

Open

# Council

# Agenda

6pm  
Wednesday, 13th December 2017  
Council Chamber  
Wyre Forest House  
Finepoint Way  
Kidderminster



## Council

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**COUNCIL MEETING**

**5<sup>th</sup> December 2017**

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

**PRESS AND PUBLIC**

Dear Member

**YOU ARE INVITED** to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. on Wednesday 13<sup>th</sup> December 2017**, 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.

## WEBCASTING NOTICE

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

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**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.

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\* Unless there are no reports in the open session.

Wyre Forest District Council

Council

Wednesday, 13th December 2017

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Prayers</b>  To be read by Rev Carey Saleh, Vicar of Stourport and Wilden.	
2.	<b>Apologies for Absence</b>	
3.	<b>Declarations of Interests by Members</b>  In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.  Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	<b>Minutes</b>  To confirm as a correct record the Minutes of the meeting held on 27 <sup>th</sup> September 2017.	9
5.	<b>Public Participation</b>  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 4 <sup>th</sup> December 2017.  <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>	
6.	<b>Questions</b>  Five question have been submitted in accordance with Standing Order A5 by Members of the Council.  <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>	22

7.	<p><b>Chairman's Communications</b></p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	23
8.	<p><b>Leader of the Council Announcements</b></p> <p>To receive announcements from the Leader of the Council.</p>	
9.	<p><b>Motions Submitted under Standing Orders</b></p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1).</p> <p><b>Motion from Councillor N Knowles, Leader of the Labour Group</b></p> <p>This council deplores the decision to close the HUB in Kidderminster Town Hall, thereby depriving the Town Council of £50,000 per year rent and more importantly depriving the public of a safe and efficient centre for information and service.</p> <p>We demand the HUB is kept open in Kidderminster Town Hall as a major provider of services to the public.</p>	
10.	<p><b>Urgent Motions submitted under Standing Orders</b></p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	
11.	<p><b>Local Pay Arrangements, 2018-2021</b></p> <p>To consider a report from the Chief Executive which seeks endorsement of the collective agreement on pay increases for the period 2018-2021 what has been negotiated with UNISON and GMB, and the noting and endorsement of steps that have been taken to phase out ongoing loyalty (long service) awards.</p>	24
12.	<p><b>Review of Polling Place in the Wyre Forest District</b></p> <p>To consider a report from the Returning Officer and Chief Executive which recommends a change of a designated polling place in the Wyre Forest District following a recent review.</p>	36
13.	<p><b>Policy and Budget Framework</b></p> <p>Matters which require a Decision by Council.</p> <p><b>(a) Recommendations from the Overview and Scrutiny Committee – 2<sup>nd</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017-18</b></li> </ul>	48

	<p><b>(b) Recommendations from the Cabinet – 14<sup>th</sup> November 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Depot 2020: Plans for Investment and Improvement – Amendment to the Capital Programme</b></li> </ul>	49
	<p><b>(c) Recommendations from the Licensing and Environmental Committee – 4<sup>th</sup> December 2017</b></p> <ul style="list-style-type: none"> <li>• <b>Scrap Metal Licensing Policy and Guidelines</b></li> </ul> <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public inspection copies are available on request. Please refer to the front cover for contact details.</p>	50
14.	<b>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b>	
15.	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

## Part 2

### Not open to the Press and Public

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

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,  
KIDDERMINSTER

27TH SEPTEMBER 2017 (6PM)

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**Present:**

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

**C.37 Prayers**

Prayers were said by Dudley Anderson, Senior Leader of Cornerstone Family Church, Stourport on Severn.

**C.38 Apologies for Absence**

Apologies for absence were received from Councillor N Martin. Councillor M Rayner would be arriving late.

**C.39 Declarations of Interests by Members**

There were no declarations of interests.

**C.40 Minutes**

**Decision: The minutes of the meeting held on 26th July 2017 be confirmed as a correct record and signed by the Chairman.**

**C.41 Public Participation**

In accordance with the Council's scheme for public participation at meetings of Full Council, the following member of the public addressed the meeting at this point on behalf of both UNISON and GMB unions:

Steve Akers, Regional Organiser, UNISON West Midlands:

*UNISON and GMB urge Council to back away from an inevitable dispute if the recommendations in the Chief Executive's report are implemented. We ask you to either reject the recommendations or at the very least defer a decision today in order for further negotiations to take place. These are*

## **Agenda Item No. 4**

*only recommendations.*

*Councillor Desmond describes the proposals on pay as an increase and as fair and affordable. It is not. In real terms it represents a pay cut. Neither is it fair to expect staff to agree to being tied into a four year settlement of an average of only 1% per year. The additional suggested 0.25% payments in 2021 and 2022 are only one-off payments and will not be a consolidated increase going forward.*

*We urge Council to rejoin the NJC Bargaining framework – WFDC is very much a minority among West Midlands Councils by choosing to be outside the NJC.*

*We therefore urge your support for the opposition Labour Group motion tabled this evening.*

*Imposing a pay award and ending the LSA by issuing s.188 redundancy notices is no way to treat your staff and conduct industrial relations.*

*You have choices – there are other ways forward. We remind Council that you are under great scrutiny on this issue. Your staff and their families are also your constituents.*

*ON PAY – the Chief Executive has omitted from his report that UNISON and GMB have put to the Council, proposals throughout the negotiations for some form of a two stage, four year settlement. Most recently for 2018-2020 we have suggested 4% over the two years; for 2020-2022 we have asked for an agreed commitment to further meaningful negotiations on what is achievable as a pay award for 2020-2022.*

*The Council leadership's insistence on a four year deal and not going above the current Public Sector Pay cap of an average of 1% over those four years is totally unrealistic when inflation is currently 2.9% and predicted to remain at these levels. We could not tie our members into such a proposal when there are indications that central Government is indicating it will lift the cap and is listening to representation on this from the LGA and its own MP's, especially in marginal constituencies.*

*We expect an easing of austerity with regard to Central Government's funding settlements to Local Government during the next four years in a very fast moving political environment. Given this, we urge Council to show more flexibility over its insistence on a four year settlement.*

*ON THE LONG SERVICE AWARD - UNISON and GMB negotiated in good faith on a phasing out over a longer period to mitigate against the total loss of these payments over two years as originally proposed.*

*We are not surprised that our members have completely rejected WFDC's proposals – we have listened to our members – we will fully support them in wishing to retain these payments which are a long standing contractual*

*agreement dating from 2003.*

*As the Chief Executive notes in his report to you, ending this would only save the authority £16K per annum – less than 1% of the funding gap confronting WFDC.*

*This proposal is highly contentious and we urge WFDC to withdraw it. To cut the pay of staff in this way and cause a further negative impact on morale for the sake of less than £16,000 a year is short-sighted and wrong.*

*UNISON and GMB urge Council to adopt our suggestion made throughout the negotiations of allowing this to “whither on the vine”, i.e. to allow it to phase out as the older long serving members of staff retire. This is a much fairer way to proceed.*

*In summary on Agenda Item 9 we call on you to support the Labour Group Motion and on Agenda Item 11 we call on you to either reject the recommendations and refer back for further reports or at the very least defer a decision this evening to allow for further negotiations to take place with UNISON and GMB.*

**C.42 Questions**

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

**Question from Councillor N Knowles to the Leader of the Council**

Concern for housing provision has raised the issue of how to establish a self-build scheme either as a joint exercise between Wyre Forest District Council as a land owner and the yet to be created self build group and/or with a co-operative housing group as a social landlord provider. How is the work going in developing such policies?

