 10.30 am Licensing & Environmental	4 Cabinet/CLT	5	6 6 pm Overview & Scrutiny	7	8	9
10	11 CLT	12	13 WCC Cabinet 6 pm Members Forum	14	15	16
17	18 6 pm Planning	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 CLT	2 6 pm Treasury Management Review Panel	3 6 pm Overview & Scrutiny	4	5	6
7	8 Cabinet/CLT	9	10 WCC Council	11	12	13
14	15 CLT 6 pm Planning	16	17 WCC Cabinet	18	19	20
21	22 4.30 pm Group Leaders 6 pm Cabinet	23	24	25	26	27
28 6 pm Audit	29 CLT	30				

** Cabinet Financial Strategy Advisory Panel to be programmed in

DECEMBER 2016

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 6 pm Overview & Scrutiny	2	3	4
5 10.30 am Licensing & Environmental	6 Cabinet/CLT	7	8	9	10	11
12	13 5.30 pm Bewdley Museum Management 6 pm Planning	14 6 pm Council	15 WCC Cabinet	16	17	18
19	20 CLT 4.30 pm Group Leaders 6 pm Cabinet	21	22	23	24	25
26 Bank Holiday	27 Bank Holiday	28 Offices Closed	29 Offices Closed	30 Offices Closed	31	

JANUARY 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Bank Holiday	3 Cabinet/CLT	4	5 6 pm Overview & Scrutiny	6	7	8
9	10	11	12 6 pm Members Forum	13	14	15
16	17 CLT 6 pm Planning	18	19	20	21	22
23 6 pm Audit	24 Cabinet/CLT	25	26	27	28	29
30	31					

** Cabinet Financial Strategy Advisory Panel (x 2) to be programmed in

FEBRUARY 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 4 pm Treasury Management Training 6 pm Treasury Management Review Panel	2 6 pm Overview & Scrutiny	3	4	5
6 10.30 am Licensing & Environmental	7 CLT 4.30 pm Group Leaders 6 pm Cabinet	8	9	10	11	12
13	14	15	16	17	18	19
20	21 CLT 6 pm Planning	22 6 pm Council	23	24	25	26
27	28 Cabinet/CLT					

MARCH 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 6 pm Overview & Scrutiny	3	4	5
6	7 CLT 6 pm Ethics & Standards	8	9 6 pm Members Forum	10	11	12
13	14 4.30 pm Group Leaders 6 pm Cabinet	15	16 6.30 pm Parish Forum	17	18	19
20 6 pm Audit	21 CLT 6 pm Planning	22	23	24	25	26
27	28 Cabinet/CLT	29	30	31		

APRIL 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6 6 pm Overview & Scrutiny	7	8	9
10 10.30 am Licensing & Environmental	11 CLT	12	13	14 Bank Holiday	15	16
17 Bank Holiday	18 4.30 pm Group Leaders 6 pm Planning	19	20	21	22	23
24	25 CLT	26	27	28	29	30

MAY 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Bank Holiday	2 CLT	3	4 County Council Elections	5	6	7
8	9 Cabinet/CLT	10 6 pm Council	11	12	13	14
15	16 CLT 6 pm Planning	17	18	19	20	21
22	23 4.30 pm Group Leaders 6pm Cabinet	24	25	26	27	28
29 Bank Holiday	30	31				

JUNE 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 6 pm Overview & Scrutiny	2	3	4
5	6 CLT	7	8	9	10	11
12 10.30 am Licensing & Environmental	13	14	15	16	17	18
19	20 CLT 6 pm Planning	21	22	23	24	25
26 6 pm Audit	27 Cabinet/CLT	28	29	30		

JULY 2017

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 CLT	5	6 6 pm Overview & Scrutiny	7	8	9
10	11 4.30 pm Group Leaders 6 pm Cabinet	12	13 6 pm Members Forum	14	15	16
17	18 CLT 6 pm Planning	19	20	21	22	23
24	25	26 6 pm Council	27	28	29	30
31						

Representation on Outside Bodies 2016/2017

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Age Concern	Councillor Sam Arnold	Councillor Sara Fearn	1 Councillor
Bewdley Development Trust	Councillor Julian Phillips	Councillor Rod Wilson	1 Councillor
Bewdley Museum Management Committee	Councillor Sally Chambers Councillor Stephen Clee Councillor Jenny Greener	Councillor Sally Chambers Councillor Stephen Clee Councillor Becky Vale	Relevant Cabinet Member plus 2 Bewdley & Rock Ward or Wribbenhall & Arley Ward Councillors
Carpet Museum Trust Registered Charity 1163401	-	Councillor Rose Bishop Councillor Anne Hingley	Under the Trust's constitution, the Council may appoint 2 elected members as charity trustees

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Community Housing Group	CHG Board – 1 year appointment Councillor Nigel Knowles	3 year appointment – Proposal: Councillor Shazu Miah Other nominations: Councillor Nigel Knowles	1 Councillor
	Audit – 2 year appointment Councillor Chris Rogers (appointed 2014)	3 year appointment – Councillor Chris Rogers	1 Councillor
	Wyre Forest Community Housing – 2 year appointment of community member Councillor Tony Muir	1 year appointment – Proposal: Councillor Tracey Onslow Other nominations: Councillor Steve Walker	1 Councillor
	Oakleaf (formerly Property Services) – 2 year appointment of community member Councillor Helen Dyke (appointed 2015, resigned April 2016)	1 year appointment – Proposal: Councillor Nicky Gale Other nominations: Councillor Steve Walker	1 Councillor
	Vestia – 3 year appointment Cllr Stephen Clee (appointed 2013)	1 year appointment – Councillor Stephen Clee (Appointment for 2017-2019 to be made at 2017 AGM)	1 Councillor

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Disability Action Wyre Forest	Councillor Rose Bishop	Councillor Rose Bishop	1 Councillor
District Councils Network	Councillor Marcus Hart Councillor Ian Hardiman	Councillor Marcus Hart Councillor Ian Hardiman	Leader, Deputy Leader as named substitute
Greater Birmingham & Solihull Local Enterprise Partnership Joint Scrutiny Committee	Councillor Nigel Knowles	Councillor Nigel Knowles	1 Councillor (not a Member of the Cabinet)
Greater Birmingham & Solihull Local Enterprise Partnership Supervisory Board (Joint Committee)	Councillor Marcus Hart Councillor John-Paul Campion	Councillor Marcus Hart Councillor Tracey Onslow	Leader, Cabinet Member as named substitute
Kidderminster and District Youth Trust	Councillor Jenny Greener Councillor Helen Dyke Councillor Mary Rayner Councillor Jeff Baker	Councillor Becky Vale Councillor Helen Dyke Councillor Mary Rayner Councillor Jeff Baker	4 Councillors
Local Government Association General Assembly	Councillor Marcus Hart	Councillor Marcus Hart	Leader of the Council
National Parking Adjudication Joint Committee	Councillor Ian Hardiman (substitute – Councillor Marcus Hart)	Councillor Ian Hardiman (substitute – Councillor Marcus Hart)	Relevant Cabinet Member, 1 Councillor as named substitute

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Stourport Forward Board	Councillor Chris Rogers	Councillor Chris Rogers	1 Stourport Councillor / 1 Officer
The Elizabeth Mills Centre (formerly Stourport Day Centre)	Councillor David Little	Councillor David Little	1 Stourport Councillor
10:32 Wyre Forest Early Help (Formerly Tree Tops Sure Start Children's Centre)	Councillor Sam Arnold	Councillor Sally Chambers	1 Foley Park and Hoobrook Ward Member
West Mercia Police and Crime Panel	Councillor Sally Chambers	Councillor Ian Hardiman	1 Councillor
West Midlands Employers	Councillor Nathan Desmond (substitute – Councillor Marcus Hart)	Councillor Nathan Desmond (substitute – Councillor Marcus Hart)	Relevant Cabinet Member, Leader as named substitute
West Midlands LGA	Councillor Marcus Hart	Councillor Marcus Hart	The Leader of the Council
Worcestershire County Council Corporate Parenting Board	Councillor John-Paul Campion	Councillor Nicky Gale	1 Councillor (Expectations from WCC: Relevant Cabinet Member or Councillor with relevant experience)

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor Fran Oborski	Proposal: Councillor Anne Hingley Other nominations: Councillor Nigel Knowles	1 Councillor
Worcestershire County Waste Forum	Councillor Ian Hardiman	Councillor Ian Hardiman	Relevant Cabinet Member
Worcestershire Health Improvement Group	Councillor Sally Chambers	Councillor Sally Chambers	Relevant Cabinet Member
Worcestershire Leaders Board	Councillor Marcus Hart Councillor Ian Hardiman	Councillor Marcus Hart Councillor Ian Hardiman	Leader, Deputy Leader as named substitute
Worcestershire Shared Services Joint Committee	Councillor Sally Chambers Councillor John Hart	Councillor Sally Chambers Councillor John Hart	2 Councillors (Past practice: Relevant Cabinet Member & Chairman of Licensing & Environmental Committee)
Wyre Forest Citizen's Advice Bureau - Management Committee	Councillor Tracey Onslow	Councillor Tracey Onslow	1 Councillor
Wyre Forest Community Leisure Association Ltd - Local Partnership Board	Councillor John Hart Councillor Helen Dyke	Councillor John Hart Councillor Helen Dyke	2 Councillors / 2 Officers

External Body	Representative 2015/2016	Representative 2016/2017	Number of Representatives
Wyre Forest Clinical Commissioning Group - Advisory Group	Councillor Juliet Smith Councillor Sam Arnold	<p style="text-align: center;">Proposals: Councillor Nicky Gale Councillor Becky Vale</p> <p>Other nominations: Councillor Nigel Knowles</p>	2 Councillors
Wyre Forest Local Children and Young People's Trust	Councillor Sally Chambers Councillor Fran Oborski	Councillor Sally Chambers Councillor Rose Bishop	2 Councillors including relevant Cabinet Member / 1 Officer
Wyre Forest Nightstop and Mediation Service Management Committee	Councillor Sally Chambers	Councillor Sally Chambers	Relevant Cabinet Member

Outside Bodes – Wyre Forest District Councillors Representing North Worcestershire Districts (for information).

At a meeting on 11th May 2016, the Leaders of Bromsgrove, Redditch and Wyre Forest agreed North Worcestershire representation on the bodies below for 2016/17.

