

Open

Council

Agenda

6pm
Wednesday, 14th December 2016
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

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COUNCIL MEETING

Date 6th December 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 6.00p.m. on Wednesday 14th December 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.

WEBCASTING NOTICE

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

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

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

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

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

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

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

* Unless there are no reports in the open session.

Wyre Forest District Council

Council

Wednesday, 14th December 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 Reverend Hugh Burton, Kidderminster East Parish. | |
| 2. | Apologies for Absence | |
| 3. | Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details. | |
| 4. | Minutes To confirm as a correct record the Minutes of the Ordinary and Special meetings held on 28 September 2016. | 9 |
| 5. | Public Participation To receive a petition from Councillor S Miah regarding St George's Park Paddling Pool. The petition organiser will be given three minutes to present the petition at the meeting. <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> | |

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| 6. | <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> | 22 |
| 7. | <p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p> | 23 |
| 8. | <p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p> | |
| 9. | <p>Motions Submitted under Standing Orders</p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1).</p> <p>Motion from Councillor F M Oborski MBE, Independent and Lib Dem Group</p> <p>Council accedes to the request from Kidderminster Town Council and agrees that WFDC will operate the St George's Park Paddling Pool during the summer of 2017 to allow Kidderminster Town Council, the Friends of St George's Park and local District and County Councillors to have more time to seek funding so that they can potentially take over the operating of the pool from the 2018-2019 financial year.</p> | |
| 10. | <p>Urgent Motions submitted under Standing Orders</p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p> | |
| 11. | <p>Political and Constitutional Issues</p> <p>To consider a report from the Solicitor to the Council on various constitutional issues including appointments that have arisen since the last meeting of Council.</p> | 25 |
| 12. | <p>Review of Polling Places and Polling Districts in the Wyre Forest District</p> <p>To consider a report from the Electoral Registration Officer on the outcome of a review of Polling Districts and Polling Places.</p> | 30 |

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| <p>13.</p> | <p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>a) Recommendations from Overview & Scrutiny Committee, 3rd November 2016</p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2016/17 <p>b) Recommendations from Audit Committee, 28th November 2016</p> <ul style="list-style-type: none"> • External Audit Arrangements <p>c) Recommendations from Cabinet, 22nd November 2016</p> <ul style="list-style-type: none"> • Review of Council Tax Reduction Scheme 2017/18 • Amendments to Capital Programme <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 (except for some reports which are exempt from publication). Please refer to the front cover for contact details.</p> | <p>42</p> <p>43</p> <p>44</p> |
| <p>14.</p> | <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> | |
| <p>15.</p> | <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

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| <p>16.</p> | <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

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER

28TH SEPTEMBER 2016 (6PM)

Present:

Councillors: R Bishop (Chairman), J D Smith (Vice-Chairman), J Aston, J Baker, J-P Campion, S J Chambers, N J Desmond, S E Fearn, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, V Higgs, A T Hingley, N Knowles, D Little, N Martin, S Miah, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, J A Shaw, R J Vale, S J Walker, S J Williams, R Wilson and G C Yarranton.

C.36 Prayers

Prayers were said by Reverend Phil Hoare, Wesley Methodist Church, Stourport-on-Severn.

C.37 Apologies for Absence

Apologies for absence were received from Councillors: S J M Clee, J R Desmond, H E Dyke and P Dyke.

C.38 Declarations of Interests by Members

There were no declarations of interest.

C.39 Minutes

Decision: The minutes of the meeting held on 27th July 2016 be confirmed as a correct record and signed by the Chairman.

C.40 Public Participation

In accordance with the Council's scheme for public participation at meetings of Full Council, the following member of the public addressed the meeting at this point:

Councillor Sheridan Tranter, Chairman, Hartlebury Parish Council.

I am grateful for this opportunity to speak at this meeting. I am Chair of Hartlebury Parish Council and have a number of concerns regarding the various issues recorded in Agenda Item No. 12.

Agenda Item No. 4

There has been no dialogue whatsoever with Hartlebury Parish Council and neither has there been any discussions with Wychavon District Council. This lack of transparency is extremely regrettable and difficult to understand.

The next meeting of Hartlebury Parish Council is on Tuesday 4th October where this will be on the agenda for full discussion and this information will be promulgated to the communities involved. I am most concerned that Mark Garnier MP has stated that the only difference would be 'boundary change' whilst the information in the agenda appears to differ with that by stating that Wyre Forest would add Hartlebury to Wyre Forest District Council.

The Parish Council will need to know what advantage this proposal would possibly be to the parish of Hartlebury and what advantage is perceived there would be to Wyre Forest District Council. There are numerous implications which may be to the detriment of this community. I therefore would ask that more time and consideration is taken by this committee before making any decisions tonight therefore I would ask for it to be deferred.

C.41

Questions

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

Question from Councillor N Knowles to the Leader of the Council

Given that the average wage of people living in Wyre Forest is around £19,000 each year, it is not, perhaps, likely that tenants living in the Housing Association sector might incur the Government's proposed £1,000 "Pay to Stay" rent rise from next April for household incomes of more than £31,000 (or £40,000 in London) aimed at getting tenants to pay market rate rents, but Councils like Wyre Forest would have to write to tenants to discover their household incomes for a decision on their obligation to pay the extra £1,000 on their rents, an extra cost for Council and perhaps no help in building more social housing. Will the administration comment on this Government policy?

Answer from the Cabinet Member for Transformation

Two questions in here and the first one I can answer very simply with a no. Councils like us will not have to write to tenants because we are not the social housing provider: it would fall on the registered provider of social housing. It is likely that very few tenants in Wyre Forest would have to pay the extra £1000, however the policy is not a compulsory scheme that those registered providers have to abide by.

As far as commenting on the government's policy which I think is your second question, the whole point of the policy is that people who can pay more for their social housing should do so and in fact rather than encouraging the building of more social housing this policy seems to be

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aimed at encouraging those who earn more than £31,000 to consider other options. I personally earn less than £31,000 from my employment and I consider myself quite affluent, I think it's reasonable for people who earn more than I do to be encouraged by this policy to look to other places to live; private accommodation and also to look to buying their own property because they are being asked to pay a fair market price that frees up social housing for the more needy and that is where the government is aiming this policy, to free up more social housing for those who genuinely need it because they are on a low income.

Supplementary question from Councillor N Knowles

I assume that, because you're in favour of this policy, your emphasis would not be on the council and / or the local authority's preferred option i.e. with Wyre Forest Community Housing from actually building more houses. Wouldn't you agree that it's a diversion from what we should be doing i.e. by writing to people asking for their wages whether it comes from Wyre Forest Community Housing or us? It's just inflicting an extra £1,000 on people who certainly around here cannot afford it.

Supplementary answer from the Cabinet Member for Transformation

I think it is dangerous to conflate two things, one is building more social housing. I am certainly not against building more social housing. However this is aimed at getting people to pay a fair market rent for the social housing which they are tenants of. I might say people are by definition able to pay a fair market rent if their income is £31,000 and above out of London and £40,000 or above in London so your statement that people can't afford it because they are social tenants is incorrect. The fact that they are social tenants does not necessarily mean that they can't afford to pay a fair market rent. If they can afford it they should pay that fair market rent whether they are in social housing or in the private market. If they can't afford to pay, those are the people who are most in need of supported social housing.