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

The Community Led Housing Co-ordinator is now in post and has been out meeting with individuals, community groups and Parish Councils to raise awareness of self- or custom-build and community housing models. We have also developed a new page on the Council website which we hope will go live shortly and are utilising data from households who have registered on the self and custom build register to identify communities of interest. The Community Led Housing Co-ordinator will be hosting an event in the future to bring together interested resident and partner organisations to help progress that model.

Councillor Knowles thanked the Cabinet Member for the response and wished the Council well with the progression of the policy, and felt it was a good route to follow.

**Question from Councillor N Knowles to the Cabinet Member for Planning & Economic Regeneration**

Would the Cabinet Member and his colleagues take progressive action on

#### **Agenda Item No. 4**

Crown House using money made available to Wyre Forest District Council, demolish the building and clear the site for re-development?

#### **Answer from the Cabinet Member for Planning & Economic Regeneration**

Councillor Knowles is aware that on 12<sup>th</sup> September this Council published a news release explaining that we are in discussions with the Crown House tenants Telereal Trillium, with the aim being for them to demolish Crown House in exchange for early surrender of the lease of the building. The Cabinet has no intention to use money from the capital portfolio fund, which I think is what Councillor Knowles is requesting, as we are determined to ensure that the removal of Crown House will not come at any cost to District tax payers. Furthermore not too long ago some opposition Councillors were calling on this Cabinet to divert £500,000 which had been set aside for the stage 2 of the Kidderminster public realm programme for Worcester Street's reopening to vehicular traffic, to pay for the demolition of Crown House. They obviously didn't trust that we and the determined Officers of this Council would achieve what we have always made clear we would achieve. We are hopeful that Telereal Trillium's board meeting, now scheduled for 12<sup>th</sup> October, will agree the terms of a deal agreed verbally.

#### **Supplementary response from Councillor N Knowles**

A point of explanation, the opposition group of Councillors you referred to was not the Labour Group. Can I wish you well as an administration with the negotiations with the company, but I know and you know as well that everybody in Kidderminster and Wyre Forest actually want to see Crown House down as soon as possible and re-developed to start earning some income and providing some jobs and services for the people of Wyre Forest.

#### **Question from Councillor V Higgs to the Cabinet Member for Housing, Health and Well-being**

Noting, and supporting, the recent use of Section 106 monies to enable four new houses to be offered at a "social" rather than an "affordable" rent, can the Cabinet member give further examples of district council interventions currently under consideration to increase provision of genuinely affordable housing association homes?

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

We don't have any other schemes currently under consideration and this is partly because the Homes and Communities Agency have indicated the possibility of funding schemes for social rent as well as affordable housing in future. That doesn't necessary mean the registered providers will apply for grants to deliver social rent but we will work with them to encourage them to do so. We only consider offering this grant on a 100% affordable sites as Section 106 sites should be offering properties for social rent anyway. It is dependent on schemes being bought forward by our registered provider partners and there aren't any other suitable ones at present. The delivery of affordable housing is driven by our registered providers such as Wyre Forest Community Housing rather than by us.

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However, we have used Section 106 money in this instance which has been obtained as a financial contribution from developers in lieu of an onsite contribution and can only be spent on affordable housing. This has bridged a funding gap Wyre Forest Community Housing have between providing a social rent as opposed to an affordable rent but with the Homes and Communities Agency suggesting they will bridge the gap in future it shouldn't be required.

#### **Supplementary question from Councillor V Higgs**

On September 19<sup>th</sup> the Secretary of State for Communities and Local Government Sajid Javid MP announced that the Government would bring forward a green paper on social housing. The LGA's response stated that it would look forward to working with the Government to build new affordable housing. However the response did not differentiate between social and affordable rent levels, nor did it refer to those Council areas in which publicly rented properties are provided by housing associations.

Can Councillor Rogers give Council the assurance that we will make representation to the LGA so that Wyre Forest's need for social rather than affordable rented properties is recognised in the LGA's further collaborations with the Government and that future improved funding arrangements should be as favourable for Councils served by housing associations as those with their own stock?

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

I am sorry Councillor Higgs, I cannot give you a full answer to that question but I will research it and I will give you a written answer as soon as possible.

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

Is the Cabinet Member satisfied with public toilet provision in Stourport?

#### **Answer from the Cabinet Member for Operational Services**

Yes I am.

#### **Supplementary question from Councillor J Shaw**

Can I assure you that the reference I make is to item 15 on this agenda? It is in the exempt section so obviously I am not going to mention any figures but I would ask the Cabinet Member whom I note represents a Bewdley Ward if she is comfortable with the fact that the Council is proposing to spend a very large sum of money indeed to meet the needs of Bewdley town centre and yet will not meet the needs of Stourport town centre for better public toilet provision, with a sum of money that would be far smaller than the one we are talking about for Bewdley. Is she comfortable with that position of spending priorities?

#### **Supplementary answer from the Cabinet Member for Operational Services**

## **Agenda Item No. 4**

That is a very different issue we are going to discuss and I am not going to delve into the details of what is on the exempt part of the agenda. Am I comfortable? Yes I am comfortable. We provide toilets, even though it is not mandatory for us to do so, at the riverside area of Stourport and I think that is adequate provision and I am comfortable. I am not going to compare apples with pears and I thought it was a straight forward question but I should have known better.

### **C.43 Chairman's Communications**

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

### **C.44 Leader's Announcements and Report**

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

### **C.45 Motions Submitted Under Standing Orders**

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

#### **1. Motion from Councillor Chris Rogers, Cabinet Member for Housing, Health and Well-being**

*"This motion is to adopt the Motor Neurone Disease (MND) Charter, which sets out the care and support that people living with MND and their carers deserve and should expect.*

*The MND Charter is made up of 5 points:*

- 1. The right to an early diagnosis and information*
- 2. The right to access quality care and treatments*
- 3. The right to be treated as individuals and with dignity and respect*
- 4. The right to maximise their quality of life*
- 5. Carers of people with MND have the right to be valued, respected, listened to and well-supported.*

*By adopting the MND Charter, this council agrees to promote the Charter and make it available to all councillors, council staff, partner organisations and health and social care professionals who deliver services for the council.*

*We will raise awareness of MND and what good care looks like for those living with this devastating disease, as stated in the Charter, and do everything we can as the council to positively influence the quality of life for local people with MND and their carers living in our community."*

The Cabinet Member for Housing, Health and Well-being presented the motion and stated some of the facts surrounding the fatal disease. He advised that MND was a rapidly progressive disease which affects the brain and spinal cord. He added that the disease attacks the nerves which control movement so muscles no longer work. It can leave people locked

#### **Agenda Item No. 4**

in a failing body; unable to move, talk and eventually breath. He said that the disease can affect people from all communities and kills a third of people within a year and more than half within two years. A person's risk of developing the disease was up to 1 in every 300, and affects 5,000 adults in the UK at any one time. He concluded by stating that MND has no cure.

The Cabinet Member for Culture, Leisure and Community Protection was happy to second the motion, stating that the issues people with this terrible illness face were hard for many to grasp. She added that adopting the charter would be an important step forward and urged all Members to vote in favour of the motion.

