

ANNUAL COUNCIL MEETING 18th May 2005

AGENDA

Open to Press and Public

1. **PRAYERS**

Prayers to be said by the Reverend Keith James, Saint Anne's, Bewdley.

2. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the ensuing Municipal Year.

3. **CHAIRMAN – INVESTITURE AND DECLARATION OF ACCEPTANCE OF OFFICE**

To invest the Chairman of the Council with the Chain of Office after which the Chairman will make his or her Declaration of Acceptance of Office.

4. **CHAIRMAN'S RESPONSE**

The Chairman of the Council will express thanks for his or her election.

5. **CHAIRMAN'S CONSORT – INVESTITURE**

To invest the Chairman's Consort with his or her Badge of Office.

6. **RETIRING CHAIRMAN**

To thank the retiring Chairman of the Council.

7. **RETIRING CHAIRMAN AND CONSORT – PRESENTATION OF BADGES**

To present the retiring Chairman of the Council with a Past Chairman's Badge and her Consort with a Past Chairman's Consort's Badge. The retiring Chairman may wish to respond.

8. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Council for the ensuing Municipal Year.

9. **VICE-CHAIRMAN – INVESTITURE AND DECLARATION OF ACCEPTANCE OF OFFICE**

To invest the Vice-Chairman of the Council with his or her Badge of Office after which the Vice-Chairman to make a Declaration of Acceptance of Office.

10. **VICE-CHAIRMAN'S RESPONSE**

The Vice-Chairman of the Council to express his or her thanks for his or her appointment.

11. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

12. **DECLARATIONS OF INTEREST**

In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.

Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.

(See guidance note on first page.)

13. **MINUTES**

To approve as a correct record the minutes of the meeting held on 20th April 2005. (Pages 1-8)

14. **PUBLIC PARTICIPATION**

In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 9am, Monday 16th May 2005. (See front cover for contact details.)

Mr R South, Secretary and Treasurer of the Wyre Forest Taxi Drivers' Association has given notice that he wishes to speak in relation to Agenda Item 19 below regarding Taxi Licensing.

15. **CHAIRMAN'S COMMUNICATIONS**

To receive such communications as the new Chairman of the Council may desire to lay before the Council.

16. **APPOINTMENT OF LEADER AND DEPUTY LEADER OF THE COUNCIL**

To appoint a Leader of the Council and a Deputy Leader of the Council for the ensuing Municipal Year.

17. **CONSTITUTION AND APPOINTMENT OF CABINET, COMMITTEES AND OTHER BODIES, ALLOCATION OF SEATS AND APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN**

- a. To receive details from the Leader of the appointment of the Cabinet.
- b. To constitute committees and other bodies for the ensuing municipal year. Current Structure attached (Standing Order B1(1)) (Page 9)
- c. In accordance with the provisions of the Local Government and Housing Act 1989:-
 - (i) to determine the allocation of seats to the different political groups on committees and other bodies. (Pages10-12)
 - (ii) to appoint Members to serve on committees and other bodies and to appoint substitutes for the ensuing municipal year (Standing Orders, B1(1), and C11(1)).
 - (iii) to appoint Chairmen and Vice-chairmen for committees and other bodies for the ensuing municipal year (.Standing Order B6(1))

A proposed list of committees and other bodies, including memberships, Chairmen, Vice-Chairmen and substitutes is attached (Pages 13-18), together with a background paper on the need for two Vice-Chairmen of the Licensing Sub-Committee. (Pages 19-20)

- d. To appoint a new independent member to the Ethics and Standards Committee, following the advertisement of the position in the local press, the closing date being 11th May 2005. An oral report will be given at the meeting by the Head of Legal and Democratic Services.

18. **MOTIONS - STANDING ORDER NO. D1 (7)**

To consider any Motions in the order in which they have been received which, by reason of special circumstances, should be considered as a matter of urgency in accordance with Standing Order No. D1 (7).

19. **TAXI LICENSING**

To consider a report from the Head of Planning, Health and Environment, which submits a revised report by independent transport consultants, Halcrow Group Limited, on whether there is significant unmet demand for Hackney Carriage services in the District, and to decide future policy in respect of Hackney Carriage numbers. (Pages 21-28)

A copy of the revised report by Halcrow Group Limited has been placed in Party Group Rooms and a public inspection copy is available on request (see front cover for details)

This matter will be reviewed by the Environment and Economic Regeneration Policy and Scrutiny Panel on 16th May 2005 and any recommendations from that meeting will be reported to the Council.

20. POLICY AND BUDGET FRAMEWORK – MATTER WHICH REQUIRES A DECISION BY COUNCIL

a) Recommendation from the Planning (Development Control) Committee 10th May 2005

(Pages 29-30)

- Implementation of Part 8 of the Anti-Social Behaviour Act 2003
The High Hedges Regulations

As this agenda has been issued before the Planning (Development Control) Committee meets on 10th May 2005, the recommendations, which have been included, are as proposed in the relevant Committee report. Public inspection copies are available on request. (See front cover for contact details) An update will be given at the Council meeting.

21. HONORARY ALDERMEN – APPOINTMENT PROCEDURE

To consider a report from the Chief Executive, which sets out the powers the Council has for conferring the title of Honorary Alderman and proposes that the Council exercise these powers by adopting a suitable appointment procedure. (Pages 31-35)

22. ANNUAL REPORT OF CABINET SCRUTINY COMMITTEE JOINT CHAIRMEN 2004-2005

To receive an annual report from the joint Chairmen of the Cabinet Scrutiny Committee on the achievements of the Cabinet Scrutiny Committee and the five Policy and Scrutiny Panels for the 2004/05 municipal year. (Pages 36-43)

23. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS

To appoint/nominate representatives to serve on Outside Bodies/Organisations as set out in the attached schedule. (Pages 44-50)

If you are aware of any organisation on this list which is no longer in existence, or where the details have changed, please inform the Committee Section before the meeting (contact details on cover).

24. **MEMBERS' ATTENDANCE 2004/2005**

To receive a record of Members' attendance at Council, Cabinet, Committees, Panels and other meetings for the previous year in accordance with Standing Order No.C5 (3). (Pages 51-63)

25. **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution to exclude the press and public from the meeting during consideration of an item containing "exempt" information:

"DECISION:

Under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of "exempt information" as defined in paragraph 13 of Part 1 of Schedule 12A of the Act."

PART 2

Not Open to Press and Public

26. **COMPULSORY PURCHASE ORDER**

To consider a report from the Head of Planning, Health and Environment detailing the current position regarding a property in Kidderminster and seeking authority to acquire the property, if necessary, by Compulsory Purchase Order. (Pages 64-73)

TO: ALL MEMBERS OF WYRE FOREST DISTRICT COUNCIL

FOREST DISTRICT COUNCIL
COUNCIL MEETING
COUNCIL CHAMBER, CIVIC CENTRE, STOURPORT-ON-SEVERN

WEDNESDAY 20th APRIL 2005 (6.00 P.M.)

PRESENT:

Councillors: J C Simmonds (Chairman), Mrs P V Hayward (Vice-Chairman), Mrs M B Aston, Mrs M H Baillie, J Baker, G W Ballinger, A J Buckley, J-P Campion, S J M Clee, N J Desmond, J W Dudley, P Dyke, Mrs L Edginton, Mrs J Fairbrother-Millis, B T Glass, P B Harrison, M J Hart, Mrs S M Hayward, M A W Hazlewood, Mrs A T Hingley, Mrs L Hyde, M B Kelly, Mrs R L Lewis, Miss M A Mason, Miss S C Meekings, C D Nicholls, Mrs F M Oborski, M M G Oborski, M W Partridge, Mrs A R A Poole, Mrs P A Rimell, Mrs J L Salter, J A Shaw, M J Shellie, K J Stokes, R Wheway, and S J Williams.

CM.950

PRAYERS

Prayers were said by the Reverend Stephen Owens, Far Forest Church, Kidderminster.

NORMAN BROOME

On behalf of the Council, the Chairman paid tribute to former District and Stourport Town Councillor, Norman Broome, who died recently. The Chairman drew attention to the fact that Mr Broome had twice been Chairman of the District Council, in 1982 and 1990, and had served the community well. All present stood for one minute's silence in his honour.

CM.951

APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Mrs I M Dolan, Mrs H E Dyke, J Holden, W G Jones and A D Williams.

CM.952

DECLARATION OF INTERESTS

Councillors J-P Campion and N J Desmond declared personal interests in agenda item 10b, Amendment to Scheme of Delegation to Officers, Surrender of Leases and Tenancies, in view of being commercial tenants of premises owned by the District Council.

Councillor Mrs F M Oborski declared a personal interest in agenda item 10c, Herefordshire and Worcestershire Social Enterprise Support Partnership, Memorandum of Understanding, in view of being a Board Member of the new Wyre Forest Community Housing Sheltered Housing Company.

CM.953 **MINUTES****DECISION:**

The minutes of the meeting held on 23rd February 2005 be confirmed as a correct record and signed by the Chairman.

CM.954 **PUBLIC PARTICIPATION**

No members of the public had asked to participate at this meeting.

CM.955 **QUESTIONS - STANDING ORDER A5**

The Council received a report setting out questions from a Councillor, directed at the Leader of the Council. The questions and answers are set out in full in Appendix 1 (attached).

CM.956 **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 advised that the events that he had attended had been interesting and informative. They had enabled him to forge links across a wide area on behalf of the Council.

CM.957 **LEADER'S ANNOUNCEMENTS AND REPORT**

The Leader of the Council made no announcements on this occasion.

REVIEW OF RESTRICTION ON NUMBER OF TAXI LICENCES ISSUED WITHIN WYRE FOREST DISTRICT.

Further to Minute CM 537 of its 8th December 2004 meeting and the licensing seminar for Councillors on 11th April 2005, the Head of Planning, Health and Environment submitted a report on the outcome of a survey by independent transport consultants, Halcrow Group Limited. This had been commissioned to assess whether there was significant unmet demand for Hackney Carriage services in the District, to enable the Council to decide future policy in respect of Hackney Carriage numbers.

The Leader of the Council advised that he and the Chief Executive had met representatives from the Wyre Forest Taxi Drivers' Association the previous week, when the Association had raised a number of queries in relation to the consultant's report. Group Leaders had discussed this, before the Council meeting, and the consensus was that the issues raised by the Association needed to be investigated, before the consultant's report could be considered. In addition, it was suggested that these issues should be reviewed by the relevant Policy and Scrutiny Panel.

DECISION:

Consideration of the report, including the survey report by Halcrow Group Limited, be deferred to the Council's Annual Meeting on 18th May 2005 and prior to that meeting:

1. issues raised by the Wyre Forest Taxi Drivers' Association, in relation to Halcrow Group Limited's report, be investigated; and
2. the issues referred to in 1 above be reviewed by the Environment and Economic Regeneration Policy and Scrutiny Panel.

(The Panel meeting was arranged subsequently for 16th May 2005)

CM.958

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

- a. **Recommendation from the Planning (Development Control) Committee – 8th March 2005**

Amendment to Scheme of Delegation to Officers – Review of Procedure for Determining Applications Requiring a Section 106 Agreement

The Council considered a recommendation from the Planning (Development Control) Committee regarding proposed changes to the way in which planning applications requiring a Section 106 obligation were handled, in order to improve performance. In presenting this recommendation, the Committee's Chairman advised that he was impressed with the expertise of the Council's Planning Officers. However, that expertise was not reflected adequately in relevant performance statistics, in view of difficulties which could arise in the completion of Section 106 agreements.

DECISION:

Authority be delegated to the Head of Planning, Health and Environment, in consultation with the Head of Legal and Democratic Services, to refuse planning applications where the Section 106 obligation is not completed within the time period notified to the Applicant.

- b. **Recommendations from the Cabinet – 17th March 2005**

Amendment to Scheme of Delegation to Officers – Surrender of Leases and Tenancies

The Council was advised that the Cabinet had approved the acceptance of surrenders of the tenancies of Units 8, 9 and 21 Hoobrook Enterprise Centre and had recommended the Council to authorise the relevant Head of Service to accept surrenders of leases and tenancies where advantageous to the Council.

DECISION:

The Scheme of Delegation to Officers be amended to give the Head of Cultural, Leisure and Commercial Services authority to accept surrenders of leases and tenancies where advantageous to the Council.