Question from Councillor N Knowles to the Leader of the Council

Does the Leader have a view or comment on the Boundary Commission proposal to include Hartlebury as part of the new Wyre Forest parliamentary constituency?

Answer from the Leader of the Council

In short yes, about five minutes' worth, and if you can wait and bear with me until agenda item 12 I will comment on the proposals at that stage.

Question from Councillor J Shaw to the Cabinet Member for Operational Services

Whilst it is acknowledged that figures for the recycling of household waste may not always be a full comparison of like-with-like, why can't Wyre Forest achieve a similar level of performance as Welsh authorities: average 60%; best, Ceredigion, 68%; worst, Blaenau Gwent, 49%?

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Answer from the Cabinet Member for Operational Services

Councillor Shaw's question is trying to compare apples and pears. There is a different and much more expensive approach to recycling in Wales and the government in England is not funding councils to achieve such high recycling rates. I have spoken with Ceredigion County Council's Waste Services Manager and their recycling achievement figures of 68% include garden waste, street sweepings and food waste. They do not claim household recycling achievements; they use the term municipal waste recycling.

It is important to note that the devolved Welsh government has a zero waste strategy and has pumped millions of pounds into their authorities to achieve high efficiency results. We spend less than £39.00 per household per year in Wyre Forest; authorities in Wales are spending three times that.

Our targets are pooled with all other authorities in Worcestershire and Herefordshire. Most local authorities' dry recycling (green bin) rates in England will be between 25% - 29% with the remainder built up from garden waste: for 2015-16 our green bin recycling rate was 27%.

Herefordshire and Worcestershire have agreed targets of 50% by 2020 for dry recycling and composting combined. When the energy from waste plant at Hartlebury is in operation, 78% of the total waste will either be recovered or recycled, with only 22% going to landfill. The Council is making every effort to increase the uptake of brown bins to improve our composting levels. A recent review of all Worcestershire District Councils placed Wyre Forest's waste services as the cheapest across the County.

Supplementary question from Councillor J Shaw

Would the Cabinet Member undertake to look at a similar authority to this one, Stratford-on-Avon District Council, which has a recycling rate of 59%. If we find we are not doing certain types of recycling could we not look at taking on some of the services which other similar district councils provide and reach much better recycling targets.

Supplementary question from the Cabinet Member for Operational Services

I will undertake to investigate along those lines.

Question from Councillor J Shaw to the Leader of the Council

Lord Porter, (Conservative), Chairman of the Local Government Association, has expressed the LGA's concern that the Homelessness Reduction Bill currently before Parliament increases the duties of councils by creating new categories of person who must be assisted, without providing a concomitant increase in funding. He explains how councils struggle to meet their existing obligations and observes that, under the existing criteria, numbers seeking help are rising. He expresses the LGA's view that the government should address the increasing gap between household incomes and rising rents, especially in the privately rented sector, and calls for the construction of greatly increased numbers of

socially rented properties.

Will the Leader of the Council bring Lord Porter's statement to the attention of Mark Garnier, MP, and inform us of his response?

(Full copy of the LGA statement provided to Leader)

Answer from the Cabinet Member for Cabinet Member for Health, Well-being and Housing

Yes I will definitely make Mark Garnier MP aware of your question and will circulate his response to Council.

Question from Councillor F Oborski MBE to the Cabinet Member for Health, Well-being and Housing

Could the Cabinet Member tell me: How many events have been run by WFDC at Kidderminster Town Hall so far in this Financial Year? For each event what was the cost of the artistes, what were the additional costs (lighting, sound, advertising etc), what was the selling price of the tickets, how many tickets were sold for each event?

Answer from the Cabinet Member for Cabinet Member for Health, Well-being and Housing

There have been two events so far in this financial year, the Beer Festival and the Dreamers, there are eight more programmed between 1st October 2016 to 25th February 2017. The Beer Festival realised a profit of £500 and despite disappointing ticket sales the Dreamers event realised a surplus of £25. Last year's events realised an overall net income of £5,336.

The Cabinet Member offered to give Councillor Oborski a detailed break down of the events after the meeting.

Supplementary question from Councillor F Oborski MBE

Is the Cabinet Member satisfied that our staff have the commercial marketing expertise necessary to make successful and profitable events at the Town Hall?

Supplementary answer from the Cabinet Member for Cabinet Member for Health, Well-being and Housing

Yes I am. It is a learning curve with every event organised and as each event has made a profit I feel they are doing a very good job and they are putting on a number of varied events. They are making the most of the website and facebook to promote the events and making it easier to purchase tickets on-line.

Question from Councillor S Miah to the Cabinet Member for Operational Services

If, as seems likely, Kidderminster Town Council refuses to take on the maintenance and operation of the St Georges Park paddling pool, will the cabinet member agree to continue to fund the operation of the pool which is a much loved and well used facility serving a deprived area of

Kidderminster?

Answer from the Cabinet Member for Operational Services

The District Council can no longer afford to support the operation of an outmoded paddling pool when there is a modern splash play facility in Brinton Park, serving Kidderminster and the wider District. If the Town Council does not wish to take on the cost, the paddling pool would be decommissioned. The District Council is presently spending around £35,000 annually on the upkeep of the three paddling pools in the District which it cannot continue to cover.

Supplementary question from Councillor S Miah

I feel angry that none of the Councils is willing to take on the cost, the leisure centre has moved further away which was an easily accessible amenity. Would the Cabinet Member meet with me, parents and residents and explain why the paddling pool will not be funded and kept open?

Supplementary answer from the Cabinet Member for Operational Services

I gave you the answer in my first reply. I must remind you that it is not just St George's park: it is all paddling pools across the District.

Question from Councillor F Oborski MBE to the Cabinet Member for Operational Services

Traders and shoppers in Kidderminster have faced huge disruption during the ongoing Town Centre Regeneration Works which were originally intended to be completed by December 2015, then by April 2016 and now, apparently during October 2016.

Shoppers and Traders in Bewdley were similarly inconvenienced by the work on the new Medical Centre and the disruption to traffic and trade caused this summer by the work on St Anne's Church in Load St.

On page 70 of the Kidderminster Shuttle of Sept 10th this Council announced Increases to Car Park Charges due to come into effect on October 16th.

In the light of the effects on traders and shoppers caused by all these works does he not feel that the Council should show that it understands the financial impacts of these works by postponing these Car Park Charge increases?

Answer from the Cabinet Member for Operational Services

I do not feel that there is any case for this Council to postpone the announced car park charges which were approved by the Cabinet last December. Car park usage has not declined as a result of the improvement works in Kidderminster Town Centre, and the temporary reduction in car parking capacity in Bewdley will be addressed once the works to Load Street car park are completed, which will result in an increase in the overall car parking capacity. There is no proven link between the number of people using our car parks and the level of trade in

particular businesses.