The Leader of the Council and Councillors N Knowles, F M Oborski MBE and V Higgs all spoke in support of the motion.

**Upon a vote, the motion was carried unanimously.**

Councillor M Rayner entered the meeting at this point, (6.36pm).

#### **2. Motion on NJC Pay from Councillor Nigel Knowles, Leader of the Labour Group, incorporating the amendment by the Independent & Lib Dem Group**

*This council notes that:*

- *NJC basic pay has fallen by 21% since 2010 in real terms*
- *NJC workers had a three-year pay freeze from 2010-2012*
- *Local terms and conditions of many NJC employees have also been cut, impacting on their overall earnings*
- *NJC pay is the lowest in the public sector*
- *Job evaluated pay structures are being squeezed and distorted by bottom-loaded NJC pay settlements needed to reflect the increased National Living Wage and the Foundation Living Wage*
- *There are growing equal and fair pay risks resulting from this situation*

*This council withdraws from the position to date and in April 2018 will return to the NJC Negotiating Mechanism.*

*Council will accept any nationally agreed Pay Award provided that any award above that budgeted for by this Council is funded by Central Government. Council welcomes the joint review of the NJC Pay spine to remedy the turbulence caused by bottom loaded Pay settlements.*

*This council also notes the drastic ongoing cuts to local government funding and calls on the Government to provide additional funding to fund a decent pay rise for NJC employees and the pay spine review.*

*Council therefore resolves to;*

- *call immediately on the LGA to make urgent representations to Government to fully fund whatever NJC Pay Award is decided by*

#### **Agenda Item No. 4**

*National Negotiations and by the Pay Spine Review and notify us of their action in this regard.*

- *Write to the Prime Minister and Chancellor outlining our support for any negotiated award as in the bullet point above and call on them to fully fund any negotiated award and the Pay spine review.*
- *Meet with local NJC union representatives at the earliest opportunity to advise them of this change in Council Policy.*

Councillor Knowles presented the motion and acknowledged and accepted the amendment to the motion put forward by the Independent and Liberal Democratic Group, which had been incorporated into the substantive motion prior to the meeting. He stated that there was a real issue of Wyre Forest District Council inflicting changes for the worse onto employees if the trade unions do not agree, and various changes would be inflicted upon them. He questioned why it was considered necessary to issue letters dismissing then re-employing members of the workforce. He acknowledged that the Council had a funding gap of £1.9m which had to be closed by 2020. However continuing to erode the terms of conditions of staff would not close the gap. He said that the Labour Group wanted an efficient, well paid work force which was treated equally. He asked Members to support the motion.

Councillor Shaw seconded the motion and confirmed that the amendment to the motion put forward by the Independent and Liberal Democratic Group had been accepted.

Councillor Oborski spoke to the motion and stated that the Council's staff served the authority loyally and many go above and beyond the requirements of their contracts. She added that many local government staff across the country had to rely on food banks which in her opinion was totally unacceptable. She said that the Independent and Liberal Democratic Group felt that as a result of the recent Government announcements to end the public sector pay cap and end austerity in that respect, the Council should return to nationally agreed negotiations and should accept national pay awards. However if the national pay awards were above the level of what Councils had budget for, it was essential that Central Government funded any extra award. She said the time had come for the pay restraints on the public sector to be eased, and urged all Members to support the motion.

The Cabinet Member for Resources acknowledged the position of the Council's staff. However it was a fact that pay increases had remained exceptionally low across the public sector since 2010 and public sector finances remain very weak. He said, 10 years on since the global crash, public debt was still rising by £47 billion a year and the total debt was set to rise to £2 trillion by 2020, and it was in that context that the Council needed to make its decision. He said that the authority had an excellent track record of protecting jobs. Since 2010 the Council's net revenue budget had been reduced by approximately £6m; however there



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was no correlation in staff numbers. He said the administration valued staff immensely, had made the savings from back office functions and had not outsourced jobs. He added that since 2012 there had been 10 compulsory redundancies and he felt that the administration had an excellent track record of working with and valuing staff, and any accusations that staff had been treated poorly were unfounded. He concluded by saying that the authority had a duty of care to both the staff and the tax payers of Wyre Forest and had to get the balance right. The motion put forward was unaffordable and would not be supported.

Councillor Shaw spoke in favour of the motion. He stated that the strategy of austerity was not working and the motion clearly set out the requirement of the Government to provide additional funding for Council workers' pay.

Councillor Higgs said it was good to hear that the Council valued its employees. However that did not pay the bills or put food on the table. She said that she would willingly give up her £1000 per year community leadership allowance to go towards staff wages.

On behalf of the administration, the Leader of the Council thanked all the employees for the hard work they do. He stated however that it was unrealistic to expect Central Government to fund any increased national pay award, and having fully considered the motion the Conservative Group were unable to support it.

Following the debate, Councillor Knowles summed up by urging the administration group to back away from a potential dispute situation and continue negotiations with the Trade Unions.

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

For (11):

Councillors: J Aston, H E Dyke, P Dyke, V Higgs, N Knowles, S Miah, F M Oborski MBE, M Rayner, J A Shaw, S J Walker and G C Yarranton.

Against (21):

Councillors: J Baker, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, A T Hingley, D Little, T L Onslow, C Rogers, J D Smith, R J Vale, H S Williams, S J Williams and R Wilson.

#### **C.46 Urgent Motions Submitted Under Standing Orders**

There were no urgent motions.

#### **C.47 Local Pay Arrangements, 2018-2022**

The Cabinet Member for Resources presented a report from the Chief Executive which sought authorisation for the Head of Paid Service to take steps to implement local pay arrangements for the period 2018 to 2022,

#### **Agenda Item No. 4**

including changes to ongoing long service awards.

He formally moved the recommendations as set out in the report and advised that at its meeting in September 2016, Council instructed the Chief Executive as Head of Paid Service, to start negotiations with the recognised unions on local pay arrangements. Over that period eight formal meetings had been held with the unions on both a regional and local level, and unfortunately no agreement had been reached.

He added that he felt the package proposed by the Council was fair, measured and affordable. He stated that there had to be a balance between the needs of the staff and the tax payers of Wyre Forest to produce an overall strategy that would go towards addressing the deficit in the funding gap of £1.9 million by 2019-2020. The authority simply could not afford the proposals put forward by the Unions to date. He added that the process had not yet concluded and urged the Unions to carry on the dialogue with the Council. He outlined the proposed pay increase and changes to the ongoing long service awards, stating that there was currently a two-tier system which would be phased out: this affected approximately 50 members of staff. He said that there would be no changes to sickness pay.

The Leader of the Council seconded the proposal.

Councillor Oborski said that if the Council wanted to continue talks with the Unions it should not proceed with the report at this time. She moved that the item be deferred for further negotiations with the Unions. She added that it was unfair to carry on with a process which ultimately resulted in the issuing of redundancy notices and then re-engagement on different terms and conditions. She said that for the first time in 44 years she felt ashamed for being a Wyre Forest District Councillor. She added that, when the Council entered the current 4 year pay deal, the Unions were told that for the 2018 pay round we would revert back to the nationally agreed pay scales. In her opinion the Council were going to renege on the deal and go back on a position we said we would adopt.