Herefordshire and Worcestershire Social Enterprise Support Partnership

The Council considered a recommendation from the Cabinet regarding the development of a Herefordshire and Worcestershire Social Enterprise Support Partnership. The Cabinet had asked the Council to support the Partnership and its activities by approving a Memorandum of Understanding

DECISION:

The Council sign up to the principles set out in the Herefordshire and Worcestershire Social Enterprise Support Partnership's draft Memorandum of Understanding, as detailed in the Appendix to the report to the Cabinet on 17th March 2005.

c. Recommendations from the Cabinet – 14th April 2005

Amendment to Scheme of Delegation to Officers - Delivering Efficiency Savings in Local Government - Annual Efficiency Statements

The Council considered a recommendation from the Cabinet regarding annual efficiency savings, required by the Office of the Deputy Prime Minister (ODPM). The Cabinet had approved the 2005/06 forward-looking part of the Council's first Annual Efficiency Statement for submission to the ODPM and recommended the Council to delegate authority, as detailed below, for the submission of future Statements.

DECISION:

Authority be delegated to the Chief Executive and the Head of Financial Services, in consultation with the Leader of the Council and the Cabinet Member for Finance and Corporate Affairs, to approve and submit future Annual Efficiency Statements.

Supporting People Progress Report and Five Year Strategy

The Council considered a recommendation from the Cabinet on the implementation of the Supporting People regime and the approval of a draft 5-year strategy, prior to countywide consultation.

DECISION:

- 1. The latest position regarding service reviews and the financial position of the Supporting People Service, as detailed in the report to the Cabinet on 14th April 2005, be noted.**

- 2. The Draft 5-Year Strategy, as circulated separately from the report, be approved prior to the three-month consultation process.**

Kidderminster Economic Development and Regeneration Strategy

The Council considered a recommendation from the Cabinet seeking approval of the above Strategy.

DECISION:

The Kidderminster Economic Development and Regeneration Strategy, as detailed in the report to the Cabinet on 14th April 2005, be approved.

Worcestershire Local Transport Plan 2 (LTP2) 2006/2011
Consultation Draft February 2005

The Council considered a recommendation from the Cabinet seeking approval for its proposed response to the consultation on the Worcestershire Local Transport Plan 2. Members were advised that the Cabinet had included comments from the Environment and Economic Regeneration Policy Scrutiny Panel, at its meeting on 6th April 2005.

DECISION:

- 1. The comments set out in Appendix 1 of the report to the Cabinet on 14th April 2005, together with the comments from the Environment and Economic Regeneration Policy and Scrutiny Panel (as listed in Cabinet Minute CM. 924), be approved as the District Council's response to the Draft Local Transport Plan 2, for submission to Worcestershire County Council.**
- 2. The Head of Planning, Health and Environment be authorised to submit Wyre Forest District Council's representations on the Consultation Draft Local Transport Plan 2 to Worcestershire County Council by 29th April 2005.**

Wyre Forest District Local Development Framework:
Statement of Community Involvement (SCI)

The Council considered a recommendation from the Cabinet seeking approval for the above Statement of Community Involvement and a proposal to take it forward into a 6-week consultation period.

DECISION:

- 1. The Draft Statement of Community Involvement, as detailed in Appendix 1 to the report to the Cabinet on 14th April 2005, be approved for the purposes of pre-submission public participation in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004.**

2. **The Head of Planning Health and Environment be authorised to make the appropriate arrangements to publish the Draft Statement of Community Involvement for a 6-week consultation period commencing on 28th April 2005.**

Draft Wyre Forest District Community Safety Strategy (2005 - 2008)

The Council considered a recommendation from the Cabinet seeking approval of the draft Community Safety Strategy (2005-2008), produced by the Wyre Forest Community Safety Partnership.

DECISION:

The Wyre Forest Community Safety Partnership's draft Community Safety Strategy for the period 2005 to 2008, as circulated as a separate appendix to the report to the Cabinet on 14th April 2005, be approved.

CM.959 MOTIONS SUBMITTED UNDER STANDING ORDER NO. D1 (1)

No notices of motion were received in accordance with Standing Order D1(1).

CM.960 URGENT MOTIONS SUBMITTED UNDER STANDING ORDER NO. D1 (7)

No notices of motion were received in accordance with Standing Order D1(1).

CM.961 AMENDMENT TO SCHEME OF DELEGATION TEMPORARY STOP NOTICES

The Council considered a report from the Head of Planning, Health and Environment which advised Members of a new tool for enforcing against breaches of planning control. The Cabinet Member for Environment and Economic Regeneration explained that the Planning and Compulsory Purchase Act 2004 gave local planning authorities power to issue Temporary Stop Notices which were effective for 28 days. He advised that the delegation of authority to an officer to issue the notices would enable immediate action to be taken against unauthorised development.

DECISION:

Delegated power be given to the Head of Legal and Democratic Services, in consultation with the Head of Planning, Health and Environment to serve or withhold a Temporary Stop Notice following consultation with the Chairman, or in his absence the Vice Chairman, of the Planning (Enforcement) Committee.

CM.962 CALENDAR OF MEETINGS

The Leader of the Council advised that the draft Calendar of meetings was normally agreed at the Council's Annual Meeting, but consideration of it had been brought forward as there were no District Council elections that year. He advised Members of two proposed amendments, as detailed below, and asked Group Leaders to contact the Committee Section if they had any problems with dates proposed for scrutiny meetings.

It was noted that the earlier approval of the calendar would enable officers to issue the Council Year Book sooner than usual, this year.

DECISION:

The calendar of meetings for the 2005/2006 municipal year be approved subject to:

- 1. the Miscellaneous Functions Committee meeting being rescheduled from 25th July to 13th July 2005;**
- 2. the Cabinet meeting being rescheduled from 26th May to 25th May 2005; and**
- 3. the Head of Legal and Democratic Services being authorised to agree amendments to scrutiny meeting dates in the light of any comments from Group Leaders received within 24 hours.**

CM.963 EXCLUSION OF THE PRESS AND PUBLIC

DECISION:

Under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business, on the grounds that they involve the likely disclosure of "exempt information" as defined in paragraphs 8 and 9 of Part 1 of Schedule 12A of the Act.

CM.964 MINUTES

DECISION:

The exempt minutes of the meeting held on 23rd February 2005 be confirmed as a correct record and signed by the Chairman.

The meeting ended at 6.27 p.m.

WYRE FOREST DISTRICT COUNCIL
COUNCIL MEETING – 20TH APRIL 2005
AGENDA ITEM 6

QUESTION TIME AT COUNCIL MEETINGS - STANDING ORDER A5

Question by Councillor P B Harrison

To the Leader of the Council

Does the Leader agree with me that West Mercia Police Authority offers a poor service, particularly in respect of the enforcement of parking restrictions, given their 65% increase in Council Tax over the last three years?

Does he appreciate that this poor service causes problems for the residents of Greenhill Ward, in and around Kidderminster town centre?

Will he make a statement to Council on his administration's progress on the decriminalisation of parking offences in Wyre Forest District?

Answer from the Cabinet Member for Environment and Economic Regeneration

With regard to the first part of the question as to whether West Mercia Police Authority offers a poor service, I feel we need to have more details about the service referred to, but it appears to relate to the issue of parking and the Warden Service.

I think we will all possibly agree that the Warden Service is inadequate to cover 3 towns and this Council is addressing this issue.

With regard to the next part of the question, there is an exercise going on regarding decriminalisation of on-street parking, which remains a priority for the administration.

The first phase of a feasibility study into applying for an Order to decriminalise all on-street parking in Wyre Forest has been completed. However details are needed that define the areas of the current road traffic orders.

Supplementary Question from Councillor P B Harrison

Could Councillor Dudley give the time-scale of when this might happen?

Reply from the Cabinet Member for Environment and Economic Regeneration

The date when this matter is to be considered by Cabinet is in the Forward Plan. As to when the decriminalisation of on-street parking will happen, this will be when we have sorted out the issue of defining the areas of the road traffic orders. We are working with Worcestershire County Council to complete the necessary research and this work is almost finished.



WYRE FOREST DISTRICT COUNCIL POLITICAL STRUCTURE

July 04

OTHER COMMITTEES

ETHICS AND STANDARDS

APPOINTMENTS AND APPEALS

MISCELLANEOUS FUNCTIONS

AUDIT PANEL

FULL COUNCIL

REGULATORY COMMITTEES

PLANNING (ENFORCEMENT)

PLANNING (DEVELOPMENT CONTROL)

LICENSING AND ENVIRONMENTAL

OVERVIEW AND SCRUTINY

CABINET SCRUTINY COMMITTEE

POLICY AND SCRUTINY PANELS

ENVIRONMENT AND ECONOMIC REGENERATION

COMMUNITY AND LEISURE SERVICES

HOUSING, HEALTH AND RURAL AFFAIRS

FINANCE AND CORPORATE AFFAIRS

COMMERCIAL SERVICES

THE CABINET

Councillor Stephen Clee

Leader of the Council

*Providing Community Leadership**

Strategic Planning, Community Strategy, Partnership Development, National and Regional Influence, Emergency Planning.

Councillor James Dudley

Environment and Economic Regeneration

Promoting Economic Prosperity
Managing the Local Environment**

Environment, Development Control, Local Plan, Economic Development, Tourism, Car Parks, Highways and Transport.

Councillor Nathan Desmond

Community and Leisure Services

Enhancing Cultural Life
Enabling Community Wellbeing**

Leisure and Sport, Play Areas, Arts and Culture, Events, Local Heritage, Museum, Community Facilities, Community Safety.

Councillor John Campion

Finance and Corporate Affairs

*Improving Corporate and Performance/Developing People and the Workplace**

Finance and Audit, Budget, Performance Management, Property, ICT, Human Resources, Legal and Administration.

Councillor Marcus Hart

Commercial Services

*Delivering Quality Services**

Waste Reduction, Refuse Collection, Street Cleansing, Public Conveniences, Fleet Management, Markets, Building Services, Grounds Maintenance, Cemeteries.

Councillor Maureen Aston

Housing, Health and Rural Affairs

*Enabling Community Wellbeing**

Housing, Registered Social Landlords, Older People, Sustainability, Public Protection, Parish Councils, Community Health.

* Corporate Plan Themes

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING
WEDNESDAY 18th May 2005

2005- 2006 Municipal Year

LOCAL GOVERNMENT AND HOUSING ACT 1989 SECTIONS 15 AND 16

POLITICAL REPRESENTATION
ALLOCATION OF SEATS ON COMMITTEES ETC.

The revised political representation on the Council is set out below. Also detailed is the revised political representation on Committees and Other Bodies The duty to allocate seats according to political balance applies only to political groups.

<u>Political Group</u>	<u>Number</u>	<u>Percentage</u>
Conservative Group	18	42.86%
Independent Kidderminster Hospital and Health Concern (IKHHC)	8	19.05%
Liberal Group	8	19.05%
Labour Group	4	9.52%
Liberal Democrat Group	2	4.76%
<i>(Independent</i>	1	2.38%)
<i>(Independent</i>	1	2.38%)
	<hr/> 42	<hr/> 100.00%
	<hr/>	<hr/>

		CONSERVATIVE GROUP	IKHHC GROUP	LIBERAL GROUP	LABOUR GROUP	LIB/DEM GROUP	INDEPENDENTS No seat entitlement as of right
		42.86%	19.05 %	19.05%	9.52 %	4.76%	4.76%
MISCELLANEOUS FUNCTIONS	(10)	4	2	2	1	1	0
APPOINTMENTS AND APPEALS	(9)	4	2	2	1	0	0
	(19)						
CABINET SCRUTINY COMMITTEE	(11)	5	2	2	1	1	0
<u>POLICY AND SCRUTINY PANELS</u>							
Commercial Services	(9)	4	2	2	1	0	0
Housing, Health and Rural Affairs	(9)	4	2	2	1	0	0
Environment and Economic Regen.	(9)	4	2	2	1	0	0
Community and Leisure Services	(9)	4	2	2	1	0	0
Finance and Corporate Affairs	(11)	5	2	2	1	1	0
	(47)						
<u>REGULATORY COMMITTEES</u>							
LICENSING AND ENVIRONMENTAL	(15)	6	3	3	1	1	1 new seat
(Licensing Sub-Committee – rota of 3 committee members including Chairman or Vice-Chairman Taxi Trade Liaison Group – Chairman, Vice-Chairman and one committee member)							
PLANNING (DEVELOPMENT CONTROL)	(20)	9	4	3	2	1	1 gift of Liberal Group
PLANNING (ENFORCEMENT)	(11)	5	2	2	1	1	0
	(46)						
<u>TOTALS</u>	(123)	<u>54</u>	<u>25</u>	<u>24</u>	<u>12</u>	<u>6</u>	
		(43.90%)	(20.33%)	(19.51%)	(9.76%)	(4.88%)	

ETHICS AND STANDARDS (10)

6 Councillors 3 Independent Members and 1
Parish Member

(Hearings Sub-Committee

5 Ethics and Standards Committee members
(alphabetical rota - 3 District Councillors, 1
Parish Councillor , 1 Independent Member)

1

1

1

1

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1

AUDIT PANEL (8)

Cabinet Member – Finance and Corporate
Affairs

Joint Chairmen of Cabinet Scrutiny Committee

Chairmen of Policy and Scrutiny Panels

WYRE FOREST DISTRICT COUNCIL
COMMITTEES 2005/2006

CABINET (6)

Chairman: Councillor S J M Clee
Vice-Chairman: Councillor M J Hart

Councillor S J M Clee (Leader)	Strategic Overview & Direction
Councillor M J Hart (Deputy Leader)	Commercial Services
Councillor Mrs M B Aston	Housing, Health & Rural Affairs
Councillor J-P Champion	Finance & Corporate Affairs
Councillor N J Desmond	Community & Leisure Services
Councillor J W Dudley	Environment & Economic Regeneration

No substitutes permitted.

