

Open

# Council

# Agenda

6pm  
Wednesday, 22nd May 2019  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Council

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3. The public are welcome to speak at meetings of Council provided they have requested to speak in advance of the Agenda being published. Details of the guidance for public speaking can be found on our website [www.wyreforestdc.gov.uk](http://www.wyreforestdc.gov.uk)
4. If you have any special requirements regarding access to the venue and its facilities including audio and visual needs please let us know in advance so that we can make arrangements for you.
5. This Agenda can be made available in larger print on request; if you require a copy please contact:

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**COUNCIL MEETING**

**14<sup>th</sup> May 2019**

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

**PRESS AND PUBLIC**

Dear Member

**YOU ARE INVITED** to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. on Wednesday 22<sup>nd</sup> May 2019**, 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

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

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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, 22nd May 2019

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Prayers</b>  To be read by Imam Syed Rahat Ahmad and Revd Robert Legge, Team Vicar, Kidderminster East.	
2.	<b>Election of Chairman</b>  To elect a Chairman of the Council for the Municipal Year 2019/20.	
3.	<b>Chairman – Investiture and Declaration of Acceptance of Office</b>  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.	<b>Chairman’s Response</b>  The Chairman of the Council will express thanks for his or her election.	
5.	<b>Retiring Chairman</b>  The Leader of the largest political group will thank the retiring Chairman of the Council.	
6.	<b>Appointment of Vice-Chairman</b>  To appoint a Vice-Chairman of the Council for the Municipal Year 2019/20.	
7.	<b>Vice-Chairman – Investiture and Declaration of Acceptance of Office</b>  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.	
8.	<b>Election of Leader</b>  To elect a Leader of the Council for the period to the annual general meeting following the ordinary elections in 2023, in accordance with sections 44A and 44D of the Local Government Act 2000.	11

9.	<b>Apologies for Absence</b>	
10.	<p><b>Declarations of Interests by Members</b></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><b>Minutes</b></p> <p>To confirm as a correct record the Minutes of the meeting held on 27<sup>th</sup> February 2019.</p>	13
12.	<p><b>Public Participation</b></p> <p>In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 13<sup>th</sup> May 2019.</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><b>Questions</b></p> <p>No 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>	
14.	<p><b>Chairman's Communications</b></p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	25a
15.	<p><b>Political and Constitutional Structures 2019/2020</b></p> <p>To consider a report from the Solicitor to the Council on the proposed political and constitutional structures for the municipal year 2019/2020.</p>	26

<p><b>16.</b></p>	<p><b>Members' Annual Activity Reports and Attendance 2018/2019</b></p> <p>To note the schedule of Members' Annual Reports giving details of their activities in their role as District Councillors for the 2018/2019 municipal year and to receive a record of Members' attendance for the 2018/2019 municipal year.</p> <p><i>These reports have been circulated electronically. An inspection copy is available on request. (See front cover for details.)</i></p> <p><a href="http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt8077">http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt8077</a></p>	<p>61</p>
<p><b>17.</b></p>	<p><b>Annual Reports for the Municipal Year 2018/2019</b></p> <p>(a) Cabinet</p> <p>(b) Overview &amp; Scrutiny Committee</p> <p>(c) Ethics and Standards Committee</p>	<p>62</p> <p>66</p> <p>73</p>
<p><b>18.</b></p>	<p><b>Leader of the Council Announcements</b></p> <p>To receive announcements from the Leader of the Council.</p>	
<p><b>19.</b></p>	<p><b>Motions Submitted under Standing Orders</b></p> <p>Four motions have been received in accordance with Standing Orders (Section 7, 4.1).</p> <p><b>1. Motion from Councillor Graham Ballinger, Independent Community and Health Concern Group</b></p> <p>Council recognises that the Leader and Cabinet structure leads to many "backbench" Councillors feeling that they have little opportunity for active involvement. Council therefore resolves to convene a review panel of the Group Leaders and Deputy Group Leaders to investigate how the committee system has been reintroduced in other councils such as Worcester City Council and bring a report to Council within 6 months on a suggested committee system for the governance of Wyre Forest District Council.</p> <p><b>2. Motion from Councillor Fran Oborski MBE, Independent, Liberal Democrat and Green Group</b></p> <p>Council recognises that trees play a major part in reduction of our carbon footprint and are a vital part of our ecosystem. Council therefore resolves to work in partnership with all local schools and with Worcestershire County Council to ensure that, within the life of this 4 year Council term, every child in a Wyre Forest school is able to be involved in planting a tree. Council invites the Cabinet to consider any financial implications arising from this resolution and, if necessary, to bring forward proposals for funding as part of the next medium term financial strategy.</p> <p><b>3. Motion from Councillor Fran Oborski MBE, Independent, Liberal Democrat and Green Group</b></p>	



	<p>Council recognises that the huge housing waiting list and number of homeless and rough sleepers present a human tragedy that requires early action. Council therefore requires the Corporate Director: Economic Property and Place to bring a report to Cabinet within six months on how the Council can be enabled to build social rental housing, constructed on land already in public ownership.</p> <p><b>4. Motion from Councillor Fran Oborski MBE, Independent, Liberal Democrat and Green Group</b></p> <p>Council recognises that the climate change emergency requires councils to take positive action and notes that Wyre Forest has been identified as an area with a very low level of provision of charging points for electric vehicles. Council therefore resolves: (1) to ensure that adequate electric vehicle charging points are provided in Council-owned public car parks (2) to encourage the owners of privately-owned car parks to do likewise. (3) to request the Corporate Director: Economic Prosperity and Place to advise Council on how it can require electric vehicle charging points to be provided on all future residential and employment developments where vehicle access is provided. Council invites the Cabinet to consider any financial implications arising from this resolution and, if necessary, to bring forward proposals for funding as part of the next medium term financial strategy.</p>	
<b>20.</b>	<p><b>Urgent Motions submitted under Standing Orders</b></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>	
<b>21.</b>	<p><b>Independent Remuneration Panel</b></p> <p>To receive a report from the Chief Executive to commission a review of allowances with effect from May 2019.</p>	76
<b>22.</b>	<p><b>Policy and Budget Framework</b></p> <p>Matters which require a Decision by Council.</p> <p><b>a) Recommendations from Planning Committee – 16<sup>th</sup> April 2019</b></p> <ul style="list-style-type: none"> <li><b>• Scheme of Delegation – Proposed Changes</b></li> </ul> <p><b>b) Amendment to the Capital Programme</b></p> <ul style="list-style-type: none"> <li><b>• to agree an amendments to the Capital Programme</b></li> </ul> <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>	79  80

23.	<p><b>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.</b></p>	
24.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

## **Part 2**

### **Not open to the Press and Public**

25.	<p><b>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.</b></p>	
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**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**22nd MAY 2019**

**Appointment of Leader of the Council**

<b>OPEN</b>	
<b>RESPONSIBLE OFFICER:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Ian Miller, Ext. 2700 <a href="mailto:ian.miller@wyreforestdc.gov.uk">ian.miller@wyreforestdc.gov.uk</a>
<b>APPENDICES:</b>	None

**1. PURPOSE OF REPORT**

1.1 To appoint a Leader of the Council.

**2. RECOMMENDATION**

**2.1 Council is asked to APPOINT the Leader of the Council.**

**3. BACKGROUND**

3.1 On 1<sup>st</sup> December 2010, the Council adopted a new governance model for its executive arrangements with effect from May 2011. The Local Government 2000 (as amended by the Local Government and Public Involvement in Health Act 2007) required Councils to adopt what has been described as a “strong leader” in governance terms for executive arrangements.

3.2 Under this model Council appoints the Leader, who then appoints the Cabinet and allocates Cabinet responsibilities. The Leader has a strengthened role and is directly responsible for deciding the discharge of the functions which are the responsibility of the executive.

3.3 The Leader of the Council decides the size of the Cabinet (the legal maximum of 10 remains) and areas of Cabinet member responsibility. The Leader of the Council must appoint at least 2 other Councillors to the Cabinet, and under Article 7 of the Council’s Constitution must appoint one of them as Deputy Leader.

3.4 The Leader allocates responsibility for the discharge of executive functions, whether by himself or herself, the Cabinet collectively, individual members of the Cabinet, or officers, or any combination. The discharge of functions which are not the responsibility of the executive (e.g. Planning, Overview and Scrutiny and Ethics and Standards) remains unaffected.

**4. KEY ISSUES**

4.1 Under section 44E of the 2000 Act, the Council was required to appoint its Leader for up to a 4 year term of office. The term of office was linked to the term of office of the Member as a Councillor, as set out in article 7 of the Council’s constitution. Section 44E has since been repealed by the Localism Act 2011. In accordance with the permissive powers in section 9I of the 2000 Act (as inserted by the 2011 Act), Wyre

Forest's constitution continues to make provision for the term of office of the Leader to be linked to his or her term of office as a Councillor. This will be a period of four years until the annual general meeting of the Council following the next ordinary elections in May 2023.

- 4.2 The position described above in respect of the term of office of the Leader reflects what is required by the Council's constitution. Council is reminded that, under Article 7 of its constitution, it has the ability to vote to remove the Leader from office following submission of a motion to that effect; and any Leader has the ability to resign from office.

**5. FINANCIAL IMPLICATIONS**

- 5.1 None. The Council's budget includes provision for the special responsibility allowance for the role of Leader of the Council.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The relevant provisions of the 2000 Act and the Council's constitution have been mentioned above. A Leader should be appointed as required by the legislation and the adopted governance model for the council's executive arrangements.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 This report relates to an appointment to be made by the Council and an equality impact assessment is not required.

**8. RISK MANAGEMENT**

- 8.1 The annual general meeting of Council is being held within 21 days of the ordinary day of elections, as required by law. If the Council fails to appoint a Leader of the Council, the powers would be discharged by the Head of Paid Service in consultation with Group Leaders.

**9. CONCLUSION**

- 9.1 The Council is invited to appoint the Leader of the Council.

**10. CONSULTEES**

- 10.1 The Corporate Leadership Team.

WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER

27TH FEBRUARY 2019 (6PM)

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**Present:**

Councillors: S J Williams (Chairman), K Henderson (Vice-Chairman), J Aston, J Baker, J-P Champion, S J Chambers, M Cheeseman, A Coleman, N J Desmond, H E Dyke, P Dyke, N Gale, I Hardiman, N Harris, P Harrison, J A Hart, M J Hart, V Higgs, N Knowles, D Little, N Martin, S Miah, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, J D Smith, A Totty, R J Vale, S J Walker, G Webster and H S Williams.

**C.62 Prayers**

Prayers were said by Father Tim Williams, Team Rector for Kidderminster West Team.

**C.63 Apologies for Absence**

There were no apologies for absence.

**C.64 Declarations of Interests by Members**

Councillor J-P Champion declared a Disclosable Pecuniary Interest (DPI) in Agenda Item 13 – Council Tax 2019-20, as he was the Police and Crime Commissioner for West Mercia and as he was the sovereign body of the organisation he would leave the room whilst the agenda item was discussed.

Councillor T L Onslow declared a DPI in Agenda Item 13 – Council Tax 2019-20, as she was the Deputy Police and Crime Commissioner for West Mercia and she would leave the room whilst the agenda item was discussed.

**C.65 Minutes**

**Decision: The minutes of the meeting held on 12th December 2018 be confirmed as a correct record and signed by the Chairman.**

**C.66 Public Participation**

There was no public participation.

**C.67 Questions**

Three questions had been submitted in accordance with Standing Order

A5 by Members of the Council.

**1. Question from Councillor N Knowles to the Cabinet Member for Resources**

At a recent meeting, the Cabinet Member for Resources responded to a question of mine asking if the Conservative Administration would invest some of the £25m loan into the developments at Bromsgrove Street and Churchfields, and he said no.

Why won't the Conservative Administration of Wyre Forest District Council invest in these two sites to provide social housing and help solve the housing waiting list of 4000 families. Will the Administration change its apparent policy and invest in these sites?

**Answer from the Cabinet Member for Resources**

It is a very noble ambition to have more social housing in the district and obviously if it was easy we would do it. Like Councillor Knowles we want to see more social housing and to tackle the housing problem; unfortunately it is not that simple for a number of different factors. First and foremost as Councillor Knowles will know, we as an authority sold our social housing back in 2000 under a Labour administration and obviously we have not been a social landlord since then. This means that we are not registered to provide for social housing and more importantly we cannot access the grants in order to make these projects viable.

As set out in our Capital Strategy we have to borrow 100% for these projects to be viable. For social housing projects you need circa 50% grant and 50% borrowing; unfortunately we do not have the grant and we have to borrow 100%. So the two key factors are that we are not a registered landlord and will never be, and secondly we do not have access to those key funds which makes it exceptionally difficult for us to venture into the realms of social housing. However that is not to say that at some point we might not want to venture back into the housing game; and we have said that as an administration quite clearly. We have set up the local authority trading company which will be a vehicle to potentially make that happen. Obviously we have to borrow 100% of the money so we could put our land into the mix and partner with a developer to build houses, but that is a whole world away from actually becoming a registered social landlord and providing social housing. As an administration we are absolutely focused on seeing the two areas you alluded to - Bromsgrove Street and Churchfields - redeveloped and bringing them back into use.

**Supplementary Question from Councillor Knowles**

Why wouldn't we get registered then we might be eligible for grants as a landlord? Incidentally I voted against getting rid of the stock of our council housing in 2000. The local authority trading company could build on our land but when the Cabinet Member says we are a whole world away from doing this I think it is right. It is all about determination and will. Won't the Conservative administration exercise the will to actually become registered

## **Agenda Item No. 11**

as a social landlord and build social houses and reduce the horrific housing waiting list?

### **Supplementary Answer from the Cabinet Member for Resources**

Let me make it absolutely clear we have no desire as an administration or a Council to ever be a registered social landlord. I think the Council made the right decision back in 1999 / 2000 to sell off the plethora of social housing. Many Councils up and down the land have transferred their stock to the private sector. I think the private sector and registered landlords are obviously the right people to develop social housing. I think it is better for us to focus on other areas rather than going back 20 years to an area we have left behind.

### **2. Question from Councillor F M Oborski MBE to the Cabinet Member for Housing, Health and Well-being**

In view of recent statements on Social Media from the Chairman of Kidderminster Harriers about his proposed move of the Stadium to Stourport Road, could the Cabinet Member tell me:

1. What discussions have been held or are planned to be held with Harriers Chairman about these proposals?
2. What details have Harriers sent as a response to the Local Plan Consultation?
3. When will these proposals be shared with the Local Plans Review Panel?

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

*The Cabinet Member read out an extract from the transcript from social media of the interview with Mr Colin Gordon, the Chairman of Kidderminster Harriers who was asked how the plans for the stadium were progressing.*

The administration is always open to listening to what our key community stakeholders might want to share in terms of their future plans and in that regard our principal football club is no different. Over the past few years the Chairman of Kidderminster Harriers and his team have shared their vision with the administration and Senior Officers. Any such meetings involving Cabinet Members have always been set against a backdrop of no decisions being made at these meetings; that is to ensure that no Councillor who may have a role to play on another day at a Committee meeting in terms of discharging the Council's formal decision making responsibilities is prejudiced from doing so by having determined any matter under consideration. The Council received over 1000 responses from over 500 respondents to the Local Plan Consultation on the pre-submission version of the Plan and Kidderminster Harriers Football Club was amongst those who responded. Officers are currently processing those responses and you, as current Chairman of the Local Plans review panel, will be amongst the first to see those responses when Officers have undertaken all of their work in considering and preparing

suggested responses.

**Supplementary Question from Councillor Oborski MBE**

Thank you for reading out such a long amount of text from Mr Gordon's social media quote, but you still have not answered the first question. It is in the media quote Mr Gordon specifically says that in the next few weeks he would be meeting the Cabinet to discuss his proposals. What I am asking is has any such meeting being agreed with the Harriers Chairman, yes or no?

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

The answer is no.

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

What steps can Councillors take to reassure members of the public who are adamant that they did not receive copies of the Council leaflet advertising the Local Plans Drop In Sessions that their views can still be heard?

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

As Members will recall the consultation on the pre-submission version of the Local Plan under regulation 19 of the Town and Country Planning regulations of 2012, ran from 1<sup>st</sup> November to 17<sup>th</sup> December last year. The public's awareness was raised through a wide variety of methods including social media posts, a press release and several articles in the Shuttle. I am pleased to report that hundreds of local people took part and over 500 written respondents make a total of around 1000 comments. Officers continue to work through the detail of the points raised by respondents and a summary of the consultation will be shared with the Local Plans Review Panel in due course. In addition to their ability to give their views directly through the consultation before Christmas, and the previous consultation in 2017 on the preferred options, members of the public could make their views known to elected Members. There are still further stages for the Council to consider the plan before it is submitted. This will include consideration by the Overview and Scrutiny Committee, Cabinet and Full Council before the plan is submitted to the Secretary of State for examination by an Inspector. In addition, those who have registered an interest to do so may be called to give evidence by the Inspector.

**Supplementary Question from Councillor Oborski MBE**

Thousands of local residents do not use social media and the Shuttle no longer reaches the majority of properties in the district. In view of the failure of the Council's publicity leaflet being delivered to every property in the district; thus meaning thousands of people did not know the Local Plan consultation was going on or did not know that land near their homes was



possibly going to be developed, will the Cabinet re-open the public consultation and the pre-submission plan, yes or no?

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

Local people have had ample opportunity to take part in the consultation whether or not they received a leaflet. Hundreds of them have provided written responses and we now need to focus on the next steps in considering these comments and ensuring that the Local Plan can be adopted in a timely fashion.

**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 announced that he will be holding his Chairman's Charity Dinner on Friday 29<sup>th</sup> March 2019 at Rowberry's Nursery. The tickets are £25.00 each and all proceeds will go to the Kidderminster Hospital League of Friends.

**C.69 Leader's Announcements and Report**

The Leader of the Council referred Members to his tabled report.

Upon a special request to the Chairman, Councillor F M Oborski MBE paid tribute to Councillors J Baker, J –P Campion, N Harris and S Williams who would be standing down at the May 2019 elections.

**C.70 Motions Submitted under Standing Orders**

No motions had been received in accordance with Standing Orders (Section 7, 4.1).

**C.71 Urgent Motions submitted under Standing Orders**

There were no urgent motions.

**C.72 Policy And Budget Framework – Matters which require a decision by Council**

**a. Recommendation from the Licensing and Environmental Committee, 4<sup>th</sup> February 2019**

- **Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2019/20**

The Chairman of the Licensing and Environmental Committee, Councillor J Baker moved the recommendations for approval, which was seconded by the Cabinet Member for Culture, Leisure and Community Protection.

**Decision:** The proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2019/20, as detailed in the report, be included in the Council's 2019/20 budget strategy.

**b. Recommendation from the Overview and Scrutiny Committee, 7<sup>th</sup> February 2019**

- **Treasury Management Strategy 2019-20**

The Chairman of the Overview and Scrutiny Committee, Councillor H Dyke moved the recommendations for approval. The Chairman of the Treasury Management Review Panel, Councillor Oborski MBE seconded the proposal and thanked the Corporate Director: Resources and her team for the excellent way in which they manage the Council's treasury management function.

**Decision:**

1. **The restated Prudential Indicators and Limits for the financial years 2019-20 to 2021-22 included in Appendix 3 of the report, be approved.**
2. **The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2019 to 31st March 2020 (the associated Prudential Indicators are included in Appendix 3 of the report and the detailed criteria is included in Section 10 and Appendix 5) 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, be approved.**
4. **The Authorised Limit Prudential Indicator included in Appendix 3 of the report be approved.**
5. **The separate, but intrinsically linked, Capital Strategy 2019-22 to be approved, which sets out the policy statement covering non-treasury investments including the related suite of prudential indicators.**

**C.73 Medium Term Financial Strategy 2019-2022**

A report was considered from the Corporate Director: Resources which sought approval of the Council's budget for 2019-2022 having considered the proposed decision and budget reports recommended to Council by Cabinet on 12<sup>th</sup> February 2019 including:

- Base Budget Projections 2019-22 including Cabinet Proposals
- Fees and Charges

## Agenda Item No. 11

- Capital Strategy 2019-22
- Increasing the Council Tax charge for long-term empty dwellings
- Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003

The Cabinet Member for Resources presented the report and formally moved the recommendations for approval.