External Body	Representative 2015/2016	Representative 2016/2017
Greater Birmingham and Solihull Local Enterprise Partnership	Councillor John-Paul Campion (Wyre Forest) Sub: Cllr Bill Hartnett (Redditch)	Cllr Greg Chance (Redditch) Sub: Cllr Tracey Onslow (Wyre Forest)
Greater Birmingham and Solihull Local Enterprise Partnership Transport Board	Councillor John-Paul Campion (Wyre Forest) Sub: Cllr Bill Hartnett (Redditch)	Cllr Greg Chance (Redditch) Sub: Cllr Tracey Onslow (Wyre Forest)
Worcestershire Local Transport Board	(One seat) Cllr Rod Laight (Bromsgrove)	(Two seats, not drawn from the council supplying the representative on the Worcestershire LEP) Cllr Tracey Onslow (Wyre Forest) Cllr Greg Chance (Redditch)

Armed Forces Champions (for information)

These appointments are made by the Leader of the Council.

	2015/2016	2016/2017
Armed Forces Champion	Cllr Nigel Knowles Cllr Jeff Baker	Cllr Nicky Gale Cllr Jeff Baker

AMENDMENTS TO THE CONSTITUTION

The proposed amendments to the constitution are set out in *italics*.

Section 5

Terms of reference of Council and its committees

9. Appointments and Appeals Committee

1. Recommends to Council the appointment of the Chief Executive.
2. Appoints Joint Negotiating Committee Officers.
3. Determines appeals (by a Panel of 3 Members of the Committee) where there is an existing Appeals Procedure – e.g. Personnel Issues etc.
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.
5.
 - (i) May appoint a Statutory Committee (The Independent Panel) (IP) in compliance with the Local Authority (Standing Orders) (Amendment) Regulations 2015 [the 2015 Regulations] with at least 2 appointed Independent Persons that have been appointed by the Authority under Section 28 (7) of the Localism Act 2011.
 - (ii) The IP shall comprise only independent persons (at least two) appointed under S28(7) of the Localism Act 2011. No elected members should sit on the Panel.

 If, following a disciplinary investigation, there is a recommendation to dismiss the Chief Executive, the reports of the Investigating & Disciplinary Committee and the Independent Investigator should then be sent to Independent Panel for its consideration prior to advising the Council.
 - (iii) Before sitting as The Statutory Committee under the 2015 Regulations, the Panel shall undergo appropriate employment legislation training.
 - (iv) The Monitoring Officer (or if conflicted the Deputy Monitoring Officer) shall arrange for independent legal advice to be provided to The Statutory Committee by West Midlands Employers (or suitable alternative).
 - (v) The Statutory Committee may not consider suspension of the Statutory Officers without first taking external professional advice, and having regards to the terms and conditions of the individuals employment contract.

- (vi) The Statutory Committee shall report to Full Council in accordance with the 2015 Regulations.

12. Local Plans Review Panel

To make recommendations on the content of the Council’s local plans and related documents including reviewing them in the light of consultation and national policy. To make recommendations for responses on other Councils’ local plans including neighbourhood plans in Wyre Forest.

Membership: two members from the largest political group, one member from each of the other political groups. The membership includes the Chairman of the review panel who will be appointed by full Council. The panel may co-opt up to two members nominated by Stourport-on-Severn Town Council, up to two members nominated by Bewdley Town Council *and up to two members nominated by Kidderminster Town Council.*

**Section 11
Financial Regulations**

The Financial Regulations have been revised to ensure they remain up to date for the Accounts and Audit Regulations 2015 and reflect the drive for channel shift, increased impetus for income generation, commerciality and increasing range of alternative service delivery models to meet the ongoing challenges of Local Government Finance reform. The table below sets out the proposed key amendments, including those which are suggested due to the need to simplify procedures for efficiency. Less significant updates have not been detailed below. The full amended text of the Financial Regulations is available on request. Changes to take effect from 26th May 2016.

	<i>Current Rule</i>	<i>Proposed Rule/Update</i>
1	Section1 – Introduction The current introduction has been refreshed to include reference to the Accounts and Audit Regulations 2015.	<i>Revised wording to set out the background, purpose and context of the Financial Regulations. Additional detail is included on purpose and controls.</i>
2	The Chief Financial Officer should be involved in any financial administration matter. Section 2.7 sets out the responsibility of Managers to ensure all appropriate matters are brought to the attention ability of the Chief Financial Officer.	That the Chief Financial Officer and the Monitoring Officer retain the responsibilities as set out in 2.7 – now 2.6 and a new Section 2.7 is included to reflect the Accounts and Audit Regulations 2015 as follows: <i>The Chief Financial Officer is authorised to have responsibility in consultation with the Monitoring Officer, for the maintenance of a sound system of internal control which facilitates the</i>

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		<i>effective exercise of the Council's functions and the achievement of its aims and objectives: ensures that the financial and operational management of the authority is effective and include effective arrangements for the management of risk as required by the Accounts and Audit Regulations 2015.</i>
3	Budget Responsibilities Sections 6.6 The current maximum extra expenditure limit for Virements is £10,000 and the total amount of both supplementary estimates and Virements that Cabinet can approve can not exceed £150,000 in any one financial year. These have not been updated for over 10 years.	Revised wording for Sections 6.6 – now 6.7 as follows: <i>That the maximum for Virements is increased to £20,000 per cost centre and the total limit of both Virements and Supplementary Estimates in any one financial year is increased to £200,000.</i>
4	Section 6.7 (final sentence) states that “All new Capital and Revenue Proposals require the approval of Council”.	Final sentence of Section 6.7 now 6.7 clarified to take into account Virements and supplementary estimates as follows: <i>All new Capital and Revenue Proposals (that are not minor additions to existing approved schemes) above these Virement and supplementary limits require the approval of full Council.</i>
5	New Section 6.12 to reflect current custom and practice for fully funded external funding schemes that are within approved Council Priorities.	New Section 6.12 <i>The Revenue Budget and Capital Programme may be periodically updated to include schemes within approved Council priorities and policy that are fully funded from external sources with the agreement of the S151 Officer. These updates will be included in the Budget Monitoring reports to Cabinet and reported to Council as part of the annual budget process.</i>
6	External Arrangements – Section 8 The current Rules do not reflect the expanding range of external arrangements	<i>Updated wording to reflect the wider range and use of external partnership arrangements.</i>
7	Income – Section 9 The current Rules do not reflect the electronic collection methods for income or the increased drive for Income generation and commercialism	<i>Updated wording to remove multiple references to cheques and to reflect channel shift toward electronic payments.</i>

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8	<p>Income - Section 9 Debt Collection/Bad Debts and money laundering The current Rules do not reflect the Accounts and Audit Regulations 2015 for money laundering and require more detail on debt collection.</p>	<p><i>Redrafting to include 2015 requirement for money laundering and extra detail on Debt Collection</i></p>
9	<p>Internal Audit – Section 11 The current Rules do not reflect the Accounts and Audit Regulations 2015.</p>	<p><i>Redrafting to include 2015 requirements in respect of the effectiveness of the system of internal control and Fraud. Specific wording to say an annual report covering irregularities. Fraud work carried out will be taken to the Audit Committee.</i></p>
10	<p>Section 12 – Inventories now combined with former Section 20 Stocks and Stores</p>	<p><i>These formerly separate sections are now combined so the title is Inventories, Stocks, Stores and other Non-property Assets due to the significant similarities.</i></p>
11	<p>Investments, Borrowing and Treasury Management Activities – Section 13 The current Rules state that Cabinet will monitor the Prudential Indicators quarterly.</p>	<p><i>Redrafting to reflect the fact that Overview and Scrutiny Committee review the Treasury Management reports including the Prudential Indicators and recommend them directly to Council at least three times a year as required by the Accounting Code.</i></p>
12	<p>Payment of Accounts – Section 14 The current rules require updating for the electronic procure to pay financial management system</p>	<p><i>Redrafting to reflect the electronic payment system and prompt payment code.</i></p>
13	<p>Petty Cash – Section 15 The current rules reflect the practice to provide petty cash floats that have now been phased out.</p>	<p><i>Redrafting to reflect the fact that a small number of cash floats are now provided.</i></p>
14	<p>Procurement Cards – Section 16 The current rules do not reflect the use of Procurement cards (P Cards) and are based on the paper based payments processing system.</p>	<p><i>Various amendments have been made to reflect the increasing use of Procurement Cards and the electronic purchase to pay functionality of the financial management system.</i></p>
15	<p>Property Assets – Section 17 The current rules have been expanded to include a paragraph on disposals.</p>	<p><i>New wording around the rules for involving the Chief Financial Officer regarding property disposals.</i></p>
16	<p>The Working Balance – Section 23.3 The methodology to calculate the Working Balance requires updating to reflect latest best practice.</p>	<p><i>Redrafting of former 23.3 now 22.3 as follows: The Working Balance shall be set based on the advice of the Chief Financial Officer with due regard to financial risk, taking into account net operating expenditure levels, and be used to cushion the impact of uneven cash flows, and as a contingency to</i></p>

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	<p>Earmarked Reserves – Section 23.5 The current Rules state that Earmarked Reserves are agreed annually as part of the Budget Process</p>	<p><i>mitigate the risk of unexpected events or emergencies.</i> <i>Redrafting of former Section 23.5 now Section 22.5 as follows:</i> <i>Earmarked Reserves are set up by the Council to assist with known or predicted liabilities. The level of each Reserve is assessed by the Service Managers and approved by the Corporate Leadership Team with due regard to advice from Chief Financial Officer based upon strategic, operational and financial risks facing the Council. Significant new reserves created as part of the Final Accounts process are reported to Cabinet and the Audit Committee. Current overall levels of Earmarked Reserves shall be reported to Council annually as part of the Budget process and any new Reserves recommended as part of the Budget proposal approval process.</i></p>
17	<p>Working for Third Parties, Shared Services and Alternative Service Delivery Models – Section 23 New Section to reflect wider range of alternative service delivery options now explored/used by the Council</p>	<p><i>New drafting to cover Financial Regulation requirements, in particular, due diligence issues such as financial implications, risk and governance arrangements.</i></p>

Section 12 Contract Procedure Rules

Due to the changes to procurement procedures brought in by The Public Contracts Regulations 2015 and the implementation of an electronic procurement system it is necessary to amend the Contract Procedure Rules. The below table sets out the proposed key amendments, including those which are suggested due to the need to simplify procedures for efficiency. Minor amendments have not been detailed below. The full amended text of the Contract Procedure Rules is available on request. Changes to take effect from 26th May 2016.