MISCELLANEOUS FUNCTIONS COMMITTEE (10)

Chairman: Councillor M W Partridge
Vice-Chairman: Councillor A J Buckley

Councillor P Dyke	Councillor Miss S C Meekings
Councillor Mrs L Hyde	Councillor Mrs P A Rimell
Councillor Mrs R L Lewis	Councillor R Wheway
Councillor Miss M A Mason	Councillor A D Williams

**Substitutes: All Members of the Council.*

APPOINTMENTS AND APPEALS COMMITTEE (9)

Chairman: Councillor S J M Clee
Vice-Chairman: Councillor M J Hart

Councillor Mrs M B Aston	Councillor M M G Oborski
Councillor G W Ballinger	Councillor Mrs P A Rimell
Councillor B T Glass	Councillor S J Williams
Councillor M B Kelly	

**Substitutes: All Members of the Council.*

CABINET SCRUTINY COMMITTEE (11)

Joint Chairmen: Councillor M M G Oborski
Councillor K J Stokes

Councillor J Baker	Councillor J Holden
Councillor G W Ballinger	Councillor Mrs L Hyde
Councillor Mrs H E Dyke	Councillor Mrs J L Salter
Councillor M A W Hazlewood	Councillor M J Shellie
Councillor Mrs A T Hingley	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members .*

COMMERCIAL SERVICES POLICY & SCRUTINY PANEL (9)

Chairman: Councillor M J Shellie
Vice-Chairman: Councillor J Holden

Councillor G W Ballinger	Councillor M B Kelly
Councillor Mrs J Fairbrother-Millis	Councillor M W Partridge
Councillor Mrs P V Hayward	Councillor Mrs A R A Poole
Councillor W G Jones	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members.*

HOUSING, HEALTH AND RURAL AFFAIRS POLICY & SCRUTINY PANEL (9)

Chairman: Councillor C D Nicholls
Vice-Chairman: Councillor Mrs A T Hingley

Councillor M A W Hazlewood	Councillor Mrs A R A Poole
Councillor Mrs P V Hayward	Councillor K J Stokes
Councillor Mrs S M Hayward	Councillor A D Williams
Councillor W G Jones	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members .*

ENVIRONMENT AND ECONOMIC REGENERATION POLICY & SCRUTINY PANEL (9)

Chairman: Councillor Mrs F M Oborski
Vice-Chairman: Councillor Mrs J L Salter

Councillor A J Buckley	Councillor J Holden
Councillor Mrs M H Baillie	Councillor Miss S C Meekings
Councillor Mrs J Fairbrother-Millis	Councillor J A Shaw
Councillor P B Harrison	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members.*

COMMUNITY AND LEISURE SERVICES POLICY & SCRUTINY PANEL (9)

Chairman: Councillor A D Williams
Vice-Chairman: Councillor J Baker

Councillor A J Buckley	Councillor Miss M A Mason
Councillor Mrs P V Hayward	Councillor M J Shellie
Councillor Mrs L Hyde	Councillor R Wheway
Councillor Mrs R L Lewis	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members.*

FINANCE AND CORPORATE AFFAIRS POLICY & SCRUTINY PANEL (11)

Chairman: Councillor G W Ballinger
Vice-Chairman: Councillor M A W Hazlewood

Councillor A J Buckley	Councillor Miss S C Meekings
Councillor Mrs I M Dolan	Councillor M M G Oborski
Councillor Mrs H E Dyke	Councillor M W Partridge
Councillor Mrs A T Hingley	Councillor K J Stokes
Councillor M B Kelly	

**Substitutes: In exceptional circumstances only, all Members of the Council except for Cabinet Members.*

REGULATORY COMMITTEES

LICENSING AND ENVIRONMENTAL COMMITTEE (15)

Chairman: Councillor Mrs P V Hayward
Joint Vice-Chairmen: Councillor J Baker
Councillor Mrs A T Hingley

Councillor Mrs M B Aston	Councillor B T Glass
Councillor G W Ballinger	Councillor P B Harrison
Councillor A J Buckley	Councillor M B Kelly
Councillor N J Desmond	Councillor M M G Oborski
Councillor P Dyke	Councillor Mrs P A Rimell
Councillor Mrs L Edginton	Councillor A D Williams

**Substitutes: All Members of the Council who have had appropriate training.*

LICENSING SUB-COMMITTEE (3)

A rota of 3 members of the Licensing and Environmental Committee, including, and chaired by, the Committee's Chairman or a Vice-Chairman.

PLANNING (DEVELOPMENT CONTROL) COMMITTEE (20)

Chairman: Councillor S J Williams
Vice-Chairman: Councillor M A W Hazlewood

Councillor Mrs M B Aston	Councillor C D Nicholls
Councillor J-P Campion	Councillor Mrs F M Oborski
Councillor S J M Clee	Councillor M W Partridge
Councillor N J Desmond	Councillor Mrs J L Salter
Councillor Mrs H E Dyke	Councillor M J Shellie
Councillor Mrs J Fairbrother-Millis	Councillor J A Shaw
Councillor P B Harrison	Councillor J C Simmonds
Councillor M J Hart	Councillor K J Stokes
Councillor Mrs S M Hayward	Councillor A D Williams

**Substitutes: All Members of the Council who have had appropriate training.*

PLANNING (ENFORCEMENT) COMMITTEE (11)

Chairman: Councillor S J Williams
Vice-Chairman: Councillor M A W Hazlewood

Councillor Mrs M H Baillie	Councillor Mrs F M Oborski
Councillor P Dyke	Councillor M W Partridge
Councillor P B Harrison	Councillor Mrs P A Rimell
Councillor Miss M A Mason	Councillor Mrs J L Salter
Councillor C D Nicholls	

**Substitutes: All Members of the Council who have had appropriate training.*

ETHICS AND STANDARDS COMMITTEE (10)

(6 Councillors/3 Independent Members/1 Parish Representative)

Chairman: Mrs A McDowell, Independent Chairman
Vice-Chairman: C J Brighton, Independent Member

Councillor Mrs I M Dolan	Councillor Mrs P V Hayward
Councillor P Dyke	Councillor C D Nicholls
Councillor Mrs S M Hayward	Councillor J C Simmonds

Vacancy - Independent Member
R Hobson, Parish Council representative

**District Council substitutes: All members of the District Council.
Parish Council substitute: T Whatmore.*

HEARINGS SUB-COMMITTEE (5)

5 members of the Ethics and Standards Committee, comprising 3 District Councillors, 1 Parish Councillor and 1 Independent Member, appointed by rotation on an alphabetical basis.. A Chairman to be elected by the Sub-Committee for each hearing.

AUDIT PANEL (8)

Chairman: Councillor J-P Campion
Vice-Chairman: Councillor G W Ballinger

Councillor C D Nicholls
Councillor Mrs F M Oborski
Councillor M M G Oborski

Councillor M J Shellie
Councillor K J Stokes
Councillor A D Williams

Substitutes:

- 1. The Vice-Chairmen of the five Policy and Scrutiny Panels for their respective Chairmen.*
- 2. The Leader of the Council or another Cabinet Member for the Chairman of the Audit Panel.*

*Except as specified for the Audit Panel above, Members appointed as substitutes must be members of the same political group. An Independent District Councillor can only substitute for another Independent District Councillor. (Standing Order C11).

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING
18TH MAY 2005

Two Vice-Chairmen for the Licensing Sub-Committee

OPEN	
COMMUNITY STRATEGY THEME:	Improved Health and Wellbeing
CORPORATE PLAN THEME:	Enabling Community Wellbeing
KEY PRIORITY:	Public Health
CABINET MEMBER:	Councillor Mrs. Maureen Aston
RESPONSIBLE OFFICER:	Head of Planning, Health and Environment
CONTACT OFFICER:	Brian Kent – Extension 2593 Brian.Kent@wyreforestdc.gov.uk
APPENDICES:	None

1. PURPOSE OF REPORT

- 1.1 To explain the need for two Vice-Chairmen to the Licensing Sub-Committee.

2. RECOMMENDATION

The Council is asked to appoint two Vice-Chairmen to the Licensing Sub-Committee in order to conduct business under the requirements of the Licensing Act 2003.

3. BACKGROUND

- 3.1 The Licensing Act 2003 received the Royal Assent on the 10th July 2003, and the transition of Liquor Licensing began on the 7th February 2005, transferring licences from the Magistrates Courts to the Council.
- 3.2 An estimated 400 Premises Licences will be received by the Council by the 5th August 2005, and the conversion to the new requirements of the Licensing Act 2003 will be confined to a time scale of 20 working weeks for those applicants seeking Grandfather Rights.
- 3.3 Each applicant will have the opportunity of extending current trading hours, and Officers have already nominated two hearings each week, in the daytime on Tuesdays and Thursdays rostered until November 2005, in the Earl Baldwin Suite.

- 3.4 Applications will be determined according to the Statement of Licensing Policy where relevant representations have been made.
- 3.5 Currently fifteen Members of the Licensing Committee will sit in quorum of three chaired either by the Licensing and Environmental Chairman, or Vice-Chairman.
- 3.6 This is likely to put additional strain on existing arrangements when the Chairman is limited to two Members and more so during holiday times.
- 3.7 It is therefore recommended that an additional Member is appointed as a second Vice-Chairman to the Licensing Sub-Committee to meet any local difficulty.

4. FINANCIAL IMPLICATIONS

- 4.1 The allowance made in respect of the Chairman and Vice-Chairman should be shared in respect of the second Vice-Chairman so that they represent one third of the capital allowance.

5. CONCLUSION

- 5.1 Two Vice-Chairmen are needed for the Licensing Sub-Committee.

6. CONSULTEES

- 6.1 Chairman of the Licensing and Environmental Committee
Vice-Chairman of the Licensing and Environmental Committee
Head of Legal and Democratic Services

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING
18TH MAY 2005

Taxi Licensing

OPEN	
COMMUNITY STRATEGY THEME:	Improved Health and Wellbeing
CORPORATE PLAN THEME:	Enabling Community Wellbeing
KEY PRIORITY:	Public Health
CABINET MEMBER:	Councillor Mrs. Maureen Aston
RESPONSIBLE OFFICER:	Head of Planning, Health and Environment
CONTACT OFFICER:	Mark Kay – Extension 2580 Mark.Kay@wyreforestdoc.gov.uk
APPENDICES:	Appendix A – Report by Halcrow Group Ltd. (available in Group Rooms and a public inspection copy is available on request)

1. PURPOSE OF REPORT

- 1.1 To consider a report by Halcrow Group Ltd. as outlined in *Appendix A* and to decide Wyre Forest District Council's future policy in respect of Hackney Carriage numbers.

2. RECOMMENDATION

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

- 2.1 The report of Halcrow Group Limited regarding its Hackney Carriage Unmet Demand Survey dated 31st March, 2005 be noted.
- 2.2 The current limit of 83 Hackney Carriage Vehicle Licences be increased to 93 with 10 additional Licences to be issued immediately by means of a ballot, as recommended in the report, but only for vehicles which comply with wheelchair local accessibility standards.
- 2.3 Authority be delegated to the Licensing and Environmental Committee to determine the manner in which the ballot will be conducted and to set local standards for wheelchair accessibility.
- 2.4 The requirements of the Department for Transport, as contained in its letter to the Chief Executive dated 16th June 2004, be noted.