In line with the comments from Councillor Oborski, Councillor H Dyke seconded the proposal and said that she felt the report was unacceptable and should be deferred. She stated that it was unfair to dismiss and then re-engage staff: negotiations should continue until a mutually acceptable agreement was reached. She also stated how much she and other Councillors valued the Council's employees and should show that we do by deferring the item.

Councillor Knowles spoke in favour of the deferral. He felt that the Council had already made up its mind and if people did not agree it would be inflicted upon them. He added that the authority would be in danger of being named as a bad employer if it continued with this issue.

Councillor J Aston left the meeting at 7.27pm and returned at 7.29pm.

Councillor Shaw spoke in favour of the deferral.

#### **Agenda Item No. 4**

He said that the strategy for a four year agreement was too long as there was no way of knowing what the financial circumstances would be at the end of that period, and he would not want the Council's employees to be locked into an agreement which means that people are paid less than other people doing the same job else where might be paid. In conclusion he said that the long service award cost £16,000, and in his opinion could be funded by reducing the £1,000 Community Leadership fund given to each of the 33 Councillors to £500 which would provide the fund and retain the good will of the staff.

The Leader of the Council spoke against the amendment for a deferral. He said it was not fair to defer or delay the process and the recommendations in the report were clear. It was to commence consultations with staff and unions, and consider feedback received during the statutory 45 day consultation period. He added that he was in agreement with the Unions that both sides wanted to reach a collective agreement, and there was ample opportunity to do that. He concluded by stating that the Council had not reneged on any deal as that was not the way the Council conducted its business.

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

For (11):

Councillors: J Aston, H E Dyke, P Dyke, V Higgs, N Knowles, S Miah, F M Oborski MBE, M Rayner, J A Shaw, S J Walker and G C Yarranton.

Against (21):

Councillors: J Baker, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, A T Hingley, D Little, T L Onslow, C Rogers, J D Smith, R J Vale, H S Williams, S J Williams and R Wilson.

The Cabinet Member for Resources summed up by stating that the package on the table was fair and sensible. However the authority had a very difficult financial landscape and what was proposed was affordable.

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

For (21):

Councillors: J Baker, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, A T Hingley, D Little, T L Onslow, C Rogers, J D Smith, R J Vale, H S Williams, S J Williams and R Wilson.

Against (11):

Councillors: J Aston, H E Dyke, P Dyke, V Higgs, N Knowles, S Miah, F M Oborski MBE, M Rayner, J A Shaw, S J Walker and G C Yarranton.

**Decision: The Council authorise the Head of Paid Service:**

- 1. to issue a notice to the unions under section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992, in order to seek implementation of the proposals set out in paragraphs 4.6 and 4.7 of this report;**
- 2. to commence consultation with staff on the proposals in respect of pay increases for 2018 to 2022 and the phasing out of ongoing long service awards; and**
- 3. if necessary, and following consideration of feedback received during the consultation period, for any staff who do not accept the proposals, to authorise a process of dismissal and re-engagement following 12 weeks' notice that would take effect on 31 March 2018.**

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

**Recommendation from the Overview & Scrutiny Committee – 7<sup>th</sup> September 2017**

- Annual Report on Treasury Management Service and Actual Prudential Indicators 2016/17**

The Chairman of the Overview & Scrutiny Committee, Councillor H Dyke, proposed the recommendations which were seconded by Councillor Oborski as Chair of the Treasury Management Review Panel.

Councillor Knowles spoke in favour of the recommendations and stated how important the Treasury Management Service was to the authority, and referred to the comprehensiveness of the reports and the confidence he had in the Officers and the Council on this issue.

**Decision:**

- 1. The actual 2016/17 prudential and treasury indicators be approved.**
- 2. The annual treasury management report for 2016/17 be noted.**

**C.49 Exclusion of the Press and Public**

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

**C.50 Capital Programme – Recommendations from Cabinet**

• **14th June 2017 - Bewdley Medical Centre and Former Library – Redevelopment**

The Cabinet Member for Planning & Economic Regeneration moved the recommendations set out in the confidential report and explained the current position of the redevelopment.

The proposal was seconded by the Cabinet Member for Operational Services.

Councillor Knowles expressed concerns over the capital project and asked for the item to be referred to the Audit Committee for consideration and investigation into the circumstances surrounding the contract

The Chairman of the Audit Committee, Councillor A Hingley announced that her Committee would consider the item.

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

For (20):

Councillors: J Baker, R Bishop, J-P Champion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, D Little, T L Onslow, C Rogers, J D Smith, R J Vale, H S Williams, S J Williams and R Wilson.

Against (10):

Councillors: J Aston, H E Dyke, P Dyke, V Higgs, N Knowles, S Miah, F M Oborski MBE, M Rayner, J A Shaw and S J Walker

Abstained (2):

Councillors: A T Hingley and G C Yarranton.

**Decision:**

- 1. The Capital Programme be amended to accommodate the gross additional estimated costs associated with the overall project in light of tenders received;**
- 2. the amendment is that the gross capital cost of the project be increased as detailed in the confidential report.**

There being no further business, the meeting ended at 8.11pm.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
13<sup>TH</sup> DECEMBER 2017**

**QUESTIONS TO COUNCIL**

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

Given that the investment portfolio of Wyre Forest District Council is subject to very regular scrutiny through its Committee and Officer structure, can we nevertheless assure the public that WFDC investments are not put into companies that use tax avoidance schemes.

**2. Question from Councillor N Knowles to the Cabinet Member for Planning and Economic Regeneration**

What progress is being made towards the demolition of Crown House?

**3. Question from Councillor N Knowles to the Cabinet Member for Planning and Economic Regeneration**

What progress is being made towards the reopening of Worcester Street to traffic?

**4. Question from Councillor J Shaw to the Cabinet Member for Culture, Leisure and Community Protection**

According to the recent audit carried out by the Food Standards Agency, the manpower available in Wyre Forest to deliver food safety controls is 2.04 full-time equivalents. Given that the District has 957 registered food businesses and the audit finding that there were 288 overdue food hygiene interventions, does the Cabinet member consider that this service has sufficient manpower to protect the public?

**5. Question from Councillor H Dyke to the Cabinet Member for Culture, Leisure and Community Protection**

I hope that the Leader and Cabinet Members are aware of the increased concern being expressed by local residents about the increase of street drinkers and beggars in Kidderminster Town Centre. With a capacity of only 5 members of staff in the Civil Enforcement Section to deal with these challenges, as well as the many other issues across Wyre Forest that fall within their job description, is the Cabinet Member responsible content that we have enough staff in place to deal with these issues in the quick and effective way needed?