C.42 Chairman's Communications

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

C.43 Leader of the Council Announcements

The Leader referred Members to his tabled report. He announced that with effect from 29th September 2016, he was making changes to membership and portfolios within his Cabinet.

He advised Council that Councillor T Onslow had stood down from the Cabinet to concentrate on her role as Deputy Police and Crime Commissioner for West Mercia, to which she was appointed after joining the Cabinet in May. Councillor I Hardiman would remain as Deputy Leader and take over the portfolio as Cabinet Member for Planning and Economic Regeneration. Councillor R Vale would be appointed as Cabinet Member for Operational Services.

The Leader thanked Councillor Onslow for her valued contribution to the work of the Cabinet since May.

C.44 Motions Submitted under Standing Orders

One motion had been received in accordance with Standing Orders (Section 7, 4.1).

Motion from Councillor J Shaw, Labour Group

While Council welcomes the postponement of a final decision, it notes with alarm the government's planned £170m reduction in funding for community pharmacies. Council notes that key payments for pharmacies would be phased out, leading to the closure of as many as 3,000 retail outlets, with a consequent increased focus on warehouse dispensing and online services.

We believe that the Government's plans threaten patient access to pharmacies and pharmacy services in Wyre Forest. Our local pharmacies are at risk of closure, or being forced to cut services such as free delivery of prescription drugs, and advice on medicines and family planning. Such developments would put more pressure on GPs and hospitals, have an impact on social care services, and be at odds with strong professional sentiment to increase the use of pharmacists.

Therefore, we call on the government to abandon these cuts and maintain a fully-funded community pharmacy service, and request the Leader of the Council to write to Mark Garnier MP, Wyre Forest Clinical Commissioning Group, the Secretary of State for Health and NHS England, expressing this view.

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Councillor Shaw presented the motion and stated that the government had announced that it had made its decision to reduce the funding with effect from 1st December 2016. He stressed the importance of the services proved by the community pharmacies and asked Members to support the motion.

The Cabinet Member for Health, Well-being and Housing tabled an amendment to the motion from the Conservative Group.

A robust debate on the amended motion took place and upon a vote, the amendment was agreed.

Decision: The following Conservative Group amendment to motion on Community Pharmacies be agreed:

While Council welcomes the postponement of a final decision about funding for community pharmacies, it acknowledges that there has been significant growth in the number of pharmacies from 9,748 in 2003 to 11,674 in March 2015, an increase of nearly 20%. Council welcomes the investment in modern pharmacy facilities in Wyre Forest, for example as part of new medical practices in Hume Street, Kidderminster and at the Kidderminster Medical Centre which opened in August. Council also acknowledges the important role that pharmacies play in community-based health services, that reduce pressure on other parts of the NHS and social care system.

Council recognises that, despite the real terms increase in funding over this Parliament, the NHS needs to continue to modernise and make efficiency savings and that the Government is right to review what role pharmacies can play in achieving this, including increased use of modern technology. Council believes that no public service can continue to use service delivery models from the 1970s or earlier.

Council welcomes the announcement by the Community Health and Social Care Minister David Mowat MP that the Government will spend time to make sure that the Department for Health is making the correct decision about reforms that are right for pharmacies, right for the NHS and right for the public more generally.

C.45 Urgent Motions Submitted Under Standing Orders

There were no urgent motions.

C.46 Local Pay Arrangements, 2018-2022

A report was considered from the Chief Executive which asked for authorisation for the Head of Paid Service to commence negotiations with the unions about local pay arrangements for the period 2018 to 2022, including potential changes to terms and conditions such as sickness pay.

The Cabinet Member for Resources presented the report and reminded

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Members that the Council had local pay agreements in place for 2014 to 2018. He added that the local pay arrangements had avoided pay increase costs worth around £120,000 a year for the Council by 2017.

A robust debate ensued and several Members expressed concern over the possibility of imposing changes of staff who do not accept the proposals.

The Cabinet Member for Resources reiterated that the recommendations were to commence negotiations and a further report would be brought back to Council for approval. He added that the local pay arrangements had not only provided certainty to the Council in its financial strategy; it also gave staff the knowledge that they would receive a pay increase every year for the stated period.

Decision: The Council authorises the Head of Paid Service:

- 1. to commence negotiations with the recognised unions about local pay arrangements for the period 2018 to 2022, including potential changes to terms and conditions such as sickness pay, in accordance with the broad remit set out in paragraph 4.7 of the report to Council;**
- 2. to report back to Council to obtain approval of the finalised proposals so that they can be implemented with effect from 1 April 2018.**

C.47 2018 Review of Parliamentary Constituencies

A report was received from the Chief Executive which invited Council to consider and agree its response to the Boundary Commission for England's initial proposals on the boundaries of Parliamentary constituencies.

The Leader of the Council led Members through the report and advised that the review was looking to reduce the size of the House of Commons from 650 members to 600. He added that their final reports had to be submitted by 1st October 2018. It was intended that the resulting changes would be implemented at the next general election in May 2020.

The Leader of the Council confirmed that out of courtesy he had written to the Leader of Wychavon District Council, the Ward Member for Hartlebury and the Chairman of the Parish Council, advising them that the item was on the agenda for consideration.

Members discussed the proposals in depth, and following a show of hands the recommended response was agreed.

The Council SUPPORTS:

- 1. the retention of a constituency named "Wyre Forest" which will include the whole of the district of Wyre Forest and be wholly located within Worcestershire;**

- 2. the inclusion of Hartlebury in the Wyre Forest Parliamentary constituency;**
- 3. if the current proposals of the Boundary Commission are implemented, a request for a review of local government boundaries by the Local Government Boundary Commission to consider the case for including Hartlebury in the district of Wyre Forest, on the basis that any such review would not involve or require a review of warding arrangements in the present Wyre Forest district area.**

C.48 Policy and Budget Framework – Matters which require a decision by Council

Recommendations from the Overview and Scrutiny Committee, 8th September 2016

- Annual Report on Treasury Management Service and Actual Prudential Indicators 2015/16**

Decision:

- 1. The actual 2015/16 prudential and treasury indicators be approved.**
- 2. The annual treasury management report for 2015/16 be noted.**

There being no further business, the meeting ended at 8.00pm

WYRE FOREST DISTRICT COUNCIL

SPECIAL MEETING OF COUNCIL

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER**

28TH SEPTEMBER 2016 (8.10PM)

Present:

Councillors: R Bishop (Chairman), J D Smith (Vice-Chairman), J Aston, J Baker, J-P Campion, S J Chambers, N J Desmond, S E Fearn, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, V Higgs, A T Hingley, N Knowles, D Little, N Martin, S Miah, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, J A Shaw, R J Vale, S J Walker, S J Williams, R Wilson and G C Yarranton.

C.49 Apologies for Absence

Apologies for absence were received from Councillors: S J M Clee, J R Desmond, H E Dyke and P Dyke.

C.50 Declarations of Interests by Members

There were no declarations of interests.

