

Open

Council

Agenda

6pm
Wednesday, 27th May 2015
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

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



COUNCIL MEETING

18th May 2015

TO ALL MEMBERS OF THE COUNCIL

PRESS AND PUBLIC

Dear Member

YOU ARE INVITED to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. on Wednesday 27th May 2015**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely,

Ian Miller
Chief Executive

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

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

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

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

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

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

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

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

(A) TERMS OF REFERENCE OF THE COUNCIL

The Council

1. Is the ultimate decision making Body.
2. Determines the Budget (but reserves powers to itself in relation to requirements).
3. Is responsible for appointing (and dismissing) the Leader of the Council.
4. Appoints at its Annual Meeting, the Regulatory Committees, the Overview and Scrutiny Committee and any other Committees/Forums necessary to conduct the Council’s business.
5. Decides on matters where the Cabinet is not minded to determine a matter in accordance with Council policy.

(B) MATTERS RESERVED TO THE COUNCIL

1. Those reserved by Law e.g. levying a rate, borrowing money, promotion of or opposition to a Bill in Parliament.
2. Matters reserved to the Council by financial regulations.
3. The adoption and amendment of Standing Orders, including the powers and duties of Committees and other forums.
4. Power to make, amend, revoke or enact or enforce any byelaws.
5. The determination of the objectives of the Council.
6. Matters of new policy or variation of existing policy as contained within the budget and policy framework.
7. Local Development Framework adoption.
8. Any function where a decision would be contrary to a plan, policy, budget or strategy previously adopted by the Council, which would be contrary to the Council’s Standing Orders, Financial Regulations or Executive arrangements.
9. The Scheme of Delegations to Officers.

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

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

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

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

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

Wyre Forest District Council

Council

Wednesday, 27th May 2015

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Prayers To be read by Paul Raper from the Christian Church at Simply Limitless, Kidderminster.	
2.	Election of Chairman To elect a Chairman of the Council for this Municipal Year.	
3.	Chairman – Investiture and Declaration of Acceptance of Office To invest the Chairman of the Council with the Chain of Office after which the Chairman will make his or her Declaration of Acceptance of Office.	
4.	Chairman’s Response The Chairman of the Council will express thanks for his or her election.	
5.	Retiring Chairman The Leader of the largest political group will thank the retiring Chairman of the Council.	
6.	Retiring Chairman – Presentation of Badges To present the retiring Chairman of the Council with a Past Chairman’s Badge. The retiring Chairman may wish to respond.	
7.	Appointment of Vice-Chairman To appoint a Vice-Chairman of the Council for this Municipal Year.	
8.	Vice-Chairman – Investiture and Declaration of Acceptance of Office To invest the Vice-Chairman of the Council with his or her Badge of Office after which the Vice-Chairman will make a Declaration of Acceptance of Office.	

9.	<p>Vice Chairman's Response</p> <p>The Vice-Chairman of the Council will express his or her thanks for his or her appointment.</p>	
10.	<p>Appointment of Leader of the Council</p> <p>To consider a report on the arrangements for appointing a Leader of the Council. (A motion will be moved by Councillor John-Paul Campion and seconded by Councillor Ian Hardiman to appoint Councillor Marcus Hart as the Leader of the Council.)</p>	10
11.	<p>Apologies for Absence</p>	
12.	<p>Declarations of Interests by Members</p> <p>In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.</p> <p>Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.</p>	
13.	<p>Minutes</p> <p>To confirm as a correct record the Minutes of the meeting held on 25th February 2015.</p>	12
14.	<p>Public Participation</p> <p>In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Friday 15th May 2015.</p> <p><i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i></p>	
15.	<p>Questions</p> <p>Two questions have been submitted in accordance with Standing Order A5 by a Member of the Council.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have been reasonably known at that time, it must be delivered in writing to the Solicitor to the Council no later than 9am on the day of Council.</i></p>	22

16.	<p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p> <p>To receive any communications from the new Chairman of the Council.</p>	23
17.	<p>Political and Constitutional Structures 2015/2016</p> <p>To consider a report from the Solicitor to the Council on the proposed political and constitutional structures for 2015/2016.</p>	24
18.	<p>Members' Annual Activity Reports and Attendance 2014/2015</p> <p>To note the schedule of Members' Annual Reports giving details of their activities in their role as District Councillors for the 2014/2015 municipal year and to receive a record of Members' attendance for the 2014/2015 municipal year.</p> <p><i>These reports have been circulated electronically and a public inspection copy is available on request. (See front cover for details.) Copies will also be available with the pre council refreshments.</i></p>	55
19.	<p>Annual Reports for the Municipal Year 2014/2015</p> <p>(a) Cabinet</p> <p>(b) Overview & Scrutiny Report</p> <p>(c) Ethics and Standards Committee</p>	<p>57</p> <p>60</p> <p>65</p>
20.	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
21.	<p>Honorary Alderman Appointment Procedure</p> <p>To receive a report from the Leader of the Council which seeks approval of the updated appointment procedure for conferring the title of Honorary Alderman.</p>	68

22.	<p>Motions Submitted under Standing Orders</p> <p>No motions have been received in accordance with Standing Orders (Section 7, 4.1).</p>	
23.	<p>Urgent Motions submitted under Standing Orders</p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	
24.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
25.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

26.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
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WYRE FOREST DISTRICT COUNCIL**COUNCIL**
27TH MAY 2015**Appointment of Leader of the Council**

OPEN	
RESPONSIBLE OFFICER:	Chief Executive
CONTACT OFFICER:	Ian Miller, Ext. 2700 ian.miller@wyreforestdc.gov.uk
APPENDICES:	None

1. PURPOSE OF REPORT

1.1 To appoint a Leader of the Council.

2. RECOMMENDATION

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

3. BACKGROUND

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

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

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

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

4. KEY ISSUES

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

Forest's constitution continues to make provision for the term of office of the Leader to be linked to his or her term of office as a Councillor. This will be a period of either one, three or four years, depending on which ward the Leader represents and, in the case of multi-member wards, whether the Leader came first, second or third in the poll on 7 May.

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

5. FINANCIAL IMPLICATIONS

- 5.1 None. The Council's budget includes provision for the special responsibility allowance for the role of Leader of the Council, which was agreed by Council on 10 December 2014 as part of the scheme of allowances for 2015/16.

6. LEGAL AND POLICY IMPLICATIONS

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

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

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

9. CONCLUSION

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

10. CONSULTEES

- 10.1 The Corporate Leadership Team.

WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

25TH FEBRUARY 2015 (6PM)

Present:

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

C.66 Prayers

Prayers were said by Reverend Rose Lawley – Kidderminster Parish Church Team Ministry.

C.67 Apologies for Absence

Apologies for absence were received from Councillors E Davies and A M Sewell.

C.68 Declarations of Interests by Members

No declarations were made.

C.69 Minutes

Decision: The minutes of the meeting held on 10th December 2014 be confirmed as a correct record and signed by the Chairman.

C.70 Public Participation

There was no public participation.

Councillor P Wooldridge left the meeting at this point, (6.03pm).

C.71 Questions

Council received one question which had been submitted in accordance with Standing Order A5 by a Member of the Council.

Question from Councillor D R Sheppard to the Leader of the Council

Are the Cabinet aware that a major leisure organisation in Worcestershire is still interested in acquiring Stourport Sports Centre, Harold Davies Drive for the continued benefit of the residents of Stourport and the surrounding area?

Answer from the Leader of the Council

No.

Supplementary Question from Councillor D R Sheppard

The organisation interested taking over Stourport Sports Centre is Wychavon Leisure. Is the council going to have meaningful negotiations with Wychavon Leisure or is this the latest longstanding vendetta by the Conservative administration for the good people of Stourport-on-Severn?

Supplementary Answer from the Leader of the Council

It is outrageous to say that this administration has a vendetta and ask you reflect on that and withdraw, nothing short of disgrace. Frankly, you refer to discussions with Wychavon Leisure pre Christmas, why does it take two months to bring it to Council? The decision to move was taken several years ago and as members know, there is a clause in the new contract that no future leisure provision is provided and that the land will be disposed of as a capital receipt.

C.72 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 thanked Members for the contributions to his charity including those who attended his Winter Warmer event.

C.73 Leader's Announcements and Report

The Leader of the Council referred Members to his report and reported that the contract for the new leisure centre had now been signed, it was perceived that this could save the Council and taxpayers annual savings of approximately £400k. He also stated that the council meeting would be the last one with 42 members. As from May 2015 the number of councillors would be reduced to 33 and he paid tribute to the members that would not be standing in the May 2015 elections. He thanked councillors, residents, the Corporate Leadership Team and staff who had worked hard over the past 12 months.

C.74 Motions Submitted Under Standing Order No. D1 (1)

Two motions had been received in accordance with Standing Order D1(1).

1. The Leader of the Labour Group presented the motion and stated that a strategic vision was needed. It was not just about localism.

A debate was held on the motion.

Decision:

- **The following motion from Councillor J Shaw, Leader of the Labour Group be agreed:**

Council, noting

that Scotland's independence debate has decisively changed the debate about devolving power to English communities;

that Scotland has benefitted from greater control over tax, spending and public services as a consequence of devolution and has received further powers recently;

that, in stark contrast, similar powers and financial incentives are not currently on offer to communities in England;

that England is a nation of 54 million people, with major cities and counties in themselves as populous as the devolved nations of the union, with public sectors on a comparable scale;

considers

that, if the UK Government has recognised that it must empower Scotland more fully, it cannot escape the political logic of doing the same for English communities, as the perceived unfairness of leaving England as the last outpost of the old UK way of doing things would be permanently destabilising;

that an urgent conversation on the future of devolution is needed. The UK Government must establish a new deal with English local government and the communities that these councils represent. It is time for the UK Government to commit to offering England the political and fiscal devolution currently on the table in Scotland;

that all areas in England, including cities and shires, should have greater financial powers and control over the delivery of public services so as to ensure local choice, discretion and competition; and that currently existing structures such as combined authorities, mayors, health and wellbeing boards, joint committees, local enterprise partnerships and public service

boards, amongst others, should be utilised in effecting devolution;

that consideration needs to be given to the issue of fair funding across the UK : the sharing-out of tax and spending between the four countries needs to be put on to a new, sustainable and fair basis; and

resolves

to support the immediate establishing of a constitutional convention to debate and agree a fair devolution settlement across the UK. A convention of this type would not imply delaying devolution; it is simply a way of ensuring that all areas of the UK benefit a comparable level of devolution as Scotland; to make the council's position clear to the Secretary of State.

- 2. The Leader of the Labour Group presented the motion and explained that some people in the Wyre Forest area could not afford the rents landlords were asking for so it was important to provide properties at affordable social rent levels. An amendment was presented on behalf of the Conservative and Liberal & Independent Groups.**

A debate ensued on the amended motion which was agreed:

Decision:

The following motion from Councillor J Shaw, Leader of the Labour Group as amended by the Conservative and Liberal & Independent Groups be agreed:

Council notes;

That one major area to be revised in the District Local Plan will be focused on Kidderminster town centre and that the use of land for housing may form a significant element in this revision as part of a wider mixed use to support the economic viability of the Town Centre, in addition to the £2m investment in public realm works by Worcestershire County Council and Wyre Forest District Council;

That, particularly, new use designations are likely to be necessary for the land from the Kidderminster Eastern Gateway through to Worcester Street;

That the "ReWyre – ReNewed" report was agreed by Cabinet in December 2014, including the actions contained within it.

That Wyre Forest District Council is a major landowner in this area of the town centre;

That Wyre Forest District Council is the Authority responsible for

overall housing provision in the district, including the range of house types, social mix, and tenures;

That Wyre Forest is a low-waged area in which 55% of households do not earn enough to buy a house priced at £120,000;

That under the current Government, 223 Affordable houses were delivered between 2012 to 2014 as part of 378 new homes being built in the district, in comparison to 2008 to 2010 when only 144 affordable homes were delivered as part of 286 new homes being built;

Welcomes the administration's budget proposals to fund the development work that support the redevelopment of "Worcester Street and the wider Kidderminster Eastern Gateway";

And resolves, in principle,

that, at an early stage in the redevelopment of the Eastern Gateway, the council continues to aim to deliver its adopted standards of affordable housing provision including consideration of using a joint venture with a housing association or housing co-operative, to provide properties to rent at affordable, "social rent" levels.

Councillor M Wrench left the meeting at this point, (19.10pm).

C.75 Urgent Motions Submitted Under Standing Order No. D1 (7)

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

C.76 Policy and Budget Framework

Matters which require a Decision by Council.

a. Recommendations from Overview & Scrutiny Committee, 5th February 2015

- **Treasury Management Service Strategy 2015/16**

Decision:

1. **The restated Prudential Indicators and Limits for the financial years 2015/16 to 2017/18 included in Appendix 3 of the report to the Overview & Scrutiny Committee at its meeting on 5th February 2015 be approved.**

2. **The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2015 to 31st March 2016 (the associated Prudential Indicators are included in Appendix 3 of the report to the Overview & Scrutiny Committee at its meeting on 5th February 2015 and the detailed criteria is included in Section 10 and Appendix 5 of the report to the Overview & Scrutiny Committee at its meeting on 5th February 2015) be approved.**
3. **The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview & Scrutiny Committee at its meeting on 5th February 2015 be approved.**
4. **The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview & Scrutiny Committee at its meeting on 5th February 2015 be approved.**

b. Recommendations from Licensing & Environmental Committee, 9th February 2015

- **Increase in Fees and Charges for Licensing the Council's Regulatory Service Function for 2015/2016**

Decision: The proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2015/2016, as detailed in the report to the Licensing & Environmental Committee at its meeting on 9th February 2015, be included in the 2015/2016 budget strategy.

Councillor M Wrench returned to the meeting at this point, (19.13pm).