- 2.5 The Head of Planning, Health and Environment be authorised, in consultation with the Head of Legal and Democratic Services, to draw up a Deregulation Plan designed to:**
- a) meet the Government's request to review the case for restricting the number of hackney carriage vehicle licences;**
 - b) make public the outcome of the review;**
 - c) provide a three-year phased approach to removing the numerical limits on hackney carriage licences after 1st April 2008;**
 - d) balance the needs of taxi users, licence holders and new entrants to the taxi industry;**
 - e) address any other related issues including vehicle safety, quality and service standards.**
- 2.6 The Cabinet be authorised, after consultation with the Licensing and Environmental Committee, to approve the Deregulation Plan in respect of the deregulation of quantity control of hackney carriage licences.**

3. BACKGROUND

- 3.1 The Office of Fair Trading published a market Study into the regulation of taxis and private hire vehicles in the U.K. in November 2003 and the written response from the Government requires those local Councils wishing to restrict the issue of taxi licences to identify and publish a justification of local policies to restrict taxi licences by 31st March 2005.
- 3.2 The Government has made it clear that in its own opinion restrictions should only be retained where there is shown to be a clear benefit for the customer and that Councils should publicly justify their reasons for the retention of restrictions.
- 3.3 The Office of Fair Trading has recommended that Local Authorities should not continue to restrict numbers because restrictions can:
- a) reduce the availability of taxis
 - b) increase the waiting time for consumers
 - c) reduce choice and safety for consumers
 - d) restricts those wanting to set up a taxi business
- 3.4 Wyre Forest District Council has chosen to restrict the numbers of taxis operating within the District and so is now required to review its policy and to make that review public.
- 3.5 The 'taxi trade' has made clear its wish to stay within regulation and has agreed to fund a 'needs' Survey to assess what unmet demand, if any, there is within the Wyre Forest area.

3.6 Following Council's resolution on 8th December 2004 Halcrow Group Limited were appointed to conduct a 'needs' Survey and, if finding the existence of unmet demand, to justify the reasons for retention of quantity restriction, advise on a 3 year Deregulation Plan, and to produce a report by 31st March 2005.

4. RELATED DECISIONS

4.1 Licensing and Environmental Committee - 6th September 2004:

1. The Cabinet and the Council be recommended to continue restricting the number of taxi licenses issued and recognise the requirement for a needs survey to support this decision.
2. The Environment and Economic Regeneration Policy and Scrutiny Panel be requested to consider the above recommendation in association with its review of the nighttime economy within the District.

4.2 The Environment and Economic Regeneration Policy and Scrutiny Panel considered reports at their meetings on 6th and 27th October 2004 and made specific recommendations.

4.3 Licensing and Environmental Committee -29th November 2004:

1. That a seminar be held to brief all Members on this matter prior to Council on the 8th December, 2004; and
2. At its meeting on the 8th December Council make a decision whether to continue with regulation or to deregulate Hackney Carriage Vehicle licensing.

4.4 Council – 8th December 2004:

1. The Head of Planning, Health and Environment in consultation with the Head of Legal and Democratic Services commission a study by independent transport consultants to:
 - a) determine whether or not there exists a significant unmet demand for hackney carriage services in the District of Wyre Forest taking into account any latent demand;
 - b) determine the number of additional licences required to meet any identified unmet demand;
 - c) if a need for additional licences is identified, then advise on a 3 year Deregulation Plan under which a specific number of new licences would be granted annually from 1st April 2005 to 1st April 2008, subject to approved local criteria including accessibility, suitability and age of vehicles;
 - d) justify the reasons for retention of quantity restrictions and how the numbers have been reached;
 - e) state why the removal of restrictions would lead to consumer detriment as a result of local conditions; and

- f) Advise generally on any other matters relevant to restrictions on hackney carriage vehicles.

The Taxi Trade's offer to sponsor the study be accepted.

4.5 Council – 20th April 2005

Consideration of the report, including the survey report by Halcrow Group Ltd., be deferred to the Council's Annual Meeting on 18th May 2005 and prior to that meeting:

1. Issues raised by Wyre Forest Taxi Drivers' Association, in relation to the report of Halcrow Group Ltd, be investigated; and
2. The issues referred to in 1. above be reviewed by the Environment and Economic Regeneration Policy and Scrutiny Panel

5. **SURVEY RESULTS**

Main Findings

- 5.1 A significant unmet demand has been identified which will require the Authority to issue Hackney Carriage licences on demand until demand has been met. The report calculates that 10 extra licenses are needed immediately.
- 5.2 The report does not expressly recommend that the Authority pursue a policy of deregulation, however it does confirm that the Authority retains the discretion to deregulate.
- 5.3 If the Council was to decide to pursue a policy of continuing licensing restrictions, then the Survey recommends that any new licences issued are for new wheelchair accessible vehicles and retaining the current regulations on vehicle type and colour.
- 5.4 If staying within regulation, the Survey suggests 3 methods of allocating licences
 - a. Issue licences from a waiting list
 - b. If no waiting list is available, interview and grade potential drivers against a set of predetermined criteria
 - c. Use a lottery system

It should be noted Wyre Forest District Council does not have a waiting list.

- 5.5 If the Authority is to pursue a policy of continued regulation, then the Survey suggests the following reasons for justifying any decision to stay in regulation:
 - i. The trade is overwhelmingly in support of retaining restriction and 100% of Hackney Carriage trade interviewed considered there to be sufficient Hackney Carriages available
 - ii. The trade and other respondents are of the opinion that removing the current limit will lead to congestion on existing taxi ranks

- iii. Rural areas are mainly served by the private hire fleet and so entry control requirements would have a neutral effect on rural communities
- iv. The current restriction is of benefit to the trade
- v. If the numerical limit were to be removed, a significant number of Hackney Carriage drivers have indicated they will leave the trade
- vi. A key component of the Local Transport Plan strategy is to foster good relations with the trade, work closely with them to obtain a general improvement in service delivery and customer care.

5.6 A letter from the Wyre Forest Taxi Drivers Association dated 15th April 2005 contained a number of issues/questions which have been addressed by the Environment and Economic Regeneration Policy and Scrutiny Panel at their meeting on 16th May 2005, the results of which will be reported to this meeting.

6. KEY ISSUES

6.1 The Council has to decide whether or not to remain within regulation or to deregulate basing its decision on the evidence contained within the Survey

6.2 If a decision is made to continue within regulation, then the Council will have to justify this decision based upon the suggested reasons contained within the Survey or upon other reasons as it sees fit. A decision will also be required as to how to allocate any new licences.

6.3 Members will have to make a judgement as to the validity of the suggested reasons for justifying staying within regulation. The Council's Head of Planning, Health and Environment, in consultation with the Head of Legal and Democratic Services, has considered the reasons suggested by the Consultants and would comment as follows:

The reasons put forward are considered to be insubstantial, inadequate in the face of legal challenge and not robust enough to support the retention of regulation; they do not justify why regulation would be of benefit to the residents of Wyre Forest and are generally partial in favour of the taxi trade as they have been derived from survey responses principally from taxi drivers.

6.4 The Council could also consider following a path of phased deregulation which would involve issuing 10 additional Hackney Carriage licences immediately and then producing a 3 year deregulation plan which would see regulation of numbers phased out by 2008.

6.5 Such a deregulation plan could involve issuing a set number of licences in subsequent years, i.e. 2006 and 2007 and could also address other issues such as vehicle type, livery etc. and provide a mechanism to deal with applications in excess of the number of plates available.

6.6 If the Council followed the path of phased deregulation then current legal advice indicates that the Council would not have to justify its decision and this would address the concerns raised in paragraph 6.3.

7. OPTIONS

7.1 There are essentially 3 options open to the Council:

- The Council decides to discontinue regulation but insists that new licences issued should be for new wheelchair accessible vehicles only.
- The Council decides to continue to operate a policy of regulation and makes arrangements to meet the significant unmet demand by the immediate issue of 10 additional Hackney Carriage plates. The Council could also insist that new licences issued be for new wheelchair accessible vehicles only; in which case the Council must decide the preferred method of allocation of any new plates. It is suggested that in this case this is by lottery due to the fact that the Council does not operate a waiting list and that developing an interview system would take too long. The organisation and running of such a lottery could be delegated to the Head of Planning, Health and Environment in consultation with the Head of Legal and Democratic Services.
- A 3 year plan for phased deregulation of number restriction.

7.2 If the Council decides to proceed with number restriction then it will have to publicly justify its reasons. Members will have to decide if the reasons for justification contained within the report are robust enough to support such an argument.

7.3 The option of a phased 3 year plan of deregulation would be an option as long as 10 additional Hackney Carriage licences are issued immediately to meet the unmet demand identified within the Halcrow Group Limited Survey.

The Council could then produce a 3 year deregulation plan which would address the issues of taking the Council out of regulation by 2008.

7.4 Such a deregulation plan would look at the phased release of licences during 2006 and 2007 taking account of the 10 licences to be granted in 2005.. The Plan would also consider issues relating to tighter quality control such as vehicle type, livery etc.

7.5 A 3 year phased deregulation plan would have the advantage of meeting the identified unmet demand but would give the trade and other stakeholders a lengthy period to consider what changes deregulation would bring.

8. FINANCIAL IMPLICATIONS

8.1 If a decision is made to stay within regulation, then another 'needs' Survey will be required within 3 years with no guarantee of how it will be funded.

8.2 The cost of the current Survey has been met by the trade in full.

8.3 The costs of any 3 year deregulation plan can be met from existing budgets.

9. LEGAL AND POLICY IMPLICATIONS

The grant of ten additional Hackney Carriage Vehicle licences

- A. Council resolved at its meeting on 8th December to commission the Halcrow Survey for the purpose of identifying any significant unmet demand for taxis
- B. At present the council has a discretion to refuse to grant a hackney carriage vehicle licence but only if it is satisfied that there is no significant demand for taxis which is unmet
- C. The Halcrow Survey has clearly identified the need for ten additional licences to meet demand
- D. If Council does not resolve to issue the ten new licences immediately, the Licensing and Environmental Committee will not be able to refuse any new application for a licence on the ground that there is no significant unmet demand, until ten new licences have been issued. To do so would be to act unlawfully.

Staying in regulation

- A. If it is decided to stay in regulation regular surveys of unmet demand will have to be made at least every three years at considerable cost
- B. The council will have to report to the DfT that to do so will provide significant benefits to consumers. The survey has failed to identify any such benefits
- C. Even between three yearly surveys officers will have to continually review the numerical limits with the consequent use of resources
- D. It is clear from the survey that the present unmet demand has built up over the last three years. Thus unmet demand is being satisfied retrospectively. It is conceivable that even after the ten new licences have been issued new applicants could still apply for licences. If these were refused, there is every possibility that the refusal could be successfully appealed in the Crown Court with the council being ordered to pay costs

Controlled deregulation

- A. There would be no need for regular and expensive surveys
- B. Council would not have to justify its reasons to the DfT
- C. There would be a saving in resources as applications could be dealt with at Officer level rather than having to convene the Licensing and Environmental Committee
- D. Controlled deregulation will have the effect of anticipating and meeting the build up of significant unmet demand. This is likely to deter any further applications over and above the number to be issued each year as determined by council. It

would also greatly increase the council's ability to successfully challenge any appeal in the Crown Court

10. RISK MANAGEMENT

- 10.1 The Survey does not give any indication of positive benefits to the consumers of Wyre Forest from staying in regulation and the reasons provided for 'justification' are not considered robust. Staying within 'regulation' would leave the Council open to legal challenge at any time in the future from persons wishing to enter the trade. The Council already has one application refused by the Licensing and Environmental Committee, where the applicant has the clear intention of appealing pending the outcome of the Council's decision on this report.
- 10.2 By pursuing a 3 year deregulation plan the Council would not have to justify its reasons for doing so and would be meeting the initial unmet demand and considering its actions over the coming 3 years.

11. CONCLUSION

- 11.1 The Council has to decide to either deregulate or stay within regulation and publicly justify its reasons for doing so or produce and follow a 3 year plan of phased deregulation.
- 11.2 If the Council decides to continue with its current policy of 'number restriction' then 10 Hackney Carriage Licences will have to be issued immediately but could be subject to conditions as above. In addition Members will have to justify the reasons for staying within regulation.
- 11.3 Members must also agree a method of allocation, the implementation of which needs to be delegated to officers.
- 11.4 The Government is encouraging deregulation of hackney carriage vehicle licence numbers. Restrictions on numbers must be justified. It is felt that the deregulation plan is a responsible approach to deregulation.