C.51 Conferment of Title of Honorary Alderman

On the recommendation of Cabinet at its meeting on 14th June 2016 to confer the title of Honorary Alderman upon former District Councillor:

Mike Kelly

in recognition of his outstanding service to the authority and the local community over many years, Councillor M J Hart, Leader of the Council, moved that:

- (a) Pursuant to Section 249 of the Local Government Act 1972, the honour and title of "Honorary Alderman" be bestowed on Mike Kelly in grateful recognition of his eminent and distinguished service rendered to Habberley and Blakebrook Ward and Wyre Forest District Council over 34 years elected service.
- (b) The common seal of the Council be affixed to a scroll conferring the title of Honorary Alderman upon Mike Kelly.
- (c) A Badge of Office and scroll be presented to Mike Kelly.

Agenda Item No. 4

Councillor M J Hart referred to the distinguished and unstinting service Mike Kelly had given to his fellow citizens of Kidderminster Town and the District of Wyre Forest. He added that the decisions Mike had made over last 34 years were always for the good of the residents he served, and he fully deserved the title of Honorary Alderman.

Councillor F M Oborski MBE, Deputy Leader of the Independent and Lib Dem Group, was honoured to second the proposal and referred to the former District Councillor Kelly as 'Mr Kidderminster', and passed on a message of congratulations from a former colleague, Brian Binley.

Councillor N Knowles, Leader of the Labour Party, supported the proposal and stated how proud the Labour Group were of former District Councillor Kelly for all the work he had done for the party and for the people of Wyre Forest over many years. He added the duties of the office of Honorary Alderman would be in safe hands and the compassion and care for others that former District Councillor Kelly had shown over the years would continue.

Councillor J Baker expressed how much he respected former District Councillor Kelly and that he fully deserved this title. He also thanked Mrs Chris Kelly for all the support she had given to her husband over the years.

Councillor M Rayner, Leader of the Independent Community and Health Concern Group, said that Mike Kelly had always been a well respected Member of the District Council and was proud that he was now a Member of the Kidderminster Town Council. She spoke of the kindness he had shown to her when she was first elected to the District Council and became a Charter Trustee.

Councillor D Little said that he was proud to have served on the Council many years ago with former District Councillor Kelly, and congratulated him on his honour.

Councillor N Gale spoke of the support former District Councillor Kelly had given her in her District Council role on the Community Housing Group Board and as a Charter Trustee. She was proud to serve alongside him on the Kidderminster Town Council and referred to his as one of life's 'people persons' and congratulated him on his honour.

Councillor I Hardiman spoke of the thoughtfulness he had been shown by former District Councillor Kelly, when he was elected to the Blakebrook and Habberley South Ward in 2010, and wished him well for the future.

Councillor J Shaw, spoke of an incident in 1990 when former District Councillor Kelly had been involved in a very serious accident, and to make a recovery as he did and continue to serve the community as he does shows his strength of character. He added that he had always served with integrity of purpose and he fully deserved the honour which had been bestowed on him, and he is - as he has always been - a man of the people.

Agenda Item No. 4

Councillor T Onslow said that Mike Kelly was an absolute gentleman and passed on her congratulations to him.

Councillor N Desmond commended former District Councillor Kelly on his outstanding public service career which spanned over 40 years. He referred to him as a formidable political opponent, a man of integrity and he fully deserved the title and there would be no doubt that he would be an outstanding Honorary Alderman for the District of Wyre Forest.

Councillor A Hingley spoke of a trip to the Kidderminster twinning town of Husum in 2005, where it was apparent former District Councillor Kelly had forged friendships with the twin town and was pleased that he was serving on the newly created Kidderminster Town Council, which he had campaigned for over the past 40 years. She passed on her congratulations and thanked him for all he had done for Kidderminster.

The Chief Executive spoke on behalf of present and former staff of Wyre Forest District Council to echo the comments that had already been made and passed on their congratulations to him.

He read out a letter from the former Chief Executive of the Council, Stan Baldwin, which made particular reference to the major contributions former District Councillor Kelly had made in the leisure services area where he had gained a regional reputation for his innovative leadership.

Having put the motion to Council, the Chairman declared that it had been **CARRIED UNANIMOUSLY.**

C.52

The Chairman presented Honorary Alderman Kelly with his Badge of Office and a Scroll, and invited him to address the Council.

Honorary Alderman Kelly thanked the Council for conferring the title on him and was humbled by all the kind words which had been said. He stated that he first was elected to Kidderminster Borough Council in 1970 and the people he met over the years had all had an influence on him in one way or another.

He said that he had enjoyed his time on the District Council and thought long and hard about accepting the title. He thanked his wife Chris, for all the support she had given him over the years, and thanked the Council for bestowing the title upon him.

The Chairman invited Honorary Alderman Kelly, Members, Officers and guests to a reception and declared the special meeting closed at 8.55pm.

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
14TH DECEMBER 2016**

QUESTIONS TO COUNCIL

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

Given it is the Administration's Policy to scrutinize our staff and employees terms, conditions and wages in an effort to save money, would the Leader agree that the Chief Executive, should keep a record (perhaps kept by admin staff) of each time he leaves Council HQ to attend outside meetings, seminars and functions etc., so that a time - crucial log of his activities on behalf of WFDC can help to build a picture of imperative "outside" meetings and events attended, and allow Councillors, staff and others to best appreciate their availability to address and solve problems and issues in-house, and absolutely ensure "best value" in our collective efforts to close the financial gap between income and expenditure, and allow everyone to appreciate that Chief Officer time and the time of senior employees is valued equally.

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

Will you invite to another Members' Briefing in this municipal year those councillors who represent this council on Community Housing boards, but did not take the opportunity, in person or in writing, to inform councillors of their activities on our behalf at the Briefing held on 13th October 2016?

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

Does the Leader of the Council agree with the unanimous decision of Stourport Town Council to oppose the imposition of the Council Tax referendum principle on town and parish councils, as suggested in a recent central government consultation paper?

Chairman's List of Functions – 2016/17

SEPTEMBER 2016

- 30th MacMillan Coffee Morning, Kidderminster Youth House
- 30th MacMillan Coffee Morning, The Shrubbery Nursing Home
- 30th MacMillan Coffee Morning, Salvation Army
- 30th MacMillan Coffee Morning, Reaching Out Group

OCTOBER 2016

- 1st Harvest Fair, Bewdley Museum
- 1st Talking Newspaper AGM
- 1st MacMillan Event, Bewdley
- 2nd WFDC Chairman's Charity Bowls Afternoon
- 3rd Bromsgrove District Council's Caribbean Night
- 9th Gloucester Civic Service
- 12th North Worcestershire DIAL AGM
- 13th Fairtrade Event
- 13th Fashion Show at De Beers Nursery*
- 14th Mayor of Redditch Skittles Evening
- 15th Launch of the Poppy Appeal
- 16th Droitwich Civic Service
- 16th Service to commemorate 800th anniversary of the Death of King John
- 20th No Barriers Awards
- 21st Mayor of Kidderminster's Charity Dinner
- 22nd Bewdley Concert Band*
- 23rd Leominster Civic Service
- 27th Official Opening of Wyre Forest Leisure Centre
- 28th Family Fun Day at Worcester Guildhall
- 28th Black Pear Tree Awards
- 29th Cornerstone Family Church
- 29th Kidderminster Male Choir Concert