C.77 Financial Strategy 2015-18

Council received the budget for 2015-18 having considered the proposed decision and budget reports recommended to Council by Cabinet on 17th February 2015:

- Fees and Charges
- Three Year Budget, Capital Programme and Policy Framework 2015-18
- Council Tax 2015-16
- Report of the Chief Financial Officer in respect of Sections 25 – 28 Local Government Act 2003

The Cabinet Member for Resources and Transformation took Members through the report. He explained that the Council had a good track record of balancing the books to protect front line services. Since 2010 over £4 million savings had been achieved. The proposals included seeking

commitment from Parish Councils to run community assets and to help generate income, new fees and charges. Economic Regeneration was also key in the budget and the strategy had proved successful such as Amtek investing in the old Lawrences site and the partnership working on the Silverwoods development. It was also proposed to continue with the post of the Town Centres Manager for a further 3 years where excellent work had been done and the post could support businesses.

The Cabinet Member stated that he was disappointed that no agreement could be reached over the four yearly elections cycle despite overwhelming support by the public through the budget consultation. It was perceived that this could have saved the Council approximately £150k over a 3 year period. He thanked the Corporate Leadership Team for their continued help and support and commended the budget to Council.

A robust debate ensued on the budget proposals.

The Labour Group presented an amendment which asked to increase the role of the Empty Homes Officer from 2 days to 4 days. It was suggested that in the new financial year, a review could take place on the empty properties in the district. A debate ensued on the Labour proposals.

Councillor B T Glass left the meeting at this point, (19.42pm).

Councillor J Holden left the meeting at this point, (19:50pm).

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

For (11):

Councillors A R Clent, V Higgs, L Hyde, M B Kelly, N Knowles, R J Lloyd, B McFarland, C D Nicholls, J A Shaw, M J Stooke and M J Wrench.

Against (24):

Councillors J Aston, R Bishop, C Brewer, J-P Champion, S J M Clee, N J Desmond, H E Dyke, P Dyke, D R Godwin, J Greener, P B Harrison, J A Hart, M J Hart, P V Hayward A T Hingley, F M Oborski, T L Onslow, J Phillips, M Price, M Rayner, C Rogers, D R Sheppard, S J Williams and G C Yarranton.

Abstained (2):

Councillor G W Ballinger and J W Parish.

Councillor L Hyde left the meeting at 20.19pm and returned at 20.21pm.

Councillor A Clent left the meeting at 20.19pm and returned at 20.22pm.

Councillors G C Yarranton and D R Sheppard left the meeting at 20.20pm and returned at 20.22pm.

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

For (24):

Councillors J Aston, R Bishop, J-P Champion, S J M Clee, A Clent, N J Desmond, H E Dyke, P Dyke, D R Godwin, J Greener, P B Harrison, J A Hart, M J Hart, P V Hayward A T Hingley, F M Oborski, T L Onslow, J Phillips, M Price, C Rogers, M Stooke, S J Williams, M Wrench and G C Yarranton.

Against (6):

Councillors M B Kelly, N Knowles, R Lloyd, B McFarland, C D Nicholls, J A Shaw,

Abstained (7):

Councillors G W Ballinger, C Brewer, V Higgs, L Hyde, J Parish, M Rayner and D R Sheppard.

Decision:

1. THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2015-18

- 1.1 **The updated Medium Term Financial Strategy 2015-18 be approved.**
- 1.2 **The updated Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2015-18 as shown in Appendix 3 of the report to Council be approved.**
- 1.3 **The fees and charges in line with this Strategy and the impact on the Council’s Revenue Budget for 2015-18, as shown in Appendix 4 of the report to Council be approved.**
- 1.4 **The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2 of the report to Council be approved.**
- 1.5 **The first £244,000 of Right to Buy (RTB) receipts in 2015-16 and subsequent years be allocated to Disabled Facilities Grants (to a maximum Capital budget of £800,000 pa) be approved and any extra RTB Capital Receipts be allocated to general capital reserves.**
- 1.6 **Any Final Accounts savings arising from 2014-18 over and above the target allowed for in the Council’s Financial Strategy be approved, together with surplus Earmarked Reserves, be allocated by the Chief Financial Officer in consultation with the Leader.**

- 1.7 **The General Fund Revenue Budget be approved including all updates from the position in December 2014 as set out in this report.**

2. COUNCIL TAX

- 2.1 **The Council Tax for Wyre Forest District Council on a Band D Property at £205.36 for 2015-16 (£201.45 2014-15) which represents a 1.94% increase on Council Tax from 2014-15 be set.**
- 2.2 **The provisional Council Tax on a Band D Property in 2016-17 of £209.34 and £213.40 in 2017-18, an increase of 1.94 % per annum over 2015-16 be endorsed.**
- 2.3 **The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet, as detailed in Appendix 5 of the report to Council be noted.**

C.78 Council Tax 2015-16

Council received the formal resolution for setting the Council Tax for 2015-16. The amount of Council Tax depended on the budget proposal recommendations from Cabinet to Council on 17th February 2015 which included the precepts by Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire and Rescue Authority.

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

For (24):

Councillors J Aston, R Bishop, J-P Champion, S J M Clee, A Clent, N J Desmond, H E Dyke, P Dyke, D R Godwin, J Greener, P B Harrison, J A Hart, M J Hart, P V Hayward A T Hingley, F M Oborski, T L Onslow, J Phillips, M Price, C Rogers, M Stooke, S J Williams, M Wrench and G C Yarranton.

Against (0)

Abstained (13):

Councillors G W Ballinger, C Brewer, V Higgs, L Hyde, M B Kelly, N Knowles, R Lloyd, B McFarland, C D Nicholls J Parish, M Rayner, J A Shaw and D R Sheppard.

Decision: The formal Council Tax Resolution 2015-16 at Appendix 1 of the report to Council, taking into account information contained in Appendices 2 to 5 be approved.

There was a comfort break at 8.50pm and Members returned at 8.59pm.

C.79 The Future Governance of Kidderminster

Council considered a report from the Chief Executive which asked Council to approve the household information leaflet and information for the Council's website for the Community Governance Review of Kidderminster.

Officers were thanked for the exceptional work that had been carried out. In addition, it should also be acknowledged the work done by Councillor Hingley and Charles Talbot.

Decision:

- 1. The household leaflet and information for the council's website for the Community Governance Review for Kidderminster as set out in Appendix 1 of the report to Council be approved.**
- 2. Delegated authority be granted to the Chief Executive and Solicitor to the Council to add further information to the council's website in response to additional questions of public interest on the community governance review.**

C.80 Half Yearly Report from the Chief Executive

Council considered a half yearly report from the Chief Executive.

In response to a Member question, information would be provided with regard to complaints about improper use of social media by Members.

Decision: The report to be noted.

The meeting ended at 21.08 p.m.

WYRE FOREST DISTRICT COUNCIL

COUNCIL
27TH MAY 2015
QUESTIONS TO COUNCIL

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

Given the closure of several polling stations that occurred for the 7th May elections, and the subsequent queuing at those left open, will the administration re-consider their decision regarding their closure programme, and undertake a brief review with the intention of re-opening them.

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

Would the administration commit to investigating the possibility of introducing a computerised system of vote counting as apparently happens in some other places whilst at the same time congratulating our staff for their sterling performance on the 7th and 8th May.

CHAIRMAN'S LIST OF FUNCTIONS

2014/15

February 2015

27th Mayor Ball, Kidderminster Town Hall

March 2015

7th Wyre Forest Symphony Orchestra
8th *Worcestershire County Council Civic Service
9th Fly a Flag for the Commonwealth
19th Opening of Cycle Circuit Lighting Scheme
21st Pershore Mayor's Charity Concert
25th King Charles School Awards
26th Launch of Bramble
27th WFDC Charity Dinner, La Brasserie
28th Kidderminster Choral Society

April 2015

9th Wheelchair Dancing
11th Mayor of Redditch Spring Civic Dinner
13th Royal Visit by HRH The Princess Royal, SVR
17th A Spring Concert for the Mayor of Worcester
22nd Special Meeting of Charter Trustees
24th Mayor of Stourport's Charity Ball
26th St George's Day Parade
30th Bromsgrove DC Charity Dinner

May 2015

2nd Mayor of Kidderminster Charity Concert
6th Youth Makes Music
9th Kidderminster Choral Society
15th Bewdley Mayor Making
20th Annual Meeting of Bromsgrove District Council

* denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

27TH MAY 2015

Political and Constitutional Structures 2015/2016

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

1. PURPOSE OF REPORT

To consider the Political and Constitutional Structures for the municipal year 2015/2016.

2. RECOMMENDATION

The Council is asked to:

- 2.1 Approve the proposed Political Management Structure for 2015/2016 as set out in Appendix 1 of the report.**
- 2.2 Agree the Chairmen and Vice-Chairmen of Committees as contained in Appendix 2.**
- 2.3 Adopt the Municipal Calendar as set out in Appendix 3.**
- 2.4 Agree the appointments to outside bodies as set out in Appendix 4.**
- 2.5 Agree the revisions to the Constitution as set out in Appendix 5.**
- 2.6 Approve the revised chart of political balance as set out in Appendix 6.**
- 2.7 Authorise the Solicitor to the Council to settle any outstanding details relating to the political structures and to make changes as necessary to the Council's Constitution to give effect to the Council's decisions and any other revisions necessary to reflect needs or circumstances.**

3. BACKGROUND

- 3.1 Council is responsible for establishing the political structures which are not the responsibility of the Leader and Cabinet.
- 3.2 Under the Local Government Act 2000 as amended by the Public Involvement in Health Act 2007, the Leader of the Council is responsible for appointments to the Cabinet and allocating responsibilities to Cabinet members. Since 2011, the Council has appointed the Leader of the Council under the “strong leader” model, and the Council will have made an appointment under an earlier item on the agenda.
- 3.3 It remains Council’s role to establish such Committees as it thinks fit to carry out the discharge of functions which are not the responsibility of the Cabinet. This report addresses the political and constitutional structures for the Council to decide. It also appoints their Chairmen and Vice Chairmen.

4. KEY ISSUES

- 4.1 The Conservative Group has a large majority on the Council as a result of the elections on 7 May. The administration’s proposals for the 2015/2016 political structure are detailed in Appendix 1. There are no significant changes from the structure agreed for 2014/15, except that the size of committees has been reduced to reflect the reduction in the size of Council.

Political Balance

- 4.2 Following the elections on 7 May 2015, Councillors formed themselves into political groups of the following numbers.

Conservative	21
Independent & Liberal Group	4
Labour	2
Independent Community and Health Concern	2

In addition there is one member of the UK Independence Party but groups have to consist of at least 2 members: therefore under the legislation, no allocation of seats on committees is possible for him. Legislation requires that the aggregate allocation of committee seats must be in accordance with the principles of political balance and proportionality. Subject to this, individual committee membership should reflect the political balance of the Council as far as practicable. Council can depart from these principles provided no member votes against doing so. As usual, it is not possible to achieve precise political balance. The political balance of committees is set out in Appendix 6 for Council’s approval. The balance will change following the election for the Areley Kings & Riverside ward on 9 June, and Council will be invited to agree the revised political balance of committees at its meeting on 29 July.

Committee Appointments

- 4.3 After determining its political structures and allocations of seats to committees, Council must appoint Chairmen and Vice-Chairmen to committees. The nominations

for these posts are set out in Appendix 2. The Solicitor to the Council will fill other seats in accordance with the nominations from the respective political Groups.

Municipal Calendar

- 4.4 The calendar of meetings for 2015/2016, attached at Appendix 3 has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

Appointments to Outside Bodies

- 4.5 Each year the Council appoints Members as representatives on a number of outside bodies. The attached schedule at Appendix 4 details the appointments due at this time and the number of nominations required for each body. Members will note that the appointments are made for the municipal year 2015/16 unless otherwise annotated.
- 4.6 The schedule in Appendix 4 sets out the administration's proposals for who should be appointed in each case along with information, where relevant, on the other nominations submitted by the various groups.

Amendments to constitution

- 4.7 Just before Parliament was prorogued, the Government made the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. They came into force on 11 May and require councils to amend their standing orders at the first ordinary meeting after 11 May to reflect the changed requirements on steps to be taken prior to the dismissal of certain senior officers. Relevant amendments to the Council's standing orders and other parts of the constitution are in Appendix 5 for the Council's approval.

5. FINANCIAL IMPLICATIONS

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

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The proposals comply with the requirements of Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007 which require one or more Overview and Scrutiny Committees to be established. The amendments in Appendix 5 comply with the requirements of the 2015 Regulations mentioned above.
- 6.2 The proposals for the allocation of seats on committees reflect political balance in accordance with the Local Government and Housing Act 1989.

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 There are no significant risks associated with the proposed political management structure for 2015/16.

9. CONCLUSION

- 9.1 The proposals contained within this report meet the requirements of the relevant legislation including the Local Government Act 2000 and provide clear links to the Council's priorities.
- 9.2 The proposed political structure of committees is set out in Appendix 1.
- 9.3 The proposed appointments of Chairmen and Vice-Chairmen for the Council's Committees for the 2015/2016 municipal year are set out in Appendix 2 of this report.
- 9.4 The proposed municipal diary of meeting dates for 2015/2016 is set out in Appendix 3 of the report.