He explained that this was the administration's 15<sup>th</sup> consecutive budget since taking control of the Council in 2004. He said that much had changed in those 15 years. Local authorities have experienced radical change due to reductions in funding and local Councils were a totally different entity now to what they were 15 years ago. He added that Wyre Forest was no different. The Council had to change and to adapt to the new financial landscape and it was a totally different organisation now, leaner and much more efficient.

The Cabinet Member for Resources said that the authority was about a quarter less in size in terms of staffing numbers but was doing far more with less. He said we are more focused with 2 key corporate priorities, with 3 Corporate Directors and a Chief Executive, spread over Wyre Forest House and the Green Street depot. He added that the tax payers of Wyre Forest were getting value for money. Instead of their money going to support a clunky, bureaucratic organisation, more of their money was going to support front line services.

He said it has been a difficult journey but it had been the right journey. He added the administration's principles and values 15 years ago are the same now, built on efficiency and value for money.

He explained that the budget was a continuation of those values and previous strategies, with a focus on a mixture of internal savings, transforming how services are delivered and by growing income. He said that thankfully the transformation over the last few years had moved us strongly in the direction of a budget where expenditure was matched by income.

The Cabinet Member for Resources said that the strategic trend to grow our income would continue. He said that the authority had a great track record in generating income in order to protect front line services. The Council had successfully grown its income from £3.9m to £5.7m, some 35% of the net revenue budget over the last 5 years. He said that the Cabinet proposal in the budget increased this figure by a further £325k.

He added that the budget was also a listening budget and again builds on the idea of trying to reach out and achieve consensus. He said that the administration had listened to the views of local residents and other political groups.

He said growth from fees and charges would continue to contribute significantly. However by listening the Cabinet had already taken the decision to freeze all car parking charges across the District next year. He

## **Agenda Item No. 11**

said this strategy will cost the authority £125k, so it would be impossible to carry on indefinitely but it is a fair compromise and one that will please shoppers and retailers.

The Cabinet Member for Resources said that they had also taken on board the Independent and Liberal Democrat Group's proposal for a new season ticket offer for Bromsgrove Street car park costing just £300 for 12 months. He added this was extremely competitive and would be a big help to those who work in the town and should also help to reduce on street parking in nearby areas, which would please those local residents affected by parking problems.

He added that they had also developed the Independent and Liberal Democrat Group's proposal for a Rough Sleepers Protocol in Wyre Forest which would provide emergency shelter for the homeless in severe weather conditions. He said currently this provision was only available in Worcester and Redditch. He said that it was proposed to invest £13.5k in each year over the Medium Term Financial Strategy; he added that the use and effectiveness of this would be monitored very closely.

He said the administration had listened closely to the views of local residents in relation to Council Tax. Last year 51% of residents supported a small rise in Council Tax to help protect local services and this year the figure has risen to 54%. Taking these views into account, coupled with the financial context, he said he believed the time was right modestly to increase Council Tax by £5 or 2.39%.

The Cabinet Member for Resources said that the budget was a positive and progressive budget that continued to benefit our communities and our residents. He said that a £30k revenue investment to maintain the standard of highway verges across the District in 2019/20 was proposed. He said that the authority maintained all 30 MPH grass verges on behalf of the County and they had reduced their contribution by £30k. Given the importance of Place and having a clean and tidy area, he felt it was important that the funds be reinstated for next year. He said that they were also investing to strengthen the Council's Environmental Protection and Enforcement team with a further full time officer, helping to tackle litter and fly tipping.

He said that it was planned to continue to provide Councillors with £1000 each for their Community Leadership Fund, to help them develop worthwhile community projects for the next financial year. He said that he believed the money was vital for small organisations and charities, not only to exist but for them to run and put on events in our communities that otherwise would not take place.

He added that the administration would continue its trend of promoting Localism by creating a new £50k Localism Fund for Parishes, Town Councils and community groups to carry out their good work who wished to carry out functions that contribute to the priorities of the Council.

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In conclusion, he said the budget followed on naturally from previous budgets, one that shares the same principles and vision as the last 15 years. He said as a result of those hard, difficult choices, it meant that the Council was in a far better place now financially. He said that the administration had worked with other political groups to try and deliver a budget that works for all and more importantly delivers for the district's communities. He said that he truly believed the budget did that. He thanked the Chief Executive and the Corporate Leadership Team for their continued help and advice in producing a strategy that was bold, effective and continued to put the authority on a sound financial footing.

The Leader of the Council formally seconded the budget proposals. He said that he firmly believed that the budget strategy was both responsible and still delivered the services for the communities that the Council represents.

The Leader of the Independent and Liberal Democrat Group, Councillor Oborski MBE said she was delighted that the administration had adopted some of their budget amendments. She said she was grateful for the way in which the administration had sought to involve other groups in building a budget that was sustainable for the district.

Councillor N Knowles presented an amendment to the budget proposals on behalf of the Labour Party which sought approval to reduce the Community Leadership fund for 2019-20 to £16.5k, and to approve a policy statement which fits in with the Financial Strategy 2019-22 towards housing and employment. The proposal was seconded by Councillor V Higgs.

A lengthy debate ensued. Several Members spoke about the importance of retaining the Community Leadership fund at its current amount and how much good it does across the district. The Leader of the Council thanked the Labour Party for submitting their alternative budget proposals.

**Named votes on the Labour Party proposals was recorded as follows and the amendment was defeated:**

For (3)

Councillors: V Higgs, N Knowles and G Webster.

Against (27)

Councillors: J Aston, J Baker, J-P Campion, S J Chambers, M Cheeseman, A Coleman, N J Desmond, H E Dyke, P Dyke, N Gale, I Hardiman, N Harris, P Harrison, J A Hart, M J Hart, K Henderson, D Little, S Miah, F M Oborski MBE, T L Onslow, C Rogers, J D Smith, A Totty, R J Vale, S J Walker, H S Williams and S J Williams.

Abstained (2)

Councillors: N Martin and M Rayner

Councillor J-P Champion spoke about the transformation of the Council over the past 15 years and said he would be voting in favour of the administration's budget as he believed it continued that journey and was the best deal for the Council's residents.

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

For (28)

Councillors: J Aston, J Baker, J-P Champion, S J Chambers, M Cheeseman, A Coleman, N J Desmond, H E Dyke, P Dyke, N Gale, I Hardiman, N Harris, P Harrison, J A Hart, M J Hart, K Henderson, D Little, N Martin, S Miah, F M Oborski MBE, T L Onslow, C Rogers, J D Smith, A Totty, R J Vale, S J Walker, H S Williams and S J Williams.

Against (3)

Councillors: V Higgs, N Knowles and G Webster.

Abstained (1)

Councillor: M Rayner

**Decision:**

**1.1 THREE YEAR BUDGET, CAPITAL STRATEGY AND POLICY FRAMEWORK 2019-22**

**1.1.1 Council APPROVED the updated Medium Term Financial Strategy 2019-22;**

**1.1.2 APPROVED the revised Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2019-22 as shown in the table in paragraph 3.14 of the report to Council including:**

- a. **Approval of the Community Leadership Fund for 2019-20 of £33k;**
- b. **Approval of a further Localism Fund allocation of £50k in 2019-20;**
- c. **Approval of the allocation of £30k in 2019-20 to preserve service standards of highways verge maintenance;**
- d. **Approval of additional staffing resource for Planning Enforcement of 1 FTE for a 2 year fixed term at a cost of £25.9k in 2019-20 and £27.1k in 2020-21 funded from a combination of the 20%**

**increase in Planning Fees previously approved and service efficiency savings as a result of the new system implementation;**

- e. Approval of additional staffing resource for Environmental Protection and Enforcement team of 1 FTE for a 2 year fixed term. Funded in part from additional fine income at a net cost of £17,540 in 2019-20, and £18,780 in 2020-21;**
- f. Approval of additional income generation targets of £75k in 2019-20, £100k in 2020-21 and £150k in 2021-22;**
- g. Approval of £13.5k in 2019-20, 2020-21 and 2021-22 for a Rough Sleeper night shelter protocol to be funded from additional Flexible Homeless Support Grant from Central Government (see paragraph 3.13).**

**1.1.3 APPROVED the fees and charges in line with this Strategy and in line with the recommendations of the Licensing and Environmental Committee of 4<sup>th</sup> February 2019, and the impact on the Council's Revenue Budget for 2019-22, as shown in Appendix 3;**

**1.1.4 APPROVED the Council's updated Capital Strategy including:**

- a) Approval of the Capital Strategy 2019-22 including the associated Quantitative Indicators in Appendix 2 of the December Cabinet report;**
- b) Approval of variations to the Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 2 of the report (which updates Appendix 1, Appendices A and B of the Capital Strategy report to December 2018 Cabinet);**
- c) Approval of the limits for gross debt of non treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 2 of the December report;**
- d) Approval of the limits for loan investments as set out in paragraph 5.1 of the 18<sup>th</sup> December 2018 report.**

**1.1.5 APPROVED that any Final Accounts savings arising from 2018-22 over and above the target allowed for in the Council's Financial Strategy, together with surplus**

**Earmarked Reserves, be allocated by the Corporate Director: Resources in consultation with the Leader and Cabinet Member for Resources;**

**1.1.6 The General Fund Revenue Budget be APPROVED including all updates from the position in December 2018 as set out in the report.**

**1.2 COUNCIL TAX**

**1.2.1 Council SET the Council Tax for Wyre Forest District Council on a Band D Property at £214.34 for 2019-20 (£209.34 2018-19) which represents an increase of 2.39% on Council Tax from 2018-19.**

**1.2.2 ENDORSED the provisional Council Tax on a Band D Property in 2020-21 of £219.34 and £224.34 in 2021-22, being increases of 2.33 % and 2.28% respectively.**

**1.2.3 APPROVED increasing the Council Tax charge for long-term empty dwellings to the maximum possible level with effect from 1<sup>st</sup> April 2019 and in future years, in accordance with section 11B of the Local Government Finance Act 1992 as amended by section 2 of the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 (see paragraph 5.3);**

**1.2.4 NOTED the opinion of the Corporate Director: Resources (as Chief Financial Officer) on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 4 of the report.**

Councillors J-P Campion and T L Onslow left the meeting at this point, (7.36pm).