**Chairman's List of Functions – 2017/18**

**SEPTEMBER 2017**

28<sup>th</sup> Kidderminster Town Council Community Awards

**OCTOBER 2017**

6<sup>th</sup> WFDC Chairman's Cabaret Night  
7<sup>th</sup> Wyre Forest Talking Newspaper AGM  
8<sup>th</sup> Bromsgrove District Council Civic Service  
11<sup>th</sup> Visit to St Richard's Hospice  
11<sup>th</sup> Chairman of Bromsgrove District Council's Italian Meal  
19<sup>th</sup> No Barriers Awards Ceremony  
20<sup>th</sup> Hate Incident Partnership Event  
28<sup>th</sup> Launch of the Poppy Appeal

**NOVEMBER 2017**

3<sup>rd</sup> Mayor of Stourport's Last Night of the Proms  
4<sup>th</sup> Kidderminster Festival Orchestra Inaugural Concert  
11<sup>th</sup> WFDC Chairman's Coffee Morning  
12<sup>th</sup> Remembrance Service, Stourport on Severn  
18<sup>th</sup> Kidderminster Christmas Lights Switch on  
19<sup>th</sup> RoadPeace Service  
23<sup>rd</sup> Hereford & Worcester Sports Awards  
24<sup>th</sup> Three Kings Parade  
30<sup>th</sup> Worcester Victorian Christmas Fayre

**DECEMBER 2017**

2<sup>nd</sup> Bewdley Christmas Lights  
2<sup>nd</sup> Wyre Forest Symphony Orchestra  
8<sup>th</sup> Wychavon District Council Carol Service  
8<sup>th</sup> Mayor of Worcester's Christmas Concert

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**13<sup>th</sup> DECEMBER 2017**

**Local Pay Arrangements, 2018-2021**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor Nathan Desmond Cabinet Member for Resources
<b>DIRECTOR:</b>	Chief Executive
<b>CONTACT OFFICER:</b>	Ian Miller x 2700 ian.miller@wyreforestdc.gov.uk
<b>APPENDICES:</b>	Appendix 1 Collective agreement on pay increases, 2018-2021 Appendix 2 Summary of responses to consultation

**1. PURPOSE OF REPORT**

- 1.1 To endorse the collective agreement on pay increases for the period 2018-2021 that has been negotiated with UNISON and GMB; and to note and endorse steps that have been taken to phase out ongoing loyalty (long service) awards.

**2. RECOMMENDATION**

The Council is asked to:

- 2.1 **RATIFY** the collective agreement on pay increases for the period 2018-2021 set out in Appendix 1;
- 2.2 **NOTE** the steps that have been taken by the Head of Paid Service following consultation in respect of phasing out the ongoing loyalty (long service) award, set out in paragraphs 3.8 and 3.9 below, and to **ENDORSE** those actions.

**3. BACKGROUND**

- 3.1 At its meeting on 27 September 2017, the Council agreed the following recommendations: “to authorise the Head of Paid Service:
- a. to issue a notice to the unions under section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992, in order to seek implementation of the proposals set out in paragraphs 4.6 and 4.7 of [that] report;
  - b. to commence consultation with staff on the proposals in respect of pay increases for 2018 to 2022 and the phasing out of ongoing long service awards; and
  - c. if necessary, and following consideration of feedback received during the consultation period, for any staff who do not accept the proposals, to authorise a process of dismissal and re-engagement following 12 weeks’ notice that would take effect on 31 March 2018.”



**Pay increases**

- 3.2 The formal consultation period included three negotiating meetings with UNISON and the GMB during which an improved pay offer covering three years was negotiated. This was the subject of a consultative ballot by the two unions and was overwhelmingly approved by the members of the unions. Thus it has been possible to reach a collective agreement with the unions which is being submitted to the Council for formal endorsement as the pay increases are higher than those approved by Council at its meeting in September and are not being implemented by a process of dismissal and re-engagement.
- 3.3 The revised proposals in respect of pay increases are as follows, with the consolidated increases to be applied to salary points on 1 April in each financial year, and a non-consolidated payment equivalent to 0.25% of the relevant salary point will be paid with each employee's salary for April 2020:

**Proposals for pay increases, 2018-2022**

	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Consolidated increase	1.5%	1.25%	1.25%
Non-consolidated award	Zero	Zero	0.25%
Total	1.5%	1.25%	1.5%

- 3.4 Paragraphs 8 and 9 of the collective agreement in Appendix 1 sets out the different arrangements that would apply for posts on the Council's living wage rate and apprentices, who are paid a proportion of that living wage rate.

**Ongoing long service awards (loyalty awards)**

- 3.5 It has not been possible to achieve collective agreement on the phasing out of ongoing long service awards. By way of reminder, under arrangements agreed in 2003, just under 50 staff who achieved the long service award by that date or in certain circumstances by 2013 receive an ongoing supplement to their salary. The ongoing long service awards are generally in the range of £200-400, whereas other staff who complete 20 years' service receive a one off payment of £400. The current arrangements discriminate between staff on the basis of when they commenced employment with the Council, and changes would allow a consistent approach for all employees.
- 3.6 As with pay, the further negotiation meetings involved agreeing a revised and improved set of proposals with the union negotiators. These were the subject of consultative ballots and were approved by a small margin of GMB members but rejected by an overwhelming majority of UNISON members. In both cases, the unions sought to test the views only of recipients of the ongoing longer service award rather than of all their members. The arrangements approved by Council in September and the improved offer are set out in the table below:

<b>Year</b>	<b>As approved by Council in September Value of award as percentage of current award</b>	<b>Improved proposals following negotiation (rejected by ballot of UNISON members)</b>
2018/19	70%	75%
2019/20	40%	50%
2020/21	20%	Flat rate compensatory payment of £250**
2021/22	Zero	Zero

\*\* the value of the compensatory payment, as a proportion of the award, would have varied from individual to individual. For most of the award's recipients, it represented a payment equivalent to 60%-120% of the award and thus was significantly better than the proposals approved by Council.

- 3.7 The consultation with staff produced just over 20 responses and a summary is provided in Appendix 2. These responses were considered alongside other relevant information such as the clear desire expressed by Council in both September 2016 and again in September 2017 to phase out the ongoing awards; the equality impact assessment which has considered the impact not only of removing the ongoing award for current recipients but also continuing with a less generous set of arrangements for staff who have joined the Council more recently; and the fact that management have twice reached agreement with union negotiators on proposals to put to union members in a ballot, which indicates that the unions were not implacably opposed to the removal of the ongoing award. The unions did not provide written responses but had made clear in meetings that they would prefer a longer transition than three years and were seeking a compensatory payment. They also maintained (although this was not accepted by management) that removing the ongoing award risked challenge because it might constitute indirect discrimination on grounds of gender.
- 3.8 Following careful consideration of the consultation feedback and other issues as set out above, the Head of Paid Service in line with the Council's decision of 27 September finalised an offer that was put to relevant individual members of staff on 30 November. In response to the points raised in consultation, the final offer represents an improvement on the arrangements agreed by Council in September and specifically addresses the unions' desire to see a longer transition coupled with a compensatory payment. The final offer is set out in the table below, where it can easily be contrasted with the arrangements approved by Council and, as can be seen, is better in every year:

<b>Year</b>	<b>As approved by Council in September Value of award as percentage of current award</b>	<b>Final offer after consideration of consultation responses. Value of award as percentage of current award</b>
2018/19	70%	75%
2019/20	40%	50%
2020/21	20%	25%
2021/22	Zero	Flat rate compensatory payment equivalent to 25% of the value of the award in 2017-18

- 3.9 The 48 staff who receive the award have been given until 14 December to confirm whether or not they accept this offer. Any who reject it or do not reply will be issued with a notice of dismissal and reengagement before Christmas that would take effect on 31 March 2018. The sole purpose of this process is to secure implementation of the change relating to the ongoing long service award and has no other impact on terms and conditions including continuity of service etc.