10. CONSULTEES

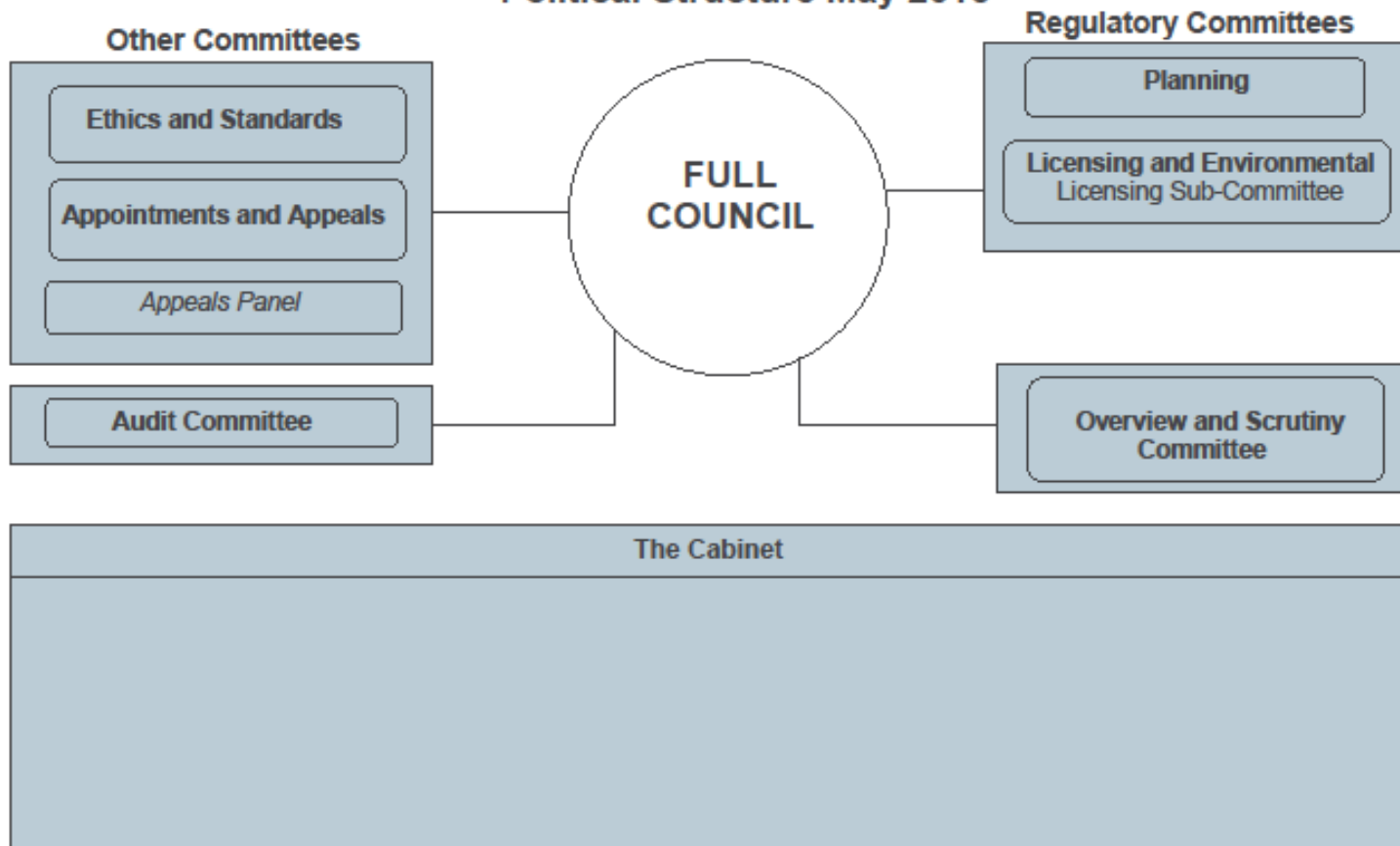
- 10.1 The Leader of the Council.
- 10.2 The Chief Executive.
- 10.3 Group Leaders – in respect of the municipal calendar and political balance. Nominations were also sought for appointments to external bodies.

11. BACKGROUND PAPERS

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



Political Structure May 2015



COMMITTEE APPOINTMENTS
WYRE FOREST DISTRICT COUNCIL
COMMITTEES 2015/2016

Appointments And Appeals Committee Chairman: Vice-Chairman:	Councillor Marcus Hart Councillor Ian Hardiman
Audit Committee Chairman: Vice-Chairman:	Councillor Julian Phillips Councillor Tony Muir
Overview & Scrutiny Committee Chairman: Vice-Chairman:	Councillor Helen Dyke Councillor Sam Arnold
Licensing and Environmental Committee Chairman: Vice-Chairman	Councillor John Hart Councillor Jeff Baker
Licensing Sub-Committee	A rota of 3 Members of the Licensing and Environmental Committee, including, and Chaired by, the Committee's Chairman or Vice-Chairman.
Planning Committee Chairman: Vice-Chairman:	Councillor Stephen Williams Councillor Gordon Yarranton
Local Plans Review Panel Chairman:	Councillor Fran Oborski
Ethics and Standards Committee Chairman: Vice-Chairman:	Councillor Juliet Smith Councillor John Desmond

JUNE 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4 CLT 6 pm Overview & Scrutiny	5	6	7
8	9	10 CLT/Cabinet	11	12	13	14
15 10.30 am Licensing & Environmental	16 6 pm Planning	17	18 9.30 am Local Plans Review Panel WCC Cabinet	19	20	21
22	23 4.30 pm Group Leaders 6 pm Cabinet	24 CLT/Cabinet	25 CLT	26	27	28
29 6 pm Audit	30 5.30 pm Bewdley Museum Management					

JULY 2015

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2 6 pm Overview & Scrutiny	3	4	5
6	7	8	9 CLT WCC Council	10	11	12
13	14 4.30 pm Group Leaders 6 pm Cabinet	15	16 6 pm Members Forum WCC Cabinet	17	18	19
20	21 6 pm Planning	22	23 CLT 5.30 pm KEF Working Group	24	25	26
27	28	29 6 pm Council	30	31		

AUGUST 2015

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

SEPTEMBER 2015

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

OCTOBER 2015

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

NOVEMBER 2015

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

DECEMBER 2015

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

JANUARY 2016

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

FEBRUARY 2016

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

MARCH 2016

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

APRIL 2016

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

MAY 2016

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

JUNE 2016

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

JULY 2016

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

Representation on Outside Bodies 2015/2016

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
Age Concern	Councillor Dixon Sheppard	Councillor Sam Arnold	1 Councillor
Bewdley Development Trust	Councillor Julian Phillips	Councillor Julian Phillips	1 Councillor
Bewdley Museum Management Committee	Councillor Anne Hingley Councillor Stephen Clee Councillor Jenny Greener	Cabinet Member Councillor Stephen Clee Councillor Jenny Greener	Relevant Cabinet Member plus 2 Bewdley & Rock Ward or Wribbenhall & Arley Ward Councillors
Carpet Museum Trust, Advisory Group (appointment for 3 years, renewal due 2016/2017)	Councillor Mike Price Councillor Stephen Williams	Councillor Stephen Williams Councillor Jeff Baker	2 Councillors

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
Community Housing Group	CHG Board – 3 year appointment Councillor John Hart	Councillor John Hart	1 Councillor
	CHG Board – 1 year appointment Councillor Barry McFarland (appointed 2013 for 3 year term)	Councillor Nigel Knowles	1 Councillor
	Resources board – 3 year appointment of community member Councillor Douglas Godwin	Councillor Juliet Smith	1 Councillor
	Wyre Forest Community Housing – 2 year appointment of community member Councillor Jenny Greener (appointed 2014 for 3 year term but not eligible to serve beyond Sept 2015)	Councillor Tony Muir	1 Councillor
	Oakleaf (formerly Property Services) – 2 year appointment of community member Councillor Gordon Yarranton (appointed 2014 for 3 year term but not eligible to serve beyond Sept 2015)	Councillor Helen Dyke	1 Councillor

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
Disability Action Wyre Forest	Councillor Rose Bishop	Councillor Rose Bishop	1 Councillor
District Councils Network	Councillor M J Hart Councillor N J Desmond	Councillor Marcus Hart Deputy Leader	Leader, Deputy Leader as named substitute
Greater Birmingham & Solihull Local Enterprise Partnership Joint Scrutiny Committee	Councillor Fran Oborski	Councillor Nigel Knowles	1 Councillor (not a Member of the Cabinet)
Greater Birmingham & Solihull Local Enterprise Partnership Supervisory Board (Joint Committee)	Councillor Marcus Hart Councillor John-Paul Champion	Councillor Marcus Hart Cabinet Member	Leader, Cabinet Member as named substitute
Kidderminster and District Youth Trust	Councillor Mike Price Councillor Jenny Greener Councillor Michael Kelly Councillor Mary Rayner	Councillor Jenny Greener Councillor Helen Dyke Councillor Mary Rayner Councillor Ruth Gregory	4 Councillors
Local Government Association General Assembly	Councillor Marcus Hart	Councillor Marcus Hart	Leader of the Council

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
National Parking Adjudication Joint Committee	Councillor Helen Dyke (Substitute – Councillor Marcus Hart)	Cabinet Member (Substitute – Councillor Marcus Hart)	Relevant Cabinet Member, 1 Councillor as named substitute
Stourport Forward Board	Councillor Chris Rogers	Councillor Chris Rogers	1 Stourport Councillor / 1 Officer
The Elizabeth Mills Centre (formerly Stourport Day Centre)	Councillor Dixon Sheppard	Councillor David Little	1 Stourport Councillor
10:32 Wyre Forest Early Help (Formerly Tree Tops Sure Start Children's Centre)	Councillor Nathan Desmond	Councillor Sam Arnold	1 Councillor
West Mercia Police and Crime Panel	Councillor Anne Hingley	Cabinet Member	Relevant Cabinet Member
West Midlands Employers	Councillor Nathan Desmond Councillor Marcus Hart	Cabinet Member (Substitute – Councillor Marcus Hart)	Relevant Cabinet Member, Leader as named substitute

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
West Midlands LGA	Councillor Marcus Hart	Councillor Marcus Hart	The Leader of the Council
Worcestershire County Council Corporate Parenting Board	Councillor Helen Dyke	Councillor John-Paul Campion	1 Councillor (Expectations from WCC: Relevant Cabinet Member or Councillor with relevant experience)
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor Fran Oborski	Councillor Fran Oborski	1 Councillor
Worcestershire County Waste Forum	Councillor Helen Dyke	Cabinet Member	Relevant Cabinet Member
Worcestershire Health Improvement Group	Councillor Anne Hingley	Cabinet Member	Relevant Cabinet Member
Worcestershire Leaders Board	Councillor Marcus Hart Councillor Nathan Desmond	Councillor Marcus Hart Deputy Leader	Leader, Deputy Leader as named substitute
Worcestershire Shared Services Joint Scrutiny Committee	Councillor Marcus Hart Councillor Paul Harrison	Cabinet Member Councillor John Hart	2 Councillors (Past practice: Relevant Cabinet Member & Chairman of Licensing & Environmental Committee)

External Body	Representative 2014/2015	Representative 2015/2016	Number of Representatives
Wyre Forest Citizen's Advice Bureau - Management Committee	Councillor Paul Harrison	Councillor Juliet Smith	1 Councillor
Wyre Forest Community Leisure Association Ltd - Local Partnership Board	Councillor Rose Bishop Councillor John Hart	Councillor John Hart Councillor Helen Dyke	2 Councillors / 2 Officers
Wyre Forest Clinical Commissioning Group – Advisory Group	Councillor Tracey Onslow Councillor Dixon Sheppard	Councillor Juliet Smith Councillor Sam Arnold	2 Councillors
Wyre Forest Local Children and Young People's Trust	Councillor Anne Hingley Councillor Fran Oborski	Cabinet Member Councillor Fran Oborski	2 Councillors including relevant Cabinet Member / 1 Officer
Wyre Forest Matters Strategic Board	Councillor Marcus Hart Ian Miller	Councillor Marcus Hart Ian Miller	Relevant Cabinet Member and Chief Executive
Wyre Forest Nightstop and Mediation Service Management Committee	Councillor Anne Hingley	Cabinet Member	Relevant Cabinet Member

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

At a meeting on 13 May 2015, the Leaders of Bromsgrove, Redditch and Wyre Forest agreed North Worcestershire representation on the bodies below for 2015/16.

External Body	Representative 2014/15	Representative 2015/16
Greater Birmingham and Solihull LEP	Cllr John Campion (Wyre Forest) Sub: Cllr Bill Hartnett (Redditch)	Cllr John Campion (Wyre Forest) Sub: Cllr Bill Hartnett (Redditch)
Greater Birmingham and Solihull LEP Transport Board	Cllr John Campion (Wyre Forest) Sub: Cllr Phil Mould (Redditch)	Cllr John Campion (Wyre Forest) Sub: Cllr Rod Laight (Bromsgrove)

Armed Forces champions (for information)

These appointments are made by the Leader of the Council.

	2014/15	2015/16
Armed Forces Champions	Cllr Nigel Knowles Cllr John Campion	Cllr Nigel Knowles Cllr Jeff Baker

AMENDMENTS TO THE CONSTITUTION

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

Section 5

Terms of reference of Council and its committees

9. Appointments and Appeals Committee

1. Recommends to Council the appointment of the Chief Executive.
2. Appoints Joint Negotiating Committee Officers.
3. Determines appeals (by a Panel of 3 Members of the Committee) where there is an existing Appeals Procedure – e.g. Personnel Issues etc.
4. Determines any matter where a right of appeal exists (except planning and licensing applications and issues which are part of the negotiating machinery) including Personnel issues.
5.
 - (i) *May sit as a Statutory Committee (The Statutory Committee) in compliance with the Local Authority (Standing Orders) (England) (Amendment) Regulations 2015 [the 2015 Regulations] with 2 appointed Independent Persons that have been appointed by the Authority under Section 28 (7) of the Localism Act 2011.*
 - (ii) *Before sitting as The Statutory Committee under the 2015 Regulations, the Committee together with the 2 Appointed Independent Persons shall undergo appropriate employment legislation training.*
 - (iii) *The Monitoring Officer (or, if conflicted, the Deputy Monitoring Officer) shall arrange for independent legal advice to be provided to The Statutory Committee by West Midlands Employers (or suitable alternative).*
 - (iv) *The Statutory Committee may not consider suspension of a Statutory Officer without first taking external professional advice, and having regard to the terms and conditions of the individual's employment contract.*
 - (v) *The Statutory Committee shall report to Full Council in accordance with the 2015 Regulations.*

**Section 7
Council Procedure Rules (Standing Orders)**

6.5 Disciplinary Action concerning the Head of Paid Service, Chief Financial Officer and the Monitoring Officer

- (i) No disciplinary action in respect of the head of the authority's paid service, its Monitoring Officer or its Chief Financial Officer, except action described in (ii) below may be taken by the authority, or by a Committee or any other person acting on behalf of the authority, other than in accordance with a recommendation in a report made by the *Statutory Committee in compliance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations) 2015*.
- (ii) The action mentioned in paragraph (i) is suspension of the Officer for the purpose of investigating the alleged misconduct occasioning the action; and any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.