**C.74 Council Tax 2019-20**

Council considered the formal resolution for setting the Council Tax for 2019-20. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 12<sup>th</sup> February 2019 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.

The Cabinet Member for Resources formally moved the recommendations for approval. The Leader of the Council seconded the proposals. He praised the Town and Parish Councils for their precepts. He said it would enable them to continue to provide fundamentally important local services on the ground, whether that was in an urban area or a parish. He added that the District Council looked forward to working with the Town and Parish Councils over the next municipal year to continue to provide those



services.

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

For (30)

Councillors: J Aston, J Baker, S J Chambers, M Cheeseman, A Coleman, N J Desmond, H E Dyke, P Dyke, N Gale, I Hardiman, N Harris, P Harrison, J A Hart, M J Hart, K Henderson, V Higgs, N Knowles, D Little, N Martin, S Miah, F M Oborski MBE, M Rayner, C Rogers, J D Smith, A Totty, R J Vale, S J Walker, G Webster, H S Williams and S J Williams.

**Decision: The formal Council Tax Resolution 2019-20 at Appendix 1 of the report, taking into account information contained in Appendices 2 to 5 be approved.**

There being no further business, the meeting ended at 7.41pm.

**Chairman's List of Functions – 2018/19**

**MARCH 2019**

- 1<sup>st</sup> Kidderminster Mayor's Charity Ball
- 2<sup>nd</sup> Mayor of Redditch Civic Dinner
- 3<sup>rd</sup> Worcestershire County Council Civic Service
- 11<sup>th</sup> Commonwealth Flag Flying
- 22<sup>nd</sup> Mayor of Stourport on Severn Charity Ball
- 29<sup>th</sup> WFDC Chairman's Charity Dinner
- 30<sup>th</sup> Kidderminster Choral Society Concert
- 30<sup>th</sup> KCRFC Presidents Day \*

**APRIL 2019**

- 3<sup>rd</sup> King Charles I Awards Evening
- 12<sup>th</sup> Chairman of Bromsgrove Dinner Dance
- 27<sup>th</sup> Valentines Concert
- 28<sup>th</sup> Kidderminster St George's Day Parade
- 28<sup>th</sup> Stourport St George's Day Parade \*

**MAY 2019**

- 3<sup>rd</sup> Wyre Forest District Council Election Count
- 8<sup>th</sup> Kidderminster Mayor Making
- 10<sup>th</sup> Bewdley Mayor Making

\* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

22<sup>ND</sup> MAY 2019

Political and Constitutional Structures 2019/2020

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	The Leader of the Council
<b>DIRECTOR:</b>	Solicitor to the Council
<b>CONTACT OFFICER:</b>	Caroline Newlands, Ext. 2715 caroline.newlands@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 Revisions to the Constitution Appendix 2 Political Management Structure Appendix 3 Committee Appointments Appendix 4 Municipal Calendar Appendix 5 Political balance Appendix 6 Appointments to outside bodies Appendix 7 Review of procedures in respect of handling complaints and concerns about behaviour and standards

**1. PURPOSE OF REPORT**

To consider the Political and Constitutional Structures for the municipal year 2019/2020.

**2. RECOMMENDATION**

The Council is asked to:

- 2.1 Agree the revisions to the Constitution as set out in Appendix 1**
- 2.2 Approve the proposed Political Management Structure of committees for 2019/2020 as set out in Appendix 2 of the report.**
- 2.3 Agree the Chairmen and Vice-Chairmen of Committees as contained in Appendix 3.**
- 2.4 Adopt the Municipal Calendar as set out in Appendix 4.**
- 2.5 Approve the revised chart of political balance as set out in Appendix 5.**

- 2.6 **Agree the appointments to outside bodies as set out in Appendix 6.**
- 2.7 **Commission a review of the Council's procedures in respect of handling complaints and concerns about behaviour and standards, and invite the Ethics and Standards Committee to produce a report with recommendations for the July meeting of Council, as outlined in Appendix 7.**
- 2.8 **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. Council has been invited earlier in this meeting to appoint the Leader from today until the annual general meeting following the next ordinary elections in May 2023..
- 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.
- 3.4 Under section 7, 1.4 of the Council's constitution, it is a function of full Council to make appointments to external bodies including relevant joint committees. Vacancies that arise during the course of the municipal year are dealt with by the Cabinet.
- 3.5 Under Article 15 of the Constitution, it is for full Council to agree material changes to the constitution. There are several such amendments proposed, which are set out in section 4 below and Appendix 1.

### **4. KEY ISSUES**

- 4.1 No group secured a majority as a result of the elections on 2 May 2019. Three of the groups have come together to form the "Progressive Alliance" but the allocation of seats in accordance with political balance will be based on the four groups that exist. The Progressive Alliance's proposals for the 2019/2020 political structure are detailed in Appendix 2. There are some changes from the structure agreed for 2018/2019. First, the size of the Audit Committee is increased to eight members so that all groups have a seat on the committee. Second, it is necessary to change the provisions in the constitution in respect of membership of the Local Plans Review Panel to reflect the change in size of political groups: the proposal is for the Panel to have nine members drawn from the District Council, allocated in accordance with political balance (on the current position, this would provide 4 seats for the Conservative group, 2 each for ICHC and ILDG and 1 seat for Labour). (Advisory panels are not formal committees and therefore do not appear on the political balance chart. However there is nothing to prevent membership of such panels being set as if

the political balance requirements applied.) Finally, it is proposed to form a cross-party Strategic Review Panel: again this would be an advisory panel consisting of nine members, allocated in accordance with political balance. More information about the purpose of the Strategic Review Panel is set out below in the section on amendments to the Constitution.

**Political Balance**

- 4.2 Following the elections held on 2 May 2019, Councillors have formed themselves into political groups of the following numbers.

Conservative	14
Independent Community and Health Concern	9
Independent, Liberal Democrat & Green Group (ILDG)	8
Labour	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 5 for Council’s approval.

**Amendments to Constitution**

- 4.3 Several amendments to the constitution are set out in Appendix 1 for the Council’s approval. A new Corporate Plan is required because the current plan expires in 2019. The move to whole council elections provides an opportunity to align corporate plans with the electoral cycle and therefore the next plan should be for the period from 2019 to 2023. The Corporate Plan needs to emerge alongside confirmation of, and be consistent with, the key changes to the Council’s operational model that will be necessary to address the financial gap set out in the medium term financial strategy.
- 4.4 As the Corporate Plan is the Council’s over-arching strategic plan, it is proposed that there should be a cross-party approach even if, ultimately, it will be shaped by the views of the Council’s administration. The proposal is for a cross-party Strategic Review Panel, which would be chaired by a member of the Cabinet. This time-limited panel would also undertake the role performed in previous years by the Cabinet’s Financial Strategy Advisory Panel in respect of reviewing the medium term financial strategy for 2020-2023, including consideration of any alternative budget proposals by other groups. The Panel would look across the range of Council services to help transform the Council before the next budget-setting Council in February 2020. Proposed terms of reference and membership of the Panel are set out in appendix 1.

**Committee Appointments**

- 4.5 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 3. The Solicitor to the Council will fill other seats in accordance with the nominations from the respective political Groups.

### **Municipal Calendar**

- 4.6 The calendar of meetings for 2019/2020, attached at Appendix 4, has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

### **Outside appointments**

- 4.7 Each year the Council appoints Members as representatives on a number of outside bodies. The attached schedule at Appendix 6 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 2019/2020 unless otherwise annotated.
- 4.8 The schedule in Appendix 6 sets out the proposals for who should be appointed in each case. The proposals have been discussed by Group Leaders.
- 4.8 In January 2019, the Committee on Standards in Public Life made a number of recommendations and identified best practice to improve ethical standards in local government. They recommend a number of changes to primary legislation, which would be subject to Parliamentary timetabling; but also to secondary legislation and the Local Government Transparency Code, which they hope could be implemented more swiftly. Their best practice recommendations for local authorities should be considered a benchmark of good ethical practice, which they expect that all local authorities can and should implement. These will be considered by the first Ethics and Standards Committee in the new Municipal year, as detailed in appendix 7.

## **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.
- 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 ASSESSMENT**

- 7.1 An 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 political management structure for 2019/2020.

**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.

**10. CONSULTEES**

- 10.1 The Chief Executive.
- 10.2 Group Leaders – in respect of the municipal calendar (March 2019) and appointments to outside bodies (May 2019).

**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.

## Appendix 1

In section 5 of the Constitution (terms of reference), in paragraph 12 relating to the Local Plans Review Panel, omit the following words

“Membership: four members from the largest political group, one member from each of the other political groups.”

And substitute

“Membership: 9 members, to be allocated in accordance with political balance.”

Add at the end of section 5 of the Constitution (terms of reference):

### **“Strategic Review Panel**

The Panel shall exist for the municipal year 2019/20. The Panel will perform an advisory role on a range of issues including some that may be confidential during policy development and prior to formal decision-making and announcement. The Panel’s papers will not therefore be published, although they will be available for all members of the Council.

Membership: 9 members, to be allocated in accordance with political balance. The membership includes the Chairman and Vice-Chairman of the review panel who will be appointed by full Council. As an advisory panel, the Panel’s membership does not count towards the statutory calculations of political balance.

All other councillors have the right attend. Flexibility will be exercised by the Chairman regarding substitutions.

### Purpose

1 To consider options for and produce recommendations on the Corporate Plan for 2019-2023, with a view to Council adopting the Corporate Plan at its meeting in September 2019.

2 To oversee consultation on the Corporate Plan with members of the public and other stakeholders, including the main public sector partners and town/parish councils, prior to finalising its recommendations.