NOVEMBER 2016

- 6th Worcestershire County Council Civic Service
- 11th Remembrance Service at Kidderminster British Legion
- 12th Kidderminster Christmas Lights Switch on
- 13th Remembrance Sunday Service, Kidderminster
- 18th King Charles I Founders Day Service
- 18th Young Voices Concert
- 19th Old Carolians Annual Dinner
- 20th Roadpeace Service
- 22nd Mayor of Evesham's Curry Night
- 24th Unveiling of Plaque for Sir Rowland Hill
- 24th Opening of Worcester Victorian Fayre
- 25th Three Kings Parade, Stourport
- 26th Bewdley Christmas Lights Switch on

DECEMBER 2016

- 1st Christmas Fayre at The Shrubbery Nursing Home
- 2nd Carol Service at De Beers Garden Centre
- 2nd Mayor of Kidderminster's Quiz Night
- 3rd Mayor of Pershore's Christmas Concert
- 9th Mark Garnier's Interschool Debate
- 9th WFDC Chairman's Carol Service
- 10th Kidderminster Male Choir Concert
- 11th Mayor of Stourport's Pre Christmas Dinner
- 12th Worcestershire County Council's Carol Service

* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL**COUNCIL**
14TH DECEMBER 2016**Political and Constitutional Issues**

| 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: proposed revised rules on public speaking |

1. PURPOSE OF REPORT

- 1.1 To consider a number of constitutional issues including appointments that have arisen since the last meeting of Council.

2. RECOMMENDATION

The Council is asked to:

- 2.1 **Appoint a member as Vice-Chairman of the Council, to serve for the remainder of the municipal year 2016/17;**
- 2.2 **Agree a change to the appointment of Vice-Chairman of the Audit Committee as set out in paragraph 4.1 below, with immediate effect;**
- 2.3 **Agree the revised rules on public speaking in section 7 (council procedure rules) of the constitution as set out in appendix 1;**
- 2.4 **Agree the changes to dates of Audit Committee meetings in the period May to July 2017, as set out in paragraph 4.3 below.**

3. BACKGROUND

- 3.1 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. On 28 September 2016, he announced the appointment of Councillor Rebecca Vale to the Cabinet with effect from 29 September and on 14 November 2016 he announced the appointment of Councillor Juliet Smith to the Cabinet.
- 3.2 At the point when she became a member of the Cabinet, Councillor Vale was no longer able to continue as vice-chairman of the Audit Committee, a role to which Council had appointed her on 27 July 2016. Likewise, on appointment to the Cabinet, Councillor Juliet Smith gave up her role as Vice Chairman of the Council to which she had been elected at the Annual General Meeting in May 2016.

Agenda Item No. 11

- 3.3 The vacancies now fall to Council to fill, as it is Council's role to elect a Chairman and Vice Chairman of the Council, and to appoint the Chairmen and Vice Chairmen of the Committees it has established.
- 3.4 The rules on public speaking at meetings of the Council have not been reviewed for many years and it is appropriate to update them to allow speakers who wish to raise points in respect of agenda items.
- 3.5 The dates for meetings of committees until July 2017 were set as part of the municipal calendar at the AGM last May. The statutory timetable for preparation and approval of accounts is being shortened. The new arrangements bite formally in 2018 for the 2017-18 accounts but the Council's external auditor and the Chief Finance Officer wish to trial the speedier process in 2017 so that the Council is well prepared for 2018. It is proposed to change the dates for Audit Committee meetings in the period from May to July 2017 to reflect the new timetable.

4. **KEY ISSUES**

- 4.1 The following change to Vice-chairman of the Audit Committee will be proposed and Council is invited to approve it:

| Committee | Appointment made on 27 July | Revised appointment submitted for approval by Council, 14 December |
|------------------|------------------------------------|---------------------------------------------------------------------------|
| Audit Committee | Vice-chairman: Rebecca Vale | Vice-chairman: Tracey Onslow |

- 4.2 There are various ways in which the Council is required or chooses to provide opportunities for the public to know about and influence its business including decision-making. While not a requirement of legislation, public speaking is one of the most important ways in which the Council allows members of the public to be involved in its business, addressing Councillors directly about matters of local concern and issues that are relevant to the Council's powers and duties. The current rules in paragraph 3.13 of section 7 (council procedure rules) of the constitution are rather imprecise. For example, they give no guidance about what happens where an issue has arisen after the date for notification of a request to address Council or Cabinet. In the light of experience of the operation of the rules, it is therefore proposed to amend them as set out in italics in appendix 1.

- 4.3 The changes to dates of the Audit Committee would be as follows:

Remove the current planned date of Monday 26 June 2017

Add meetings on Wednesday 31 May 2017 and Monday 31 July 2017, with approval of the audited accounts expected at the second meeting.

5. **FINANCIAL IMPLICATIONS**

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

6. **LEGAL AND POLICY IMPLICATIONS**

- 6.1 Section 5 of the Local Government Act 1972 requires the Council to appoint a Vice-Chairman who, unless he resigns or becomes disqualified, serves until

immediately after election of the Chairman at the next annual general meeting. Paragraphs 1.3(iii) and 3.4 of section 7 (standing orders) of the constitution set out the procedural arrangements for voting on the appointment, in the event that there are two or more candidates.

- 6.2 There is no legal requirement to appoint a vice-chairman of a committee although it is common practice to do so. Any appointment does not, in itself, affect the political balance on a committee i.e. whoever the Council appoints as vice-chairman of a committee counts towards a political group's allocation of seats on that committee.
- 6.3 There are no legal requirements governing public speaking at meetings of the Council: it falls to the Council to regulate them by its standing orders as it sees fit, under paragraph 42 of Schedule 12 to the 1972 Act.
- 6.4 The timetable for publication of audited accounts is set by regulation 10 of the Accounts and Audit Regulations 2015. Compliance with the deadline of 31 July will be required for the accounts for 2017-18 onwards.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An initial equality impact assessment 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 revised arrangements for public speaking and the appointments. The changes to Audit Committee meetings allow trialling of the shorter timetable for closure and audit of the Council's accounts before formal compliance is required in 2018.

9. CONCLUSION

- 9.1 The proposals contained in this report complete the political structure of the Council; introduce clarified arrangements for public speaking at meetings of the Council and Cabinet; and ensure appropriate trialling of the shorter timetable for closure of accounts.

10. CONSULTEES

- 10.1 The Leader of the Council.
- 10.2 The Chief Executive.
- 10.3 In respect of changes to the constitution: Group leaders, at their meeting on 22 November.

11. BACKGROUND PAPERS

- 11.1 Local Government Act 1972.
- 11.2 Local Government and Housing Act 1989.
- 11.3 Local Government Act 2000 as amended by the Public Involvement in Health Act 2007.