**Section 13
Employment Procedure Rules**

Appointment and Dismissal of Chief Officers

This function is the responsibility of the Council but can be delegated to a Committee, Sub-Committee or Officer e.g. the Appointments and Appeals Committee.

Opportunity for Members of the Cabinet to Raise Objections

In respect of a proposal for the appointment or dismissal of the Head of Paid Service, or a Chief Officer, the 'Proper Officer' must:

- (i) Notify every member of the Cabinet of the proposals.
- (ii) Give them a specified period within which the elected leader may advise the Proper Officer of any objection on the part of the Cabinet to the proposed appointment or dismissal.

The offer of appointment (or notice of dismissal) can only be made if:

- (i) The Leader has informed the Proper Officer that neither he/she nor the Members of the Cabinet have any objection to the offer of appointment (or the issuing of notice of dismissal), or
- (ii) If there has been an objection from the Leader or a Member of the Cabinet, when the appointer (or dismissor) is satisfied that the objection is not material or is not well-founded.

The Cabinet's right of objection is merely to make representations, and have these taken into account by the appointer (or dismissor). It is not a right of veto over a decision to appoint or dismiss.

- (iii) *In the case of the three Statutory Officers, if the decision relates to a dismissal, the notice of dismissal cannot be served until a report has been approved by Full Council.*

		Conservative		Labour		Independent Community and Health Concern		Independent & Liberal Group			UKIP	Total
No. of Cllrs.			21		2		2		4		1	30
Percentage			70.00%		6.67%		6.67%		13.33%		3.33%	100.00%
Executive Cttees												
	Membership											
Appts & Appeals	5	4	3.50	0	0.33	0	0.33	1	0.67	0	0.17	5
Audit cttee	6	4	4.20	0	0.40	1	0.40	1	0.80	0	0.20	6
Ethics & standards *	6	4	4.20	1	0.40	0	0.40	1	0.80	0	0.20	6
Scrutiny												
Scrutiny Committee	10	7	7.00	1	0.67	1	0.67	1	1.33	0	0.33	10
Regulatory												
Planning	12	8	8.40	1	0.80	1	0.80	2	1.60	0	0.40	12
Lic & Env	12	8	8.40	1	0.80	1	0.80	2	1.60	0	0.40	12
Total	51	35	35.70	4	3.40	4	3.40	8	6.80	0	1.70	51
Percentage		68.63%		7.84%		7.84%		15.69%		0.00%		100.00%
Difference between % No. of Cllrs. And % Number of Seats		-1.37%		1.18%		1.18%		2.35%		-3.33%		

* the table shows only district councillor members

1. Each member is required to notify the Proper Officer which political group, if any, he or she wishes to be identified with. A group comprises of two or more members.
2. Each Group Secretary is required to notify the Proper Officer which members of his or her groups he/she wishes to sit on each relevant committee or sub-committee.
3. The allocation of seats required the rounding up or down of calculated figures to give whole numbers.
4. Single party representatives and independent members (who do not form part of a political group) are not legally entitled to seats on committees to which the rules of proportionality apply.

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

Electronic Copies of all reports are available on the Internet

	Attendance Percentage for 2014/15	Number of Meetings Attended
Councillor J Aston	81%	21/26
Councillor G W Ballinger	89%	17/19
Councillor R Bishop	100%	15/15
Councillor C Brewer	96%	24/25
Councillor J-P Campion	80%	16/20
Councillor S J M Clee	81%	17/21
Councillor A Clent	100%	16/16
Councillor L Davies	82%	18/22
Councillor N J Desmond	92%	22/24
Councillor H E Dyke	100%	18/18
Councillor P Dyke	79%	15/19
Councillor D Godwin	82%	18/22
Councillor J Greener	95%	35/37
Councillor P B Harrison	100%	35/35
Councillor J Hart	89%	17/19
Councillor M J Hart	93%	28/30
Councillor A T Hingley	100%	16/16
Councillor J Holden	88%	21/24
Councillor N Knowles	85%	17/20
Councillor R Lloyd	100%	21/21
Councillor B McFarland	88%	22/25
Councillor C D Nicholls	86%	18/21
Councillor F M Oborski	86%	37/43
Councillor T L Onslow	90%	26/29
Councillor J Phillips	96%	23/24
Councillor M Rayner	92%	23/25
Councillor C Rogers	97%	29/30
Councillor A Sewell	62%	13/21
Councillor J Shaw	91%	20/22
Councillor D Sheppard	84%	21/25
Councillor M Stooke	100%	24/24
Councillor S J Williams	100%	25/25
Councillor P Wooldridge	100%	13/13
Councillor M Wrench	100%	40/40
Councillor G C Yarranton	80%	12/15

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

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

	Attendance Percentage for 2014/15	Number of Meetings Attended
Councillor B T Glass	73%	16/22
Councillor P V Hayward	68%	15/22
Councillor V Higgs	88%	23/26
Councillor L Hyde	76%	19/25
Councillor M B Kelly	100%	23/23
Councillor J W Parish	100%	18/18
Councillor M Price	81%	21/26

WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2014/2015



Name of Member: Councillor J Aston

Ward: Aggborough & Spennells

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Ethics & Standards	1	1
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	3
Members Forum	4	0
Planning Committee	10	10

This represents an overall attendance of 81%

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

Section 2: Community Involvement

Prostate Cancer Group.
Wyre Forest Dog Rescue.
Sea Scouts on Hoo Road.
KD9 on Spennells.
Kidderminster & District Youth Trust.

Section 3: Assisting Constituents

- Still pushing for footpaths and road repairs on Aggborough and Spennells as there have been quite large areas of roads resurfaced on Heronswood but there is still a lot more to do. In addition, the overhanging of trees is also being looked at.
- have also asked for more grit bins in various areas which cause problems in bad weather and I am negotiating this with Worcestershire County Council.
- I have regular meetings at my house to discuss ward problems usually relating to litter and dog fouling, etc .
- I have concerns regarding the pool which belongs to Bovis Homes at the corner of Captains Pool Road opposite the school and gets overrun by rats during the warm weather.
- I carry out Ward work on a day to day basis and work with a team of volunteers delivering regular independent newsletter around the area.

Section 4: Supplementary Information

-



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2014/2015



Name of Member: Councillor G W Ballinger

Ward: Greenhill

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Cabinet Financial Strategy Advisory Panel	4	3
Council	5	5
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	1
Licensing & Environmental	4	4
Members Forum	4	4

This represents an overall attendance of 86%

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

Section 2: Community Involvement

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

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

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



Section 3: Assisting Constituents

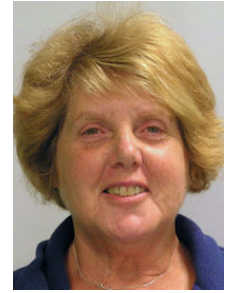
Links I have with churches and local groups continue to remind me of the valuable work that these organisations undertake in the community without any fuss, publicity and false claims. The concerns in the community continue to the loss of the potential Glades Leisure Centre on its existing site – a valued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

Section 4: Supplementary Information

-



**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor R Bishop

Ward: Offmore & Comberton

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	4	4

This represents an overall attendance of 100%

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

Section 2: Community Involvement

Chairperson – Offmore/Comberton Action Group.

Chairperson – Offmore/Comberton PACT.

Governor Offmore Primary School.

Appointed to Disability Action Wyre Forest.

Appointed to Peoples for Places Leisure Centres.

Section 3: Assisting Constituents

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

Community litter picks.

Weekly reading lessons in Offmore school.

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

Section 4: Supplementary Information

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

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

Sitting on Community Governance Review body relating to a town council for Kidderminster.

**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor C Brewer

Ward: Mitton

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	4	4
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3
Parking Enforcement Review Panel	1	1
Planning	9	9

This represents an overall attendance of 96%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2 – Overview & Scrutiny

Section 2: Community Involvement

Member of Rotary (Stourport).
Stourport Town Council.
Mayor of Stourport.
Stourport Working Party (Town Council).
Sandy Lane Business Association.
Local Community Housing Tenants Group.
Local (Lickhill & Areley Kings) PACT meetings.



Section 3: Assisting Constituents

Ward walks with Community Housing Group.

Assisting constituents with any problems they may have with governing bodies.

Working with local M.P. to resolve many issues.

Dealing with health, noise and related matters for constituents with regulatory services.

Working with County Councillors to alleviate problems relating to highways, etc.

Section 4: Supplementary Information

As a district and town councillor and also town mayor, I work closely with the community in general, young and old, to try and ensure assistance wherever possible with any problems they have, this has involved visiting schools, youth clubs, care homes, etc. My purpose and aim as a local councillor is to try and make my constituents life fuller and less difficult.



WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2014/2015



Name of Member: Councillor J-P Campion

Ward: Sutton Park

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Cabinet	5	5
Cabinet Review Group	2	1
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	1

This represents an overall attendance of 80%

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

Section 2: Community Involvement

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

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

Section 3: Assisting Constituents

This year has been another busy year in Sutton Park. A wide range of issues continue to affect the ward ranging from anti social behaviour to pot holes and litter. My ward colleagues and I have communicated regularly with our community ensuring that they have easy access to us to assist with their concerns and issues. I have been exceptionally pleased with the response from the District and County Councils on issues that have been raised and the speed with which they are put right!

Section 4: Supplementary Information

During the past year, I have had the honour of serving as the Cabinet Member for Planning and Economic Regeneration. Rebuilding our local economy and ensuring that the benefit of growth is felt across our community has been an ongoing commitment for the administration. I have been exceptionally proud during the past year to see international and local businesses invest in Wyre Forest bringing higher paid job opportunities.

**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor S J M Clee

Ward: Bewdley & Arley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	0
Planning	10	10

This represents an overall attendance of 81%

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

Section 2: Community Involvement

Wyre Forest Community Housing Vestia Board Member.
Bewdley Museum Management Committee.
Bewdley & Rural PACT Panel.

Section 3: Assisting Constituents

I have been a District Councillor of Wyre Forest since May 1992. During 2014 I was re-elected to serve the people of Bewdley & Arley ward for the 6th consecutive election.

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

I have dealt with over 6,000 constituency calls or emails relating to local matters and national matters and advice during the past 12 months.

Section 4: Supplementary Information

The boundary changes have meant Bewdley & Arley and Rock Wards have now merged and additional constituents and houses have been added. Our regular newsletter is now delivered to 25,000 households.

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

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor A Clent

Ward: Franche

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

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

This represents an overall attendance of 100%

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

Section 2: Community Involvement

Franch PACT
Franch TCC
Age Concern
Kidderminster Charter Trustees



Section 3: Assisting Constituents

I have been involved in the following issues, giving advice and support where appropriate and liaising with the appropriate agencies as necessary:

Vandalism and criminal damage;
Dangerous trees;
Dangerous structures;
Boundary disputes;
Anti-social behaviour and nuisance;
Quarrels and disputes between neighbours.

Section 4: Supplementary Information

As a matter of principle I took a voluntary 15% cut in my allowances and have claimed **NO** expenses from Wyre Forest District Council.

As a councillor I have attended various activities such as the Armistice Day Service and Freedom March of the Mercian Regiment.

I have attended an ad hoc meeting at Franche School to discuss parking issues.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor E Davies

Ward: Wribbenhall

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	4
Kidderminster Educational Foundation	2	2
Licensing & Environmental <i>(Member for 1 meeting only)</i>	1	1
Members Forum	4	2
Overview & Scrutiny	10	9

This represents an overall attendance of 82%

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

Section 2: Community Involvement

Outside of my formal district councillor work I am also a member of Bewdley Town council and do much community work emanating from this. Also I belong to several local groups the main one being the Wribbenhall Parish Room Committee. One of the B.T.C. Initiatives of which I am a member is the Together project which aims to alleviate loneliness and isolation in our community.

Section 3: Assisting Constituents

Ward work has ranged over many subjects, health, highways, education to dog fouling. whilst some of the subjects are not within the remit of the district council ward members expect one to take it to the appropriate authority, which I endeavour to do.



Section 4: Supplementary Information

My greatest contribution was having been given the opportunity, chairing the councils Overview and Scrutiny Committee, a privilege and pleasure. My thanks to committee members for their contribution to this successful committee.

Finally ,as this is my last report for this current council, I would like to extend my sincere THANKS to all the staff and officers of the council for their unfailing courtesy and support. I could not have done it without you. THANK You all.

WYRE FOREST DISTRICT COUNCIL

Annual Report and review 2014/2015



Name of Member: Councillor N J Desmond

Ward: Oldington & Foley Park

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Cabinet	5	5
Cabinet Financial Strategy Advisory Panel	4	4
Cabinet Review Group	2	1
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3

This represents an overall attendance of 92%

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

Section 2: Community Involvement

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

Section 3: Assisting Constituents

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

I have attended all but one Oldington and Foley Park PACT meeting over the last 12 months. I have dealt with numerous issues from these meetings, such as poor road and pavement issues, ASB, speeding traffic and litter problems.

My main achievement this year was having the whole of Goldthorn Road completely resurfaced. I campaigned to the Highways Department for over two years regarding this project as the road was exceptionally worn with numerous pot holes. The road was recently resurfaced in January 2015 and all local residents are thoroughly delighted.

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

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

Section 4: Supplementary Information

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

WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor H Dyke

Ward: Aggborough & Spennells

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet	5	5
Cabinet Review Group	2	2
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	4

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	3 - Appointments & Appeals x 1, Cabinet Financial Strategy Advisory Panel x 1, Planning x 1

Section 2: Community Involvement

Aggborough and Spennells PACT Panel Member.
 Member of Corporate Parenting Board.
 Charter Trustee.
 Wyre Forest Children and Young People's Trust Board.
 Aggborough and Spennells Community Action Group.
 Members Champion for Centres.
 Members Champion for Children.
 Town Team.
 KD9 Executive Committee Chairman.