	Current Rule	Proposed Rule
1	<p>Solicitor to the Council could grant exceptions only when urgent All other exception requests required to go to Cabinet</p> <p>6.8 permitted an exception where a contractor had previous involvement or</p>	<p><i>That Solicitor to Council can grant all exception requests.</i></p> <p>Drafting clarified and requirement to show that the <i>added value brought by</i></p>

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	specialist expertise	<i>the expertise outweighs benefits of competition</i>
2	That a specified number of quotes and tenders must be invited depending on value	<i>That any contractor can submit a tender following advertisement</i>
3	Tender bracket between £50,000 and £160,000 identified in table at Rule 8	<i>Combine brackets so that one procedure applies from £10,000 to £160,000</i>
4	Rule 9 & 10 currently require Relevant Cabinet Member approval from £50,000 to £160,000.	<i>That each CLT member is able to authorise procurement up to £160,000. Strong Leader/Cabinet approval required above this bracket.</i>
5	Contracts Register to be kept for contracts over £10,000	<i>Details of contracts over £5000 to be recorded and published in accordance with the Transparency Code 2014</i>
6	<p>The current rules assume the use of hard copy tenders.</p> <p>Key amendment is to the opening procedure. Currently the Rules set out how tenders are received and opened in including the requirement that the Chairman or Vice-Chairman attend the opening of tenders over £50,000.</p>	<p><i>Various amendments have been made to reflect the recent purchase of an electronic tendering system – Due North Electronic Portal.</i></p> <p><i>Quotes and tenders to be released within the electronic system in the presence of the procurement officer and Legal Services.</i></p>

		Conservative		Labour		Independent Community and Health Concern		Independent & Lib Dem Group		Total
No. of Cllrs.			22		4		2		5	33
Percentage			66.67%		12.12%		6.06%		15.15%	100.00%
Executive Cttees										
Membership										
Appts & Appeals	5	3	3.33	1	0.61	0	0.30	1	0.76	5
Audit cttee	6	4	4.00	1	0.73	0	0.36	1	0.91	6
Ethics & standards *	6	4	4.00	1	0.73	0	0.36	1	0.91	6
Scrutiny										
Scrutiny Committee	10	7	6.67	1	1.21	1	0.61	1	1.52	10
Regulatory										
Planning	12	8	8.00	1	1.45	1	0.73	2	1.82	12
Lic & Env	12	8	8.00	1	1.45	1	0.73	2	1.82	12
Total	51	34	34.00	6	6.18	3	3.09	8	7.73	51
Percentage		66.67%		11.76%		5.88%		15.69%		100.00%
Difference between % No. of Cllrs. And % Number of Seats		0.00%		-0.36%		-0.18%		0.53%		

* the table shows only district councillor members

1. Each member is required to notify the Proper Officer which political group, if any, he or she wishes to be identified with. A group comprises of two or more members.
2. Each Group Secretary is required to notify the Proper Officer which members of his or her groups he/she wishes to sit on each relevant committee or sub-committee.
3. The allocation of seats required the rounding up or down of calculated figures to give whole numbers.

4. Single party representatives and independent members (who do not form part of a political group) are not legally entitled to seats on committees to which the rules of proportionality apply.

**Index of Members' Activity Reports Received as of the date
of publication of the Council Agenda**

Electronic Copies of all reports are available on the Internet

	Attendance Percentage for 2015/16	Number of Meetings Attended
Councillor J Baker	94%	15/16
Councillor G Ballinger	77%	20/26
Councillor R Bishop	87%	13/15
Councillor J-P Campion	90%	18/20
Councillor S Chambers	94%	17/18
Councillor S J M Clee	71%	15/21
Councillor J Desmond	77%	20/26
Councillor N J Desmond	95%	20/21
Councillor H Dyke	100%	31/31
Councillor P Dyke	67%	10/15
Councillor S Fearn	78%	14/18
Councillor J Greener	100%	39/39
Councillor I Hardiman	100%	20/20
Councillor S Harrington	78%	14/18
Councillor J Hart	88%	23/26
Councillor M J Hart	86%	25/29
Councillor K Henderson	100%	10/10
Councillor L Henderson	100%	10/10
Councillor A T Hingley	93%	26/28
Councillor N Knowles	95%	35/37
Councillor D Little	93%	27/29
Councillor F M Oborski	95%	39/41
Councillor T L Onslow	100%	13/13
Councillor J Phillips	80%	20/25
Councillor M Rayner	91%	30/33
Councillor C Rogers	97%	35/36
Councillor J Shaw	90%	26/29
Councillor J Smith	100%	27/27
Councillor S J Williams	100%	35/35
Councillor G C Yarranton	80%	22/26

*** Please refer to the individual Members Activity Reports for further details.**

**Index of Members' Activity Reports Not Received as of the date
of publication of the Council Agenda**

	Attendance Percentage for 2015/16	Number of Meetings Attended
Councillor S Arnold	83%	19/23
Councillor J Aston	68%	17/25
Councillor T Muir	88%	15/17

WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Jeff Baker

Ward: Franche and Habberley North

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Licensing Sub Committee	1	1
Members Forum	3	2

This represents an overall attendance of 94%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2

Section 2: Community Involvement

Carpet Museum Trust
Kidderminster & District Youth Trust
Armed Forces Champion



Section 3: Assisting Constituents

Following my re-election to Wyre Forest District Council in May 2015, I have had a varied and interesting year. Casework has been a very big part of my year with plenty of calls from residents of Franche and Habberley North, not everyone can be satisfied but in the main I have managed to deal with members requests successfully.

I do not do surgeries anymore. I do my business through emails and telephone calls and also home visits, I am very high profile and I am out and about the ward meeting residents and discussing their problems.

I am Chairman of Franche and Habberley North Conservative Management Committee. We meet on the last Thursday of each month to discuss and act on the running of the ward, my fellow Councillor Anne Hingley is also a member and we work together as much as possible.

I am quite involved with the Friends of St. Barnabas Church, they run a regular Saturday coffee morning which I attend and this is a good way of meeting the ward members who attend this function. They have musical evenings in the church plus talks and side shows about Franche and Kidderminster and I go as often as possible.

PACT meetings are held in the foyer of the Co-op Superstore where the three ward councillors plus the Police meet the general public. These meetings can be quite lively.

I am a member of the interim Kidderminster Town Council which is operating until the elections in May. I am Planning Committee Chairman. I am Vice-Chairman of Licensing on Wyre Forest District Council and I am a substitute on the Planning Committee.

Section 4: Supplementary Information

I am President of Wyre Forest Conservative Association and a member of the Management Committee. I am also Buildings Manager and I am responsible for any work that is done to Margaret Thatcher House and for the upkeep of the car park and surroundings. I am a life member of Kidderminster Harriers Football Club and I am the club senior life member.

I keep well up to date with local affairs both for the Franche area and the town in general and I allocated my community leadership fund to five local projects each receiving £200.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Graham Ballinger

Ward: Offmore and Comberton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	3	2
Council	6	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	3
Members Forum	3	1
Overview & Scrutiny	8	7

This represents an overall attendance of 77%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

My work in the Greenhill ward where I was first elected in 1979 continued, with the usual issues about planning, dog fouling and anti-social behaviour, dominating the referrals.

Unemployment and the consequent implications are an issue in the ward and sadly there are so few job opportunities that locals feel are suited to their capabilities.

For much of the year, the Wyre Forest constituent office for Independent Community & Health Concern which is based in the ward at Station Approach in Kidderminster has been a focus of my attention in supporting the continued expansion of our interest throughout the district and most especially in Greenhill. I held surgeries here every Tuesday between the hours of 10am – 1pm.



Section 3: Assisting Constituents

Links I have with churches and local groups continue to remind me of the valuable work that these organisations undertake in the community without any fuss, publicity and false claims. The concerns in the community continue to be the loss of the Glades Leisure Centre on its existing site – a valued asset to the hundreds, if not thousands locally, who use this facility in the high density adjacent to the town centre.

Section 4: Supplementary Information



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Rose Bishop

Ward: Offmore and Comberton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	3	1

This represents an overall attendance of 87%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Governor Offmore Primary School.
Appointed to Disability Action Wyre Forest.
Alzheimer's Dementia Friendly Project.



Section 3: Assisting Constituents

Quarterly ward walks with representatives of Community Housing, neighbourhood wardens and local policing team. 4 x Comberton and 4 x Offmore.

Community litter picks.

Weekly reading lessons in Offmore school.

Assisted residents by telephone or by visiting on a one-to-one basis at either my home or residents addresses.

Section 4: Supplementary Information

To be available to residents 24/7. Visibly to be seen and approachable.

Work with other organisations, i.e. Kidderminster Youth Trust, Nightstop, my own personal charity for which I volunteer victim support.

During 2015/2016 I have been Mayor of Kidderminster.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor John Campion

Ward: Bewdley and Rock

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Cabinet Review Group	2	2
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	1

This represents an overall attendance of 90%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

This past year I have represented the Council and my community on a wide range of outside bodies. I have been a full and active member on behalf of North Worcestershire on the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) which drives economic growth across our region. This role is vital in ensuring that our part of the County and the Region are strongly represented in making sure we benefit from economic growth.

I have also worked this year with a wide range of local community and voluntary groups, using my ward funding to support their activities.



Section 3: Assisting Constituents

Since May 2015, I have represented the Bewdley and Rock Ward.

My ward colleagues and I have communicated regularly with our community ensuring that they have easy access to us to assist with their concerns and issues. We have dealt with a huge range of local issues including fly tipping, anti social parking, town centre issues and supporting the economy in the town. We have also tackled a huge number of rural issues including speeding, bus services and rural crime.

Section 4: Supplementary Information

During the past year, I have had the honour of serving as the Cabinet Member for Planning and Economic Regeneration. Rebuilding our local economy and ensuring that the benefit of growth is felt across our community has been an ongoing commitment for the administration.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Sally Chambers

Ward: Foley Park and Hoobrook

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	2

This represents an overall attendance of 94%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Kidderminster Fair Trade Group
Bewdley Museum



Section 3: Assisting Constituents

I deliver leaflets to households within my ward which have my contact details on it.