12. CONSULTEES

- 12.1 Head of Planning, Health and Environment
Head of Legal and Democratic Services
Chief Executive
Head of Financial Services

13. BACKGROUND PAPERS

- 13.1 Wyre Forest Distinct Council Hackney Carriage Unmet Demand Study
– March 2005

**COUNCIL MEETING
WEDNESDAY 18th MAY 2005**

POLICY AND BUDGET FRAMEWORK

**MATTER WHICH REQUIRES A DECISION BY COUNCIL
RECOMMENDATION FROM THE PLANNING (DEVELOPMENT CONTROL)
COMMITTEE – 10TH MAY 2005**

Purpose of Report

To consider a recommendation from the Planning (Development Control) Committee on a matter outside the policy framework or approved budget of the Council.

As this report has been issued before the Committee meets on 10th May 2005, the recommendations below are as proposed in the Committee report. An update will be given at the Council meeting.

SUPPORTING INFORMATION

Would Councillors please note that the related report has not been re-circulated as it has already been sent to all Members via the Planning (Development Control) Committee agenda. In addition, a further copy of the agenda has been placed in Group Rooms. A public inspection copy is available on request. (See front cover for contact details.)

ITEM	RECOMMENDATIONS TO COUNCIL	Chairman
<u>IMPLEMENTATION OF PART 8 OF THE ANTI-SOCIAL BEHAVIOUR ACT 2003 THE HIGH HEDGES REGULATIONS</u>	<p>The Planning (Development Control) Committee will consider a report from the Head of Planning, Health and Environment about dealing with complaints received in connection with the High Hedges Regulations.</p> <p>The Council is recommended that:</p> <ol style="list-style-type: none">1. Approval be given to a fee of £300 per application (complaint) received under the High Hedges legislation, for a period of 12 months and that this fee be reviewed on an annual basis.2. Delegated authority be given to the Head of Planning, Health and Environment to	Stephen Williams

	<p>determine applications received under the High Hedges legislation.</p> <p>3. Development Control Practice Note 16 - High Hedges be published and adopted, and that delegated authority be given to the Head of Planning, Health and Environment to make further changes to the Practice Note upon receipt of ODPM guidance;</p> <p>4. Issues relating to enforcement or potential prosecution, for failure to comply with the hedgerow Remedial Notices, be reported to the Council's Planning (Enforcement) Committee for consideration.</p> <p>The report is on page 100 of the Planning (Development Control) Committee agenda of 10th May 2005.</p>	
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AGENDA ITEM NO 21

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING
18TH MAY 2005

Honorary Alderman - Appointment Procedure

AN OPEN ITEM	
COMMUNITY STRATEGY THEME	(Internal Organisational Theme)
CORPORATE PLAN THEME:	Providing Community Leadership
KEY PRIORITY:	Local Democracy
CABINET MEMBER:	Councillor S.J. Clee
RESPONSIBLE OFFICER:	Head of Human Resources
CONTACT OFFICER:	Walter Delin, Ext: 2700 Walter.delin@wyreforestdc.gov.uk
APPENDICES	Honorary Alderman Appointment Procedure

1. PURPOSE OF REPORT

- 1.1 This report sets out the powers the Council has for conferring the title of Honorary Alderman and proposes that the Council exercise these powers by adopting a suitable appointment procedure.

2. RECOMMENDATION

The Council is asked to **DECIDE:**

- 2.1 To adopt the Appointment Procedure for Honorary Alderman set out in the *Appendix*.
- 2.2 To authorise the Cabinet, after seeking the views of Group Leaders, to consider and make recommendations to the Council on nominations to the position of Honorary Alderman

3. BACKGROUND

- 3.1 The Council has no formal procedure in place for the appointment of Honorary Aldermen
- 3.2 Under Section 249 of the Local Government Act 1972 the Council may:

“By a resolution passes by not less than two thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then Councillors of the Council”.

3.3 Whilst each appointment must be considered on its merits, many authorities set minimum criteria in terms of length of service. A minimum period of 20 years aggregate service appears to be the norm.

3.4 The Act provides for the Council to expend such reasonable sum as it thinks fit for the purpose of presenting an “address or a casket containing an address” to a person upon whom it has conferred the title of Honorary Alderman. This normally takes the form of a scroll/certificate suitably framed.

4. KEY ISSUES

4.1 It is suggested that the Council presents a Commemorative Scroll and Badge of Office a to its Aldermen.

5. FINANCIAL IMPLICATIONS

5.1 The financial implications associated with the recommendations would be limited to the cost of a Commemorative Scroll and Badge of Office which can be met out of existing budgets.

6. LEGAL AND POLICY IMPLICATIONS

6.1 The legal implications are set out in paragraph 3 above.

7. RISK MANAGEMENT

7.1 There are no risk management issues arising from this report.

8. CONCLUSION

8.1 Honorary Aldermen are part of the civic structure of a growing number of local authorities. Apart from the appointments being made in recognition of eminent services to the Council, those appointed are available to give support to the Chairman on appropriate civic occasions.

8.2 The adoption of a formal procedure would improve the transparency of the system for appointing Honorary Aldermen.

9. CONSULTEES

9.1 State titles of officers consulted and anyone else if relevant.

10. Background Papers

10.1 Local Government Act 1972 (Section 249)

WYRE FOREST DISTRICT COUNCIL

**HONORARY ALDERMAN
APPOINTMENT PROCEDURE**

1. **Appointment Procedure**

- i) Applications for nomination as an Honorary Alderman shall be made by a Member of the Council and submitted in writing to the Chief Executive for initial consideration by the Cabinet and Group Leaders.
- ii) Prior to the submission of any application for nomination the person nominated shall be asked by the Member nominating him or her if he or she is willing to accept nomination for enrolment as an Honorary Alderman.
- iii) Election to the position of Honorary Alderman shall be by a resolution of the Council, passed on the recommendation of the Cabinet, by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose.
- iv) Following the election of a person to the position of Honorary Alderman, the Chief Executive will arrange:-
 - a) for the name of the person to be admitted to the Roll of Honorary Aldermen, which shall be established for such purpose in the Council Chamber at the Civic Centre, Stourport-on-Severn, Worcestershire or such other place as may be agreed by Council.
 - b) for the title of Honorary Alderman to be conferred on the persons nominated at the Annual Meeting of the Council each year together with the presentation of a Badge of Office and a Scroll.

2. **Appointment Criteria**

A person shall be deemed to be eligible for consideration to be nominated to the position of Honorary Alderman if he or she: -

- i) has rendered a minimum of 20 years aggregate service as a Member of the Wyre Forest District Council; and
- ii) has rendered eminent or notable service to the District of Wyre Forest by serving as a Chairperson of a major Council Committee or holding one or more senior positions on the Council or in any political group.

3. **Rights and Privileges**

- a) An Honorary Alderman shall be entitled to the following rights and privileges: -
 - i) To enjoy the courtesy title of "Honorary Alderman" and to be addressed as such.
 - ii) To attend as an observer at Council meetings and to have a seat reserved for this purpose.
 - iii) On request to receive a copy of the Council Summons and Agenda and a copy of the Council's Year Book.
 - iv) To receive invitations to all Civic events to which Members of the Council are invited.
 - v) To walk in Civic Processions in a position immediately senior to serving Members.
 - vi) To wear the Badge of Office of Honorary Alderman on Civic occasions.
 - vii) On death, to have the District Council flag flown at the Civic Centre, Stourport-on-Severn, at half mast.
 - viii) To enjoy such other privileges as the Council may confer upon them from time to time.
- b) In the event of an Honorary Alderman resuming membership of the Council, he or she shall cease to be entitled to be addressed as "Honorary Alderman" or to attend or take part in any Civic ceremonies of the Council as an Honorary Alderman.
- c) The Council may in any particular case withdraw the title of "Honorary Alderman" and the attached rights and privileges on the recommendation of the Cabinet. Such withdrawal of the title shall be by resolution of the Council, passed by not less than two-thirds of the Members voting thereon at a meeting of the Council, specially convened for the purpose by the Chairman.
- d) On the passing of such resolution, the Chief Executive shall delete the name of the person concerned from the Roll of Honorary Alderman and advise that person accordingly.

Model Council Resolution

1. That in pursuance of Section 249 of the Local Government Act, 1972, former Councillor XXXXXXXXXXXX be admitted as an Honorary Alderman of the District of Wyre Forest in recognition of the eminent services which he/she has rendered to Wyre Forest and
2. That the common seal of the Council be affixed to a certificate/scroll conferring upon XXXXXXXXXXXX the title of Honorary Alderman.
3. That a Badge of Office be presented to XXXXXXXXXXXX

Model Report to Cabinet

1. It falls within the Cabinet's terms of reference, under its non-delegated powers, to consider and make a subsequent recommendation to Council, on nominations to the position of Honorary Alderman.
2. The Committee is requested to consider applications by XXXX to nominate XXXXX to the position of Honorary Alderman of the District.
3. The Council's Appointment Procedure provides that a person shall be deemed to be eligible for consideration to be nominated to the position of Honorary Alderman if he or she:-
 - (i) has rendered a minimum of 20 years service as a Member of Wyre Forest District Council; and
 - (ii) has rendered eminent or notable service to the District by serving as a Chairperson of a major Council Committee or holding one or more senior positions on the Council or in any political group.
4. Details of the nominee's records of public service are set out in the Background Details to this report. The nominee has indicated his/her willingness to accept nomination for the position of an Honorary Alderman.
5. If the Cabinet is so minded to support the nomination, in accordance with the Council's Appointment Procedure, it will be necessary for the Cabinet's recommendation to be submitted for consideration at an Extraordinary meeting of the Council, convened for that purpose.
6. **Recommendation**

That the Cabinet consider recommending the Council to confer the title of Honorary Alderman on XXXXXXXXXXXX in accordance with Section 249 of the Local Government Act 1972.
7. **Details of Nominee**

Wyre Forest District Council

Annual Report of the Cabinet Scrutiny Joint Chairmen 2004-2005

BACKGROUND

The Council's Policy and Scrutiny Panels perform an essential function on behalf of the people of Wyre Forest in looking at issues affecting the whole community.

One of the aims of Scrutiny is to review and help to develop Council policy by working with officers, partners, external organisations and the local community to improve services.

A Task and Finish Review Group, consisting of a small number of Councillors from across the political spectrum, carries out most Scrutiny Reviews. To carry out the investigation, they must collect evidence from a wide variety of sources, which might include talking to local people/service users, undertaking surveys, site visits and internal officers. After considering all of the evidence, The Chairmen of the Task and Finish Group will present the Group's report and 'draft' recommendations to the main Panel, prior to the Panel agreeing its recommendations to Cabinet. The Cabinet will consider the recommendations and decide which to accept and what action to take to implement them.

INTRODUCTION FROM THE JOINT CHAIRMEN OF THE CABINET SCRUTINY COMMITTEE, COUNCILLORS MIKE OBORSKI AND KEN STOKES

1. We are very pleased to present to Council the first annual report of the Cabinet Scrutiny Committee.
2. Since the new political arrangements were introduced in 2001, overview and scrutiny has become an essential part of the way councils work. It is key to improving policies and performance. It can help ensure that services respond to community needs and are efficient, cost effective and easy to use.
3. During the year a dedicated Scrutiny Officer has been appointed to provide advice and assistance to Members during the scrutiny process and this has notably strengthened the overview and scrutiny arrangements for Wyre Forest.
4. Scrutiny's power lies in influencing decision-makers and holding them to account. Our success depends upon making useful recommendations, based on credible, evidence-based findings. Other key sources of the success of scrutiny are:
 - ◇ The active involvement of Members
 - ◇ The willingness of all political parties to work together on making positive proposals
 - ◇ The support of Officers and
 - ◇ The engagement of local communities and organisations

5. The first 12 months of the Cabinet Scrutiny Group and the new Policy and Scrutiny Committees has been a period of growth and development for all Members and Officers involved in the scrutiny process. This annual report sets out the achievements and difficulties of the last year.

ACHIEVEMENTS – 2004-2005

Scrutinising Decisions and Service Delivery

6. The Policy and Scrutiny Panels have conducted a series of wide-ranging and in-depth scrutinies, some of which have already produced tangible outcomes and benefits for the District. (*A full list is attached at **Appendix 1***).
7. One noteworthy scrutiny project was “**Provision of Services for Older People**.” On the subject of Lifeline Alarms and Dowry users, the Housing, Health and Rural Affairs Scrutiny Panel liaised closely with the Operations Director at Wyre Forest Community Housing, and members felt that the links between the two organisations were greatly strengthened as a result of this partnership working. The Lifeline situation was satisfactorily resolved when the Council agreed to provide further support for the next few years, after which, the Housing Company would take responsibility. The Housing Company informed the Panel that it had received letters thanking the District Council and the Housing Company for their decision to continue supporting the Lifeline initiative. The Panel has agreed to include ‘Lifeline’ on its forthcoming Work Programme for the new municipal year and will also revisit the issue of services for older people at a later date, with a view to the Panel scrutinising further relevant matters.
8. In view of many original Members’ concerns that they can no longer influence decisions, the above scrutiny exercise is a tangible example of how effective and powerful scrutiny can be.