3.10 The phasing out of the ongoing award will not result in any member of staff facing a reduction in their salary overall. This is because of the phasing out arrangements and also the increases in pay for the next three years. However, because individuals' salaries will be lower than they would have been if the ongoing long service award continued, there is a modest impact on the pensions that individuals will receive in future. It is important to stress that no one's pension will be cut in absolute terms – this is because it is, in effect, an incremental scheme and therefore anyone who continues in service will see his or her pension continue to grow. The impact of the change is that pension will grow less quickly than it would otherwise have done if the ongoing award continued. Staff have been given detailed information about the issue. The circumstances for any individual depend on a range of factors including salary, value of the ongoing long service award, future pay awards, length of service and the point at which they draw their pension – and some of these elements are not known or cannot be predicted now. However, for most recipients of the award, assuming that they work for the Council for another 10 years, the estimated impact is that their pensions might be approximately £115 to £230 a year lower than they would otherwise have been.

**4. KEY ISSUES**

4.1 It is pleasing to report that, following the further period of formal consultation, a collective agreement has been reached with the unions on pay increases for the period 2018 to 2021. This is now presented in Appendix 1 for the Council's formal endorsement. It can then be signed and will take effect for all staff on 31 March 2018. As a consequence of this and other relevant changes since the pay policy statement was last approved by the Council, a revised pay policy statement will be presented to Council at its February meeting for approval.

4.2 While arrangements for phasing out ongoing long service awards were supported by the members of one of the unions, a collective agreement will not be possible and therefore the Head of Paid Service has taken the steps outlined in paragraphs 3.8 and 3.9 above, in line with the Council's decision in September and the timetable in that report. The Council is invited to note the steps that have been taken and to endorse those actions.

**Timetable**

4.3 For information, the remaining stages of the timetable are as follows:

Letters issued to relevant individual employees setting out proposals to phase out ongoing long service awards	30 <sup>th</sup> November 2017	
Issue "chase" letters	10 <sup>th</sup> December 2017	As required
Full Council	13 <sup>th</sup> December 2017	
Deadline for return of individual acceptances	14 <sup>th</sup> December 2017	
Issue formal notices of dismissal and re-engagement	18 <sup>th</sup> December 2017	As required – issued only to staff who have not voluntarily accepted the change
Date of formal dismissal and re-engagement - 12 weeks' notice period to be given to all staff affected	31 <sup>st</sup> March 2018	
Changes take effect	1 <sup>st</sup> April 2018	Phasing out of ongoing long service awards commences

## **5. FINANCIAL IMPLICATIONS**

- 5.1 The proposals in respect of local pay arrangements would not generate a financial saving compared to current base budget assumptions, which are for a 1% increase in each year of the financial strategy. Indeed the collective agreement adds approximately £250k to operating costs over the next three years, of which approximately £25k is a one off cost of the non-consolidated award in 2020-21. The medium term financial strategy to be considered by Cabinet next week will plan for these impacts and they are not considered to add in a significant way to the financial challenge facing the Council.
- 5.2 The phasing out of ongoing long service awards would save approximately £16k a year when fully implemented. The cost saving will reduce to the extent that recipients leave the Council's employment before 2021. This saving addresses only a very small proportion of the estimated financial gap in 2020-21, less than 1%. Nevertheless even a modest contribution is welcome towards achieving a fully balanced budget.
- 5.3 The administrative costs of implementing the changes to ongoing long service awards can be absorbed within existing budgets. The exception would be if any of the risks of challenge, which are explained in the risks section below, materialised, such as defending employment tribunal claims. It is not possible to estimate such costs in advance although they could be significant (for example, in the tens of £ thousands) depending on how many claims are received, whether external support needs to be secured in order to defend them and whether any of them succeed.

## **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 The report mentions specific relevant provisions of employment law. All changes to terms and conditions, as well as the negotiations in respect of local pay arrangements, have been and will continue to be dealt with in accordance with relevant employment legislation and notification requirements of the national agreements.

## **7. EQUALITY IMPACT NEEDS ASSESSMENT**

- 7.1 Equality assessment impacts have been undertaken on the proposed pay increases and ongoing long service awards and they demonstrate either no or no significant impacts on the six equality strands. Inevitably the phasing out of ongoing long service awards affects only older staff as they had all achieved a minimum of 20 years' service by 2013. However there are positive impacts for a greater number of staff from having consistent arrangements for all. This is demonstrated by the data on those who receive the one off awards which show that men (61%) have received it more frequently than women. This is the opposite of the position with respect to recipients of the ongoing awards where the majority are women (66%). Thus continuation of the two tier system would seem to disadvantage male employees. The Council has duties under the Equality Act 2010 not to discriminate against people on grounds of their gender.

## **8. RISK MANAGEMENT**

- 8.1 There are no significant perceived risks in respect of the pay award as a collective agreement has been achieved with the recognised unions. Nevertheless, there may be some impact on morale or commitment for all staff, although this may arise only if the national offer from the Local Government Employers (which has not been made at the time of writing this report)

turned out to be significantly better than the local arrangements in Wyre Forest. The risk of this occurring is assessed as low.

- 8.2 The position in respect of the ongoing long service award is different. As noted in previous reports, there is a range of risks, from potential impact on morale or commitment of the affected staff to the potential for industrial action by union members and possible individual or collective challenges in an employment tribunal. Any industrial action would require authorisation by means of a formal ballot conducted in accordance with trade union legislation. There is a risk that the steps that have been taken may trigger a formal ballot but, naturally, the results of any ballot cannot be predicted. The risk of a successful ballot being achieved is assessed as low because the change affects only about 1/6 of the workforce, and it seems unlikely that other staff would be prepared to support industrial action when the change has had no impact on them.
- 8.3 The risks have been mitigated by the steps that have been taken to negotiate with the unions over the past year or more, which have allowed adequate time for negotiations and consultation. Staff have been kept regularly informed of progress and communications have continued throughout the process. The Council would expect to defend any claims at the employment tribunal robustly as it has engaged in extensive consultation and negotiation with the unions and will continue to comply with all relevant requirements of employment law in implementing the change.

## **9. CONCLUSION**

- 9.1 The Council is invited formally to ratify the collective agreement on pay that has been successfully negotiated with UNISON and GMB; and to note and endorse the steps that have been taken to secure phasing out of the ongoing loyalty award in line with the Council's decisions of 27 September 2017.

## **10. CONSULTEES**

- 10.1 Cabinet Member for Resources and the Leader of the Council  
10.2 Corporate Leadership Team

## **11. BACKGROUND PAPERS**

- 11.1 Local pay arrangements 2018-22, reports to Council, 26 September 2016 and 27 September 2017  
11.2 Equality impact assessments on pay arrangements and phasing out of the ongoing long service award

**Appendix 1 Draft collective agreement**

**AGREEMENT TO MODIFY THE TERMS AND CONDITIONS OF EMPLOYMENT UPON WHICH ALL STAFF OF WYRE FOREST DISTRICT COUNCIL ARE EMPLOYED**

- 1 This agreement is made between Wyre Forest District Council (“the Council”) and the following trade unions recognised for collective bargaining on behalf of its staff:
  - UNISON
  - GMB
  - [Unite]
- 2 The modifications to terms and conditions contained within this agreement are incorporated into the individual contracts of employment of all Council staff. In accordance with Section 179 of the Trade Union and Labour Relations (Consolidation) Act 1992, it is intended that (unless and only where otherwise stated) the agreement be legally enforceable.
- 3 All other terms and conditions of the employment of staff existing at the time when this agreement is signed remain unaltered by the coming into operation of this agreement.