I respond to all telephone and letter enquiries

Attending PACT meetings

In regular contact with the MP

Section 4: Supplementary Information

In my first year I have worked on projects with the Bewdley Museum TIC/Shop and the Kidderminster Town Hall. I attend and contribute to Income Generation meetings.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Stephen Clee

Ward: Bewdley and Rock

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	0
Planning	10	7

This represents an overall attendance of 71%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1

Section 2: Community Involvement

Wyre Forest Community Housing Vestia Board Member.
Bewdley Museum Management Committee.
Bewdley & Rural PACT Panel.
Royal British Legion Rock Branch & Committee.
Bliss Gates Playfields.
Severn Valley Railway.



Section 3: Assisting Constituents

I have been a District Councillor of Wyre Forest since May 1992. During 2015 I was re-elected to serve the people of Bewdley & Rock Ward for the 7th consecutive election.

Living in the heart of my ward I meet and greet my constituents on a daily basis. I hold a weekly drop in ward surgery at 9am till 10am every Saturday. I circulate a regular newsletter to every house in my ward bi monthly.

I have dealt with over 3,500 constituency calls or emails relating to local matters and national matters and advice during the past 12 months reduced considerably on last year due mainly to the General Election activities and added queries.

Section 4: Supplementary Information

Following the boundary changes in 2014 we saw Bewdley & Arley and Rock Wards merge with 1200 houses and 2000 additional constituents added to my Ward. Our regular newsletter is delivered to 5,000 households quarterly 6 times per year. This has added enormous pressure trying to get around and meet as many households as one would like. However in the summer of 2015 I was able to visit every household in the new Rock part of the Ward personally.

We are the only political party in Bewdley & Rock that stays in touch with our constituents all year round not just at election time.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor John Desmond

Ward: Broadwaters

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Ethics and Standards	2	1
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	3
Members Forum	3	2
Overview & Scrutiny	8	6

This represents an overall attendance of 77%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement



Section 3: Assisting Constituents

I have liaised with the Highways Department to install bollards outside a property to protect the wall from passing traffic.

I have liaised with Joe Scully and other ward members regarding a situation in Springfield Park regarding a gentleman flying model aircraft with children in the vicinity. There are no by-laws to say that he cannot fly his model aircraft.

I investigated with the Highways Department the possibility of putting double yellow lines on part of York Street in Churchfields. One of the residents was having a problem getting his car off his drive because of parked cars.

I have also reported potholes in Batham Road.

Section 4: Supplementary Information

I help run the family business in industrial and commercial flooring which gives me insight into challenges and pressures of the private sector.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Nathan Desmond

Ward: Foley Park and Hoobrook

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	2

This represents an overall attendance of 95%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Governor at Birchen Coppice Primary School.
Member of Friends of Oldington & Foley Park.
Oldington and Foley Park PACT Group.



Section 3: Assisting Constituents

I have published and delivered 6 four page newsletters to the whole ward over the last 12 months. These inform my constituents of all major issues I am dealing with across the ward and any achievements and improvements I have made across the ward. These newsletters also contain my contact details which makes it very easy for constituents to call me.

I have dealt with numerous issues at the Oldington and Foley PACT meetings, such as poor road and pavement issues, ASB, speeding traffic and litter problems.

I continue to champion for many pavement and road repairs throughout my ward.

I have continued to carry out case work on behalf of many residents, answering questions, queries and taking up issues on their behalf.

Section 4: Supplementary Information

I have a degree in History and Politics which helps my understanding of the intricacies of politics on a national and international level. I also help run the family business in industrial and commercial flooring which gives me insight into challenges and pressures of the private sector.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Helen Dyke

Ward: Aggborough and Spennells

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	3	3
Cabinet Review Group	2	2
Council	6	6
Ethics and Standards	2	2
Kidderminster Educational Foundation	2	2
Kidderminster Town Centre Market Provision	4	4
Members Forum	3	3
Overview & Scrutiny	8	8
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2

Section 2: Community Involvement

Aggborough and Spennells Community Action Group
 Aggborough and Spennells PACT Panel Member
 Charter Trustee / Shadow Kidderminster Town Councillor
 Wyre Forest Children and Young People's Trust Board
 Members Champion for Town Centres
 Member of Town Team
 KD9 Executive Committee Chairman until Christmas 2015
 Member of Kidderminster District Youth Trust
 Board Member of Leisure Company Board
 Member of Wyre Forest Community Housing / Oakleaf



Section 3: Assisting Constituents

Times have changed and we no longer hold surgeries as our constituents prefer us to visit them if they have a problem or issue they wish to discuss. This way of doing things offers both parties more privacy if required.

We continue to write, print and with the help of volunteers deliver a regular Independent Newsletter to all residents in the ward. This Newsletter keeps residents informed about what is happening in the area. Each Newsletter includes a reply slip asking for ideas for our area or any concerns that residents may have and we also always include all our contact details on everything we send out. We provide a FREEPOST address for the use of residents so that it does not cost them anything to write to us although a lot of our case work comes via email these days.

Using some of our Community Leadership Fund I work with the Probation Community Payback Supervisor to arrange for some of their teams to carry out clearing up work around Aggborough and Spennells. I have funded clear ups of unadopted pathways and car parks around the area, litter picks and general clear ups which have been very well received by local residents. This work has two benefits in that areas that may not normally get maintained are looked after and residents see community payback work taking place within the ward.

Recently we had a spate of shed burglaries in our area so I and the other ward Councillors purchased some shed alarms using our Community Leadership Fund. We gave out over 60 of the alarms to residents and we are looking at doing this again later in the year.

I attend the local PACT Meetings and report back the issues raised and also include the police report that we receive each month from our local policing team.

Section 4: Supplementary Information

Being a Councillor it seems to get more difficult each year to be able to do the best for the residents that you represent and the wider area of the Wyre Forest District. This is due to the many financial pressures being experienced by local government as a whole. On a positive note I have found that by working with other partners, organisations and charities I am happy that I am still doing my best for local residents.

I continue to work full time alongside carrying out my council duties but with effective time management learnt over past years I find that I can run the two jobs together well.

After having lived in Aggborough and Spennells for over 35 years and been the District Councillor for 20 years I know I have acquired an enormous amount of local knowledge which does help a lot when working with residents and officers on any issues that may arise.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Peter Dyke

Ward: Aggborough and Spennells

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	3
Council	6	5
Kidderminster Educational Foundation	2	2
Members Forum	3	0

This represents an overall attendance of 67%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

In the past twelve months I have continued to work with local residents to resolve issues that affect their daily quality of life such as litter and fly tipping problems and potholes. A lot of issues raised by residents mean that I have to liaise with the County Council on a regular basis.

As a Community Neighbourhood Warden working for the local housing company, I attend TCC (Tenant Consultative Committees) and PACT (Partners and Communities Together) meeting and also attend the Community Action Newtown meetings.

Section 3: Assisting Constituents

I continue to deliver newsletters around Aggborough and Spennells on a regular basis. This is a good way of keeping people in our ward informed and aware of what is going on in and around the ward. It also carries full contact details for both myself and Councillor Helen Dyke.

Section 4: Supplementary Information



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Sara Fearn

Ward: Mitton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Council	6	4
Kidderminster Educational Foundation	2	2
Members Forum	3	1

This represents an overall attendance of 78%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Member of Wilden Pipeline Committee

Section 3: Assisting Constituents

I live within my ward and am a part of my local community. I therefore have the same needs and issues as my constituents.

I have carried out case work for many residents, often visiting them to get a clear picture of their problems, passing on their concerns to the relevant bodies where appropriate, providing information and clarification about various council activities and taking up issues on residents' behalf.

My mobile phone number appears on newsletters and the council website - people can leave me a message, email or write to me.

Section 4: Supplementary Information

I currently work full time as a manager for Royal Mail. In the past I have had my own business, as a sole trader and also worked for small companies, as well as for Birmingham City Council. These experiences inform my understanding of what it is like to work in a variety of industries, enabling me to both relate to the residents whom I represent and also to give a useful contribution to WFDC.

I have also spent time caring for my elderly parents and I have a particular interest in the difficulties faced by older people, those suffering ill health (especially mental health problems) and living with disabilities, and those in the role of carer.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Jenny Greener

Ward: Bewdley and Rock

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Licensing	4	4
Licensing Sub Committee	1	1
Local Plans Review Panel	5	5
Members Forum	3	3
Overview & Scrutiny	8	8
Planning	10	10

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Wyre Forest Citizen Advice Bureau
Kidderminster Youth Trust
Bewdley Museum
Community Transport Wyre Forest
Kidderminster and District Scout Council

Section 3: Assisting Constituents

I help deliver leaflets to every household in my ward six times a year. The leaflet has my contact details. I also regularly attend both Arley and Rock Parish Council meetings. I always respond to all telephone and written enquiries and endeavour to either find a solution or signpost to relevant agencies. I am in regular contact with the MP for Wyre Forest.

Section 4: Supplementary Information

In my nine years as a District Councillor, I have been involved in many projects and decisions. One of the highlights was being on the Leisure Review and am pleased to say my involvement helped to facilitate the inclusion of a climbing wall at the new Leisure Centre, which will be welcomed by my colleagues in Scouting and Guiding in the District as well as local residents, as there are no similar facilities locally.

I have enjoyed my time with Wyre Forest District Council, have always found Officers and staff to be very helpful and informative and all Council members to be welcoming and helpful.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Ian Hardiman

Ward: Wyre Forest Rural

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Council	6	6
Ethics and Standards	2	2
Kidderminster Educational Foundation	2	2
Members Forum	3	3

This represents an overall attendance of 100%
(This is attendance up to 23/03/16 and will be amended for May)

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	5

Section 2: Community Involvement

In my role as a District Councillor, I attend regularly, meetings of each of the six Parish Councils within the Wyre Forest Rural ward.

I attend the Wolverley & Cookley PACT meetings

I attend the Fairfield Residents and The Rurals meetings.

As a WFDC Cabinet member, I attend Friends Groups' meetings when possible.



Section 3: Assisting Constituents

I respond quickly to residents' queries and concerns via telephone, letter, email, or personal contact.