Section 3: Assisting Constituents

I write, print and deliver with the help of volunteers regular Newsletters to keep residents informed about what is happening in the area. Each Newsletter contains a cut off slip which residents can complete and send back to us with any concerns or ideas for our area.

We use a FREEPOST address to make it as easy as possible for residents to return the slips to us. We also include all our contact details, phone numbers, address and email address on everything we send out to residents in the ward.

I arrange site meetings with residents and officers where possible to discuss parking and highway issues, the aim is to either solve the problems if possible or at least reach a compromise. I visit residents in their home to discuss issues they wish to raise with me but a lot of my ward work is now being conducted more and more by email or telephone. I no longer hold Ward Surgeries as they were expensive to run and residents didn't feel comfortable attending especially if their issue was confidential.

I attend every Aggborough and Spennells PACT Meeting which are held every 3 months and report back to the residents the priority issues in editions of our Newsletter.

Using some of my Community Leadership Fund I am working with the Probation Community Payback Supervisor to arrange for Community Payback teams to carry out work around Aggborough and Spennells. I have funded clear ups of unadopted pathways and car parks around the area which have been very well received by local residents. This work has two benefits in that areas that may not normally get maintained are looked after and payback work within the community is carried out.

I have been invited to become involved with the local Scouts, Cubs and Beavers Group as a trustee and to be Chairman of their Executive Committee and I am very honoured to be able to take up this role in the near future.

Within the ward there is an over 55 housing complex whose residents would rather not attend local PACT Meetings as they are always held in the evening. To try and make sure that their concerns and worries are heard and fed into the PACT priorities I suggested that I meet with the residents during the day time on a quarterly basis, this also means that I can pick up any other issues or ideas for the area that they may have.

Being a Councillor it seems to get more difficult each year to be able to do the best for the ward due to the many financial pressures that the Council is under. On a positive note though I have found that by working with other partners, various organisations and charities I am happy that I am still able to do my best for the community that I represent.

Section 4: Supplementary Information

I am in full time employment so it is not always easy to fit in everything I would like to do but luckily enough I have an understanding Manager which does make things a lot easier.

After having lived in the area for over 34 years and having been a District Councillor for Aggborough and Spennells for 19 years I know I have acquired an enormous amount of local knowledge which does help an awful lot when working with residents and officers on any issues.

WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor Peter Dyke

Ward: Aggborough & Spennells

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit <i>(Member for 1 meeting only)</i>	1	1
Cabinet Financial Strategy Advisory Panel	4	2
Council	5	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental <i>(Member for 3 meetings only)</i>	3	3
Members Forum	4	2

This represents an overall attendance of 79%

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

Section 2: Community Involvement

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

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

Section 3: Assisting Constituents

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

Section 4: Supplementary Information

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WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor D Godwin

Ward: Rock

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Ethics & Standards	1	1
Kidderminster Educational Foundation	2	2
Members Forum	4	1
Planning	10	9

This represents an overall attendance of 82%

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

Section 2: Community Involvement

I continue to sit on the Rock Parish Council and have attended all the meetings in the past civic year which gives me a very good understanding of matters that are going on within the Ward. I also continue to sit on the resources committee of the Community Housing Group (CHG) where my work as a commercial property lawyer is of great assistance. I continue to be involved in the Churches in Rock, Hightington and Far Forest. I have worked to save the shop at Clows Top and assisted in supporting community involvement were possible supporting the volunteer groups with the Ward.

I continue to support the work of the Scouts at Far Forest and have contributed to their fund raising activities in Rock & Kidderminster. I was very pleased to attend the St George's Day parade in Bewdley this year.

I continue my membership of the NFU which allows me to attend NFU meetings within Worcestershire and I follow the fortunes of the farming community with a personal interest bearing in mind my continued involvement with the family farm at Mamble.



I regularly attend the Church fetes, village shows and sports days at Clows Top, Rock, Callow Hill and the school at Far Forest and I was pleased to be able to assist in open days and the school's fireworks party in the autumn of 2014 where my wife (Susan) was taken ill with a sever Stroke.

I and my family continue to support the amateur dramatics group and thoroughly enjoyed the pantomime (Three Little Pigs) at the end of last year which was staged at Clows Top village hall.

My wife and I enjoyed the bingo evenings at Far Forest village hall as the village hall committee continued to raise funds for the restoration of the Village Hall. We have also attended similar evenings on behalf of the primary school and again have enjoyed the evenings greatly until Susan was taken ill.

I continue to attend Rock Church on a fairly regular basis and the Parish looks forward to the appointment of a new incumbent.

Section 3: Assisting Constituents

I have assisted constituents on many different problems but mainly involving planning and development matter and list some of the items below which are not in any particular order and not relate to any particular property that the reader may have in mind:-

1. Barn conversions and developments of redundant farmyards.
2. Re-use of agricultural cottages and the removal of agricultural occupancy conditions.
3. Opposing further development in certain situations but also encouraging development in appropriate situations.
4. Attending public meetings on planning matters particularly on the proposals for redevelopment of redundant sites.
5. Fund raising with the environmental groups and assisting in the planting of trees.
6. Encouragement to local educational groups and in particular the provision of funds through the Parish Council for apprenticeship scheme.
7. Meeting with the Church Warden and other Parish Councillors regarding the maintenance of Church property and the adjacent highway.
8. Advising residents of community housing property on development and protection of their property.
9. Advising community housing residents on property maintenance matters involving leaking roofs, smoking chimneys, incomplete works, and damage to property during other maintenance, car parking issues and environmental matters.
10. Working with the community housing group on the development of new housing at Bliss Gate.



11. Attending site meetings and meeting constituents and advising on submission of planning applications and attending to complaints raised by inappropriate development or illegal development which has taken place in the Ward including the destruction of important environmental habitats and the protection of watercourses.

I have personally assisted in the removal of fly tipping from adjacent to the highway and have removed fly tipped rubbish from the Dick Brook and other water courses within the Ward.

I have assisted other constituents in such diverse matters as criminal law, countersigning of passport documentation, provision of shot gun licences. I continue to have direct involvement with the Environment Agency, the Highways Agency, and Worcestershire County Council via the County Councillor John Campion and I have provided information to our serving MP, Mark Garnier MP regarding matters which would not normally be considered a District Councillor's responsibility.

Section 4: Supplementary Information

I have produced a monthly diary for publication in the Rock and District News which sets out some of the difficulty that the District Council has particularly in funding matters and the managed reduction of our engagement within the community due to the continued reduction of grant aid from central government. I also in this publication try to give a feel and flavour for the work that I carry out and the benefit I believe such work has within the community. As regular readers of the Rock and District News will know I am a commercial lawyer in private practice which I believe allows me the flexibility to advise on many different matters and if I can not assist a constituent or parishioner I often know people who can which range from financial advice, relationship advice, business advice and even involve advice regarding the upbringing of children and having one ten year old boy; it does surprise me that people ask me such questions, however this all becomes part of the role of a District Councillor and Parish Councillor in a mainly rural ward within an urban parliamentary constituency. I have worked for the whole community and have tried to assist where possible and if I could not help have passed the matter on to others who maybe able to.

My work and these endeavours have now come to a end for which I am sorry and very disappointed but the situation of my residence does not allow me to stand again and with my wife so ill it would be difficult to commit the time necessary to the position that it now demands.

I wish my successor ever success in the coming years.

God save the Queen.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor J Greener

Ward: Bewdley & Arley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	2
Local Plans Review Panel	4	4
Members Forum	4	4
Overview & Scrutiny	10	9
Planning	10	9

This represents an overall attendance of 95%

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

Section 2: Community Involvement

Wyre Forest CAB.
Kidderminster Youth Trust.
Bewdley Primary School LA governor.
Wyre Forest Sheltered Housing Board member.
Bewdley Museum.
Community Transport Wyre Forest.
Kidderminster & District Scout Council.



Section 3: Assisting Constituents

Regular leaflets – six per year, are delivered in my ward with all my contact details. I also attend regular Arley Parish Council meetings. I have dealt with many requests from my ward over the past year and always ensure that I reply to any queries, even if I am unable to provide a satisfactory answer.

Section 4: Supplementary Information

I have been actively involved with Kidderminster Scout for over thirty years, being closely involved in the provision of activities to promote the physical, spiritual intellectual and social development of many young people in the District.

I keep up to date with all local issues, and have the interests of Bewdley and the rural areas close to my heart.

I am keen to support localism in my ward and have seen Arley Parish Council take on carried duties with WFDC with great success..

I am standing for Wribbenhall in the forthcoming election and hope to continue to be closely involved with this area and its needs.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor P B Harrison

Ward: Greenhill

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

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

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2 – Overview & Scrutiny

Section 2: Community Involvement

Ward Councillors are invited by the Community Housing Group, the main social housing partner of the Council, to attend the meetings of the Tenant Consultative Committees which involve their wards, and I have attended meetings of the Greenhill Tenant Consultative Committee (TCC), and also meetings of the Aggborough and Spennells Tenant Consultative.

West Mercia Police invite Councillors to attend PACT meetings (Partners and Communities Together) and I have attended three meetings of the Greenhill Ward PACT.



As a Wyre Forest District Councillor representing a Kidderminster ward, I am a member of the Charter Trustees of the Town of Kidderminster. I have attended meetings of this body, including robed public meetings in support of the Town Mayor, including Mayor Making, Mayor's Sunday, and Remembrance Sunday.

I am the Council's representative on the Citizens Advice Bureau Board and have the meetings of the Board during this year.

Section 3: Assisting Constituents

As a Ward Councillor, my main activities have been aimed at providing a service to the residents of my Ward by keeping them informed about local issues and responding to their complaints and enquiries, which involves telephone and e-mailed enquiries and visits to resident's homes.

Much of this work is based around the delivery of the bi-monthly 'Matters' newsletter, which contains my telephone number and e-mail address. This year has been complicated by the pending changes to the Ward boundaries which has necessitated more joint working with Members in adjacent wards.

Section 4: Supplementary Information

Being a Councillor is varied in interesting work, and mixes odd jobs such as community litter picks with chairing the Licensing and Environmental Committee and the Treasury Management Review Panel.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor J Hart

Ward: Wolverley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Council	5	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	4	2

This represents an overall attendance of 89%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2 – Overview & Scrutiny x 1 Planning x 1

Section 2: Community Involvement

Wolverley Parish council ,Wolverley Pact meetings ,Wolverley Planning group, Board member of community housing group ,Board member of DC Leisure partnership ,Attend Wolverley tenants committee meetings ,Assist with Wolverley Carnival.



Section 3: Assisting Constituents

Made representation to relevant bodies on residents behalf

Grass cutting

Fly-tipping

Housing swap

Sewage issue

Blocked drains

Trees down

Road gritting

Parking issue

Planning issue

Highway / footpath issue

Damage to grass verges

Primary school crossing issue

Signage issue

Housing issue (new homes)

Untidy garden

Illegal activity on land

Constituents are able to contact me by Phone or e.mail, details of which are on the WFDC website plus the details are also in the Parish magazine that is distributed to every home in the parish.

A surgery is held on the first Sunday of the month in the village tea shop at 10 am.

Section 4: Supplementary Information

I have a good local knowledge of Wolverley, good listening skills and the ability to respond to residents concerns quickly and efficiently in my quest to resolve any issues or concerns that they may have.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor M Hart

Ward: Sutton Park

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Cabinet	5	5
Cabinet Review Group	2	2
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	4
Planning	10	8

This represents an overall attendance of 93%

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

Section 2: Community Involvement

Trustee of Kidderminster Special Educational Benefits Trust.
 Chairman and Trustee of Kidderminster District Scout Council.
 Member of Worcestershire Regulatory Services Board.
 Member of the Kidderminster Charter Trustees.
 Governor at Sutton Park Primary School, Baxter College and Wyre Forest School (part year).
 Trustee of Kidderminster Harriers Football in the Community Trust.
 Trustee of Kidderminster District Youth Trust.



Section 3: Assisting Constituents

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

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

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

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

Section 4: Supplementary Information

As well as my public duties, I am also employed as a solicitor specialising in criminal law, road traffic law and mental health law. I am also Parish Clerk to both Broome Parish Council and Rushock Parish Council.

I do find that my legal background has helped me, particularly when sitting on the Planning Committee. Whilst I am by no means an expert in planning law, I did study some planning law at University and do understand the general principles which I have found assisted me greatly in determining what is and is not a material planning consideration.

I sit on the Appointments and Appeals Committee as Chairman and my legal training has helped me tremendously to be able to play a positive role on this committee.

Also, as indicated, as a criminal law specialist, advocacy is a big part of my job and therefore speaking at Council meetings and meetings with residents comes a lot easier.

Throughout this municipal year, I have been Leader of the Council which has been a new challenge to me. It has been an immense privilege to be the Leader of the largest group and of the Council. I believe that I have undertaken that role to the best of my ability and have taken all decisions with the best interest of the residents and tax payers of this District.

In terms of whether any outside obligations impact on my role, clearly being employed does have an impact as it means I cannot be a completely full-time Councillor but believe the balance between being employed in the workplace and my democratic role compliments itself very well.

WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor P V Hayward

Ward: Blakedown & Chaddesley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	1
Licensing & Environmental	4	4
Members Forum	4	1
Overview & Scrutiny (Member for 7 meetings only)	7	4

This represents an overall attendance of 68%

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

Section 2: Community Involvement

Churchill & Blakedown Parish Council.
Churchill & Blakedown Parochial Council.
Hagley & Blakedown British Legion.
Hagley & Blakedown PROBUS.
Churchill & Blakedown Historical Society.
Churchill Forge Trust



Section 3: Assisting Constituents

I am accessible to all my constituents by email or telephone. Personally I prefer phone because there is less likelihood of misunderstandings. My door is always open to anyone who has a problem with Wyre Forest District Council or otherwise – maybe a personal one or County Council difficulties.

Often I am contacted over planning matters – then I can have a site meeting, or occasionally arrange for an officer to visit, or members of the Development Control to meet and view the problem.