3 To consider the Cabinet’s proposals for the Medium Term Financial Strategy for 2020-2023 and budget options, and to provide recommendations to Cabinet for its meeting in December 2019 to inform the Cabinet’s proposed strategy and budget and for the meeting in February 2020 in respect of any alternative budget proposals

4 To act as a cross-party sounding board for other strategic change proposals.

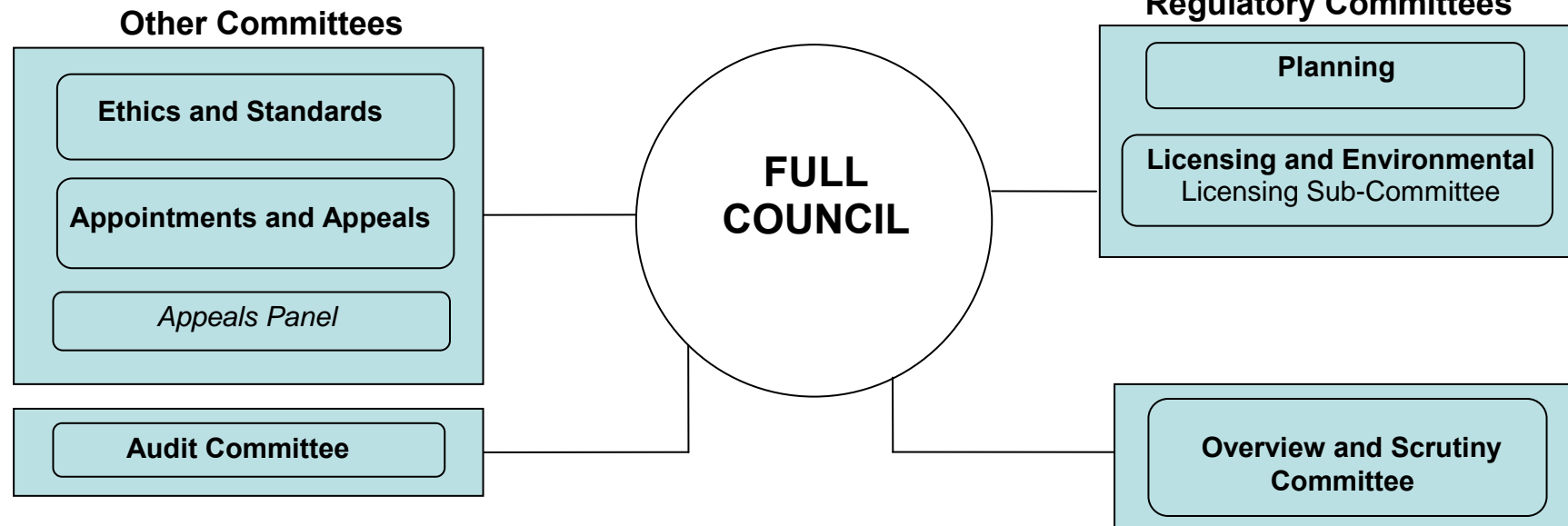
5 The work of the Panel will be undertaken within the context of the Council’s approach to transformation as set out in the Wyre Forest Forward programme. The Panel should take account of the latest information about the Council’s financial position and revised projections of future Government funding in formulating its recommendations.”





# Political Structure May 2019

Appendix 2



The Cabinet				
<p><b>Cllr Graham Ballinger</b> Leader of the Council and Cabinet Member for Strategy and Finance</p> <ul style="list-style-type: none"> <li>• Strategic policy co-ordination</li> <li>• National &amp; Regional Influence</li> <li>• Finance &amp; Audit</li> <li>• Revenues and Benefits</li> <li>• Customer Services</li> <li>• Information and Communication Technology</li> <li>• Legal Services</li> <li>• Emergency Planning</li> <li>• Partnerships, policy and performance</li> <li>• Wyre Forest Forward</li> <li>• Communication &amp; branding, digital services</li> </ul>	<p><b>Cllr Fran Oborski MBE</b> Deputy Leader and Cabinet Member for Economic Regeneration, Planning and Capital Investments</p> <ul style="list-style-type: none"> <li>• Economic Development and Regeneration</li> <li>• Town Centres</li> <li>• Tourism</li> <li>• Implementation of major regeneration projects</li> <li>• Spatial Planning including Local Plan</li> <li>• Development Management</li> <li>• Land Charges</li> <li>• Building Control</li> <li>• Capital Portfolio fund, development loan fund</li> <li>• Building maintenance, estate and facilities management including Wyre Forest House</li> </ul>	<p><b>Cllr Nicky Martin</b> Cabinet Member for Housing, Health, Well-being and Democratic Services</p> <ul style="list-style-type: none"> <li>• Strategic Housing, Private Sector Housing &amp; Homelessness</li> <li>• Health and Well-being</li> <li>• Sustainability</li> <li>• Water Management</li> <li>• Democratic Services</li> <li>• Human Resources</li> <li>• Equality &amp; Diversity</li> </ul>	<p><b>Cllr Helen Dyke</b> Cabinet Member for Culture, Leisure and Community Protection</p> <ul style="list-style-type: none"> <li>• Cultural and leisure services</li> <li>• Countryside services</li> <li>• Regulatory services</li> <li>• Community Safety</li> <li>• Localism agenda including asset transfers; relations with parish councils</li> <li>• Income generation</li> <li>• Safeguarding</li> <li>• Relations with voluntary sector</li> </ul>	<p><b>Cllr John Thomas</b> Cabinet Member for Operational Services</p> <ul style="list-style-type: none"> <li>• Depot 2020 project</li> <li>• Parks and open spaces</li> <li>• Grounds maintenance</li> <li>• Waste Reduction</li> <li>• Refuse Collection &amp; Recycling</li> <li>• Fleet Management</li> <li>• Street Cleansing</li> <li>• Public Conveniences</li> <li>• Parking Services</li> <li>• Cemeteries</li> <li>• Health and Safety</li> </ul>

**COMMITTEE APPOINTMENTS**  
**WYRE FOREST DISTRICT COUNCIL**  
**COMMITTEES 2019/2020**

<p>Appointments and Appeals Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Graham Ballinger Councillor Fran Oborski</p>
<p>Audit Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Alan Totty Councillor Sarah Rook</p>
<p>Overview and Scrutiny Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Marcus Hart Councillor Sally Chambers</p>
<p>Licensing and Environmental Committee</p> <p>Chairman: Vice-Chairman</p>	<p>Councillor Peter Dyke Councillor Mary Rayner</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 Calne Edginton-White Councillor John Aston</p>
<p>Ethics and Standards Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Shazu Miah Councillor Anna L'Huillier</p>
<p>Local Plans Review Panel</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Paul Harrison Councillor Mary Rayner</p>

Strategic Review Panel  Chairman: Vice-Chairman:	Councillor Graham Ballinger Councillor Fran Oborski MBE
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**Agenda Item No. 15 Appendix 4**

**MAY 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
		<b>1</b>	<b>2</b> <b>Elections</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b> <b>Bank Holiday</b>	<b>7</b> <b>CLT</b>	<b>8</b> <b>Induction briefing for all new members (1pm to 4pm)</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> <b>WCC Council</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> <b>CLT</b>	<b>22</b> <b>6pm Council</b>	<b>23</b> <b>6pm Planning</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b> <b>Bank Holiday</b>	<b>28</b>	<b>29</b> <b>6pm Audit</b>	<b>30</b>	<b>31</b>		

JUNE 2019

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

**Agenda Item No. 15 Appendix 4**

**JULY 2019**

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

AUGUST 2019

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

SEPTEMBER 2019

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



OCTOBER 2019

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

**Agenda Item No. 15 Appendix 4**

**NOVEMBER 2019**

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

**Agenda Item No. 15 Appendix 4**

**DECEMBER 2019**

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

JANUARY 2020

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

FEBRUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
<b>3</b> <b>10.30am</b> <b>Licensing &amp; Environmental</b>  <b>4pm Treasury Management Training</b>  <b>6pm Treasury Management Review Panel</b>	<b>4</b>  <b>CLT</b>	<b>5</b>	<b>6</b>  <b>6pm Overview &amp; Scrutiny</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>  <b>4.30pm Group Leaders</b>  <b>6pm Cabinet</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>  <b>CLT</b>  <b>6pm Planning</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>  <b>Cabinet/CLT</b>	<b>26</b>  <b>6pm Council</b>	<b>27</b>	<b>28</b>	<b>29</b>	

MARCH 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3 CLT 5.30pm Bewdley Museum Management Committee  6 pm Ethics & Standards	4	5 6pm Overview & Scrutiny	6	7	8
9	10 Cabinet/CLT	11	12 6pm Members Forum	13	14	15
16	17 CLT 6pm Planning	18	19 6.30pm Parish Forum	20	21	22
23 6pm Audit	24 4.30pm Group Leaders  6pm Cabinet	25	26	27	28	29
30	31 CLT					

**Agenda Item No. 15 Appendix 4**

**APRIL 2020**

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

**Agenda Item No. 15 Appendix 4**

**MAY 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4 Bank Holiday</b>	<b>5 CLT</b>	<b>6  6pm Overview &amp; Scrutiny</b>	<b>7  Elections - Kidderminster Town Council</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13  6pm Council</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19  CLT  6pm Planning</b>	<b>20  4.30pm Group Leaders  6pm Cabinet</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25 Bank Holiday</b>	<b>26</b>	<b>27  6pm Audit</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



JUNE 2020

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

**Agenda Item No. 15 Appendix 4**

**JULY 2020**

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

		Conservative		Labour		Independent Community and Health Concern		Ind, Lib Dem & Green Group		Others		Total
No. of Cllrs.			14		2		9		8	0		33
Percentage			42.42%		6.06%		27.27%		24.24%	0.00%	0.00%	100.00%
<b>Executive Cttees</b>												
Membership												
Appts & Appeals	5	2	2.12	0	0.30	2	1.36	1	1.21	0	0.00	5
Audit cttee	8	3	3.39	1	0.48	2	2.18	2	1.94	0	0.00	8
Ethics & standards *	6	3	2.55	0	0.36	2	1.64	1	1.45	0	0.00	6
<b>Scrutiny</b>												
Scrutiny Committee	10	4	4.24	1	0.61	3	2.73	2	2.42	0	0.00	10
<b>Regulatory</b>												
Planning	12	5	5.09	1	0.73	3	3.27	3	2.91	0	0.00	12
Lic & Env	12	5	5.09	1	0.73	3	3.27	3	2.91	0	0.00	12
Total	53	22	22.48	4	3.21	15	14.45	12	12.85	0	0.00	53
<b>Percentage</b>		<b>41.51%</b>		<b>7.55%</b>		<b>28.30%</b>		<b>22.64%</b>		<b>0.00%</b>		<b>100.00%</b>
Difference between % No. of Cllrs. And % Number of Seats		-0.91%		1.49%		1.03%		-1.60%		0.00%		

\* 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.