I deliver regular newsletters to the whole of my ward and include easy contact details.

During this year, I have been Deputy Leader and Cabinet Member of the District Council which has entailed attendance at many important meetings with other councils within the County and West Midlands.

I am always available to help all residents, not only within my ward but within Wyre Forest District.

Section 4: Supplementary Information

I am an active person who enjoys walking and meeting people; I am a registered volunteer for Guide Dogs For The Blind with (together with my wife) responsibility for puppy training / walking new puppies until they are about 14 months old before they progress to specialist training in Leamington.

I enjoy watching local Rugby at Kidderminster Carolians; football at Kidderminster Harriers, and Judo.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Steve Harrington

Ward: Broadwaters

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. Of meetings held during the year	No. Of meetings attended
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	5
Kidderminster Educational Foundation	2	2
Kidderminster Town Centre Market Provision	4	4
Members Forum	3	0

This represents an overall attendance of 78%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	Nil
Number of meetings attended as a substitute:	Nil

Section 2: Community Involvement

Friends of Springfield,
Friends of St Georges,
Friends of Baxter Gardens,
Small involvement with Broadwaters Park regarding toilets and donation for their fireworks.
BRAG
PACT Meeting

As well as my leadership fund, I have also donated the majority of my allowance to the parks and BRAG.

Section 3: Assisting Constituents

Ward walk with Mary Rayner.

Contacted highways regarding gas works on Barnett's Hill.

Meeting with Marcus Hart ref Broadwaters Toilets.

Meeting with Joe Scully regarding model planes on Springfield.

Contacted Operational Services over parking on footpaths behind Iceland.

Regarding constituents they have been into our office in town and reported most of problems.

Normally at the parks forums they have contact with myself.

Section 4: Supplementary Information

I would like to add that I have worked to try and involve the other two councillors in our ward for the benefit of the ward and not for political gain.

Regarding committees nobody invited me on and as I was only one I could not form a group, so unfortunately I was left out.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor John Hart

Ward: Blakebrook and Habberley South

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Licensing Sub Committee	1	1
Members Forum	3	2
Planning	10	9

This represents an overall attendance of 88%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Chair of Licensing --- Member of Planning Committee --- Council rep on Leisure Partnership Board
Council rep on TCHG board --- Member of Kidderminster Town Council --- Member of Wolverley Parish Council --- Attend Habberley Tenants group --- Habberley PACT -- Sutton Park PACT and Fairfield Tenants Group.



Section 3: Assisting Constituents

I have made representation to relevant bodies on behalf of residents on the following issues.

Litter around private property

Rubbish and furniture left in street

Several blocked drains reported

Highway signs and debris left on highway after repairs completed

Area around bus stop dangerous

Many Highway issues reported, ie. Potholes, road markings faded, poor road and footpaths surfaces

Overgrow foliage obstructing footpaths

Human faeces on paths

Several residents parking issues

Damage to Phone box

Several issues of fly tipping

Residents are able to contact me via phone or e.mail, details of which are on the WFDC website, we have this year distributed 4 news letters in our ward informing residents what is happening in the ward and again my contact details are printed inviting residents to contact me with any issues they may have. I also attend Habberley Pact and Sutton Park Pact where anyone who is in attendance are able to raise any issues they may have.

This Easter myself and my fellow ward councillors in conjunction with the local church and sponsored through our councillors local funding organized an Easter egg hunt in Brintons Park. The event attracted over 300 children plus parents and was a very successful community event.

Section 4: Supplementary Information

I have a good local knowledge of my ward, good listening skills which helps me to respond to residents quickly and efficiently in my quest to resolve any concerns that they may have.

I try to be realistic in my approach and never give resident false hope relating to their particular problem.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Marcus Hart

Ward: Wyre Forest Rural

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	7	7
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	3
Planning	10	7

This represents an overall attendance of 86%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Trustee of Kidderminster Special Educational Benefits Trust
Chairman and Trustee of Kidderminster District Scout Council
Governor of Baxter College
Trustee of Kidderminster Harriers Football in the Community Trust
Trustee of Kidderminster District Youth Trust
Member of Wolverley and Cookley Parish Council
Member of the Wolverley Memorial Project Steering Committee



Section 3: Assisting Constituents

I have responded to all queries raised to me by constituents either by telephone call, letter, email, home visit, by organising a residents meeting or a combination of some or all of these means of communication.

I respond to literally dozens of letters/emails relating to casework issues within the ward on a weekly basis.

I also deliver a regular newsletter to all households within the ward together with my two ward colleagues throughout the year.

In addition to the regular newsletter, there are often issues which affect a particular street or area and I always communicate regarding those issues as well.

Section 4: Supplementary Information

Finally, I became a Father for the first time in February and I did take a brief amount of paternity leave which has impacted slightly on my attendance on the Planning Committee this year.

In addition, this is the first report that I am writing as a Councillor for the new Wyre Forest Rural Ward. From 2002 until 2015 I represented the Sutton Park Ward which was an urban ward. The new Ward, made up essentially of the previous wards of Wolverley, Cookley, Chaddesley and Blakedown is geographically, by far the largest ward and whilst being in a three member ward, the number of electors is approximately a third larger than the previous ward, in line with all other three member Council wards. The Ward is a lot more rural and whilst there are urban parts to it, the rural nature of the ward makes this a different and more interesting challenge. In particular, there are no less than six parish councils of which I and my colleagues attend regularly and I believe that liaising with the parish councils and their councillors is essential to maintain community ties in particular in the rural areas.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Ken Henderson

Ward: Areley Kings and Riverside

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	3	3

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

I am involved with a family member Kidderminster & District RSPCA , I am also a volunteer for Community Transport of Bewdley.

Section 3: Assisting Constituents

I am working with Worcestershire County Council on a regular basis regarding Highway problems in my ward and all Stourport. I have been successful in new road signs being erected and parking restrictions being implemented. I have also achieved the clearing of vegetation in various alleyways around my ward. Whenever I am contacted by constituents , 9 times out of 10 I visit to discuss their problems face to face.

Section 4: Supplementary Information

I work daily and currently working with my wife(Cllr Lin Henderson) and other colleagues in setting up a voluntary litter picking scheme. I am also Deputy Mayor of Stourport on Severn.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Lin Henderson

Ward: Areley Kings and Riverside

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	3	3

This represents an overall attendance of 100%
(This is attendance up to 23/03/16 and will be amended for May)

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

I am involved with Kidderminster & District RSPCA & help in raising funds.

Section 3: Assisting Constituents

I work regularly with County Council on various issues . I have achieved many road issue problems and several parking issues. I also work with Community Housing Group solving problems for tenants around the ward.

Section 4: Supplementary Information

I work with my husband (Cllr Ken Henderson) as a team , which makes it easier for us to achieve results. I also escort my husband at deputy mayoral functions.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Anne Hingley

Ward: Franche and Habberley North

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Council	6	6
Kidderminster Educational Foundation	2	2
Kidderminster Town Centre Market Provision	4	3
Members Forum	3	3
Overview & Scrutiny	8	7
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 93%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

- Established working partnership with police officers through the Police and Communities Together (PACT) meetings held 4 times a year in Co-operative Supermarket, Wilton Avenue.
- I also attend the Habberley PACT meetings in St Pius Church in Canterbury Road.
- Governor at Franche Community School, Chestnut Grove.
- Governor at St Catherine's C of E Primary School, Marlpool Lane.
- Trustee of Claire Witnell and Blount Almshouses, Wilton Avenue.
- Attend regular tenants meeting Community Housing Group Franche and Habberley.
- Charter Trustee of Kidderminster/Kidderminster Town Councillor from December 2015 - May 2016
- Trustee of John Weston Stretton of Kidderminster Charity.



Section 3: Assisting Constituents

As an established Councillor I continue to keep in contact with residents through regular Franche Matters newsletters, personal contact by home visits, phone calls and emails.

Keeping Franche ward tidy and clean is a priority and I am grateful to the Lengthsman who assists the Council's team in carrying out this function.

Through my involvement with the community I have come to know residents and have been able to help with council officers resolve locality problems throughout the council year.

Community Projects – Leadership funding has enabled me to enhance three areas with planted shrubs to create a pleasant environment for residents. The local community will maintain the upkeep of these projects.

Section 4: Supplementary Information

Using Community Leadership Funding I have donated:

- £400 to Home Start to support the volunteer befriending service for families in the Wyre Forest.
- £400 to Barnabees Pre School to replace play equipment.
- £200 to The Workshop for people with a learning disability based in Marlpool Lane. This will provide materials for wood work projects.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Nigel Knowles

Ward: Franche and Habberley North

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	6
Ethics & Standards	2	1
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	2
Kidderminster Town Centre Market Provision	4	3
Licensing & Environmental	4	4
Licensing Sub Committee	2	2
Local Plans Review Panel	5	5
Members Forum	3	3
Treasury Management Review Panel	3	3
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 95%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Franch Tenants Committee
 Joint Armed Forces Champion
 PACT Meetings for Franche and Habberley
 Habberley Tenants Committee
 Local Parish Council's Forum (CALC)



Section 3: Assisting Constituents

Habberley and Franche estate walkabouts with tenants and officers. Very regular newsletter to constituents. Problem solving when constituents raise an issue, I naturally raise it with officers of the relevant body – community housing, police, highways, bus company, etc. I always report back to the individual who raised the issue.

Section 4: Supplementary Information

My role as an elected member. I have a high profile in my ward, regularly contribute to local press and radio. I do visit people in their home if requested. I always make contributions in the Council Chamber at WFDC meetings particularly on issues affecting Franche and Habberley. I have campaigned to retain Habberley Polling Station and lose. Also to retain the Army Reserve Centre in Kidderminster and the Community Ward (GP – A Ward) at Kidderminster Hospital. These campaigns are on-going. I also gathered hundreds of signature to keep Habberley Post Office, alas, it closed just before Christmas 2015.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor David Little

Ward: Lickhill

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	5
Kidderminster Educational Foundation	2	2
Members Forum	3	3
Overview & Scrutiny	8	7
Planning	10	10

This represents an overall attendance of 93%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

The Elizabeth Mills Centre

Section 3: Assisting Constituents

I have met with residents of Buttermere Road and Windermere Way together with Wyre Forest Golf Club regarding the importation of soil to the Golf Club.

Reported highways problems within the ward to the County Council.