Section 4: Supplementary Information

I do not hold surgeries usually as I am well known having always lived here.

I am a Member of Churchill and Blakedown Parish Council and also regularly visit Broome, Chaddesley Corbett, Rushock and occasionally Stone Parish Council, consequently, I am aware of any problems over a wide area. The local police are usually in attendance also, so I keep abreast of any criminal activities locally or in the wider district and county council area.

I am a practicing Member of our local church and a Member of the Parochial Church Council – this means once more I am talking to local people and help raise funds at events they organise.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor A T Hingley

Ward: Franche

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

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

This represents an overall attendance of 100%

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

Section 2: Community Involvement

- Established working partnership with police officers through the Police and Communities Together (PACT) meetings held 4 times a year in Franche Community School, Chestnut Grove.
- Governor at Franche Community School, Chestnut Grove.
- Governor at St Catherine’s C of E Primary School, Marlpool Lane.
- Trustee of Claire Witnell and Blount Almshouses, Wilton Avenue.
- Attend regular tenants meeting Community Housing Group Franche.
- Member of Wyre Forest Clinical Commissioning Advisory Group.
- Charter Trustee of Kidderminster.
- Member of the Health and Well Being Board.
- Trustee of John Weston Stretton of Kidderminster Charity.



Section 3: Assisting Constituents

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

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

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

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

Section 4: Supplementary Information

As Champion for older people, I donated £400 from my Community Leadership Fund to the Friends of the Elderly.

I have also donated £200 to The Odell Trust, £200 for Wyre Forest Sight Concern and £200 to Kidderminster & District Youth Trust.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor J Holden

Ward: Mitton

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

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

This represents an overall attendance of 92%

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

Section 2: Community Involvement

Governor at St Wulstan’s RC Primary School.

Governor at Hartlebury C of E Primary School.

Stourport Town Councillor.

Chairman of the Town Council Working Party for the Civic Hall.

Trustee for the Queen Elizabeth Foundation Trust, Hartlebury.

Justice of the Peace.



Section 3: Assisting Constituents

I hold surgeries most Wednesdays 10 – 2pm at the MEP’s office in Kidderminster.

Reply to enquiries within 48 hrs.

Helped Constituents with housing problems successfully, also Refuse problems.
In conjunction with the Countryside services, RSPCA and Police brought to a conclusion equine problems within the community.

Taken part on numerous occasions in Litter Picks across the Wyre forest District.

Attended meetings of the Lombard Street Traders.

Assisted Areley Kings allotment association.

Section 4: Supplementary Information

I have taken part in Remembrance events in my role as a Town Councillor and member of the Royal British Legion.

I am one of 6 UKIP councillors who have privately commissioned a cross to be dedicated and installed in St Mary’s and All Saints Church representing all three towns in Wyre Forest.

UKIP councillors as a group have purchased a Poppy from the Tower of London remembrance installation and gifted this to the church to be mounted on a cross to be dedicated and installed above the new roll of honour. Proceeds have benefited six Armed Forces Charities.

As part of UKIP policy for the Wyre Forest UKIP councillors took a 15% pay cut and did not claim any expenses.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor N Knowles

Ward: Franche

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

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

This represents an overall attendance of 85%

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

Section 2: Community Involvement

PACT Meetings, Franche Housing Tenants Committee, British Legion Poppy seller, Kidderminster Hospital Volunteer Visitor, WFDC Joint Armed Forces Champion.

Section 3: Assisting Constituents

I hold an Advice Centre in Franche Ward for residents on the first Monday of each month.

I have assisted constituents on Housing issues, Benefit issues and issues related to Highways, Transport and Road Safety. I have also advised on Policing issues and Grant Aid to a Community organisation.



Section 4: Supplementary Information

I am regular user of the The HUB in respect of referring problems and issues that require action. I thank the HUB staff for their help and advice.

I am a Trade Union and Co-operative member. I am always available to help any constituent in Franche Ward resolve a problem, give advice or signpost them to the appropriate Person/Organisation/Council Dept.

I consider my committee work is important in the delivery of Council Services and my role in the Council Chamber. I thank WFDC staff for their help and support.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor R Lloyd

Ward: Areley Kings

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	4
Planning	10	10

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1 – Licensing & Environmental

Section 2: Community Involvement

A lot of my work has been to do with chasing up and report repair work to Wyre Forest Community Housing and their contractors P.H Jones.

I have also held monthly meetings with the Walshes Community Hall Action Group to determine repairs and improvements to the hall. I have also organised a number of children's disco at the same venue as well as organising and advertising a Christmas Fair and a Spring Fair to raise further funds to carry out further decorative work on the building which belongs to WFCHG.

I also do voluntary work at St Bartholomews Primary School for 3 afternoons a week as a volunteer TA. In the last 6 weeks I have helped the teaching staff raise over £1700 to enable some 25 children to go on an adventure break to Wales which they are currently on.

We raised an estimated £500 from a bag pack which I helped to organise with my employers Mid Counties Coop in Stourport as well as a further £350 from a quiz night which I set up and compared at the school some 6 weeks ago.



Section 3: Assisting Constituents

I have also been activate. In the community taking on board residents complaints regarding highways and lighting issues which have been passed onto the County Council for investigation. I have also been able to refer some residents/tenants to the CAB. As I did some volunteer work with them shortly before being elected as a councillor.

I also attend quarterly meetings of Neighbourhood Action Group Walshes / Areley Kings branch and used to attend the local PACT meetings although this as lapsed a little as the meetings are currently being held outside the old ward boundary.

I also attend our own parties monthly branch and general committee meetings.

Also received £300 from councillor John Thomas for the Community Hall and chase up further funding for both the school and hall. We are about to receive further funding from the local theatre group The Monday Night Group.

Section 4: Supplementary Information

-

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor B McFarland

Ward: Habberley & Blakebrook

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	4	3
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3
Planning	10	9

This represents an overall attendance of 88%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	5 – Audit x 1 Overview & Scrutiny x 4

Section 2: Community Involvement

Regular attendance at Habberley Tenants’ Consultative Meetings.

Regular attendance at Habberley and Blakebrook PACT Meetings.

Regular attendance at community events organised by tenants/residents, eg Christmas childrens’ Santa event.

Attended all meetings called by WFCH re changes in support provided for the elderly and vulnerable.

Regularly attend Junior PACT Meetings.

Member of WFCH.



Section 3: Assisting Constituents

Attended all Habberley Estate walkabouts organised by WFCH.

Undertake regular walkabouts throughout the ward.

Hold regular surgeries.

Issue regular news leaflets (not just at election time); apart from providing news they give full contact details for all ward district councillors.

Use business cards and contact cards for individual constituents.

Use target/street letters.

Communicate with constituents via leaflets, letters, e mail and telephone.

Have helped and supported residents with a variety of concerns/problems, eg housing; repairs; neighbourhood activities, eg speeding, parking, dog fouling, noise, bus services, street lighting, overgrown vegetation, potholes, poor pavement surfaces: signposting to appropriate bodies, eg, WFDC, WFCH, WCC social services, variety of other support agencies.

Section 4: Supplementary Information

Chair of Kidderminster Parishing Committee, promoting a Town Council for Kidderminster.

Current Deputy Mayor of Kidderminster.

No outside commitments that would adversely affect my function as a District Councillor.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor C D Nicholls

Ward: Cookley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3
Planning	10	8

This represents an overall attendance of 86%

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

Section 2: Community Involvement

- Chairman of Wolverley and Cookley Partners & Communities Together (PACT).
- Member of Wolverley and Cookley Parish Council.
- Governor at Cookley Primary School.
- Trustee of the Sebright Educational Foundation.
- A trustee of Wolverley Charities.
- Regular attendance at Cookley Tenants Consultative Committee.
- Communication with the community via newsletters and public meetings.

I continue to promote the interests of our village community e.g. maintaining the Green Belt and representing residents' views at relevant Council and committee meetings.

I liaise with the police and other outside bodies via Partners & Communities Together (PACT) meetings to resolve issues for the benefit of our community.

I continue to monitor the Parish Plan.



I continue to play an active role in the life of our village.

Section 3: Assisting Constituents

I hold regular surgeries at Cookley Village Hall and Sports Club. Surgeries are held on the first Saturday of each month between 12 noon and 1 pm.

Monthly consultations are carried out with residents regarding planning applications in conjunction with other parish councillors.

Using the wealth of experience I have gained as your District Councillor for the last 24 years, I continue to listen to you and promote your views and interests.

Section 4: Supplementary Information

I continue to closely monitor any future development of the Lea Castle site.

In January, we held our party tradition dictated that we still call it a Christmas Party and we still had our carols, tinsel and crackers and a good time was had by all!

Cookley continues to be a great place to live.



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor F M Oborski

Ward: Offmore & Comberton

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	1
Cabinet Financial Strategy Advisory Panel	5	4
Cabinet Review Group	2	2
Council	5	5
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	2
Local Plans Review Panel	4	4
Members Forum	4	2
Overview & Scrutiny (Member for 3 meetings only)	3	2
Parking Enforcement Review Panel	1	1
Planning	10	9
Treasury Management Review Panel	3	3

This represents an overall attendance of 86%

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

Section 2: Community Involvement

I have continued to deliver monthly Focus Newsletters across the Ward and held a monthly Advice Centre at Brookside Children's Centre.

I have attended local PACT Meetings and served on the Committee of Offmore Comberton Action Group.

Section 3: Assisting Constituents

I have continued to represent the Council on the Joint County and District Health Overview and Scrutiny Committee; I have represented the Leader of the Council on the Worcs Acute Trust Review Stakeholder Reference Board and, as WFDC Rep I have Chaired the local Children's Trust.

During this year I completed my ten years on Community Housing.

Section 4: Supplementary Information

-



WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor T L Onslow

Ward: Sutton Park

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Council	5	5
Ethics & Standards	1	1
Kidderminster Educational Foundation	2	2
Members Forum	4	4
Overview & Scrutiny	10	7
Treasury Management Review Panel	3	3

This represents an overall attendance of 90%

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

Section 2: Community Involvement

I attend the Wyre Forest Clinical Commissioning Group meetings in respect of healthcare provision within Wyre Forest. The meetings have been very informative.

With Churches Together in Kidderminster, I have just financially supported (using my Community Leadership Fund) and helped organise an Easter Egg Hunt in Brinton Park. This was attended by over 200 children. A good time was had by all.

Section 3: Assisting Constituents

I/We have helped local residents with casework in respect of streetlights, litter bins, anti-social behaviour, parking, dog fouling, potholes, overhanging trees, speeding, broken steps, double yellow lines and parking signage.

I/We have carried out litter picks and, with my colleagues, arranged foliage cutting sessions.

I/We have held two surgeries for local residents to speak to me/us personally. Mark Garnier MP was in attendance at both and, at the second one, we carried out a local litter pick at the same time.

I/We have delivered 20,000 newsletters door-to-door, together with 16,000 insert information to keep residents informed of what is going on and what we have been doing.

I/We have also had weekly sessions of knocking on residents doors to ask them what they are most concerned about.

I/We have also set-up a local website and twitter account, as well as offering a mobile number for contact.

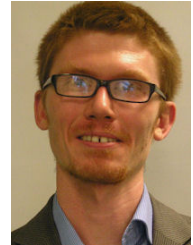
Section 4: Supplementary Information

As one of very few Councillors with young children still at home, I think I offer an insight into the area from a younger person's perspective – events like the Easter Egg Hunt evidencing this.

Being the only working Mom on WFDC, I think I have a dual role in getting WFDC to understand what aspects prevent more Moms from becoming Councillors, as well as giving me a personal insight into the stresses working Moms face.

As Managing Director of my family's Property Company, I also have a valuable insight into the trials of running your own business, as well as the highlights, but it also gives an understanding of market forces in the area.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor J Phillips

Ward: Bewdley & Arley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	3	3
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3
Overview & Scrutiny	10	10

This represents an overall attendance of 96%

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

Section 2: Community Involvement

In my District Council role, I am a member of the Partners and Communities Together (PACT) panel for Bewdley along with representatives of the Police, County Council, Town Council, Community Housing Group and the local churches. The PACT panel tries to work on issues brought to it by residents by way of PACT meetings, surgeries and via the post card scheme at various locations in Bewdley.

I assist the committee that organises the Christmas Festival in Bewdley and give physical help on the day of the event in terms of erecting stalls and disassembling them after the event as well as marshalling crowds for the 'switching on' of the lights.

I am the District Council's representative to the board of Bewdley Development Trust (BDT). The officers of BDT hold regular meetings with officers of the Council in any case, however my attendance at those board meetings have been useful in informing my view of its wider activities. BDT has been heavily involved in organising many of the town's events throughout the year as well as the monthly produce market.



Section 3: Assisting Constituents

I have assisted residents with many forms of issues including planning, environmental concerns, council tax, litter, anti-social behaviour, transport, refuse collection and much more. I do not hold surgeries as those that have been held in the past have not been taken up by the public. However I am contactable by phone, email and letter and I always respond. I am also regularly in or around Bewdley town centre and often speak with residents about issues then. If residents want to meet me in person to discuss issues I am always happy to go and meet them. All issues that are brought to me by residents are kept confidential between them and I. I would only divulge issues to others if they concern multiple people.

I donated my £1,000 Community Leadership Fund to two causes in the ward: £200 to Citizens Advice Bureau and £800 to Pound Green and Button Oak Community Hall which needed repairs to its walls.

Section 4: Supplementary Information

I am also a member of Bewdley Round Table which raises money at local events such as the Carnival and Christmas Festival as well as its “Santa” collections at Christmas. This money is then donated to local causes that make applications to us. Although it is Bewdley by name, in reality it covers all of Wyre Forest since the folding of Kidderminster and Stourport Round Tables. Recent example of our donations includes a donation to the Bewdley Passion Play and gaming equipment to Birchen Coppice Primary School.