### Representation on Outside Bodies 2019/2020

External Body	Representative 2018/2019	Representative 2019/2020	Number of Representatives
Age Concern	Councillor Jeff Baker	Councillor Susie Griffiths	1 Councillor
Bewdley Development Trust	Councillor Anna Coleman	Councillor Calne Edginton-White	1 Councillor
Bewdley Museum Management Committee	Councillor Juliet Smith Councillor Paul Harrison Councillor Nick Harris	Councillor Helen Dyke Councillor Paul Harrison Councillor Anna Coleman	Relevant Cabinet Member plus 2 Bewdley & Rock Ward or Wribbenhall & Arley Ward Councillors
Carpet Museum Trust Registered Charity 1163401	Councillor John Hart Councillor Mike Cheeseman	Councillor Fran Oborski Councillor Leigh Whitehouse	Under the Trust's constitution, the Council may appoint 2 elected members as charity trustees
District Councils' Network	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Councillor Graham Ballinger Substitute – Councillor Fran Oborski	Leader, Deputy Leader as named substitute
Greater Birmingham & Solihull Local Enterprise Partnership Joint Scrutiny Committee	Councillor Nigel Knowles Substitute – Councillor Nicky Martin	Councillor Marcus Hart (substitute Councillor Sally Chambers)	1 Councillor and 1 named substitute (not Members of the Cabinet)
Greater Birmingham & Solihull Local Enterprise Partnership Supervisory Board (Joint Committee)	Councillor Marcus Hart Substitute - Councillor Chris Rogers	Councillor Graham Ballinger Substitute – Councillor Fran Oborski	Leader, Cabinet Member as named substitute

<b>External Body</b>	<b>Representative 2018/2019</b>	<b>Representative 2019/2020</b>	<b>Number of Representatives</b>
Kidderminster and District Youth Trust	Councillor Helen Dyke Councillor Mary Rayner Councillor Jeff Baker	Councillor Helen Dyke Councillor Mary Rayner Councillor Anna L'Huillier	3 Councillors
Local Government Association General Assembly	Councillor Marcus Hart	Councillor Graham Ballinger	Leader of the Council
National Parking Adjudication Joint Committee	Councillor Rebecca Vale Substitute – Councillor Marcus Hart	Councillor John Thomas Substitute – Councillor Fran Oborski	Relevant Cabinet Member, 1 Councillor as named substitute
Stourport Forward Board	Councillor Chris Rogers	Councillor Claire Barnett	1 Stourport Councillor / 1 Officer
The Elizabeth Mills Centre (formerly Stourport Day Centre)	Councillor David Little	Councillor Dixon Sheppard	1 Stourport Councillor
10:32 Wyre Forest Early Help (Formerly Tree Tops Sure Start Children's Centre)	Councillor Sally Chambers	Councillor Sally Chambers	1 Foley Park and Hoobrook Ward Member
West Mercia Police and Crime Panel	Councillor Juliet Smith	Councillor Helen Dyke	1 Councillor
West Midlands LGA	Councillor Marcus Hart	Councillor Graham Ballinger	Leader of the Council

<b>External Body</b>	<b>Representative 2018/2019</b>	<b>Representative 2019/2020</b>	<b>Number of Representatives</b>
Worcestershire County Council Corporate Parenting Board	Councillor Juliet Smith	Councillor Helen Dyke	1 Councillor (Expectations from WCC: Relevant Cabinet Member or Councillor with relevant experience)
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor Fran Oborski	Councillor Graham Ballinger	1 Councillor
Worcestershire County Council Overview and Scrutiny Performance Board – co-opted member for scrutiny of Worcestershire Local Enterprise Partnership	Councillor Paul Harrison	Councillor Graham Ballinger	1 Councillor
Worcestershire County Waste Forum	Councillor Rebecca Vale	Councillor John Thomas	Relevant Cabinet Member
Worcestershire Health Improvement Group	Councillor Ian Hardiman	Councillor Nicky Martin	Relevant Cabinet Member
Worcestershire Leaders Board	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Councillor Graham Ballinger Substitute – Councillor Fran Oborski	Leader, Deputy Leader as named substitute
Worcestershire Regulatory Services Board	Councillor Juliet Smith Councillor Jeff Baker	Councillor Helen Dyke Councillor Peter Dyke	2 Councillors (Past practice: Relevant Cabinet Member & Chairman of Licensing & Environmental Committee)
Wyre Forest Citizen's Advice Bureau - Management Committee	Councillor Nick Harris	Councillor Shazu Miah	1 Councillor

<b>External Body</b>	<b>Representative 2018/2019</b>	<b>Representative 2019/2020</b>	<b>Number of Representatives</b>
Wyre Forest Clinical Commissioning Group - Advisory Group	Councillor Nicky Gale Councillor Chris Rogers	Councillor Graham Ballinger Councillor Fran Oborski	2 Councillors
Wyre Forest Community Leisure Association Ltd - Local Partnership Board	Councillor John Hart Councillor Helen Dyke	Councillor Helen Dyke Councillor Anna L'Huillier	2 Councillors / 2 Officers
Wyre Forest Local Children and Young People's Trust	Councillor Juliet Smith Councillor Sally Chambers	Councillor Helen Dyke Councillor Susie Griffiths	2 Councillors including relevant Cabinet Member / 1 Officer
Wyre Forest Nightstop and Mediation Service Management Committee	Councillor Ian Hardiman	Councillor Nicky Martin	Relevant Cabinet Member

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

The Leaders of Bromsgrove, Redditch and Wyre Forest will agree North Worcestershire representation on the bodies below for 2019/2020.

External Body	Representative 2018/2019	Representative 2019/2020
Greater Birmingham and Solihull Local Enterprise Partnership	Councillor Chris Rogers (Wyre Forest) Sub: Councillor David Bush (Redditch)	
Greater Birmingham and Solihull LEP ESIF Committee	Councillor Chris Rogers (Wyre Forest) Sub: Councillor Matt Dormer (Redditch)	
Worcestershire LEP	Councillor Karen May (Bromsgrove) Sub: Councillor Matt Dormer (Redditch) or Councillor Chris Rogers (Wyre Forest)	
Worcestershire Local Transport Board	(Two seats, not drawn from the council supplying the “main” representative on the Worcestershire LEP)  Councillor Chris Rogers (Wyre Forest)  Councillor David Bush (Redditch)	
Worcestershire ESIF Committee	Councillor Chris Rogers (Wyre Forest) Sub: Councillor Matt Dormer (Redditch)	
Worcestershire Health and Well-being Board	Councillor Ian Hardiman (Wyre Forest) Sub: Councillor Gareth Prosser (Redditch)	



External Body	Representative 2018/2019	Representative 2019/2020
Worcestershire Local Access Forum	Councillor Julian Grubb (Redditch)	

**Armed Forces Champions (for information)**

These appointments are to be made by the Leader of the Council.

	2018/2019	2019/2020
Armed Forces Champion	Councillor Nicky Gale Councillor Steve Walker	Councillor Nicky Gale Councillor Susie Griffiths

**LOCAL GOVERNMENT ETHICAL STANDARDS – A REVIEW BY THE  
COMMITTEE ON STANDARDS IN PUBLIC LIFE**

- 1 This review was published in January. It makes a wide-ranging set of recommendations about changes to the ethical regime, many of which would require legislation – including its headline proposal that standards committees should have “teeth” in the guise of an ability to suspend a councillor for up to 6 months for repeated or serious breaches of the code of conduct. The review can be seen at this link:

<https://www.gov.uk/government/collections/local-government-ethical-standards>

- 2 The review also makes a series of best practice recommendations to councils which are repeated in the appendix. In Worcestershire, the principal councils have a common code of conduct and monitoring officers have begun work to address the best practice recommendations so far as they relate to the content of the code of conduct, with a view to bringing a revised common code of conduct forward for councils to consider adopting later this year.
- 3 The Committee on Standards in Public Life states that it will review councils’ implementation of best practice in 2020. In addition to the review of the code of conduct, the recommended handling in Wyre Forest is that Council task the Ethics and Standards Committee with considering the other best practice recommendations. The Council already complies with many of them, for example Best Practice 7 – the Council already has access to a panel of more than two independent persons.
- 4 There is one recommendation that has already been discussed with Group Leaders, namely Best Practice 15 “Senior officers should meet regularly with political group leaders or group whips to discuss standards issues”. This is best discharged through having standards issues on the agenda of at least one meeting of Group Leaders each year, with the Solicitor to the Council in attendance. Such discussions would allow a general review of member behaviour and would not substitute for the direct contacts that officers have from time to time with group leaders about individual conduct issues. While there has been only one case in recent years where a complaint about a WFDC member has had to be considered by the Ethics and Standards Committee, regrettably there is an ongoing caseload of complaints and issues that are raised throughout the year. If these are found to have substance, they are generally resolved by means of the Monitoring Officer liaising with the Independent person to achieve a resolution. However in order to maintain high standards of ethical behaviour by councillors, it would be useful to review the overall picture with Group Leaders at least once a year.

- 5 The political groups' attention has also been drawn to recommendation 25 "Councillors should be required to attend formal induction training by their political groups". It would be helpful for group leaders to notify the Monitoring Officer how and when groups intend to consider this recommendation.
- 6 Council is therefore asked
  - a) formally to commission the Ethics and Standards Committee to review recommendations that do not depend on amendments to legislation or relate to the content of the code of conduct.

## **Appendix**

### **Best practice recommendations**

Our best practice recommendations are directed to local authorities, and we expect that any local authority can and should implement them. We intend to review the implementation of our best practice in 2020.