I have met with members of Stourport Board Club and representatives from Severn Trent regarding their concerns regarding the Birmingham Resilience Project.

Liaised with Community Housing and the MP over various issues.

Met with Dog Walkers and Rangers regarding the grazing of cattle on Burlish Top.

I have met with the Friends of Stourport Memorial Park to discuss future developments within the park.

2Section 4: Supplementary Information



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Tony Muir

Ward: Mitton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Cabinet Review Group	2	1
Council	6	6
Kidderminster Educational Foundation	2	2
Members Forum	3	2

This represents an overall attendance of 88%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	3

Section 2: Community Involvement

Wyre Forest Community Housing

Section 3: Assisting Constituents

My contact details are published on the Wyre Forest District Council website and I can be contacted by telephone or email.

I have undertaken case work for a number of residents, either passing on their concerns to other organisations or taking up issues on behalf of the residents.

Section 4: Supplementary Information



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Fran Oborski MBE

Ward: Offmore and Comberton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	3	3
Cabinet Review Group	2	2
Council	6	6
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	2
Licensing & Environmental	4	4
Local Plans Review Panel	5	5
Members Forum	3	2
Planning	10	9
Treasury Management Review Panel	3	3
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 95%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

I am a Personal Trustee of Kidderminster and District Youth Trust. I am Vice Chair of Governors at King Charles 1 Academy and a Governor of both Offmore and Comberton Primary Schools. I Chair the Wyre Forest Local Children's Trust. I represent WFDC on the Worcestershire Health Overview and Scrutiny Committee and on the Public Stakeholder Involvement Group of the Worcestershire Acute Hospitals Review. I am a member of the All Party Kidderminster Hospital Action Group.

I organise the Wyre Forest Holocaust Memorial Event.

I am a member of the Friends of St Georges Park and take part in their St George's Day in the Park Event.

I am currently Chair of Offmore Comberton Action Group (OCAG) and actively help to organise our Community Carnival, The Borrington BASH.



Section 3: Assisting Constituents

I have delivered FOCUS Newsletters to my Constituents every month, these always include a reply slip and my e mail and phone contact details. I have a FREEPOST Licence so that they can contact me without paying postage. I have attended all relevant Tenants' Consultative Committee Meetings. I have Chaired all Offmore Comberton PACT Meetings and also attended all Greenhill PACT Meetings.

As well as being available to all my constituents by phone/e mail/post I also make myself available in Café Chad and The Coffee Hut on Comberton.

I also contribute to, and answer questions on, various media sites including Streetlife and Facebook. I have taken up over 200 issues raised by Constituents.

Section 4: Supplementary Information

I am a qualified Safeguarding and Prevent Trainer and offer this Training to local schools and community groups.

I was Honoured to be Awarded MBE in HM The Queen's Birthday Honours in 2015, the trip to Buckingham Palace on December 18th really was the experience of a lifetime. I should like to place on record my thanks to those who nominated me for over 40 Years Public and Political Service in Wyre Forest.

As a Harriers Fan and Season Ticket Holder I use part of my Community Fund to support Harriers Football in the Community Trust and personally sponsor a player and at least one match per season.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Tracey Onslow

Ward: Blakebrook and Habberley South

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	3	3
Cabinet Review Group	2	2
Council	3	3
Kidderminster Educational Foundation	1	1
Kidderminster Educational Foundation Working Group	1	1
Members Forum	3	3

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

I sit on the Citizens Advice Board.
I sit on Kidderminster Town Council.
I am Member Champion for Connectivity.



Section 3: Assisting Constituents

Since getting re-elected in September 2015, I have responded to every single issue raised with me. It would be very time and space consuming to list them all, but as examples:

Following a campaign last year, I have had the railway bridge at the top of Comberton Hill repainted. The old design was peeling and has looked a mess for many years and, although not in Blakebrook & Habberley South, as Member Champion for Connectivity with this being one of the main gateways into Kidderminster and so close to one of our major tourist attractions, I felt something needed to be done. After much negotiation, I was finally given the go-ahead by Network Rail in March. The bridge is (at the point of writing) repainted on one side and undercoated, ready for painting on the other).

I have had various areas litter picked, including Wood Street, Park Street, St Johns Avenue, Park Lane, Castle Road, The Patios, Habberley Road and Orchard Street to name but a few.

I have had trees pollarded in Lea Bank Avenue and bushes/trees cut in Parkland Avenue, Greatfield Road and The Patios.

I have had double yellow lines installed in Spencer Street and junction markings redone for Crestwood Avenue.

I have helped organise a campaign for Habberley Estate Post Office.

I have investigated speeding issues in Habberley Road, Plimsoll Street, Wood Street and Cobden Street, Blakebrook and Summerhill Avenue.

I have had drains unblocked in Mason Road and Bewdley Hill.

I am campaigning for resurfacing in Lansdown Green and Brook Street.

We have also consulted on resident parking schemes in Crane Street area and The Patios area.

I respond either by phone or email or letter, to suit the resident, we also include response slips in our newsletters, of which we have delivered about 50,000 across the ward. My mobile phone number is quoted in newsletters, so I am contactable 7 days a week.

We offer ward surgeries every week, on demand.

Section 4: Supplementary Information

Together with Churches Together in Kidderminster and my fellow Conservative Ward Cllrs, I put on my annual Easter Egg Hunt in Brinton Park. This year 252 children attended, an increase of 48 on last year.

In May, my colleagues and I will also be putting on a Tea Dance at Kidderminster Town Hall Both events are free to the public.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Julian Phillips

Ward: Wribbenhall and Arley

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Council	6	5
Ethics and Standards	2	1
Kidderminster Educational Foundation	2	2
Members Forum	3	2
Overview & Scrutiny	8	6

This represents an overall attendance of 80%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

I have been the Council's representative to Bewdley Development Trust since 2012. BDT is a community interest company which is working towards the economic, social and environmental sustainability of Bewdley and the surrounding area. Its vision is to promote Bewdley as a thriving market town and a good place to live and do business. Two current examples of BDT's work include the monthly produce market and leading the planning and setting up of the St George's Hall as a successful venue in the town centre.



Section 3: Assisting Constituents

Having lived and worked locally for 26 years, there are many people in Wribbenhall and Bewdley who know of me and as such I am easily recognised and contacted by constituents.

The majority of concerns that are brought to my attention are issues that require County Council involvement. This has strengthened my opinion to streamline the three tier system of local government and replace the District and County Council with a unitary authority so that councillors can be directly influential in addressing all issues that affect their community.

Section 4: Supplementary Information

I have been a member of Wyre Forest (formerly Bewdley) Round Table since 2008. We carry out the annual Santa sleigh collection in Bewdley and Wribbenhall. This usually raises circa £2,000 that we donate to worthy causes in the local area.

Having become a father in the past year, being able to continue the role of elected member has become more and more challenging in recent months when also trying to be effective in my employed role in the family business. I feel it is important that the elected members of the council are representative of the population that they serve and I am proud to have been one of the younger members of the council during my time upon it.

I have always been honoured and humbled by the faith placed in me by my electors. I am also extremely grateful for the professional support I have received by the Council's officers over the years.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Mary Rayner

Ward: Broadwaters

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	1	1
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	5
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	1
Local Plans Review Group	5	4
Members Forum	3	3
Planning	10	10
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 91%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

Organisations and community groups that I have been involved with during the year has been most of the park groups in Broadwaters. I have attended a large number of their meetings and helped them with some of their events, and work in the parks including litter picking. I also periodically litter pick around the area where I live. Likewise I have engaged with Broadwaters Residents Action Group (BRAG) supporting them and engaging in their lunch club for the over 50s. I have helped BRAG with litter picking encouraging the children around the area to also engage in keeping the area tidy.

The group that I helped to develop, Sion Avenue Residents Group, is growing. I have attended some of their meetings and activities. I am in regular communication with the local TCC group and I have also helped them to resolve some of their concerns.

I have also been engaging with the local scout and beaver groups here in Broadwaters, and supporting them when they have asked.



I have attended most of the Partners and Communities Together meetings and have liaised closely with our local community police on several important issues concerning cars speeding, traffic issues in various parts of the ward, as well as parking issues around the whole of Broadwaters and as a result I now sit as an observer on the traffic enforcement review group and liaise with them on parking issues along with the Police and Highways.

I also liaise closely with Worcestershire Regulatory Authority with monitoring of areas of pollution who are keeping the PACT group informed of pollution hotspots.

As a Trustee of the Community Housing Company I have been able to support and attend their meetings and when asked supported them in their initiatives in these very challenging times.

I have helped to facilitate some residents to form another group and join neighbourhood watch.

Section 3: Assisting Constituents

I have been managing a case load of about 3 or 4 a week over the last year from constituents, they generally contact me face to face when they see me in the ward as I regularly walk about the ward, or phone me or contact me by email. I try to keep them informed of the progress of their concern and raise it to higher levels if necessary. I try to respond to people within 24 hours when possible. One of the key concerns other than cars parking on the roads and pavements, continues to be Dog Fouling. I have responded to peoples' request for extra litter and dog poo bins when requested, which have appeared to alleviate the problem.

Section 4: Supplementary Information

Please feel free to add any information you consider may assist in defining your role as an elected member, any outside obligations that may impact on your role or any additional information you wish to add.

Being a retired Health Care Professional I have found people contact me with concerns about the health care they are receiving , these can be wide ranging and I can signpost them to the appropriate organisation that can support them.

I am also member of the youth trust, as well as community housing.

I am also interested in the local scout group and the disability action group and sight concern.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Chris Rogers

Ward: Mitton

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	3	3
Overview & Scrutiny	8	8
Planning	10	10
Treasury Management	3	2

This represents an overall attendance of 97%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1

Section 2: Community Involvement

Stourport Forward
Sandy Lane Traders Association
Community Housing Residents Association
PACT Meetings

Section 3: Assisting Constituents

I am always available to assist constituents and advertise my contact details (phone and email) on all distributed literature as well as make them available through Wyre Forest Conservative Association and of course can be contacted via Wyre Forest District Council. I am available at all times to constituents and am happy to meet with residents when ever required. All issues that are brought to me by residents are kept confidential between them and myself. I would only divulge issues to others if they concern multiple people.