WYRE FOREST DISTRICT COUNCIL

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Name of Member: Councillor M Price

Ward: Offmore & Comberton

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Licensing & Environmental	4	4
Members Forum	4	3
Overview & Scrutiny	10	7
Parking Enforcement Review Panel	1	0

This represents an overall attendance of 81%

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

Section 2: Community Involvement

I serve as a Governor of Comberton Primary School.

I have attended Offmore and Comberton Action Group (OCAG) and served as Vice-Chair. I have attended Partners and Communities Together (PACT) meetings for Offmore and Comberton.

Section 3: Assisting Constituents

Regular leaflets and individual casework.

Section 4: Supplementary Information

-



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor M Rayner

Ward: Broadwaters

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Local Plans Review Panel	4	3
Members Forum	4	4
Overview & Scrutiny Committee	10	9

This represents an overall attendance of 92%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2 – Kidderminster Educational Foundation Working Group x 1 Planning x 1

Section 2: Community Involvement

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

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

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



Agenda Item No. 18

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

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

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

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

Section 3: Assisting Constituents

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

Section 4: Supplementary Information

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

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

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



WYRE FOREST DISTRICT COUNCIL Annual Report and review 2014/2015



Name of Member: Councillor C Rogers

Ward: Mitton

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Audit	4	4
Cabinet Financial Strategy Advisory Panel	4	4
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	3
Overview & Scrutiny	10	10
Parking Enforcement Review Panel	1	1

This represents an overall attendance of 97%

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

Section 2: Community Involvement

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

Section 3: Assisting Constituents

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



Section 4: Supplementary Information

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

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

**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor A Sewell

Ward: Broadwaters

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	3
Kidderminster Educational Foundation	2	1
Members Forum	4	3
Overview & Scrutiny Committee	10	6

This represents an overall attendance of 62%

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

Section 2: Community Involvement

I have kept in contact with the residents of Broadwaters by producing a regular newsletter in conjunction with my Labour Council colleagues and have embraced social media such as Facebook and Twitter to reach a wider audience.

I have also engaged opinion by arranging well attended public meetings throughout the year. I have also continued to knock on doors of local residents and called into local businesses to gain a full understanding of the needs of the ward.

I serve as a Governor of St Oswald's school. I am also a member of a number of friends groups in the ward.



Section 3: Assisting Constituents

It has been a privilege to work with the many groups and agencies doing great work in and around the Broadwaters ward in these difficult times. All of whom continue to make a real difference to the environment and to people's lives in the area and mitigating the effects of cuts of both national and local government. There is a strong community spirit and a "can do" attitude in Broadwaters and the various groups are an example for others to follow. I hope during the past year I have played my part in helping to develop these projects and I am looking forward to the coming year when we can deliver further improvements against a backdrop of very difficult social and economic conditions.

Section 4: Supplementary Information

During my working life, I work in a commercial environment. I believe this gives me an understanding to help deliver realistic targets and goals for the community. I have previous experience as a District Councillor and have served as a School Governor at a number of Schools.



**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor J Shaw

Ward: Areley Kings

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Cabinet Review Group	2	1
Council	5	5
Kidderminster Educational Foundation	2	2
Locals Plans Review Panel	4	4
Members Forum	4	3
Treasury Management Review Panel	3	3

This represents an overall attendance of 91%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	5 – Overview & Scrutiny

Section 2: Community Involvement

I am a trustee of Areley Kings Village Hall and a member of the Walshes Community Hall Action Group, and attended the monthly meetings of both throughout 14/15. As a governor of St Bartholomew’s Primary School, I am chairman of the Achievement and Standards committee. However, these offices require more than just attendance at meetings. For example, a management committee member needs to use the hall to know how it works for the community and a governor needs to be in school to appreciate how children are encouraged to learn. Such activities continued to take up a significant part of my time this year. Another regular activity was taking part in the monthly “Walshes walkabout” organised by Wyre Forest Community Housing, to identify environmental issues which might need to be addressed.



One planning issue dominated the community life of Areley Kings during the year, the above-mentioned Tesco application. Public sentiment was overwhelmingly against approval. To help organise sentiment into constructive channels, I was involved in organising public meetings and producing newsletters which, among other things, identified valid planning reasons to be deployed in objection to the proposal. Of course, I was not alone in these efforts and I acknowledge the work of my Labour Party colleagues and of Areley Kings First, the community group which formed itself into a formidable force over this issue.

Section 3: Assisting Constituents

As has been the case throughout my time as a councillor, I had about thirty active cases at any point during the year. Housing issues, bus services, repairs to roads and footpaths, advocacy to various agencies on behalf of individual households and fly-tipping all featured as regular tasks. In 14/15, as has been the case in Areley Kings since 1981, residents received a newsletter four times during the year. In addition to local news, the contact details of Labour councillors are displayed prominently. My colleagues and I don't hold surgeries : instead, often, we visit constituents in their homes.

Section 4: Supplementary Information

Meetings attended – The meetings counting towards a councillor's attendance record are a small number in comparison with the number required to carry out one's duties. In my case, in 14/15, as previously, meetings of the Labour Group, of Group Leaders, of "Member Champions" and with individual officers took place in the same buildings as those formally listed for attendance purposes. Also, this year I attended, and spoke at, four meetings in the council chamber about the Tesco planning application for a store at Areley Common. Outside, in the community, the aforementioned planning application led to several, well attended public meetings, at two of which I was chairman. Attendance at the meetings of the former Tenants Consultative Committee, now the Walshes Neighbourhood Action Group, was another regular commitment.



**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor D Sheppard

Ward: Lickhill

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

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

This represents an overall attendance of 84%

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

Section 2: Community Involvement

I have continued to take an active interest in and have supported Stourport Forward and Stourport Civic Hall attending a many of their functions.



Section 3: Assisting Constituents

I have dealt with complaints regarding amongst other things:-

- 1) overgrown hedges at the New Manor pub site on the Stourport/Kidderminster Road
- 2) the state of outside toilets in Stourport Memorial Park attached to the Community Centre
- 3) Bus services to and from Burlish , following the demise of Whittles.
- 4) Problem one constituent had with "benefits" following her daughter leaving school and starting university.
- 5) Continued concern regarding the state of the Swan Hotel in Stourport High Street.

By far the major concern has been with regard to the future closure of Stourport Sports Centre, highly valued by Stourport residents, and in particular the loss of the swimming pool which is very well used by schools, many pupils walking to swimming lessons. Stourport people do not forget that this is both a riverside and canal town, with a lot of dangerous water.

Section 4: Supplementary Information

Other organisations which I am involved in are:-

- 1) PACT- Partners and Community Together- I have remained on the panel at meetings at Stourport Community Centre
- 2) The Elizabeth Mills Centre- WFDC representative- the centre continues to flourish under the Chairmanship of Ann Hill. record number of lunches are being served Monday to Friday as a result bookings are now required the day before! I have been involved in a misunderstanding between WFDC and the EMC. This has now been resolved- EMC owns the building and WFDC the land.
- 3) Clinical Commissioning Group- Wyre Forest- WFDC representative. I remain concerned about the finances of the Worcestershire Acute Trust, the waiting times at Worcester Royal Hospital A and E and the slowness to take maximum advantage of facilities at Kidderminster Hospital including a Doctor led Urgent Care Centre combining the Minor Injuries Unit with the "After Hours Service".
- 4) Age UK-Kidderminster- WFDC representative- this centre is in a state of change with a new Chairman, the centres two mini buses now being operated by Dial-a-Ride and the finances taking a turn for the worse although not critical by any means.
- 5) Severn Valley Railway- I continue to work on a voluntary basis as a Travelling Ticket Inspector, now having completed 10 years service. My membership of the SVR goes back however to 1977.

As a past Mayor of Stourport, I am well known in the town and as a "down to earth" individual people as far as I know have no problem in approaching me for advice or expressing their concerns or opinions.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor M Stooke

Ward: Greenhill

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Local Plans Review Panel	4	4
Members Forum	4	4
Planning	9	9

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1 – Licensing & Environmental

Section 2: Community Involvement

Kidderminster Charter Trustees 100% attendance.
 Local Area PACT meetings at St Ambrose 100% attendance.
 TTCs at St Georges & St Cecelia’s 100% attendance.
 Attended opening ceremony of St Basil’s Foyer, Hostel for young homeless people.
 Meetings and Table Days to promote a Town Council for Kidderminster.
 Attended meetings for various community events.
 Litter Picking various Wards across Wyre Forest and working with schools and residents, also working with Green Depot Team on the Big Tidy Up.



Section 3: Assisting Constituents

Installed at home a dedicated landline Phone /Answer service for constituents to able to contact me direct.

Regular Ward Walks looking for issues, including with the Chief Exec of WFDC

Deal with resident's difficulties & problems – Parking – Highways – Trees – Potholes – Cycle Tracks – Domestic Violence – Housing – Anti Social Behaviour – Street Lighting.

Liaising with the local Police and PCSO's & other Cllrs, Town - District & County & other agencies.

Weekly Surgery at UKIP office on Kidderminster Town Centre.

Section 4: Supplementary Information

Attended events relating to Kidderminster Charter Trustees – Mayor Making - Roll of Honour Blessing at St Mary & All Saints' Church - Freedom March by the Mercian Regiment – Armistice Day - Holocaust Ceremony – Commonwealth Flag Raising at Wyre Forest House – Dedication service for the Tower Of London Poppies from the “Blood Swept Lands and Seas of Red” installation mounted on a cross and installed above the book of Roll of Honour to all the fallen at St Mary & All Saints' Church. The 6 poppies were individually donated to the parish by UKIP Cllrs.

Trying wherever possible to protect traditions and historical uniqueness of Kidderminster in respect of preserving its architecture.



**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor S Williams

Ward: Blakedown & Chaddesley

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Council	5	5
Kidderminster Educational Foundation	2	2
Local Plans Review Panel	4	4
Members Forum	4	4
Planning	10	10

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	2 – Overview & Scrutiny

Section 2: Community Involvement

I am a Member of the Executive Committee of the Museum of Carpet
 I am Chairman of the Margaret Delabere Almshouse Trust
 I am a Parish Councillor for Chaddesley Corbett with a 100% attendance record and I have also attended Parish Meetings at Blakedown and Churchill, Rushock, Stone and Broome.
 I have sung in St Cassian’s Church Choir for over 50 years



Section 3: Assisting Constituents

I have helped constituents with many and varied items including parish and district matters and delivered five newsletters during the year to all constituents.

Section 4: Supplementary Information

This year I have had the honour of being Chairman of the District Council. Along with my wife Chris, I have attended 92 events and I feel we have been good ambassadors for the District. I have attended many Group meetings helping to formulate policy.

**WYRE FOREST DISTRICT COUNCIL
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Name of Member: Councillor P Wooldridge

Ward: Broadwaters

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Appointments & Appeals	2	2
Council	5	5
Kidderminster Educational Foundation	2	2
Members Forum	4	4

This represents an overall attendance of 100%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	1 – Cabinet Financial Strategy Advisory Panel

Section 2: Community Involvement

-



Section 3: Assisting Constituents

I hold a Constituent surgery at the Office of Jim Carver MEP at 117 Coventry Street every Thursday from 10am till 2pm. This is advertised prominently in the Main street Shop window. I also have business cards in a desk top dispenser at the same establishment giving full contact details. Any constituent enquires that come in outside this time and in my absence are forwarded to me by staff and registered in the office. I also take calls and respond from home. I receive regular feedback from a more general surgery held on a rotational basis with UKIP Councillor Colleagues every Wednesday at the MEPs Office.

I have attended various meetings of residents and tenants groups, Parks and PPC meetings etc.

With the help of the Chief Executive, I have arranged for the decontamination of waste land on Green Hill (inside Broadwaters ward).

I have dealt with problems and complaints concerning WFDC and the Housing association including two formal complaints where I have represented tenants. Both of which resulted in satisfactory outcomes without recourse to the Ombudsman.

I have taken part in organised Litter picks in many areas of WFDC to encourage young people in particular to take pride in and respect their local environment.

Section 4: Supplementary Information

I have attended Armistice Day and remembrance events in my role as a Kidderminster Charter Trustee.

I have attended the dedication of the new Roll of Honour at St Mary and all Saints Church as a Councillor of WFDC

I have attended the Holocaust day remembrance ceremony and laid flowers as a WFDC Councillor. I have attended the raising ceremony of the Commonwealth Flag at Finepoint house as a UKIP Councillor.

UKIP Councillors as a group have privately commissioned a cross to be dedicated and installed at St Marys and all saints Church.

Each UKIP Councillor has purchased a Poppy from the Tower of London remembrance installation and gifted this to the Church to be mounted on the cross and installed above the new roll of honour. Proceeds have benefitted six Armed Forces Charities.

**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor Michael Wrench

Ward: Oldington & Foley Park

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

Name of Committee	No. of meetings held during the year	No. of meetings attended
Cabinet Financial Strategy Advisory Panel	4	4
Council	5	5
Kidderminster Educational Foundation	2	2
Kidderminster Educational Foundation Working Group	2	2
Members Forum	4	4
Overview & Scrutiny Committee	10	10
Planning	10	10
Treasury Management Review Panel	3	3

This represents an overall attendance of 100%

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

Section 2: Community Involvement

Kidderminster Charter Trustees 100% attendance.
 Attended local PACT meetings at Foley Park - Birchen Coppice – Greatfield Road.
 Attended TTCs at Dowles Road Community Centre.
 Worked closely with Birchen Coppice School on various projects.
 Worked closely with pupils of Baxter College who attend the Dowles Road Community Centre.
 Meetings and Table Days to promote a Town Council for Kidderminster.
 Arrange The Big Tidy UP Treasure hunt with prizes donated by the West Midlands Safari Park.
 Arranged numerous Litter Picking events across Wyre Forest working with schools and residents, also working with the Green Street Depot Team on their Big Tidy Up.



Section 3: Assisting Constituents

Held regular Weekly surgeries at UKIP office in Kidderminster Town Centre.

Regular Ward Walks looking for issues, including a tour with the Chief Exec of WFDC Ian Miller. Dealt with resident's difficulties & problems – Parking – Highways – Trees – Potholes – Cycle Tracks – Domestic Violence – Housing issues – Anti Social Behaviour – Fly Tipping

Liaising with the local Police and PCSO's & other Cllrs, Town - District & County & other agencies in trying to resolve problems.