Health Scrutiny

9. The District Council has appointed a representative of Worcestershire County Council’s Health Scrutiny Panel. The Health and Social Care Act 2001 gave the County Council the power to “review and scrutinise matters relating to the health service in the local authority’s area and to make reports and recommendations on such matters.” The District Council’s representative, Councillor Mrs Anne Hingley, has provided timely and informative updates at every meeting of the Housing, Health and Rural Affairs Scrutiny Panel.
10. Other successful Scrutiny projects include:
 - (a) The Environment and Economic Regeneration Policy and Scrutiny Panel’s report on “**Promoting the Evening Economy**”. The Review involved all 9 Members of the Panel and took place over several weeks. The Panel considered specific issues relating to alcohol, transport and accessible 24-hour public toilets, which were the key concerns identified as the review progressed. The Review also included witness interviews with the Chairmen and Vice-Chairman of the Panel and representatives from The Warehouse Cinema, West Mercia Police and First Bus. The evidence from these meetings highlighted the potential for closer liaison between the Council’s

relevant officers and outside bodies, and this point was taken into account in the Panel's final report and recommendations. The Cabinet Member for Environment and Economic Regeneration has supported the Panel by attending all of its meetings and has provided his expertise on relevant matters, particularly with regard to the Panel's recent Review on "**Opportunity Bewdley**".

- (b) The Commercial Services Policy and Scrutiny Panel's review on "**Street Cleansing**". The whole Panel considered the service over several weeks. The exercise was to prove in-depth and Members had first to examine past Committee and officer working papers to acquaint themselves with the necessary background knowledge. Taking into account the scale and complexity of the Cleansing services, it was agreed to limit the review to street cleaning priorities, frequency of cleansing, education programme, litter hotspots and provision and frequency of the emptying of litter bins. Members were also introduced to a new initiative that the Council was undertaking – the concept of 'Zoning'. The zoning plan approach to delivering the cleansing service essentially moved the service delivery from a 'frequency based response' to a 'needs based response', with cleansing resources tackling and being directed at litter problems where most needed. A Pilot Study was set up in Stourport-on-Severn and it was this area of the District that Members considered the effectiveness of the Zoning initiative and the possibility of introducing similar schemes in Kidderminster and Bewdley.
- (c) The Finance and Corporate Affairs Policy and Scrutiny Panel's "**Budget Review**", which has just commenced, is already proving to be a focused scrutiny exercise.

Members had previously raised their concerns that that Policy and Scrutiny Panels were not involved in scrutinising the Council's budget. It was felt that the previous Base Budget process, whereby the relevant Panel annually reviewed the budget for the following year, could be improved upon.

It was therefore agreed that a revised format be introduced to review the Budget process and Timetable with a view to streamlining and making more time available for the scrutiny of Financial Strategies for 2006/2007. The Panel has also commenced a detailed scrutiny of the base budget in advance of the 2006/07 finance strategy preparation, in order to ensure a robust scrutiny exercise for next year's budget process.

A 'prioritisation' process was identified and the priority recommendations for the next 3 years were timetabled accordingly. This process will ensure the Group identifies high/low/non-priority services and associated service provision in the order agreed by the Panel.

In view of the magnitude of the process, the Budget Review Group has agreed to meet on a fortnightly basis in order to carry out a detailed and thorough scrutiny exercise.

This should enable the Finance and Corporate Affairs Scrutiny Panel to have an overall understanding of issues across the Council when it conducts its intensive scrutiny of the whole budget in January 2006. For example, it may be useful in the future for the Finance and Corporate Affairs Policy and Scrutiny Panel to report its views to the December Cabinet when the initial budget proposals are discussed.

Since its establishment, the Finance and Corporate Affairs Scrutiny Panel has also responded to a police consultation document on proposed substantial changes to the Police budget. The Panel responded on behalf of the Council, with the full support of the Cabinet Member for Finance and Corporate Affairs and Group Leaders.

Areas identified for improvement

11. It is recognised that sometimes, not every scrutiny review goes according to plan. But if valuable lessons are learnt from this, then the positives outweigh the negatives:
12. An example is the Community and Leisure Services Policy and Scrutiny Panel and the review of Skateboarding within the District. At its meeting on 23rd September 2004, the Panel undertook to scrutinise skateboarding within the District. On 11th November 2004, the Panel made recommendations to the Cabinet yet, due to a perceived lack of evidence gathering, including lack of consultation with relevant organisations, the Skateboarding issue was referred back to the Panel via the Cabinet Scrutiny Panel. It has now been agreed to take a slightly different approach to the exercise, by incorporating skateboarding with youth provision and to extend the invitation to join the task and finish group to all 42 Members. The Review is due to commence at the Panel's first meeting in the new municipal year.
13. The Cabinet Scrutiny Committee has, of course, noted that in some cases the Cabinet has not agreed with a scrutiny panel's findings, or no action has been taken on them. Whilst the onus is on Scrutiny Panels to effectively argue their cases, we hope that the Cabinet values the work that scrutiny panels put in to researching and considering their findings.

Holding the Cabinet to Account

14. A key role of scrutiny is to hold the Cabinet to account. Scrutiny Panels can do this by conducting in depth scrutinies, but Members can also hold the Cabinet to account by:

◇ Questioning the Cabinet Member

All Cabinet Members with responsibility for particular scrutiny areas and their Chief Officers have attended the relevant Scrutiny Committees to answer questions about the various scrutinies. We are grateful for their co-operation and hope they agree that these sessions are a valuable way to give Members an opportunity to explore issues.

Additionally, Chairs of all Scrutiny Committees have met with the Leader and Deputy Leader and sought the view of the Chairs to assist in the co-ordination of Cabinet and scrutiny topics

◇ **Calling in decisions**

Since May 2004 there have been no call-ins.

Performance Information to the Cabinet Scrutiny Group and Scrutiny Panels

15. The Cabinet Scrutiny Committee receives quarterly information from the Corporate Performance Adviser on performance across the Council. The raft of indicators enables the Cabinet Scrutiny Committee to take responsibility for corporate monitoring of performance management with a view to identifying areas of concern for action.

Engaging the public

16. One of the important roles for scrutiny is to engage with the public and external stakeholders to make the policy process more transparent. This is difficult to achieve and we have a long way to go, but some progress is starting to be made.
17. Specific attempts to seek the views of members of the public, have been made by several Policy Scrutiny Panels including Commercial Services, which sought views of local companies and the public in the street cleansing review, and the Environment and Economic Regeneration's Evening Economy review, which sent out a questionnaire to local businesses.

LOOKING TO THE FUTURE

18. There have been significant achievements, development and learning since the introduction of scrutiny in Wyre Forest. However, there remain clear opportunities to further develop our practices to improve effectiveness in such areas as the Cabinet Scrutiny's role in setting out a programme of scrutinies that really make a difference, monitoring their quality, and taking forward Member development in scrutiny.
19. Support for Members and their development is particularly important in scrutiny as it is a developing function and requires a new mix of skills. We need to ensure that this is taken forward purposefully to ensure that non-Cabinet Councillors are fully effective in the scrutiny role. Two well-attended scrutiny training sessions have been held for Members and a scrutiny handbook produced.
20. More emphasis could be placed on revisiting scrutiny exercises several months after the recommendations have been made. This would lead to a better understanding of how the recommendations are implemented and would act as continuous learning for the scrutiny panels to improve the process for the next exercise. It is planned to introduce this idea in the new municipal year.
21. The Acting Scrutiny Officers have also been researching better ways of producing work programmes and scrutiny scoping forms so that a streamlined scrutiny exercise is identified at the very start of the review.

22. A page on the Council's website has been identified so that members of the public can see what scrutiny exercises have been undertaken. There will also be an on-line forum introduced so that people can write in with their ideas on what they would like to see scrutinised.
23. Joint working between Panels is proposed to review the issue of phone masts within the District.

Councillor M M G Oborski
Councillor K Stokes
Joint Chairmen, Cabinet Scrutiny Committee

SUMMARY OF SCRUTINY EXERCISES CARRIED OUT BY EACH POLICY AND SCRUTINY PANEL DURING THE MUNICIPAL YEAR 2004 – 2005, and SCRUTINY EXERCISES IDENTIFIED FOR THE NEW MUNICIPAL YEAR 2005 - 2006

Commercial Services Policy and Scrutiny Panel:

- The Recycling Service (completed)
- The Provision of a new Cemetery (completed)
- Street Cleansing (in progress)
- Schools' Waste/ Waste Minimisation in Schools (completed)

Community and Leisure Services Policy and Scrutiny Panel:

- Skateboarding (in progress)
- Youth Provision within Wyre Forest (pending, to be undertaken in conjunction with Skateboarding)

Environment and Economic Regeneration Policy and Scrutiny Panel:

- Stourport Relief Road (completed)
- Post Office Closures (completed)
- Promoting the Evening Economy (completed)
- Opportunity Bewdley (completed)
- Stourport Forward (in progress)
- Phone Masts (Pending – scheduled to be undertaken in municipal year 2005-2006) (Joint initiative with Environment and Economic

Finance and Corporate Affairs Policy and Scrutiny Panel:

- Budget Process and Timetable (completed)
- Single Site (completed)
- Rushock Trading Estate (completed)
- The Base Budget (in progress)

- External Audit Function (KPMG) (Pending)
- Neighbourhood/Street Wardens: Detailed Scrutiny for future funding (pending)

Housing, Health and Rural Affairs Policy and Scrutiny Panel:

- The Provision of Services for Older People (completed)
- Climate Change (pending)
- Smoke Free Wyre Forest (pending)
- Phone Masts (Pending – scheduled to be undertaken in municipal year 2005-2006)

ANNUAL COUNCIL MEETING
WEDNESDAY 18th May 2005**WYRE FOREST DISTRICT COUNCIL****REPRESENTATIVES ON OUTSIDE ORGANISATIONS 2005/2006**

<u>Organisation</u>	<u>Representatives</u> <u>2004/05</u>	<u>Number of</u> <u>Representative</u> <u>s</u>	<u>Approx. Number of</u> <u>Meetings p.a.</u> <u>(& Time)</u>
1. Active Communities Project	Councillor K J Stokes	1 Councillor	2 - daytime
2. Age Concern	Councillor Mrs M B Aston	1 Councillor	4 + A.G.M (2.00 p.m.)
3. Bewdley Museum Management Committee	Councillor Mrs M H Baillie Councillor S J M Clee Councillor Mrs L Edginton Councillor W G Jones	4 Councillors	At least 3 times a year (5.30 p.m.)
4. Bewdley - Town Centre Management Forum	Councillor Mrs M H Baillie Councillor Mrs L Edginton Councillor A D Williams Economic Development & Tourism Manager	3 Councillors 1 Officer	5 (6.30 p.m.)
5. Carpet Museum Trust	Councillor J Baker Councillor Mrs F M Oborski	2 Councillors	3
6. Centre For Public Scrutiny – Champions Network	Councillor Mrs F M Oborski	1 Councillor	Preferably O&S Chairman Mainly electronic contact
7. C.H.A.R.T. (Community Health Care Audit and Research Trust Ltd)	Councillor Mrs S M Hayward Councillor Mrs A R A Poole	2 Councillors	
8. Chamber of Commerce Area Partnership Forum – Worcestershire	Councillor J W Dudley	1	4
9. CHI – Local Patient and Public Involvement Forum	Councillor Mrs P A Rimell	1 Councillor	
10. Children's Fund Board	Head of Cultural, Leisure & Commercial Services (or his authorised representative)	1 Officer	
11. Citizens' Advice Bureau - Management Committee	Councillor Mrs J Fairbrother-Millis	1 Councillor	quarterly (6pm, AGM 7.30 p.m)