**Scope of agreement**

- 4 This agreement applies, in all respects, to all employees of the Council.

**Pay increases**

- 5 For the period from 1 April 2018 to 31 March 2021 inclusive, pay increases for employees of the Council shall be as set out below and shall not be decided in accordance with agreements reached in the National Joint Council for Local Government Services, the Joint Negotiating Committee for Chief Officers, the Joint Negotiating Committee for Chief Executives or any other national negotiating body that is relevant to employees of the Council.
- 6 It is the Council’s intention to return to the national pay agreements with effect from April 2021 but the Council reserves the right to propose a further period of local pay arrangements beyond 31 March 2021. If the Council wished to propose such a further period of local pay arrangements, it would give notice of its intention no later than 30 September 2019 in order to allow an adequate period for discussion and negotiation prior to April 2021.
- 7 Subject to paragraphs 8, 9 and 10, the increases to be applied to salary points on 1 April in each financial year shall be as follows:

	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Consolidated increase	1.5%	1.25%	1.25%

- 8 In addition to the consolidated increases set out in paragraph 7, a non-consolidated payment equivalent to 0.25% of the relevant salary point shall be paid with each employee’s salary for April 2020. The “relevant salary point” for any individual employee is the salary point at which that individual is paid on 31 March 2020; and, for an employee who does not work full time

hours of 37 hours per week, the non-consolidated payment shall be paid pro rata to the hours that the employee works in the pay period immediately prior to 1 April 2020. The non-consolidated payment will be subject to taxation but will not be pensionable.

- 9 No increase shall be applied to employees on the Council’s living wage rate of £8.45 and these employees shall not be eligible for the non-consolidated payment mentioned in paragraph 8. The Council would pay these employees the Government’s national living wage if it exceeds £8.45 in the period before 31 March 2021.
- 10 Apprentices, who are paid a percentage of the Council’s living wage rate, will be paid the highest of:
- (a) 60% of the Council’s living wage rate;
  - (b) 60% of the Government’s national living wage if it exceeds £8.45 in the period before 31 March 2021;
  - (c) any minimum wage rate for apprentices specified by the Government.

Apprentices will not be eligible for the non-consolidated payment mentioned in paragraph 8.

- 11 In the event that the national living wage exceeds £8.45 in the period before 31 March 2021, the Council reserves the right to make such changes as it considers appropriate to the pay of employees on spinal column points 14 and 15 (Band D). The Council gives a commitment that any such changes would result in the employees receiving a higher hourly rate of pay than if no changes were made.

**Enforcement**

- 12 Where any Union in party to this Agreement wishes to challenge the operation or application of this Agreement, this should be raised in the first instance with the Principal Human Resources Advisor or Solicitor to the Council and subsequently through the Joint Negotiating and Consultation Committee.

**Signatories to the Agreement**

(on behalf of the Council)                      Date:

(on behalf of UNISON)                          Date:

( on behalf of the GMB)                      Date:

[( on behalf of Unite)                      Date:]

## Appendix 2 Summary of consultation

### Feedback and responses on consultation regarding Local Pay Arrangements for the period 2018-22 and the phasing out of the ongoing long service award

#### Summary of responses

##### November 2017

A total of 22 members of staff submitted responses to the proposals. At least fifteen of these were recipients of the ongoing long service award.

No written responses were received from UNISON or GMB.

Fourteen of the responses commented on the issue of **pay increases**. Some responses may have been submitted before this issue was resolved by the collective agreement negotiated between the Council, UNISON and GMB (the collective agreement is subject to Council's formal endorsement on 13 December). Others were submitted after the collective agreement had been achieved, and some of them expressed regret that comments would not therefore be taken into account. This point of view is noted but it is always the case that, if a collective agreement on any matter with unions can be achieved, staff do not have a direct "voice" in the process, in particular staff who are not members of one of the recognised trade unions.

Several of the responses about pay commented on the level of pay increase, the further period of local pay arrangements, and the comparison with increases in other councils, the national agreement (the Local Government Employers have not made any offer for 2018 at the time of writing) or members' allowances.

Given that a collective agreement has been reached with the unions, it is no longer necessary to respond to the comments that have been raised on pay increases.

However concern was raised in six responses about the further period of local pay arrangements when staff had understood that the Council would revert to the national pay agreements with effect from April 2018. A typical example of the response and a commentary on it are below.

<p>"When I (and other staff) agreed to the 2014-2018 local pay arrangement back in March 2014 we were asked to sign a letter confirming our agreement. In this letter you stated "for April 2018 onwards, the Council will again participate and comply with any pay award agreed through national pay bargaining between the NJC or JNC and the Local Government Employers". I signed the letter in good faith expecting that my employer would keep to their word. You have now reneged on this agreement between us. Apparently this started back in September 2016, although employees received no notification at this stage. We weren't aware that you intended to "go back on your word" until 1<sup>st</sup> August 2017 when an</p>	<p>The March 2014 letter had to comply with the requirement for a written statement about changes to contract in accordance with section 4 of the Employment Rights Act 1996. It therefore said that the national pay agreements would apply again from 2018, which was an accurate statement at that time.</p> <p>The Council's intention to seek a further period of local pay arrangements was apparent in the report that was agreed by full Council in September 2016. This signalled the intention not to return to the national pay agreement, which was endorsed again by the Council's decision on 27 September 2017.</p>
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<p>announcement appeared on the intranet.”</p>	<p>Information about this process was included in Wyred Weekly on 21 September 2016, 7 June 2017 and 20 September 2017.</p> <p>In addition, the ongoing negotiations were mentioned at the corporate briefings from autumn 2016 to date e.g. February 2017 (Wyred Weekly, 22 February 2017), June 2017 (WW, 5 July 2017).</p> <p>To make sure that there can be no misunderstanding about arrangements after March 2021, the draft collective agreement says: “It is the Council’s intention to return to the national pay agreements with effect from April 2021 but the Council reserves the right to propose a further period of local pay arrangements beyond 31 March 2021. If the Council wished to propose such a further period of local pay arrangements, it would give notice of its intention no later than 30 September 2019 in order to allow an adequate period for discussion and negotiation prior to April 2021.”</p>
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Eighteen of the responses commented on the proposal to phase out the **ongoing long service award**. None of the responses supported the proposal. Most of these responses expressed strong opposition to the proposal. This is perhaps not surprising given that most staff commenting would be affected by the proposal: it is natural for people to object to the potential loss of something that they have been receiving, in some cases for a decade or more.

Only one of the responses queried the fairness of the “two tier” system and acknowledged the perspective of staff who have joined more recently and who receive a one off payment on achieving 20 years’ service. None of the responses suggested any compromise or alternative way of phasing out the awards, other than carrying on paying them to recipients until they leave the Council’s employment.

The most common points raised and a commentary on them are in the table below.