Section 4: Supplementary Information

Worked 2 full days on the BINS collecting rubbish in my ward and another day on the Rural route and doing Bulk collections.

Attended events relating to Kidderminster Charter Trustees – Mayor Making - Roll of Honour Blessing at St Mary & All Saints' Church - Freedom March by the Mercian Regiment – Armistice Day - Holocaust Ceremony – Commonwealth Flag Raising at Wyre Forest House – Dedication service for the Tower Of London Poppies from the “Blood Swept Lands and Seas of Red” installation mounted on a cross and installed above the book of Roll of Honour to all the fallen at St Mary & All Saints' Church. The 6 poppies were individually donated to the parish by UKIP Cllrs.

Supported along with the Police the fitting LED Bike lights at Birchen Coppice School as part of the “be seen bike campaign”.

Supported Wyre Forest Age UK's new project for Volunteers to visit the elderly in their homes.

**WYRE FOREST DISTRICT COUNCIL
Annual Report and review 2014/2015**



Name of Member: Councillor G Yarranton

Ward: Wribbenhall

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

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

This represents an overall attendance of 80%

Period of Extended Absence, (i.e. Maternity leave/Sick leave):	-
Number of meetings attended as a substitute:	5 – Overview & Scrutiny x 2 Planning x 3

Section 2: Community Involvement

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



Section 3: Assisting Constituents

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

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

I attended a tribunal in Birmingham to help Severn Bank Park residents have their ground rent reduced. I have also arranged for grit bins to be installed in Severn Bank Park and allocated funding for grit to be supplied over the winter period.

I also allocated funding to Bewdley Town Council for fruit trees in the Millennium Green on the Queensway estate

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

I have also liaised with the Care and Repair Agency to help a resident have a downstairs bathroom installed.

Section 4: Supplementary Information

-

Cabinet

Annual Report 2014/2015

Report from the Leader

It gives me great pleasure to produce my report as Leader of Wyre Forest District Council, having completed a full municipal year in post.

I was appointed on 2nd April 2014.

The municipal year 2014/15 has been another busy year for Wyre Forest District Council. The agenda has been challenging as usual but I am confident that the Council has continued to make progress against its three main priorities of securing the economic prosperity of the district, delivering together with less and improving community well-being.

This past year has seen significant and encouraging progress with delivering regeneration and local economic recovery throughout the district including one of the District's main key infrastructure projects being the Hoobrook link road. The first phase is well underway in construction and work on delivery of the second phase is well underway with a commitment by the County Council that works will commence in early 2015 and at the time of writing work has now begun. The Council remains committed to the delivery of the Hoobrook link road as a key development to unlock growth in the South Kidderminster Enterprise Park. The units at the SPACE business incubation centre at Hoo Farm is a great success and spaces are being snapped up by new and growing businesses. Also, significant progress has been made in support of our town centres with over many empty shops taken up with the Council's help with improvement grants and business rate relief. In Kidderminster I'm pleased to confirm that the £2m public realm improvement project has now started and the demolition of Crown House will begin as soon as the legal agreements are sorted. In Bewdley planning permission is in place for the new medical centre and NHS funding confirmed and again as I write work is about to start.

This is now the third year the Council has occupied Wyre Forest House. I am exceptionally proud of the dedicated staff who have continued to deliver day to day services. The new headquarters is a vastly improved working environment for our staff and in the time we have been here, the operational benefits are already very apparent. I can confirm that the issue with the heating system has been resolved and that the car park work is nearly complete.

We continue to make the building as efficient as we can and have secured both Worcestershire Regulatory Services and dhjh accountants to rent part of the building, bringing in circa £150k per annum. The financial case for moving to the new HQ remains as robust as ever with annual savings of circa £650k.

The Council has continued along its journey of transformation with a view to significantly reducing our annual revenue expenditure. It is important to remember that we will have seen our total budget reduced by nearly a quarter over a four year period whilst our grant from Government will have reduced by

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nearly 50%. This has presented significant challenges to the organisation. I am proud of the way that the Council has responded to these challenges with ever more ingenuitive schemes, or income generation and expenditure reductions. No doubt we await further government announcements on funding for local authorities in due course.

The last year has also seen significant progress against the Council's major capital project being the new leisure centre. The existing arrangements for three leisure centres are unaffordable and the Council continues to progress delivery of a single modern, improved and more efficient facility that will serve the district as a whole and reduce the annual expense to the taxpayer. I am pleased we have agreed and purchased a site and we have full planning permission secured and a preferred partner Places for People and the centre will open in Summer 2016.

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

I would also like to place on record my thanks to my Cabinet colleagues for their support and counsel since taking over as Leader.

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

Wyre Forest District Council
Annual Scrutiny Report
2014/2015



Foreword of the Chairman of the Overview and Scrutiny Committee

The 2014/15 municipal year has been very busy for the Overview and Scrutiny Committee. Throughout the year I have always tried to take on board and implement any suggestions by Members for an improved scrutiny process. I think it is important that all Members feel able to take part in scrutiny and am pleased to say we have had many observers attend during the year.



The Committee has met 10 times during the year and has worked hard to ensure that the decisions the Council has had to take have been thoroughly scrutinised on a cross party basis, some have proved to be more controversial than others, especially items such as the review of the Worcestershire Hub Satellite Offices at Stourport-on-Severn and Bewdley. This resulted in the decision being 'called-in' and the Cabinet Member asked to re-consider his decision to endorse the closure of the Offices. This was the first 'call-in' of a decision the Council had received for many years.

The Committee has responsibility for discharging the Council's Crime and Disorder Scrutiny function. The Committee received an update on the progress of the North Worcestershire Community Safety Partnership (CSP) during 2014/15 and scrutinised the progress made against the Partnership's key crime and community safety priorities.

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

Councillor Liz Davies



Scrutiny at Wyre Forest

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

The committee consisted of 12 cross party Members. The workload included scrutinising proposals for new or amended policies before their consideration by the Cabinet and Council, undertaking detailed reviews into existing procedures and policy, and monitoring the schedule of proposed decisions as set out in the Council's Forward Plan.

Review Panels

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

The following Panels have taken place during the 2014/2015 year:

Name	No. of meetings	Purpose
Treasury Management	3	Allowed detailed scrutiny and training in respect of treasury management
Local Plans Includes co-opted Members from Town Councils	4	Detailed scrutiny of the draft policy documents relating to the local development framework, helping to shape them before the formal process of consultation or adoption

Recommendation Tracking

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

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

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



Public and Stakeholder Involvement in Scrutiny

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

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

Terms of Reference - The Overview and Scrutiny Committee

1. Reviews the policies of the Council and the Cabinet and recommends to the Council or the Cabinet:
 - (i) Whether any new policies are required.
 - (ii) Whether any existing policies are no longer required.
 - (iii) Whether any changes are required to any existing policies.
 - (iv) Whether any action is required to make the policies more effective.
2. Reviews the discharge of Cabinet functions, and recommends to the Council or the Cabinet:
 - (i) Whether any action should be taken to improve the economy, efficiency and effectiveness of those functions.
 - (ii) Whether any action should be taken to improve the co-ordination of the various functions within the Authority, or with any other person or body.
 - (iii) Whether the function should continue to be discharged or be discharged in another way.
3. Reviews any decisions or proposed decisions of the Council and of the Cabinet. In undertaking such reviews, the Overview and Scrutiny Committee shall in particular consider:
 - (i) Whether the relevant criteria were used.
 - (ii) Whether the decision is in accordance with the budget and policy framework of the Council.
 - (iii) Whether the decision or action was within the powers of the Authority.
 - (iv) Whether the decision was lawful.
 - (v) Whether the decision contributes to the efficient, effective and economic discharge of the function.
4. Recommendations should all take account of the following:
 - (i) Whether the decision should be reconsidered, and if so, what alternative decision should be taken.



- (ii) Whether the proposed decision should be taken or taken in a different form.
 - (iii) Whether any further action should be taken in the experience of that decision to ensure proper or better implementation of decisions.
 - (iv) Whether any further actions should be taken in the experience of that decision to improve the manner or quality of decision-making for the future.
5. Considers any matters which affect the Council or its administrative area or the inhabitants of that area and makes recommendations to the Council or the Cabinet arising from that consideration.
 6. External Partners

Reviews the performance and effectiveness of the Council's external partner organisations, including the duty to scrutinise the local Crime and Disorder Reduction Partnership.
 7. Review Panels

Establishes time limited Review Panels which focus upon specific issues of concern raised by Members through a Scrutiny Proposal Form, consider evidence, and subsequently make recommendations to the Overview and Scrutiny Committee. A protocol for the establishment of Review Panels is attached as Appendix C at section 10 of the Constitution.
 8. Review the Forward Plan

Regularly reviews the Forward Plan with a view to deciding which, if any, forthcoming items require consideration.
 9. Sets and agrees an Annual Work Programme and prioritises the work of the Committee.
 10. Ensures consideration is given to encouraging public participation and engagement in functions of the Committee.
 11. Ensures that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
 12. Monitors the implementation of scrutiny recommendations.
 13. Reviews and scrutinises relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.



Wyre Forest District Council
Ethics and Standards Committee
Annual Report 2014/2015

Foreword by the Chairman of the Ethics and Standards Committee

I would like to thank the Solicitor to the Council, Mrs Caroline Newlands for her dedicated support over the last 12 months.

The Committee met once during the year to approve the introduction of arrangements for Members who use inappropriate language on social media.

The Localism Act 2011 introduced fundamental changes to the regulation of standards of conduct for elected and co-opted members of local authorities. The Legislation enabled a more streamlined process for dealing with allegations of breach of the Members' Code of Conduct with a wider role for the monitoring officer in resolving matter relating to Code of Conduct. Now that the new arrangements have had the opportunity to bed down, it is appropriate this year (2014/15) for the continuing role of the Standards Committee to be reviewed as part of the IRP process.

**Councillor Douglas Godwin
Chairman – Ethics and Standards Committee**

Members of the Ethics and Standards Committee

Members:

Councillor D R Godwin (Chairman) Councillor J Aston (Vice-Chairman, Councillor A R Clent, Councillor B T Glass, Councillor N Knowles and Councillor T L Onslow

Co-opted Members: Reverend J Cox and Mr R Reynolds

Parish Council Representative: Councillor R Hobson

Terms of Reference

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

WYRE FOREST DISTRICT COUNCIL

COUNCIL
27TH MAY 2015

Honorary Alderman Appointment Procedure

OPEN	
CABINET MEMBER:	The Leader of the Council
RESPONSIBLE OFFICER:	Chief Executive
CONTACT OFFICER:	Ian Miller, Ext. 2700 ian.miller@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Honorary Alderman Appointment Procedure

1. PURPOSE OF REPORT

- 1.1 To seek approval of the updated Appointment Procedure for conferring the title of Honorary Alderman.

2. RECOMMENDATIONS

The Council is asked to:

- 2.1 **APPROVE** the updated Appointment Procedure for Honorary Alderman as set out in Appendix 1.

3. INTRODUCTION

- 3.1 On 18 May 2005 Council adopted an Appointment Procedure for conferring the title of Honorary Alderman under the provisions of Section 249 of the Local Government Act 1972 which states ***'By a resolution passed by not less than two thirds of 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'***.
- 3.2 To date, three Honorary Aldermen have been appointed; two in 2005 and one in 2008. Sadly, all have now passed away.
- 3.3 On 10 March 2015 Group Leaders were invited to comment on the updated Honorary Alderman Appointment Procedure due to certain elements being out of date. It was noted the proposed requirement for a nomination to be supported by at least two councillors, drawn from different groups, is to demonstrate that, at an early stage, there is some cross-party support for any nomination.

- 3.4 A copy of the proposed updated Appointment Procedure for conferring the title of Honorary Alderman is set out in **Appendix 1**.

4. FINANCIAL IMPLICATIONS

- 4.1 The financial implications are limited to the cost of a Commemorative Scroll and Badge of Office which can be met from existing budgets.

5. LEGAL AND POLICY IMPLICATIONS

- 5.1 The legal implications are set out in paragraph 3.1.

6. EQUALITY IMPACT ASSESSMENT

- 6.1 The amendments to the Appointments Procedure do not require a full equality impact assessment to be undertaken.

7. RISK MANAGEMENT

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

8. CONCLUSION

- 8.1 The amended Appointment Procedure recognises the importance the Council places on ensuring the scheme remains up to date and fit for purpose for conferring the title of Honorary Alderman.

9. CONSULTEES

- 9.1 On this report: the Leader of the Council; and the Corporate Leadership Team.

- 9.2 On Appendix 1 of this report: Group Leaders on 10 March 2015.

10. BACKGROUND PAPERS

- 10.1 Report to Council:

Council on 18 May 2005 and minutes

<http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt7498>

- 10.2 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 two or more Members of the Council, drawn from at least two different political groups, 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 Members 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 presentation of a Badge of Office and a Scroll to that person;
 - b) for the name of the person to be admitted to the Roll of Honorary Aldermen, which shall be established for such purpose in the principal offices of Wyre Forest District Council.

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 Chairman, Vice-Chairman or Leader of the Council, Chairman of a major Council Committee, member of Cabinet or Leader or Deputy Leader of any political group.

3. **Rights and Privileges**

- a) An Honorary Alderman shall be entitled to the following rights and privileges: -

Agenda Item 21
Appendix 1

- 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.
 - 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 but giving precedence to the Chairman (or Vice-Chairman if s/he is representing the Chairman) and Leader of the Council.
 - 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 principal offices of the Council at half mast from the day of death until sunset on the day of the funeral service
 - 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 the appointment procedure for Honorary Aldermen, to consider and make a subsequent recommendation to Council on nominations to the position of Honorary Alderman.
2. The Cabinet 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 Chairman, Vice-Chairman or Leader of the Council, Chairperson of a major Council Committee, member of Cabinet or Leader or Deputy Leader of 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**