Appendix 1 – proposed amendments (shown in *italics*) to paragraph 3.13 of section 7 of the Constitution

3.13 Public Speaking at Meetings

Members of the Public may come to meetings of the Full Council and Cabinet to make their views known by:-

- (i) presenting a petition, as outlined in the Petitions Scheme
- (ii) making a statement that has relevance as to what the meeting has power to do
- (iii) tabling a question

The Council will, if necessary, at the Annual Meeting and at every ordinary meeting of the Council devote up to 20 minutes for public participation. Public Speakers will have opportunity to speak for no more than three minutes. The full scheme for public participation at meetings of Full Council and Cabinet is set out below:

Council

To speak at a meeting of the Council you will need to contact the Democratic Services Section by email (committee.section@wyreforestdc.gov.uk) or letter (addressed to Democratic Services, Wyre Forest District Council, Wyre Forest House, Finepoint Way, Kidderminster DY11 7WF) or telephone (01562 732763) and register your interest in speaking no later than 12noon on the Monday a week before the meeting. *The item must pertain to Wyre Forest District or relate to the powers / duties of the Council.*

Requests that relate to issues that have become apparent only since the participation deadline has passed or pertain to an item on the Council agenda (which could not reasonably have been anticipated or the nature of the recommendation known) must be submitted before 12 noon on the Monday immediately before the Council meeting date.

Individuals or organisations must have a legitimate interest in any matter they wish to speak on.

A copy of the wording on the statement or question is required so that copies can be circulated at the meeting.

Cabinet

To speak at a meeting of the Cabinet you will need to contact the Democratic Services Section by email (committee.section@wyreforestdc.gov.uk) or letter (addressed to Democratic Services, Wyre Forest District Council, Wyre Forest House, Finepoint Way, Kidderminster DY11 7WF) or telephone (01562 732763) and register your interest in speaking no later than 12noon on the Monday a week before the meeting. *The item must pertain to Wyre Forest District or relate to the powers / duties of the Cabinet.*

Requests that relate to issues that have become apparent only since the participation deadline has passed or pertain to an item on the Cabinet agenda (which could not reasonably have been anticipated or the nature of the recommendation known) must be submitted before 12 noon on the Monday immediately before the Cabinet meeting date.

Agenda Item No. 11

Individuals or organisations must have a legitimate interest in any matter they wish to speak on.

A copy of the wording on the statement or question is required so that copies can be circulated at the meeting.

Questions should be addressed to the Leader of the Council or the relevant Cabinet member.

What the Scheme Excludes

- Exempt/Confidential Matters.
- Licensing or Planning Applications.
- Complaints already made to the Council or another body e.g. The Ombudsman.
- Allegations or comments about individual Councillors or staff.

(There are separate arrangements for the public's right to address the Planning Committee about an application. Please see the Council's website

<http://www.wyreforestdc.gov.uk/planning-and-buildings/the-planning-application-process.aspx>)

WYRE FOREST DISTRICT COUNCIL

COUNCIL
14TH DECEMBER 2016

Review of Polling Places and Polling Districts in the Wyre Forest District

| OPEN | |
|-----------------------------|-----------------------------------------------------------------------------|
| CABINET MEMBER: | Councillor Nathan Desmond Cabinet Member for Resources |
| RESPONSIBLE OFFICER: | Ian Miller Ext 2700 Returning Officer & Chief Executive |
| CONTACT OFFICER: | Alison Braithwaite Ext 2781 Head of Transformation and Communications |
| APPENDICES: | Appendix A - Consultation Responses Received – October 2016 |

1. PURPOSE OF REPORT

- 1.1 To recommend some changes to the pattern of polling places and polling districts in the Wyre Forest District following the recent review.

2. RECOMMENDATION

- 2.1 **The Council is asked to DECIDE that:**
- 2.2 **The changes to the Polling Places and Polling Districts in the Wyre Forest District as set out in Paragraph 4.1 (Chart 1 and Chart 2) be made from the ordinary elections in May 2017.**

3. BACKGROUND

- 3.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The last such review in Wyre Forest was undertaken in October 2014 following the publication of the Local Government Boundary's Commission's final recommendations for the Electoral Review of the District. The results of the polling places and polling districts review were agreed by Council on 10 December 2014. Copies of the report and the decision can be found at www.wyreforest.gov.uk/council/meetings/main.htm A further review was undertaken in September 2015 which was specific to Kidderminster Foreign Parish. The outcome of that review can be found at http://www.wyreforest.gov.uk/council/docs/doc50540_20151209_council_agenda.pdf
- 3.2 In the Returning Officer's post elections / referendum (May and June 2016) report to Full Council on 27 July 2016, it was reported that there may need to be a polling places review in one or two cases where, in the longer term, buildings will cease to be available as a result of redevelopment plans, as set out in Chart 1. As part of this review, consideration would also be given to any minor

adjustments to polling district boundaries. Members were asked to notify the Electoral Registration Officer by 31 August 2016 of any such minor adjustments they would like to see considered.

- 3.3 The responses received for minor adjustments to polling district boundaries are set out in Chart 2. However it should be noted that a further minor adjustment concerning the polling district for Imperial Gardens, Kidderminster was received after the consultation had commenced. It will therefore be considered in the next review of polling districts, whenever that is undertaken.

4. PROPOSALS IN THE REVIEW

- 4.1 The proposals made in this review involved changes to Offmore Community Centre and Stourport High School Sixth Form Centre as Polling Places as it is understood they will cease to be available due to redevelopment plans. The review also proposed to correct an anomaly in a polling district boundary in the Offmore & Comberton Ward. The proposed changes are detailed in the charts below, however the full proposals are set out in the consultation document at <http://www.wyreforestdc.gov.uk/the-council/elections-and-voting/electoral-register/polling-districts-and-polling-places.aspx> The proposed changes would be implemented from May 2017 onwards.

Chart 1 - Polling Places Review

| Name of Ward | Polling Districts | Current Polling Place | Proposed Polling Place |
|---------------------|--------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Offmore & Comberton | OFC-3 OFC-4 | Offmore Community Centre, Gray Close, Offmore, Kidderminster DY10 3YE | Offmore Evangelical Church Gray Close, Offmore Farm Kidderminster, DY10 3YE |
| Mitton | MI-SN2 | Stourport High School Sixth Form Centre, Coniston Crescent, Stourport-on-Severn, DY13 8AX | Stourport High School and Sixth Form College, Minster Road, Stourport-on-Severn, DY13 8AX |

Chart 2- Polling Districts Review

| Name of Ward | Affected Electors | Current Polling District and Polling Place | Proposed Polling District and Polling Place |
|---------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Offmore & Comberton | Electors living at No's 46, 48, 50, 52, 54, 56, 58, 60, 62 & 64 Queen Elizabeth Road, Kidderminster | OFC-3 Offmore Community Centre, Gray Close, Offmore, Kidderminster DY10 3YE | OFC-1 St Chads Church Hall, Burcher Green, Comberton, Kidderminster DY10 3AY |

| | | | |
|--|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| | | | |
| | Electors living at No's 14, 16, 18, & 20 Byron Close, Kidderminster | OFC-1 St Chads Church Hall, Burcher Green, Comberton, Kidderminster DY10 3AY | OFC-3 Offmore Community Centre, Gray Close, Offmore, Kidderminster DY10 3YE |

4.2 Consultation with the public and key stakeholders (including Stourport High School and Sixth Form College and the Community Housing Group as the bodies responsible for the two polling places respectively) commenced on 6 September 2016 and concluded at 5pm on 27 October 2016. A copy of the consultation document was made available on the Council's website, at the Worcestershire Hub in Kidderminster and Wyre Forest House, Finepoint Way, Kidderminster and in the Libraries in Stourport-on-Severn and Kidderminster. A Public Notice and Press Release were published encouraging residents and interested bodies to submit their views. Full copies of the Polling Places and Polling Districts Consultation Document and the comments received during the consultation period can be accessed from <http://www.wyreforestdc.gov.uk/the-council/elections-and-voting/electoral-register/polling-districts-and-polling-places.aspx>

4.3 Four consultation responses were received from the following stakeholders: The (Acting) Returning Officer - Wyre Forest Parliamentary Constituency; two District councillors from the Offmore & Comberton Ward (with one councillor also representing the County Division of St Chads) and a resident from the Offmore & Comberton Ward. A copy of the consultation responses is in **Appendix A**.