Section 4: Supplementary Information

Being retired I am able to give as much time to council matters as required, which at times can be a great deal. My previous professional life gives me wealth of knowledge and experience on which to draw and helps immensely with council matters.

Having a strong Conservative team including our MP Mark Garnier is a great asset in being able to pursue the issues which residents have right up to national government level.

In 2015/2016 I have had the privilege of being Chairman of Wyre Forest District Council.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor James Shaw

Ward: Areley Kings and Riverside

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	3	2
Cabinet Financial Strategy Advisory Panel	3	2
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	3	2
Planning	10	10
Treasury Management Review Panel	3	3

This represents an overall attendance of 90%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1

Section 2: Community Involvement

I am a Trustee of Areley Kings Village Hall. The Trustees form the management committee and meet monthly. I attended regularly although not on every occasion.

I am a member of the Walshes Community Hall Action Group. I attended its management committee meetings and was involved in organising several community events.

I attended all the meetings of the Walshes Neighbourhood Action Group, (formerly named the Tenants Consultative Committee).

I attended PACT (Police and Community Together meetings).

I attended the bi-monthly Walshes Walkabouts, organised by Wyre Forest Fommunity Housing, at which Community Housing staff, Neighbourhood Action Group members, councillors and local residents are present. It is literally a "walkabout" which inspects any area of concern on the estate and ascertains "who will do what" to resolve any problems.



Section 3: Assisting Constituents

The Areley Kings Rose and the Riverside Rose are newsletters published four times per year. The Rose is delivered to every household in my ward and has my contact details prominently displayed. Typically, I have had around thirty live local issues in my caseload. Now serving a larger ward than previously, I found that town centre issues increased by workload. These included a range of planning matters, the licensing of cafe tables located on-street, inaccurate signage, public toilet provision and wheelchair access from a car park. Homelessness, transfer to more suitable housing, anti social behaviour, removal of abandoned vehicles, fly-tipping, bus services, bus shelters, caravan park regulations and street lighting were some of the other issues addressed on behalf of local residents.

Section 4: Supplementary Information

I thank those colleagues who deliver over four thousand newsletters, four times per year, so that I can keep in contact with local residents. I do not hold surgeries. It has always been my practice to visit residents in their homes. I carried on doing so in 2015/16 and intend to in the future.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Juliet Smith

Ward: Blakebrook and Habberley South

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	6
Ethics and Standards	2	2
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	3	3
Treasury Management Review Panel	3	3

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	3

Section 2: Community Involvement

Member of Community Housing Group Resources Committee

Member of Wyre Forest Clinical Commissioning Group

Member of Kidderminster Town Council

Governor at Sutton Park Primary School and Responsible for Safeguarding

Section 3: Assisting Constituents

I have responded to all queries raised to me by my constituents either by telephone call, letter, email or home visit. I have responded to a great many issues within the ward on a weekly basis. I also deliver a regular newsletter to all households within the ward together with my two ward colleagues throughout the year to keep residents informed and to continually refresh the methods residents can use to contact me by phone, email or in person at my address located within the ward. I held a surgery within the ward during my term of office which was well advertised for residents to attend. I have also attended local PACT meetings to address residents' issues.

Section 4: Supplementary Information

I find my legal training and understanding has helped me with residents' issues. I believe that I have undertaken my role and responsibilities to the best of my ability and have taken all decisions within the best interests of the residents and tax payers of this District. In terms of whether any outside obligations impact on my role, I am employed full time and this does have an impact on my availability but I believe that I have balanced being employed and my democratic role very well.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Juliet Smith

Ward: Blakebrook and Habberley South

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Cabinet Financial Strategy Advisory Panel	3	3
Council	6	6
Ethics and Standards	2	2
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	3	3
Treasury Management Review Panel	3	3

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	3

Section 2: Community Involvement

Member of Community Housing Group Resources Committee

Member of Wyre Forest Clinical Commissioning Group

Member of Kidderminster Town Council

Governor at Sutton Park Primary School and Responsible for Safeguarding



Section 3: Assisting Constituents

I have responded to all queries raised to me by my constituents either by telephone call, letter, email or home visit. I have responded to a great many issues within the ward on a weekly basis. I also deliver a regular newsletter to all households within the ward together with my two ward colleagues throughout the year to keep residents informed and to continually refresh the methods residents can use to contact me by phone, email or in person at my address located within the ward. I held a surgery within the ward during my term of office which was well advertised for residents to attend. I have also attended local PACT meetings to address residents' issues.

Section 4: Supplementary Information

I find my legal training and understanding has helped me with residents' issues. I believe that I have undertaken my role and responsibilities to the best of my ability and have taken all decisions within the best interests of the residents and tax payers of this District. In terms of whether any outside obligations impact on my role, I am employed full time and this does have an impact on my availability but I believe that I have balanced being employed and my democratic role very well.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Stephen Williams

Ward: Wyre Forest Rural

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Local Plans Review Panel	5	5
Members Forum	3	3
Overview & Scrutiny	8	8
Planning	10	10
Section 106 Monies Review Panel	1	1

This represents an overall attendance of 100%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1

Section 2: Community Involvement

I am a member of Chaddesley Corbett Parish Council.
Chairman of the Margaret Delabere Almshouses Trust.
I attend all the meeting of the Rurals Tenants Consultative Committee of Community Housing.
Along with my colleagues who serve the Wyre Forest Rural Ward, I regularly attend the Parish Councils of Churchill and Blakedown, Rushock, Stone, Broome, Wolverley and Cookley and give reports about the activities of the District Council.
Until recently, I provided health and safety advice for the Museum of Carpet.



Section 3: Assisting Constituents

I have assisted constituents and others on planning and many other matters.

I chaired a Sub-Committee for Chaddesley Parish Council investigating the change of venue for the local Post Office.

I have taken up issues for Community Housing tenants at the Rurals Tenant Consultative Committee.

Section 4: Supplementary Information

My contact details are published in the Chaddesley Corbett Parish Magazine and elsewhere.

I walk through my home village every day including Sunday.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2015/2016



Name of Member: Councillor Gordon Yarranton

Ward: Wribbenhall and Arley

Section1: Attendance at Council / Committee and Sub-Committee meetings

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	6	6
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	3
Licensing Sub Committee	1	1
Members Forum	3	0
Planning	10	10

This represents an overall attendance of 85%

Period of Extended Absence, (e.g. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	-

Section 2: Community Involvement

The Monday Project - Knit and Natter
Seabright Foundation Trust
Kidderminster Foreign Parish Council
Bewdley Town Council

Section 3: Assisting Constituents

I have kept in regular contact with the local residents by delivering a quarterly newsletter.

I have arranged for regular litter picks and road sweeping within Wribbenhall and have arranged to have fly tipping removed from Trimpley on numerous occasions.

I am consulting with the Residents association of Sandbourne Drive and Sandstone Road together with the Headteacher of Bewdley High School to come up with a scheme to address the parking issues outside the school.

I have supported the residents of Severn Bank with grit bins and also negotiated with Severn Trent regarding flood alleviation work.

This year I have allocated funds to the TCC to update the play facilities on the Queensway Estate and I was also instrumental in obtaining grants from the Town Council and Community Housing.

I have also worked with the Community Housing Group to deal with residents' concerns regarding rent, overgrown vegetation, etc.

I have addressed various highways issues throughout the ward including potholes, etc.

Section 4: Supplementary Information



Cabinet

Annual Report 2015/2016

Report from the Leader

It gives me great pleasure to produce my report as Leader of Wyre Forest District Council having now completed two full municipal years in post, having been appointed on 2nd April 2014.

The municipal year 2015/16 has yet again been another very busy year for Wyre Forest District Council.

The political make up of the Council in 2015/16 was of course materially different to that in 2014/15 and that brings different challenges.

The all out elections in 2015 saw the Council reduce the number of democratically elected councillors from 42 to 33. I had to lead a strategic alliance in 2014/15 working collaboratively with the Liberal and Independent Group in order to effectively run the Council. However, given the result of the elections, I was able to lead a majority Council. Notwithstanding this, I committed to working with all groups on the Council.

2015/16, like the previous year has seen significant and encouraging progress with the delivery of regeneration projects throughout the District. One of these key infrastructure projects being the Hoobrook Link Road. I am pleased to say that the work is now substantially well under way with a completion date of August this year.

The Council is committed to the delivery of this road as a key development to unlock growth in the South Kidderminster Enterprise Park.

Members will not have failed to have seen the £2 million public realm improvement project within Kidderminster Town Centre. I know that there have been one or two comments about the quality of some of the finish but, rest assured, all of these issues are being addressed by the Council to ensure that the residents and taxpayers of this District have an excellent quality public realm improvement scheme. I have had many, many positive comments about the work which is the largest major investment in public realm work in a generation. It is regrettable, that Henderson's have decided to withdraw from commencing their Weavers Wharf development which would have seen a multi million pound investment in that part of the town centre but, more fundamentally, the major part of this redevelopment work was enabling the demolition of Crown House. As Leader of the Council I remain committed to trying to find a long term solution to the demolition of Crown House. However, as I am sure all Councillors would agree, this is a complex matter and not something that can be easily resolved.

The redevelopment of the Medical Centre in the Dog Lane car park in Bewdley is now well underway and extensions to car parking at Dog Lane and Gardeners Meadow have now taken place. I look forward to this project being completed soon.

Agenda Item No. 17 (a)

This is now the fourth year that the Council has occupied Wyre Forest House. I am exceptionally proud of the dedicated staff who continue to deliver day to day services. The new Headquarters is a vastly improved working environment for our staff. As I previously reported in last years report, we continue to make the building as efficient as we can and there has been a relentless drive to do so.

Since March 2015 when Worcestershire Regulatory Services and dhjh Accountants moved into Wyre Forest House, we have now rented an office to Moo and Goo Limited and started the process of renting out the Executive Suite by downsizing the Cabinet Office to allow Just2easy to rent this office. This proved successful and led to a strategic decision to relocate the whole of the Cabinet, Corporate Leadership Team and Executive Support Officers to the main part of the building freeing up the Executive Suite for renting to businesses. I am pleased to say that the former Leader's Office has been rented to Carewatch (Premier Care (Midlands) Limited and the former Chief Executive's office has been rented to KYP Training Consultancy and we are in the process of renting out the rest. The rental of the Executive Suite alone is due to bring us in £40,000 per annum. However, the current rental income for Wyre Forest House, which also includes ICT hosting charges for those tenants who we provide an ICT service to, as well as room hire is well in excess of £200,000 per annum. We continue to market our building, the Council Chamber and all our meeting rooms to external organisations and lettings income has gone up by 50% in the last 12 months.