12.	Clare Witnell's and Blount's Charity	Councillor Mrs A T Hingley	1 Councillor	quarterly (Tuesdays 4.p.m.)
13.	Council for the Protection of Rural England (Worcestershire Branch)	Councillor M A W Hazlewood	1 Councillor	6 (at Kings School Worcester 4.30 p.m.)
14.	Court of the University of Birmingham	Councillor Mrs F M Oborski	1 Councillor	1 (2.30 p.m.)
15.	Home-Start Wyre Forest	Councillor Mrs M B Aston	1 Councillor	
16.	Horsefair and Broadwaters Community Neighbourhood Partnership	Councillors M J Shellie, R Wheway, K J Stokes, G W Ballinger, P B Harrison, Mrs A R A Poole, Mrs R L Lewis Community Development Officer, Community Safety Officer, Community Safety Partnership Support Officer, Economic Development and Tourism Manager	3 Greenhill Ward Councillors and 3 Broadwaters Ward Councillors 4 Officers	4 2pm
17.	Kidderminster Railway Museum Trust Ltd.	Councillor C D Nicholls	1 Councillor	-
18.	Kidderminster - Town Centre Partnership	Councillor Mrs M B Aston Councillor Mrs S M Hayward Councillor Mrs F M Oborski Economic Development & Tourism Manager	3 Councillors 1 officer	5 (6.00 p.m.)
19.	Kidderminster and District Youth Trust	Councillor Mrs L Hyde Councillor M B Kelly Councillor K J Stokes	3 Councillors	4 to 6 (5.30 p.m.)
20.	Kinver Edge Committee - National Trust	Councillor C D Nicholls Councillor M A W Hazlewood	2 Councillors	1 (7.00 p.m.)
21.	Local Government Association – General Assembly	Councillor S J M Clee	Leader of the Council (or nominee)	2 (Whole Day)
22.	Local Safeguarding Children Board	Head of Cultural, Leisure and Commercial Services	Head of CLACS or representative	

23.	Midland Joint Advisory Council for Environmental Protection	Councillor Mrs J L Salter Councillor R Wheway	2 Councillors	3 (Wednesday Afternoons)
24.	National Society for Clean Air and Environmental Protection	No representatives were appointed	4 Councillors	
25.	North Worcestershire Care and Repair Agency Advisory Board.	Cabinet Member for Housing, Health and Rural Affairs	Cabinet Member for Housing, Health and Rural Affairs	
26.	North Worcestershire Community Policing Board	Councillor B T Glass	Cabinet Member for Community & Leisure Services	3
27.	Oldington and Foley Park Community Network	Councillor N J Desmond Councillor Miss S C Meekings	2 Ward Members	5/6 (lunch times (AGM early evening).)
28.	Oldington and Foley Park Neighbourhood Management Pathfinder Board	Councillor N J Desmond Councillor Miss S C Meekings	2 Ward Members	
29.	Opportunity Bewdley	Councillor J W Dudley Economic Development & Tourism Manager	Cabinet Member Environment & Economic Regeneration 1 Officer	Approx 8 per annum Thursdays 4.30pm
30.	Play-On Steering Group	Councillor N J Desmond Councillor Miss S C Meekings	2 Ward Members, Oldington & Foley Park	
31.	Police Community Consultative Group	Councillor B T Glass	Cabinet Member for Community & Leisure Services	4 (7.30 p.m.)
32.	RELATE - Executive Committee	Councillor B T Glass	1 does not need to be a Councillor	4 (about 6.00 p.m.)
33.	Stourport Social Day Centre Management Committee	Councillor Mrs M B Aston	1 Councillor	4 (Time Varies)

34.	Stourport Forward Board	Councillor J A Shaw Economic Development & Tourism Manager	1 Councillor 1 officer	Monthly Tuesdays 4.30 pm
35.	Stourport Sports Club Managing Director Financial Director	Head of Cultural, Leisure and Commercial Services Management Accountant, Cultural Leisure and Commercial Division	Standing Appointments Included for information	
36.	Stourport on Severn - Town Centre Forum	Councillor Mrs J L Salter Councillor J A Shaw Councillor Mrs P A Rimell Economic Development & Tourism Manager	3 Councillors 1 officer	5 (5.30 p.m.)
37.	Surestart	Councillor Miss S C Meekings	1 Oldington & Foley Park Ward Member	Monthly at midday
38.	Festival 2005 Association (Formerly Town Hall Festival Committee)	Councillor Mrs S M Hayward	1 Councillor Mayor of Kidderminster	5 4pm
39.	West Mercia Housing Group	Councillor K J Stokes	1 Councillor	
40.	West Midlands Reserve Forces' and Cadets' Association and Hereford and Worcs. Reserve Forces and Cadets Association	Councillor J W Dudley	1 Councillor	(Spring AGM & Series of autumn County meetings)
41.	West Midlands Local Government Association Council	Councillor S J M Clee	Leader of the Council & substitute	
42.	West Midlands Local Government Association: Regional Planning Partnership Forum (formerly Regeneration Conference)	Councillor J W Dudley	Relevant Cabinet Member and substitute	4 (Daytime)

43.	West Midlands Local Government Association: Provincial Council	Councillor M J Hart Representative required to report quarterly to the Council	1 Councillor & substitute with experience of employment, industrial relations and people management	3, July, November & March (Daytime)
44.	West Midlands Local Government Association: Urban Commission	Councillor A J Buckley	2 Councillors or 1 councillor and 1 officer	
45.	West Midlands Local Government Association: Rural Commission	Councillor M A W Hazlewood	2 Councillors or 1 Councillor and 1 officer	
46.	West Midlands Regional Assembly	Councillor S J M Clee	Leader of Council & substitute	
47.	West Midlands Regional Assembly – Regional Planning Partnership representative on the Management Steering Group and Environs Reference Group for the Black Country Sub-regional Study	Councillor J W Dudley	1 Councillor	
48.	West Midlands Regional Home and Water Safety Council	Councillor Mrs M B Aston	1 Councillor	5 (10.00 a.m.)
49.	Wilden Village Hall Management Committee	Councillor Mrs P A Rimell	1 Councillor	10 (7.30 p.m.)
50.	Wolverhampton Business Airport South Staffordshire Consultative Committee	Councillor C D Nicholls	1 Councillor	3 (3.00 p.m.)
51.	Wolverley Playing Fields Committee	To be nominated by Parish Council	1 Councillor	8 (8.00 p.m.)
52.	Worcestershire Building Preservation Trust Ltd.	No appointments were made	2 Councillors	1 (AGM) (2.30 p.m.)
53.	Worcestershire County Council's Health Scrutiny Body	Councillor Mrs A T Hingley	1 Councillor	Daytime County Hall
54.	Worcestershire County Waste Forum	Councillor M J Hart	Relevant Cabinet Member	4 per year (approx 10am)

55	Nexus (formerly Worcestershire) Housing Association	Councillor M B Kelly	1 Councillor	7/8 (time varies)
56.	Worcestershire Partnership Board	Councillor S J M Clee Councillor M J Hart	Leader and Deputy Leader of the Council	4 (2pm)
57.	Wyre Forest Arts Forum	Councillor Mrs F M Oborski Councillor K J Stokes	2 Councillors	4 (7.30 p.m.)
58.	Wyre Forest Arts Partnership	Councillor M B Kelly Councillor Mrs F M Oborski	2 Councillors	
59.	Wyre Forest Bus Quality Partnership Steering Group	Councillor J-P Campion Councillor Mrs F M Oborski Councillor J A Shaw	3 Councillors	6.30pm quarterly
60.	Wyre Forest Community Housing Ltd. – Management Board	Councillor Mrs H Dyke Councillor N J Desmond* Councillor Mrs. Lynn Hyde Councillor Mrs F M Oborski Councillor M J Shellie Councillor J C Simmonds *voting member	6 Councillors	Evenings
61.	Wyre Forest Community Leisure Association Ltd., Local Partnership Board	Councillor G W Ballinger Councillor M B Kelly Head of CLACS & Cultural Services Manager	2 Councillors 2 Officers	
62.	Wyre Forest Cycle Forum	Councillor R Whewey	1 Councillor	quarterly usually 9.30am-12 noon Friday mornings.
63.	Wyre Forest Crime Prevention Panel	Councillor B T Glass	1 Councillor	12 (6.30 p.m.)
64.	Wyre Forest District Youth Strategy Group	Councillor Mrs L Hyde Councillor Mrs F M Oborski Principal Housing Officer	2 Councillors 1 officer from Housing Services Dept.	4 (Evenings)
65.	Wyre Forest Highways Partnership Forum	Councillor Mrs I M Dolan Councillor P B Harrison Councillor Mrs J L Salter	3 Councillors	5 (3.00 p.m.)
66.	Wyre Forest Matters Strategic Board	Councillor S J M Clee	Leader of Council	4 times per year

67.	Wyre Forest Matters Theme Working Group: Economic Wellbeing	Councillor J W Dudley	1 Relevant Cabinet Member	
68.	Wyre Forest Matters Theme Working Group: Health and Wellbeing	Councillor M B Aston	1 Relevant Cabinet Member	
69.	Wyre Forest Matters Theme Working Group: Community Safety	Councillor N J Desmond	1 Relevant Cabinet Member	
70.	Wyre Forest Matters Theme Working Group: Learning and Participation	Councillor N J Desmond	1 Relevant Cabinet Member	
71.	Wyre Forest Memorial Holocaust Committee	Councillor Mrs A T Hingley	1 Councillor	4 to 5 (evenings)
72.	Wyre Forest Nightstop and Mediation Service Management Committee	The Cabinet Member for Housing, Health and Rural Affairs; and the Chairman of the Housing, Health and Rural Affairs Policy and Scrutiny Panel Research & Policy Officer,	3 Councillors 1 officer from Housing Services Dept	
73.	Wyre Forest Skateboarding Management Group	Councillor N J Desmond	1 Relevant Cabinet Member	As necessary
74.	Local Access Forum (Wyre Forest District Council, Bromsgrove District Council and Redditch Borough Council nominate a Councillor on a rota basis. Wyre Forest appointed a representative for 2003/2004, Redditch made the appointment for 2004/2005 and Bromsgrove will make the appointment for 2005/2006).		Must be a Councillor with relevant interest /experience	
75.	Spennells First School Governor	Councillor Mrs H E Dyke	1 Councillor	

ATTENDANCE ANALYSIS

ABBREVIATIONS FOR COMMITTEES:

<u>ID</u>	<u>COMMITTEE NAME</u>	<u>NO OF MEETINGS</u>
AP	Audit Panel	3
C	Cabinet	12
CLSP	Community & Leisure Services Policy & Scrutiny Panel	5
CNCL	Council	6
CSC	Cabinet Scrutiny Committee	4
CSP&SP	Commercial Services Policy & Scrutiny	5
E&ERPP	Environment & Economic Regeneration Policy & Scrutiny Panel	8
ESC	Ethics & Standards Committee	3
FCAPP	Finance & Corporate Affairs Policy & Scrutiny Panel	7
HH&RAP	Housing Health & Rural Affairs Policy & Scrutiny	6
KEF	Kidderminster Educational Foundation	1
LE	Licensing & Environmental	7
MFC	Miscellaneous Functions Committee	7
PDC	Planning (Development Control) Cttee	11
PE	Planning (Enforcement) Cttee	5

Attendance Analysis

Starting: 28/06/2004
Ending: 30/04/2005

Aston, M	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	29	9			5							1	6		8	
	Apologies	8	3			1								1		3	
	Substitute	1															1
	Observer	7	1		1						1	4			1		
Totals:	Actual	29	9			5							1	6		8	
	Possible	37	12			6							1	7		11	
	Sb/Ob/PH	8		1							1	4			1		1

Baillie, M H	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	15				5				5			1				4
	Apologies	4				1				3							
Totals:	Actual	15				5				5			1				4
	Possible	19				6				8			1				4
	Sb/Ob/PH	0															

Baker, J	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	23			5	6	4						1	7			
	Substitute	2							1							1	
	Observer	7	7														
Totals:	Actual	23			5	6	4						1	7			
	Possible	23			5	6	4						1	7			
	Sb/Ob/PH	9	7						1							1	

Ballinger, G W	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	28	3			6	4				7		1	7			
	Substitute	10						4				1			1	4	
	Observer	16	11	3				1	1								
Totals:	Actual	28	3			6	4				7		1	7			
	Possible	28	3			6	4				7		1	7			
	Sb/Ob/PH	26	11	3				5	1		1				1	4	

Attendance Analysis

Starting: 28/06/2004
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Attendee	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Buckley, A	24			5	6			7		5		1				
	3							1		2					3	
	4				1											
	6	1	3												2	
Totals:	24			5	6			7		5		1				
	27			5	6			8		7		1				
	10	1	3		1										5	

Attendee	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Campion, J	35	3	10		6							1	6		9	
	2		1												1	
	3		1									1	1		1	
	1													1		
	8				1			1		6						
Totals:	35	3	10		6							1	6		9	
	40	3	12		6							1	7		11	
	9				1			1		6					1	

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Attendee	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Clee, S J M	25		11		6							1			7	
	5		1												4	
	2												2			
	13	1		1	4			1		3	1		1		1	
Totals:	25		11		6							1			7	
	30		12		6							1			11	
	15	1		1	4			1		3	1		3		1	