5. KEY ISSUES

5.1 All consultation responses other than the one received from the Offmore and Comberton Resident were fully supportive of the particular proposals they commented on. The concerns raised by the resident were around the appropriateness of a Church to be used as a Polling Place and whether Offmore Primary School would be a more suitable alternative.

5.2 It should be noted that the appropriateness of a venue to be used as a polling place is reviewed against a robust list of criteria issued by the Electoral Commission. Subject to satisfying the criteria, it is then down to the church to decide whether they wish for their facility to be used for this purpose. The consultation paper was sent to Offmore Evangelical Church and they have raised no objection to the proposal to designate the Church as a polling place. The use of schools as Polling Places is avoided wherever possible due to the potential disruption it causes to the learning environment, and also the safeguarding standards that schools have to be responsible for can be difficult to meet if there is no separate outbuilding and access to the polling station.

6. NEXT STEPS

- 6.1 If the proposed changes for this Review are supported by Council, steps will be taken to promote awareness of the change of arrangements for the affected electors and of the availability and convenience of postal voting.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no new financial implications arising from the proposed changes as set out in Paragraph 4.1 (Chart 1 and Chart 2).

8. LEGAL AND POLICY IMPLICATIONS

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

9. EQUALITY IMPACT NEEDS ASSESSMENT

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

10. RISK MANAGEMENT

- 10.1 There are no risk management issues identified with this report.

11. CONCLUSION

- 11.1 The Council has undertaken a thorough review in consultation with key stakeholders to address the specific issues raised for the Offmore & Comberton and Mitton Wards respectively, which were identified following the elections and referendum in May and June this year.

12. CONSULTEES

- Cabinet Member for Resources
- Returning Officer for Wyre Forest
- Corporate Leadership Team

13. **BACKGROUND PAPERS**

- Electoral Registration and Administration Act 2013
- Report to Council on Review of Polling Districts and Polling Places – 10 December 2014
http://www.wyreforest.gov.uk/council/docs/doc49668_20141210_council_agenda.pdf
- Report to Council on Review of the May and June 2016 elections and the Referendum on the UK's Membership of the European Union
http://www.wyreforest.gov.uk/council/docs/doc51093_20160727_council_agenda.pdf

WYRE FOREST DISTRICT COUNCIL

POLLING PLACES AND POLLING DISTRICTS CONSULTATION IN THE WYRE FOREST DISTRICT

**Responses received for the consultation
period Tuesday 6 September 2016 to
Thursday 27 October 2016**

***(Personal data in the responses has
been removed where it is connected to
an individual)***

From: Fran Oborski
Sent: 06 September 2016 10:40
To: Wyre Forest Electoral
Cc: Shazu Miah
Subject: Polling Places Review OFC 1 (part) and OFC3 (part)

I wish to make the following comments as both a Ward Cllr and on behalf of Wyre Forest Liberal Democrats:

In OFC1 all residents in Queen Elizabeth Rd need to be able to vote at St Chad's so those properties currently placed in OFC3 need to be moved into OFC1

Similarly those properties in Byron Close, currently misplaced into OFC1 need to be moved into OFC3 and be able to vote at the Offmore Polling Station

Fran Oborski

Sent with Good (www.good.com)
Cllr.Fran Oborski MBE
Wyre Forest DC Member for Offmore Comberton
Worcestershire CC Member for St. Chads
01562 823911

www.focuskeepintouch.uk



Please don't print this email unless you need to.

From: Shazu Miah
Sent: 06 September 2016 22:42
To: Fran Oborski; Wyre Forest Electoral
Subject: RE: Polling Places Review OFC 1 (part) and OFC3 (part)

I agree with Cllr Oborski. The addresses have been placed in to the wrong polling stations.

Regards
Shazu Miah

Cllr. Shazu Miah LLB (Hons)
Wyre Forest DC Member for Offmore Comberton
Office: 01562 227080

From: Fran Oborski
Sent: 06 September 2016 10:39:33
To: Wyre Forest Electoral
Cc: Shazu Miah
Subject: Polling Places Review OFC 1 (part) and OFC3 (part)

I wish to make the following comments as both a Ward Cllr and on behalf of Wyre Forest Liberal Democrats:

In OFC1 all residents in Queen Elizabeth Rd need to be able to vote at St Chad's so those properties currently placed in OFC3 need to be moved into OFC1

Similarly those properties in Byron Close, currently misplaced into OFC1 need to be moved into OFC3 and be able to vote at the Offmore Polling Station

Fran Oborski

Sent with Good (www.good.com)
Cllr.Fran Oborski MBE
Wyre Forest DC Member for Offmore Comberton
Worcestershire CC Member for St. Chads
01562 823911

www.focuskeepintouch.uk



Please don't print this email unless you need to.

FROM THE (ACTING) RETURNING OFFICER, WYRE FOREST PARLIAMENTARY CONSTITUENCY

Ian Miller
 (Acting) Returning Officer
 Wyre Forest Parliamentary Constituency
 tel: 01562 732700
 fax: 01562 732790
 email: ian.miller@wyreforestdc.gov.uk
 my ref: IRM/AB

20 October 2016

Dear Alison

CONSULTATION ON POLLING DISTRICTS AND POLLING PLACES – DISTRICT OF WYRE FOREST

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

I agree with the proposals made in this review which involve changes to two polling places (Offmore Community Centre and Stourport High School Sixth Form Centre) due to these buildings ceasing to be available in the short to medium term as a result of redevelopment plans. These polling places are located in the Offmore & Comberton and Mitton Wards respectively.

I also agree with the proposed polling district change to a limited number of properties in Queen Elizabeth Road and Bryon Close in the Offmore & Comberton Ward. The changes will align the properties with the old OF-A (Queen Elizabeth Road) and OF-B (Bryon Close) polling districts, which are now OFC-1 and OFC-3 respectively.