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the

process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

**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

<b>Name</b>	<b>Attendance Percentage for 2017/18</b>	<b>Number of Meetings Attended</b>
Cllr John Aston	76%	13/17
Cllr Jeff Baker	94%	16/17
Cllr John Campion	63%	5/8
Cllr Sally Chambers	94%	16/17
Cllr Mike Cheeseman	80%	12/15
Cllr Anna Coleman	90%	9/10
Cllr Nathan Desmond	91%	20/22
Cllr Helen Dyke	97%	28/29
Cllr Peter Dyke	79%	11/14
Cllr Nicky Gale	63%	5/8
Cllr Ian Hardiman	83%	20/24
Cllr Nick Harris	81%	30/37
Cllr Paul Harrison	100%	27/27
Cllr John Hart	86%	24/28
Cllr Marcus Hart	96%	27/28
Cllr Ken Henderson	89%	25/28
Cllr Vi Higgs	84%	16/19
Cllr Nigel Knowles	87%	34/39
Cllr David Little	84%	26/31
Cllr Nicky Martin	78%	25/32
Cllr Shazu Miah	88%	21/24
Cllr Fran Oborski	88%	37/42
Cllr Tracey Onslow	87%	13/15
Cllr Mary Rayner	78%	18/23
Cllr Chris Rogers	96%	24/25
Cllr Juliet Smith	91%	20/22
Cllr Alan Totty	83%	10/12
Cllr Becky Vale	76%	13/17
Cllr Steven Walker*	58%	14/24
Cllr Gareth Webster	85%	11/13
Cllr Howard Williams	97%	32/33
Cllr Stephen Williams	100%	34/34

\* On 26<sup>th</sup> September 2018 Council agreed to approve a leave of absence to Councillor Walker on the grounds of ill health

**Cabinet**

**Annual Report 2018/2019**

**Report from the Leader**

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

The municipal year 2018/19 has yet again been another very busy year for Wyre Forest District Council.

The political make up of the Council in 2018/19 is broadly the same as it was in 2017/18, as there were no elections in May 2017. The Administration held 21 out of the 33 seats, a reduction of just one.

Like previous years, 2018/19, has seen significant and encouraging progress with the delivery of regeneration projects throughout the District.

The Silverwoods site continues to be developed with a new pub/restaurant now open; and further good news was recently announced that a manufacturing company from Bromsgrove – Barton Firtop – have purchased half of the remaining development land next to the leisure centre to build a new production unit, which together with the Council's proposed additional industrial starter units planned for the former Frenco site and the medium sized units planned for the land opposite Aldi mean the Council will have achieved its vision for the Former British Sugar site as a truly mixed use site.

As Leader of the Council, I and the Cabinet are delighted to have delivered on our commitment to see the formal agreement signed for the demolition of Crown House, with Telereal Trillium agreeing to cover the full demolition costs.

This is now the sixth year that the Council has occupied Wyre Forest House.

I am exceptionally proud of all of our 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 year's report, we continue to make the building as efficient as we can and there has been a relentless drive to do so, including ensuring that we maximise income from long term lets and rentals. There are numerous tenant companies in the building.

The current annual rental income for office space, the provision of ICT services for some of our tenants and meeting room hire at Wyre Forest House is now circa £250,000 pa.

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 and is a great asset for the Council.

The financial strategy for 2019-22 is a budget for affordable growth, with bold ideas to grow income for the Council but also supporting regeneration,



housing and economic growth in line with our priorities'. Our ambitious plans involve borrowing up to £35m to strengthen the council's capital property portfolio and to lend money to third parties to help them to realise regeneration and housing projects. This approach reinforces the important role the Council plays in shaping future growth and investment in Wyre Forest and beyond, while generating revenue for the council to protect the front-line services that communities value and delivering the council's commitment to keep taxation low. We have now agreed a number of investment acquisitions.

The Council's ongoing transformation has moved us strongly in the direction of a budget where expenditure is matched by income. We have proceeded in a determined but balanced way. As part of this transformation we continue to deploy reserves in making the transition to being a self-funding council as part of the Government's significant reforms to local government funding that are due to take full effect in 2020. The full detail of the reforms has yet to be unveiled and the financial strategy takes a reasonable but cautious approach to estimating the impact on Wyre Forest, including the complete phasing out of revenue support grant and changes to New Homes Bonus.

As part of our financial strategy we are adopting a diverse range of approaches to help to spread risk, increase resilience, and ensure sustainability. This includes the continued drive for savings, income generation and both council tax and business rates growth. More recently, we are also exploring alternative service delivery models and have signed up with the Public Sector Partnership to help deliver property investment and have approved the setting up of a Local Authority Trading Company.

The exceptionally challenging financial landscape faced by this and indeed all Councils looks set to continue. We will press forward with our transformation programme and develop our new policies for investment as part of this transformation to ensure this Council retains financial sustainability essential to efficient ongoing service delivery to our communities.

A major project is well underway with our Depot 2020 project to ensure our depot is as efficient and effective as possible and has the essential capital works done. Investment on this site is long overdue and will see our customer service centre relocate to this site, saving the Council money. The project is a £3.3m investment and will be revenue positive for this Council.

I am delighted that we have agreed a deal with Kidderminster Town Council which sees the Town Council take on the complete running of the town hall, with a grant from WFDC over the next 4 years.

I would like to place on record my grateful thanks to the Chief Executive, Corporate Leadership 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.

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

This will be my last report as Leader of the Council and I wish my successor and the future Administration all the very best.

**Cllr Marcus Hart**  
**Leader of Wyre Forest District Council**

**Wyre Forest District Council**  
**Annual Scrutiny Report**  
**2018/2019**



**Foreword of the Chairman of the Overview and Scrutiny Committee**

The 2018/19 municipal year has been very busy for the Overview and Scrutiny Committee, with a varied and extensive work programme.

The full Committee met 9 times during the year, and the Sub-Committee which was set up to consider investment proposals using the Council's Capital Portfolio Fund, met 3 times. The Sub-Committee meetings allow for a swifter and more detailed scrutiny of investment proposals outside of the normal cycle of scheduled meetings.



As a part of the Local Government Association's Peer Review in March 2017, I took the opportunity to discuss how we could refresh the scrutiny process to become even more pro-active in the challenging times which lie ahead for Local Authorities. The new seating arrangements and the different approach to calling speakers at the meetings which I introduced in June 2017 have made a positive difference, and we have continued with these arrangements.

The ideas put forward by Members to establish review panels to undertake in-depth reviews included the effectiveness of PACT schemes within Wyre Forest; the service standards for highways maintenance; and a review into civil enforcement issues. They have all been chaired by Members of the Overview and Scrutiny Committee. Whilst any Councillor can propose items for scrutiny, I feel it is important that the Members of the Overview and Scrutiny Committee lead the process and present the recommendations from the review panels to the full Committee.

The Committee has worked hard to ensure that the decisions taken by the Council have been thoroughly scrutinised on a cross party basis. I believe 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.

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 again this year and have found the work to be most rewarding. I would like to thank the Vice Chairman and Members of the Committee for their contribution to the scrutiny process. I would also like to thank those Members who took part in the various review panels and all the Officers for the support they have given throughout 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. Only a Member of the Scrutiny Committee may Chair a review panel. 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 2018/2019 year:

<b>Name</b>	<b>No. of meetings</b>	<b>Purpose</b>
Treasury Management	3	Allowed detailed scrutiny and training in respect of treasury management.
Local Plans Includes co-opted Members from Town Councils	2	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.
PACT	1	Carried over from 2017/2018 municipal year. The meeting held in 2018/2019 made the final recommendations, the effectiveness of which will be reviewed in 12 months’ time.
Affordable Housing	2	Carried over from 2017/2018 municipal year - final meeting to make recommendations.  Reconvened in November 2018 to discuss the work done by APSE (Association for Public Service Excellence).
Highways Maintenance	5	Detailed review of Service Standards for Highways Maintenance including grass cutting / weed control and frequency of

**Agenda Item No. 17 (b)**

		works to aid joined up working with parish councils.
Civil Enforcement Review Panel	4	Review of Civil Enforcement issues including on and off street parking, litter, fly tipping, dog fouling and the use of Public Spaces Protection Orders (PSPO's).  As a result of this review, further work will be undertaken in relation to issues surrounding anti-social behaviour.

## **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. There were no concerns raised over outstanding recommendations. The tracking recommendations from this year's 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](mailto: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 2018/2019**

As there were no conduct issues or legislative updates to consider, the Ethics and Standards Committee did not meet during this municipal year. We continue to work closely with the Monitoring Officer, Independent Persons and public to ensure that any conduct issues are dealt with as quickly as possible.

**Councillor Nicky Gale**

**Chairman – Ethics and Standards Committee**

**Role of the Standards Committee / 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.

**Member Activity Reports**

Members continue to submit an annual activity report which outlines their activities during the municipal year, significant work has been undertaken to

## **Agenda Item No. 17 (c)**

ensure that the reports are detailed and are a useful tool for Members of the electorate to see the activities their elected Member have been undertaking during the municipal year.

### **Membership of the Ethics and Standards Committee**

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

Chairman: Councillor N Gale

Vice-Chairman: Councillor J-P Champion

Councillors I Hardiman, S Miah, R Vale and G Webster

Independent Member – Mr R Reynolds

Independent Member – Rev J A Cox

Parish Council representatives – C Edginton-White, L Green & D Killingworth

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**22 May 2019**

**INDEPENDENT REMUNERATION PANEL**

<b>OPEN</b>	
<b>RESPONSIBLE OFFICER:</b>	Ian Miller Ext 2700 Chief Executive
<b>APPENDICES:</b>	Nil

**1. PURPOSE OF REPORT**

- 1.1 To agree to establish an Independent Remuneration Panel (IRP) to recommend any amendments to the scheme of allowances to be paid to Members for the municipal year 2019/20 and for subsequent years.