Attendance Analysis

Starting: 28/06/2004
Ending: 30/04/2005

Desmond, N	Attend?	Tots	AP	C	CLS	CNC	CSC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP		PP	PP	RAP				
	Present	26	12			5								1	4		4	
	Absent	2															2	
	Apologies	9				1									3		5	
	Observer	5			5													
Totals:	Actual	26	12			5								1	4		4	
	Possible	37	12			6								1	7		11	
	Sb/Ob/PH	5			5													

Dolan, I M	Attend?	Tots	AP	C	CLS	CNC	CSC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP		PP	PP	RAP				
	Present	11				4					2	4		1				
	Apologies	6				2					1	3						
Totals:	Actual	11				4					2	4		1				
	Possible	17				6					3	7		1				
	Sb/Ob/PH	0																

Dudley, J W	Attend?	Tots	AP	C	CLS	CNC	CSC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP		PP	PP	RAP				
	Present	23	12			5								1		5		
	Apologies	3				1										2		
	Observer	5								5								
Totals:	Actual	23	12			5								1		5		
	Possible	26	12			6								1		7		
	Sb/Ob/PH	5								5								

Dyke, H E	Attend?	Tots	AP	C	CLS	CNC	CSC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP		PP	PP	RAP				
	Present	18				5	3					5					5	
	Absent	4					1					1		1			1	
	Apologies	7				1						1					5	
	Observer	6		3	1					1						1		
Totals:	Actual	18				5	3					5					5	
	Possible	29				6	4					7		1			11	
	Sb/Ob/PH	6		3	1					1						1		

Attendance Analysis

Starting: 28/06/2004
Ending: 30/04/2005

Dyke, P	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
	Present	24				6				3				7	3		5
	Absent	3											1		2		
	Apologies	2													2		
	Substitute	6									1					5	
	Observer	8	2	1				1			2					2	
Totals:	Actual	24				6		3			3			7	3		5
	Possible	29				6		3			3		1	7	7		5
	Sb/Ob/PH	14	2	1				1			3					7	

Edginton, L	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
	Present	28				4		6			3		1			10	4
	Absent	1									1						
	Apologies	4				2					2						
	Actual	28				4		6			3		1			10	4
Totals:	Possible	33				6		6			6		1			10	4
	Sb/Ob/PH	0															

Fairbrother-millis,	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
	Present	28				6		5	4				1	3		9	
	Apologies	2														2	
	Substitute	8						2	1	2	2			1			
	Observer	12	7	2				1			2						
Totals:	Actual	28				6		5	4				1	3		9	
	Possible	30				6		5	4				1	3		11	
	Sb/Ob/PH	20	7	2				3	1	4	2			1			

Attendance Analysis

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Glass, B T	Attend?	Tots	AP		C		CLS		CNC		CSC		CSP		E&E		ESC		FCA		HH&		KEF		LE		MFC		PDC		PE			
	Present	13	1				4	6																										
	Absent	5	1																															
	Apologies	4	1				1																											
	Substitute	1																																
	Observer	2		2																														
Totals:	Actual	13	1				4	6																										
	Possible	22	3				5	6																										
	Sb/Ob/PH	3		2																														

Harrison, P	Attend?	Tots	AP		C		CLS		CNC		CSC		CSP		E&E		ESC		FCA		HH&		KEF		LE		MFC		PDC		PE				
	Present	38						6																											
	Substitute	4	1																																
Totals:	Actual	38					6																												
	Possible	38					6																												
	Sb/Ob/PH	4	1																																

Hart, M	Attend?	Tots	AP		C		CLS		CNC		CSC		CSP		E&E		ESC		FCA		HH&		KEF		LE		MFC		PDC		PE				
	Present	29		12				6																											
	Apologies	1																																	
	Observer	10								3	4																								
Totals:	Actual	29		12			6																												
	Possible	30		12			6																												
	Sb/Ob/PH	10								3	4																								

Hayward, P V	Attend?	Tots	AP		C		CLS		CNC		CSC		CSP		E&E		ESC		FCA		HH&		KEF		LE		MFC		PDC		PE				
	Present	26					4	5						4																					
	Absent	2							1																										
	Apologies	2																																	
	Substitute	1																																	
	Observer	3																																	
Totals:	Actual	26					4	5						4																					
	Possible	30					5	6						5																					
	Sb/Ob/PH	4																																	

Attendance Analysis

Starting: 28/06/2004
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Hayward, S M	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
Present	24					6				3		5	1				9	
Apologies	3											1					2	
Actual	24					6				3		5	1				9	
Possible	27					6				3		6	1				11	
Sb/Ob/PH	0																	

Totals:

Hazelwood, M	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
Present	27					5	4				4	4	1				9	
Absent	2											1					1	
Apologies	6					1					2	2					1	
Observer	3		3															
Actual	27					5	4				4	4	1				9	
Possible	35					6	4				7	6	1				11	
Sb/Ob/PH	3		3															

Totals:

Hingley, A	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
Present	21					6	3				1	5		6				
Absent	1												1					
Apologies	3						1					1						
Substitute	3		1								2							
Observer	9		1	5				1	1								1	
Actual	21					6	3				1	5		6				
Possible	25					6	4				1	6	1	7				
Sb/Ob/PH	12		2	5				1	1		2						1	

Totals:

Holden, J	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
Present	16					4	3	4	4				1					
Apologies	8					2	1	1	4									
Substitute	2		1															1
Observer	3		2														1	
Actual	16					4	3	4	4				1					
Possible	24					6	4	5	8				1					
Sb/Ob/PH	5		1	2													1	1

Totals:

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Hyde, L	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L		&SP	RPP		PP	RAP					
Present		21			5	6	3						1		6		
Apologies		2					1								1		
Substitute		1														1	
Observer		4		3							1						
Totals:																	
Actual		21			5	6	3						1		6		
Possible		23			5	6	4						1		7		
Sb/Ob/PH		6		3							1					1	

Jones, W	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L		&SP	RPP		PP	RAP					
Present		14				3					2		1	6	2		
Absent		5				1								1	3		
Apologies		9				2					5			2	2		
Substitute		2														2	
Observer		2														2	
Totals:																	
Actual		14				3					2		1	6	2		
Possible		28				6					7		1	7	7		
Sb/Ob/PH		4														4	

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Kelly, M	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L		&SP	RPP		PP	RAP					
Present		23				6		4			7		1	5			
Apologies		3						1						2			
Substitute		1					1										
Observer		12	1	6	3		1								1		
Totals:																	
Actual		23				6		4			7		1	5			
Possible		26				6		5			7		1	7			
Sb/Ob/PH		13	1	6	3		2								1		

Attendance Analysis

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Lewis, R L	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC RPP	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
	Present	14			4	5							1		4			
	Apologies	10			1	1	5								3			
	Substitute	1												1				
	Observer	3						2			1							
Totals:	Actual	14			4	5							1		4			
	Possible	24			5	6	5						1		7			
	Sb/Ob/PH	4					2				1			1				

Mason, M A	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC RPP	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
	Present	24			5	6							1		7		5	
Totals:	Actual	24			5	6							1		7		5	
	Possible	24			5	6							1		7		5	
	Sb/Ob/PH	0																

Meekings, S	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC RPP	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
	Present	19			5			1	3	5			1		4			
	Absent	1									1							
	Apologies	6			1			1			1				3			
	Substitute	3				1						2						
	Observer	1		1														
Totals:	Actual	19			5			1	3	5			1		4			
	Possible	26			6			2	3	7			1		7			
	Sb/Ob/PH	4		1		1						2						

Nicholls, C D	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC RPP	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE	
	Present	32	2			5				2		6	1		11		5	
	Apologies	3	1			1				1								
	Substitute	2						1							1			
	Observer	14		7	1	4	1				1							
Totals:	Actual	32	2			5				2		6	1		11		5	
	Possible	35	3			6				3		6	1		11		5	
	Sb/Ob/PH	16		7	1	4	2				1			1				

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Oborski, F M	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
Present		29	2			5			8				1			9	4
Apologies		5	1			1										2	1
Substitute		2			1			1									
Observer		13	7	2		3					1						
Actual		29	2			5			8				1			9	4
Possible		34	3			6			8				1			11	5
Sb/Ob/PH		15	7	3		3	1				1						
Totals:																	

Oborski, M M G	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
Present		22	1			5	4				6		1			5	
Apologies		6	2			1					1					2	
Observer		2	2														
Actual		22	1			5	4				6		1			5	
Possible		28	3			6	4				7		1			7	
Sb/Ob/PH		2	2														
Totals:																	

Partridge, M	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
Present		23				6		3					1		7	1	5
Absent		2						2									
Substitute		9							2		1					6	
Actual		23				6		3					1		7	1	5
Possible		25				6		5					1		7	1	5
Sb/Ob/PH		9							2		1					6	
Totals:																	

Poole, A	Attend?	Tots	AP	C	CLS	CNC	CSC	CSP	E&E	ESC	FCA	HH&	KEF	LE	MFC	PDC	PE
					PP	L	L	&SP	RPP	RPP	PP	PP	RAP				
Present		15				6		5				4					
Absent		1											1				
Apologies		2										2					
Observer		2									1					1	
Actual		16				6		5			4						
Possible		18				6		5			6		1				
Sb/Ob/PH		2									1					1	
Totals:																	

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Rimell, P A	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Present		19				4							1	3	7		4
Absent		1									1						
Apologies		5				2					1			1			1
Substitute		2												1			1
Observer		1		1													
Totals:						4							1	3	7		4
Possible		25				6					2		1	4	7		5
Sb/Ob/PH		3		1										1			1

Salter, J L	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Present		31				6	3	8					1			10	3
Absent		1															1
Apologies		3					1										2
Substitute		3									2			1			
Observer		5		4										1			
Totals:						6	3	8					1			10	3
Possible		35				6	4	8					1			11	5
Sb/Ob/PH		8		4							2			2			

Shaw, J A	Attend?	Tots	AP	C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Present		24				5		8					1			10	
Apologies		2				1											1
Substitute		1								1							
Observer		26		7	4		2	4			4	1					4
Totals:						5		8					1			10	
Possible		26				6		8					1			11	
Sb/Ob/PH		27		7	4		2	4		1	4	1					4

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Attend?	Tots		C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	AP	Tots														
Present	1	31	5	6	4	5						1			9	
Absent		1													1	
Apologies	2	3													1	
Observer	6	7							1							
Actual	1	31	5	6	4	5						1			9	
Possible	3	35	5	6	4	5						1			11	
Sb/Ob/PH	6	7								1						

Attend?	Tots		C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	AP	Tots														
Present		19			5				3			1			10	
Absent		2			1										1	
Observer	5	12	5	1	1	1	1	1	1	1	2				1	
Actual		19			5				3			1			10	
Possible		21			6				3			1			11	
Sb/Ob/PH	5	12	5	1	1	1	1	1	1	1	2				1	

Attend?	Tots		C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	AP	Tots														
Present	3	33	6	4	4	4	4	5	1						10	
Apologies		3							1	1					1	
Observer	5	6							1							
Actual	3	33	6	4	4	4	4	5	1						10	
Possible	3	36	6	4	4	4	4	5	6	1					11	
Sb/Ob/PH	5	6							1							

Attend?	Tots		C	CLS PP	CNC L	CSC L	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	AP	Tots														
Present	4	15	4	6											5	
Absent		2													1	
Apologies	1	2													1	
Actual	4	15	4	6											5	
Possible	5	19	5	6											7	
Sb/Ob/PH	0	0														

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Williams, A	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	35				4			3				5	5	7	11	
	Absent	1											1				
	Apologies	6				2			1						2		
Totals:	Actual	35				4			3				5	5	7	11	
	Possible	42				6			4				6	1	7	11	
	Sb/Ob/PH	0															

Williams, S J	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
	Present	32				6		4					5	1	11	5	
	Apologies	2						1					1				
	Observer	4		3					1								
Totals:	Actual	32				6		4					5	1	11	5	
	Possible	34				6		5					6	1	11	5	
	Sb/Ob/PH	4		3					1								

Councillor	Attend?	Tots	AP	C	CLS PP	CNC L	CSC	CSP &SP	E&E RPP	ESC	FCA PP	HH& RAP	KEF	LE	MFC	PDC	PE
Report Totals:	Actual	1006	16	66	41	225	39	34	62	16	53	44	35	86	57	183	49
	Possible	1200	24	72	45	252	44	45	72	18	77	54	42	105	77	220	53
	Sb/Ob/P	309	7	104	26		22	18	21	2	36	13		8	9	33	10