My views on the proposed polling places and polling districts are identified as follows:

Proposed Polling Places

| Proposed polling place | Comment |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Offmore Evangelical Church, Gray Close, Offmore, Kidderminster, DY10 3YE</p> <p>Offmore & Comberton Ward</p> | <p>I support the designation of Offmore Evangelical Church to replace Offmore Community Centre, which is due to be redeveloped. Its facilities are considered to be ideal to accommodate a double polling station for an electorate of approximately 3,993 and serving the polling districts of OFC-3 and OFC-4. There is a purpose built disabled ramp entrance and the building is located less than 100 yards from the current polling place, which will minimise disruption and confusion for voters in this area. At present it is not known whether the car park which adjoins the Evangelical Church will be redeveloped as part of the plans for Offmore Community Centre. However, there is plenty of nearby on street parking if the current car park became unavailable for use.</p> |

| Proposed polling place | Comment |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Stourport High School and Sixth Form College, Minister Road, Stourport-on-Severn, DY13 8AX</p> <p>Mitton Ward</p> | <p>I also support the designation of Stourport High School and Sixth Form College to replace Stourport High School Sixth Form Centre, which is being redeveloped over the coming months. By designating the whole school complex rather than a specific building (as is the current case with the Sixth Form Centre) it provides greater flexibility for the Returning Officer to use the most appropriate facilities at the school. It also better supports the school when at various times of the academic year (e.g. public examinations) certain buildings or rooms would be unavailable.</p> |

Proposed Polling Districts

| Proposed district | Comment |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>OFC-1 (previously OF-A)</p> <p>Offmore & Comberton Ward</p> | <p>I support the proposal to add the following ten properties in Queen Elizabeth Road, Kidderminster (No's 46, 48, 50, 52, 54, 56, 58, 60, 62 & 64) to the OFC-1 polling district to enable the electors to go to the most conveniently located polling place. This will mean that the electors living at these properties will go back to voting at St Chads Church Hall on the Comberton estate, which from a geographic perspective is more convenient. It will mean that all electors who were previously in the OF-A polling District will be together in OFC-1.</p> |
| <p>OFC-3 (previously OF-B)</p> <p>Offmore & Comberton Ward</p> | <p>I also support the proposal to add the following 4 properties in Byron Close, Kidderminster (No's 14, 16, 18 & 20) to the OFC-3 polling district to enable the electors to go to the most conveniently located polling place. Electors living at these properties will return to voting at the Offmore polling station which, subject to one of the other proposals being agreed, will be Offmore Evangelical Church. The proposed polling place will be 7 metres closer for these electors than the distance they travel to St Chads Church Hall which is their current polling station.</p> |

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

Yours sincerely,



Ian Miller
(Acting) Returning Officer, Wyre Forest Parliamentary Constituency

Appendix

| Polling Districts | Polling Place (As set out in the Council's Consultation Document) | Proposed Location and Number of Polling Stations |
|--------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Offmore & Comberton | | |
| OFC-3 OFC-4 | Offmore Evangelical Church, Gray Close, Offmore, Kidderminster, DY10 3YE | Suitable room in the polling place. Two polling stations. |
| Mitton | | |
| MI-SN2 | Stourport High School and Sixth Form College, Minster Road, Stourport-on-Severn, DY13 8AX | Suitable room in the polling place. One polling station. |

Resident of Offmore & Comberton Ward

Received – 20 October 2016

I am particularly interested in the area around Gray's Close as that is where I live (Offmore & Comberton ward). I would like to make comments as below regarding the proposals by Wyre Forest District Council to redevelop on this site.

- Is it really appropriate to use a church for voting purposes? Is this a 'fait accompli' by the Wyre Forest District Council in favour of this redevelopment but disregarding any objections which may have been raised by the Offmore Evangelical Church?
- In the tabulated review document it is stated that there is no guarantee that there will be sufficient parking on the existing car park at the Community Centre/Offmore Evangelical Church in Gray's Close and that on-road parking would be adequate. This raises safety issues especially if it is a polling day.
- The choice of Offmore Primary School may be a better choice for relocation of the Polling Station. It is a bigger, more appropriate building and it has a larger car park. (note: Many schools are used for this purpose instead of churches, but if they are the church halls may be used.)
- Executive Summary - surely the decision to redevelop the community centre in Gray's Close and relocate the polling station has not been made purely on the fact that a few residents now belong in a different polling district!

It should be noted that comments made specifically about the redevelopment of the Offmore Community Centre site which are not related to this review, have not been included above. The site belongs to the Community Housing Group and not Wyre Forest District Council.

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
14TH DECEMBER 2016**

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

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –
3RD NOVEMBER 2016**

Purpose of Report

To consider recommendations from the Overview & Scrutiny Committee on matters outside the policy framework or approved budget of the Council.

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Overview & Scrutiny 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 | CHAIRMAN OF COMMITTEE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <p>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2016/17</p> <ul style="list-style-type: none"> The Treasury Management Mid-year Review and updated Prudential Indicators be approved. | <p>Councillor H E Dyke</p> |

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
14TH DECEMBER 2016**

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

**RECOMMENDATIONS FROM THE AUDIT COMMITTEE –
28TH NOVEMBER 2016**

Purpose of Report

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

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Audit Committee 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 | CHAIRMAN OF COMMITTEE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p>Appointment of External Auditors</p> <ul style="list-style-type: none"> • Wyre Forest District Council opts in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors for 5 years commencing from 2018/19. | <p>Councillor A Hingley</p> |

WYRE FOREST DISTRICT COUNCIL

COUNCIL
14TH DECEMBER 2016

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE CABINET –
22ND NOVEMBER 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.

| RECOMMENDATIONS TO COUNCIL | CABINET MEMBER |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p>Review of Council Tax Reduction Scheme 2017/18</p> <ul style="list-style-type: none"> From 1 April 2017 the technical changes to align the scheme with housing benefit, tax credits and Universal Credit outlined in paragraph 3.4 of the Cabinet report are adopted in the Council Tax Reduction Scheme. | <p>Councillor S Fearn</p> |
| <p>Amendments to Capital Programme</p> <p>The Provision of Temporary Accommodation</p> <ul style="list-style-type: none"> The Capital Programme be amended to include the costs of £267,060 associated with the conversion works, with funding as detailed in paragraph 5.6 of the open report. <p>Industrial Units Investment Business Case</p> <ul style="list-style-type: none"> The Capital Programme be amended to include the costs to accommodate the purchase of the land and construction of the industrial units together with the requisite revisions to the revenue budget as set out in the detail of Appendix 3 of the exempt report. <p><i>Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.</i></p> | <p>Councillor N Desmond</p> |

Leisure Centre Provision

- The Capital programme be adjusted to take account of the proposed financial changes resulting from the demolition of the former Glades Leisure Centre and the confirmed capital receipt from Stourport Sports Centre as set out in paragraph 2.1.1 of the exempt report.

Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.

Public Realm

- The Capital programme be adjusted to take account of the proposed financial changes resulting from the Kidderminster Town Centre Public Realm works as set out in paragraph 2.1.2 of the exempt report.

Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.

- The total adjustments to the capital programme arising from the four items above are:

Additions to gross capital costs £ 2,777,095

Funded by

Increase in contributions from third parties £105,000

Changes in amounts of capital receipts £783,060

Increase in prudential borrowing £1,743,065

Direct revenue funding £80,970

Capital Grant £65,000

Total funding: £2,777,095