**2. RECOMMENDATION**

The Council is asked to:

- 2.1 **AUTHORISE the Solicitor to Council to convene an Independent Remuneration Panel (IRP) at the earliest opportunity, after seeking expressions of interest in serving from suitably qualified persons who are independent of the Council and having consulted Group Leaders prior to making appointments to the Panel;**
- 2.2 **REQUEST the IRP to report back no later than the Council's meeting in September 2019 with recommendations for the Members' Allowances Scheme for 2019/20 (which would take effect from 7 May 2019) and should include an uprating mechanism that would apply for the years commencing 1 April 2020, 1 April 2021, 1 April 2022 and 1 April 2023.**

**3. BACKGROUND**

- 3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 No 1021 require local authorities to establish an Independent Remuneration Panel to review and provide advice on Members' allowances before they adopt or amend a scheme.
- 3.2 On 10 December 2014, Council decided to implement the Panel's recommendations for 2015/16 and to use the Consumer Prices Index to uprate allowances each year in April, from 2016 to 2018 inclusive. As the Council did not decide any uprating mechanism for April 2019, allowances have continued at their 2018-19 level. The current scheme of allowances is set out in section 17 of the Constitution which can be seen at this link:

<https://www.wyreforestdc.gov.uk/media/4431899/17-Members-Allowance-Scheme-V6.pdf>

**4. KEY ISSUES**

- 4.1 Given that it is over four years since an IRP was last convened and the mechanism for uprating allowances has expired, it is timely to convene a new Panel to produce recommendations on any amendments for the municipal year 2019/20 with the intention that its recommendations – if adopted by Council – would apply from 7 May 2019 i.e. the date on which Councillors elected on 2 May took office. The Panel can also be invited to propose an uprating mechanism that would apply in April of each year from 2020 to 2023. If adopted by Council, its recommendations on uprating avoid the effort and cost of convening an IRP again until 2023, when the Council elected in May 2023 can establish an IRP to produce recommendations for the period from April 2024 onwards.
- 4.2 So that the Council can take timely decisions about recommendations for the municipal year 2019/20, the Panel should be invited to provide its recommendations in good time for the Council’s meeting in September 2019.
- 4.3 To comply with this timetable and in line with past practice, the report seeks authorisation for the Solicitor to the Council to convene and appoint the Panel. This will involve advertising the opportunity to suitably qualified independent persons and then – following consultation with Group Leaders – appointing the members of the Panel. Decisions on members allowances are a “Council function” under legislation so cannot be delegated to the Cabinet.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The cost of convening the Panel, including a modest honorarium for members of the Panel and their travel costs, can be absorbed within existing budgets and are estimated at less than £2k. The Panel’s recommendations cannot be predicted and any financial implications would have to be identified and considered by Council when the recommendations are to hand.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Regulation 19 of the 2003 Regulations provides that, in making or amending the scheme of allowances, the authority is required to ‘have regard to the recommendations made in relation to it by an Independent Remuneration Panel’.
- 6.2 Regulation 10(1) of the 2003 Regulations requires that, before the beginning of each financial year, an authority shall determine the scheme for the payment of allowances for that year. However regulations 10(3) and (6) allow a council to amend its scheme at any time during a year and a council may backdate any changes to the start of the financial year concerned. In this case, it is proposed that any changes should be backdated to 7 May 2019, when Councillors elected in the ordinary elections took office.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 This report has been screened for its equality impact on the areas of race, disability, gender, gender identity, religion and belief, sexual orientation and

age. It was not considered to have a disproportionate impact on any target area and therefore no full equality impact assessment is required.

**8. RISK MANAGEMENT**

8.1 The proposed approach will ensure that the Council complies with the legal requirements.

**9. CONCLUSION**

9.1 Council is invited to agree the arrangements set out in this report to establish an Independent Remuneration Panel.

**10. CONSULTEES**

10.1 Group Leaders.

**11. BACKGROUND PAPERS**

11.1 The Local Authorities (Members' Allowances) (England) Regulations 2003.  
<https://www.legislation.gov.uk/uksi/2003/1021/contents/made>

WYRE FOREST DISTRICT COUNCIL

COUNCIL  
22<sup>nd</sup> May 2019

POLICY AND BUDGET FRAMEWORK  
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE PLANNING COMMITTEE –  
16<sup>TH</sup> APRIL 2019

**Purpose of Report**

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

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Planning Committee agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website. See the report on page 61 of the pdf at this link:

[http://www.wyreforest.gov.uk/council/docs/doc54421\\_20190416\\_planning\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc54421_20190416_planning_agenda.pdf)

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p><b>Scheme of Delegation – Proposed Changes</b></p> <p><b>Recommend to Council that:</b></p> <ul style="list-style-type: none"> <li>the proposed changes to the Scheme of Delegation as set out in Appendix 2 of the report be APPROVED.</li> </ul>	<p><b>Former Councillor J Hart</b></p>



**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**22 May 2019**

**AMENDMENTS TO THE CAPITAL PROGRAMME**

<b>OPEN</b>	
<b>LEAD OFFICER:</b>	Tracey Southall Ext 2100 Corporate Director: Resources
<b>RESPONSIBLE OFFICER:</b>	Mike Parker Ext 2500 Corporate Director: Economic Prosperity and Place
<b>APPENDICES:</b>	Nil

**1. PURPOSE OF REPORT**

- 1.1 To ask Council to agree amendments to the Capital Programme following receipt of a major grant award in respect of the Churchfields development and confirmation of tendered costs of an approved project to build industrial units on a site owned by the Council.

**2. RECOMMENDATION**

- 2.1 The Council is asked to AGREE that the Capital Programme is amended to include the £2.7m grant from the Housing Infrastructure Fund in respect of the Churchfields development; and to increase the total allocation for Industrial Units Development – Silverwoods by £60,000, with funding to come from the Evergreen Investment Fund.**

**3. BACKGROUND**

- 3.1 The major housing development at Churchfields in Kidderminster depends on a new road link from St Mary's Ringway to open up access to the site and create the necessary additional highway network capacity at the signalised junction of Blackwell Street, Broad Street, Stourbridge Road and Radford Avenue. The detailed background is set out in the report to Cabinet on 26 March 2019 about dedication of land owned by Wyre Forest District Council to enable the development to proceed.
- 3.2 Following the initial award of funding from the Housing Infrastructure Fund (HIF) in February 2018, Homes England wrote to the Council on 22 March formally to confirm that the Council's application for £2.7m from the Housing Infrastructure Fund had been successful and provided a further letter on 23 April setting out detailed conditions for the grant.
- 3.3 Council has included a project in the Capital Programme to build industrial units on a Council-owned site on the Silverwoods development, the former Frenco site, adjacent to the Hoobrook Enterprise Centre. Tenders for the work have been received and the successful bidder has been identified. The original funding package for the £628k project included £200k allocated from the

Evergreen Fund. In light of further work and the outcome of the tender process, the total cost of the scheme will increase by £60k and it is proposed to fund this also from the Evergreen Investment Fund.

**4. KEY ISSUES**

- 4.1** It is excellent news that the Council has successfully applied for the HIF grant which is one of the major contributions to the funding package for the road scheme to be implemented by the Worcestershire County Council. The County Council has successfully applied for grants from the Greater Birmingham and Solihull Local Enterprise Partnership and the Worcestershire LEP.
- 4.2** Ordinarily, the Corporate Director: Resources makes minor amendments to the Capital Programme during the course of the year if grants are received from third parties. However in this case, it would be appropriate for Council to amend the Capital Programme as the amount of grant is very significant and is related to capital expenditure to be undertaken by Worcestershire County Council. The grant will pass through Wyre Forest District Council on an “in and out” basis. This will also mean that the Capital Programme is amended prior to a decision by the Cabinet formally to accept the grant.
- 4.3** The lowest tender for the industrial units project, when the cost of works that the utility providers will have to undertake to facilitate connections is included, is higher than the budget allocation already agreed by Council (at the outline business case stage) and therefore the Council needs to amend the Capital Programme and agree the source of the additional funding in order for the project to proceed – it will provide nine industrial units that will allow businesses to grow in the district. The Corporate Director: Economic Prosperity and Place already has delegated authority from the Cabinet to approve the final business case and he will do so following confirmation of the amendment to the Capital Programme.

**5. FINANCIAL IMPLICATIONS**

- 5.1** There are no direct cost implications for the Council in amending its capital programme to reflect the successful application for the grant from Homes England. There are potential risks and cost implications for the Council in accepting the conditions of the grant and these will be addressed in a report to Cabinet about this matter.
- 5.2** The tender process for the industrial units has revealed that the lowest price taking into account reasonable overall project contingencies is £60k higher than previously budgeted. The project remains financially viable with the allocation of funding from the Evergreen Investment Fund.

**6. LEGAL AND POLICY IMPLICATIONS**

- 6.1** Under Article 4 of the Council’s Constitution, only the full Council can approve or adopt the policy framework. Section 4 of the Council’s Constitution defines the “policy framework” as including “Financial strategy, including any plan or strategy for the control of the authority’s borrowing, investments or capital expenditure or for determining the authority’s minimum revenue provision”. It is

thus for the Council to decide the Capital Programme. It is an executive function for the Cabinet to decide whether to accept any grant conditions and a report will be prepared in respect of the Homes England grant for decision by the Cabinet.

**7. EQUALITY IMPACT NEEDS ASSESSMENT**

7.1 This is a financial report and no equality issues arise.

**8. RISK MANAGEMENT**

8.1 The risks associated with Homes England's grant conditions and mitigating measures will be set out in the report for Cabinet and will be considered by the Cabinet in taking the decision on accepting the grant.

8.2 The usual arrangements for project management of and monitoring capital projects will be applied in the case of the industrial units. The budget includes an appropriate allocation for contingencies.

**9. CONCLUSION**

9.1 Council is invited to agree the amendments to the Capital Programme in respect of the £2.7m grant from the Housing Infrastructure Fund and the additional £60k required for the Industrial Units project on Silverwoods.

**10. CONSULTEES**

10.1 Corporate Leadership Team.

**11. BACKGROUND PAPERS**

11.1 Report to Cabinet on 26 March 2019 on dedication of land for highway purposes (the report begins on page 44 of the pdf)  
[http://www.wyreforest.gov.uk/council/docs/doc54337\\_20190326\\_cabinet\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc54337_20190326_cabinet_agenda.pdf)

11.2 Report to Cabinet on....23 May 2017 – Industrial Units Investment Outline Business Case  
[http://www.wyreforest.gov.uk/council/docs/doc51903\\_20170523\\_cabinet\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc51903_20170523_cabinet_agenda.pdf)