Moving into Wyre Forest House, owning our own building and allowing us to maximise our income, I am absolutely convinced was the right thing to do.

The Council has continued along its journey on transformation with a view to significantly reducing our annual net revenue expenditure. It is important to remember the overall 27.5% reduction in Government grants across all councils over the coming 4 years taking into account forecast business rates growth. This supports the continued drive for savings, income generation and council tax growth, all of which Wyre Forest is actively pursuing to progress its excellent track record so far. Whilst our revenue support grant from Government will have reduced from just over £2m in 2015/16 to £1.18m in 2016/17 which is a reduction of around 42%, a balanced budget over the 3 year financial strategy was approved by Council in February. This continues to present significant challenges to our organisation which we meet by successful progression of the Wyre Forest Forward Savings Programme. I am exceptionally proud of the way that our Officers continue to respond to these challenges with more creative schemes regarding income generation and the reduction of expenditure and ironing out and removing any inefficiencies within the way we operate.

We know that whilst having set a balanced budget in February, that the scale of the challenge is going to get greater and that within the financial year 2018/19 we have had to substantially increase our Wyre Forest Forward savings to ensure we live within our means. Whilst there will be difficult

Agenda Item No. 17 (a)

choices ahead, I am confident that this Council is in a sound financial position to rise to those challenges.

By the time this report is read, the Leisure Centre will nearly be complete and I look forward to it opening sometime in July. The project has been a huge success to this Council being built ahead of time and under budget and will bring together a brand new state of the art facility for the residents of our District. It has been a pleasure to work with our partner Places for People and the builder Pellikaan.

I would like to place on record my grateful thanks to the Chief Executive, Corporate Management Team and all officers within the Council for their help and support this year. I know that the challenges within local government grow ever larger year on year, but the drive and commitment shown by the officers within our Council never ceases to amaze me.

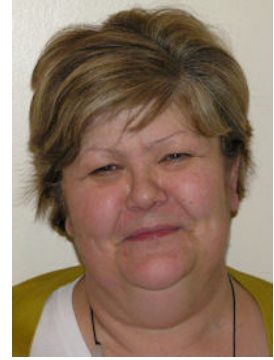
I would also like to place on record my thanks to my Cabinet colleagues for their support and counsel during the last year.

The last year has been challenging and I have little, if any doubt that this year will be even more challenging, but I am confident we will all continue as members and officers to work together for our common aim; the residents and businesses of Wyre Forest.

Wyre Forest District Council
Annual Scrutiny Report
2015/2016



Foreword of the Chairman of the Overview and Scrutiny Committee



The 2015/16 municipal year has been very busy for the Overview and Scrutiny Committee, with a varied and extensive work programme.

The Committee has met 8 times during the year and has worked hard to ensure that the decisions the Council has had to take have been thoroughly scrutinised on a cross party basis.

Throughout the year I have always tried to take on board and implement any suggestions for review panels or ideas made by members for an improved Scrutiny process. I think it is important that all Members feel able to take part in Scrutiny and I am pleased to say we have had many observers attend during the year.

Scrutiny is also an important way of involving the community in the democratic process. In July 2015 a review panel was established to look at where a market would fit within the regeneration of Kidderminster Town Centre. A public consultation took place during August and the early part of September which resulted in a total of 198 responses from traders and residents.

The consultation was launched with a news release and was supported throughout the consultation period by the use of social media. The consultation was available to complete online or by filling in a paper copy which was made available at the Worcestershire Hub, the Swan Centre and Wyre Forest House. Paper copies of the survey had been distributed to all the businesses in the Town and the current market traders. A set of recommendations were made which informed the tender process for the contract for operating the market within the Town which was due to be renewed.

The Committee has responsibility for discharging the Council's Crime and Disorder Scrutiny function. The Committee received a presentation on crime and disorder issues and scrutinised the progress made against the Wyre Forest Community Safety Partnership's priorities.

I have enjoyed chairing the Overview and Scrutiny Committee and have found the work to be most rewarding. I would like to thank the Vice Chairman of the Committee, the Members of the Committee and the Officers for the support they have given me during the municipal year.

Councillor Helen Dyke

Scrutiny at Wyre Forest

For this municipal year, the Council's scrutiny function was carried out through the Overview and Scrutiny Committee.

The Committee consisted of 10 cross party Members. The workload included scrutinising proposals for new or amended policies before their consideration by the Cabinet and Council, undertaking detailed reviews into existing procedures and policy, and monitoring the schedule of proposed decisions as set out in the Council's Forward Plan.

Review Panels

Review Panels are in depth investigations into issues conducted by Members outside of the formal Scrutiny Committee setting. They allow more detailed work on particular topics and make recommendations to the Overview and Scrutiny Committee which in turn make recommendations to Cabinet. Their flexibility allows for a wide range of evidence sources, guests and methods of evidence gathering to be considered.

The following Panels have taken place during the 2015/2016 year:

Name	No. of meetings	Purpose
Kidderminster Town Centre Market Provision	4	Detailed scrutiny into the market provision in Kidderminster Town Centre. Recommendations were made to inform the market provision tender process.
Treasury Management	3	Allowed detailed scrutiny and training in respect of treasury management.
Local Plans Includes co-opted Members from Town Councils	4	Detailed scrutiny of the draft policy documents relating to the local development framework, helping to shape them before the formal process of consultation or adoption.
Section 106 Monies	1 – to be continued into next municipal year	Review of management, allocation and understanding of Section 106 monitoring and implementation processes. A Member of the Overview and Scrutiny Committee put the item forward for the full scrutiny process after the subject was raised at a meeting of the Cabinet Financial Strategy Advisory Panel during the budget setting process.

Recommendation Tracking

As Scrutiny Committees can only make recommendations and do not take decisions, it is important to keep track of what has happened to the recommendations made by Scrutiny.

After recommendations have been made, the Committee have considered feedback from Cabinet regarding their recommendations so that there was a clear means of tracking the outcome of recommendations.

In addition, the Committee looked back at the recommendations made in the previous year, so that they were able to examine the progress made in implementing the recommendations. This was carried out and there were no concerns raised over outstanding recommendations. The tracking recommendations from this years Committee will be reviewed at the first meeting of the Committee of the new municipal year.

Public and Stakeholder Involvement in Scrutiny

Scrutiny is an important means of involving the community in the Democratic Process. If you have any suggestions or comments for issues affecting your area which you feel Scrutiny could consider, please contact the Democratic Services Team via email: CommitteeSection@wyreforestdc.gov.uk telephone: 01562 732763, or in writing to Democratic Services, Wyre Forest House, Finepoint Way, Kidderminster DY10 7WF.

More information on Scrutiny at Wyre Forest District Council can be found at <http://www.wyreforestdc.gov.uk/cms/your-council-and-elections.aspx>

Terms of Reference - 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.

Agenda Item No. 17 (b)

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.



Wyre Forest District Council
Ethics and Standards Committee
Annual Report 2015/2016

Foreword by the Chairman of the Ethics and Standards Committee

I would like to thank the Solicitor to the Council, Mrs Caroline Newlands for her dedicated support over the last 12 months. I would also like to thank Louisa Bright, Principal Committee and Member Services Officer for her efficiency and support before, during and after meetings.

The Committee met twice during the year to resolve issues that related to two of the key principles of standards in public life; respect and transparency. Firstly to discuss a specific Council Member's use of social media and second to discuss whether or not certain Council Members should be allowed to take part in an item included in the Agenda for the final Full Council meeting of the year relating to rented housing.

The regulations relating to standards of conduct for elected and co-opted members of local authorities are clear and there is a streamlined process for dealing with allegations of breach of the Members' Code of Conduct with a wider role for the Monitoring Officer in resolving matters relating to the Code of Conduct. However, the Ethics and Standards Committee has played an important part this year – being tasked with resolving issues that needed to be dealt with by a wide-ranging and diverse set of people.

The integrity of the councils corporate governance and continued public confidence in the decision making process depends on a robust and enforceable standards regime. I am proud to have been chairman of the councils Ethics committee.

Councillor Juliet Smith

Chairman – Ethics and Standards Committee

Membership of the Ethics and Standards Committee

(6 Councillors, 3 co-opted Independent Members non-voting,
3 Parish Councillors non-voting)

Chairman: Councillor J Smith

Vice-Chairman: Councillor J Desmond

Councillor H E Dyke, Councillor I Hardiman, Councillor N Knowles and
Councillor J Phillips

Independent Member – Mr R Reynolds

Independent Member – Rev J A Cox

Parish Council representatives – R Hobson, LGreen and C Edington-
White

Terms of Reference

1. Promotes and maintains high standards of conduct by councillors and co-opted members.
2. Assists the councillors and co-opted members to observe the Members' Code of Conduct.
3. Advises the Council on the adoption or revision of the Members' Code of Conduct.
4. Monitors the operation of the Members' Code of Conduct.
5. Advises, trains or arranges to train councillors and co-opted members on matters relating to the Members' Code of Conduct.
6. Considers complaints against any member relating to alleged breach of the Code of Conduct, to make findings of fact and decisions in respect of the action to be taken, and where necessary to make recommendations to full Council.
7. Grants dispensations, if necessary, to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.
8. Exercises (1) to (6) above in relation to the parish councils' wholly or mainly within the Wyre Forest District area and the members of those parish councils'.
9. Recommends approval and adoption of relevant codes, plans and policies.
10. Oversees the Whistle Blowing Policy.
11. Oversees the complaints handling and Ombudsman investigations.
12. Keeps the operation of the constitution under review so far as it relates to ethics and standards of behaviour.

WYRE FOREST DISTRICT COUNCIL

COUNCIL
25TH MAY 2016

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE CABINET – 8TH MARCH 2016

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. 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>Green Street Depot Project</p> <p>Recommend to Council:</p> <ul style="list-style-type: none"> • Subject to the deliverability test being met on the installation of a biomass CHP at Green Street depot, the 2016/17 capital budget is amended to include the amount specified in the report to Cabinet at its meeting on 8th March 2016 for the costs of this scheme. 	<p>Councillor M J Hart</p>