<p>Strong opposition to the proposal.</p> <p>Have been a dedicated and loyal employee throughout my whole time with WFDC. Several responses cited service of 30 years or even longer.</p> <p>Feelings of hurt, disappointment, disgust, being undervalued; feel that the proposal is morally wrong; potential impact on morale, goodwill and loyalty.</p>	<p>The comments and opposition to this potential change are noted.</p> <p>It is acknowledged that recipients of the ongoing long service award would be unhappy at proposals that would see it phased out, but it is difficult to defend the current two tier system when one of the Council’s values is to “work as one team”.</p> <p>Several of the responses were from</p>
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	<p>individuals who had received the award for 10 years or more (and might across that time typically have received between about £2000 and £4000). This contrasts with someone who reached 20 years' continuous service with WFDC last year or last week and receives only a one off payment of £400. The current arrangements involve unequal treatment.</p> <p>While the two tier system was agreed as part of single status in 2003, attitudes towards, and legislation on, equal treatment for all have continued to develop since then. Moreover the situation facing the Council in respect of its financial position is very different.</p> <p>The data on those who receive the one off awards show that men (61%) have received it more frequently than women, which is the opposite of the position with respect to recipients of the ongoing awards where the majority are women (66%). Thus continuation of the two tier system would seem to disadvantage male employees. The Council has duties under the Equality Act 2010 not to discriminate against people on grounds of their gender.</p>
<p>Concern about impact on current/future earnings</p>	<p>The pay awards for 2018-2021 mean that all staff will see an absolute increase in their pay every year for the next three years (assuming they continue working at current grade and current hours).</p> <p>The phasing out arrangements accompanied by a compensatory payment have been designed to give affected staff time to adjust.</p>
<p>Concern about impact on pension, which is based on final pay figures. Phasing out the long service award will in effect reduce final pension.</p>	<p><b>No one's pension will fall in absolute terms as a result of the change.</b></p> <p>For those staff who are current members of the local government pension scheme (LGPS), this is simply impossible under the rules that have operated since 2014. Pension builds up on a yearly basis now, rather than being based solely on length</p>

	<p>of service x final salary as it was prior to 2014. The pension for each year is 1/49 of the salary in that year, and the sum is then re-valued over time to take account of inflation. <b>Therefore the pension of anyone who remains in the Council's employment and continues as a member of the LGPS will continue to grow.</b></p> <p>However the phasing out of the ongoing long service award will have a marginal impact on pensions. This will not be an absolute cut in pension as everyone's salary will be going up over the next three years, by more than the value of the award. In simple terms, the effect is that pensions would be slightly lower than they would have been if the award continued. A detailed note to explain this and give an exemplification of the possible impact is being shared with staff.</p>
<p>The saving of £16,000 is minimal</p>	<p>The Council has a financial gap estimated at £1.9m in 2020-21. While it is correct that phasing out the ongoing loyalty awards would save £16k, this will help in a modest way towards the gap that the Council has to bridge.</p> <p>Consultation responses did not offer any alternative proposals for phasing out the payments, beyond allowing them to continue until all recipients left the Council's employment. This could take a long time given that there is no mandatory retirement age. For example, ten of the recipients are under 50 and might therefore easily continue working for the Council for another 15 years or more.</p> <p>Assuming that recipients worked on average for another 10 years, which is both feasible and plausible, the cost to the Council would be £160k. This is the equivalent of 400 staff receiving the one off loyalty award of £400, thereby underlining the point made earlier about the unfair impact of the two tier system.</p>

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL**  
**13<sup>th</sup> DECEMBER 2017**

**Review of Polling Place in the Wyre Forest District**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Councillor N J Desmond, Cabinet Member for Resources
<b>RESPONSIBLE OFFICER:</b>	Ian Miller EXT 2700 Returning Officer & Chief Executive
<b>CONTACT OFFICER:</b>	Mike Saunders EXT 2762 Electoral Services Manager
<b>APPENDICES:</b>	Appendix A – Consultation Responses Received – October 2017

**1. PURPOSE OF REPORT**

- 1.1 To recommend a change of a designated polling place in the Wyre Forest District following the recent review.

**2. RECOMMENDATION**

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

- 2.1 The change for the Polling Place for polling district MI-SSW as set out in Paragraph 4.1 (Chart 1) be made from the ordinary elections in May 2018.**

**3. BACKGROUND**

- 3.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The last such review in Wyre Forest was undertaken in October 2014 following the publication of the Local Government Boundary Commission’s final recommendations for the electoral review of the District. The results of the polling places and polling districts review were agreed by Council on 10th December 2014. Copies of the report and the decision can be found at [www.wyreforest.gov.uk/council/meetings/main.htm](http://www.wyreforest.gov.uk/council/meetings/main.htm)
- 3.2 In the Returning Officer’s report to Council on 26th July 2017 after the Local and Parliamentary elections (May and June 2017), it was reported that there may need to be a polling place review in one case where a building will cease to be available as a result of required building works and redevelopment plans, as set out in Chart 1. Council agreed that a review should be undertaken.

**4. PROPOSALS IN THE REVIEW**

- 4.1 The proposals made in this review involved changes to St Wulstan’s Community Centre as a Polling Place due to requiring building works to make the building safe and due to a planning application having been submitted for future redevelopment. The proposed changes are detailed in the chart below. However the full proposals

were set out in the consultation document at <http://www.wyreforestdc.gov.uk/media/3194668/-20170829-REVIEW-OF-POLLING-PLACE-2017.pdf>

The proposed changes would be implemented from May 2018 onwards.

**Chart 1 – Polling Place Review**

Name of Ward	Polling District	Current Polling Place	Proposed Polling Place
Mitton	MI-SSW	St Wulstan’s Community Centre, Vale Road Stourport-on-Severn DY13 9AF	St Michael’s Scout HQ, Mitton Close, Stourport-on-Severn DY13 9AD

4.2 Consultation with the public and key stakeholders commenced on 1<sup>st</sup> September 2017 and concluded at 5pm on 31<sup>st</sup> October 2017. A copy of the consultation document was made available on the Council’s website, at the Worcestershire Hub in Kidderminster and at Wyre Forest House. A public notice and press release were published encouraging residents and interested bodies to submit their views.

4.3 Six consultation responses were received from the following stakeholders: two District councillors from the Mitton Ward (with one councillor also representing the County Division of Stourport-on-Severn) and one District councillor from the Areley Kings & Riverside Ward; the Wyre Forest Conservative Association; the Wyre Forest District Council Conservative Group; a resident from the Mitton ward; and the (Acting) Returning Officer – Wyre Forest Parliamentary Constituency. A copy of the consultation responses is in **Appendix A**.

**5. KEY ISSUES**

5.1 All consultation responses other than the one received from the Areley Kings & Riverside district councillor were fully supportive of the proposal. The concerns raised by the Councillor were around the appropriateness of the location of the Polling Place for electors in the Wilden area, but did not propose any alternative arrangements. A Mitton resident also made a suggestion on free parking for the day at the Vale Road car park.

5.2 It should be noted that the proposed Polling Place is situated only 280m from the existing Polling Place. This change will have little effect on electors and worked extremely well in both May and June elections this year. The Vale Road car park is already free for the first hour which addresses the Mitton resident’s concerns relating to any parking issues.

**6. NEXT STEPS**

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

**7. FINANCIAL IMPLICATIONS**

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

**8. LEGAL AND POLICY IMPLICATIONS**

8.1 Section 18B(4)(e) of the Representation of People Act 1983 states the polling place for a polling district must be small enough to indicate to electors in different parts of the polling district how they will be able to reach the polling station.

8.2 A polling district is a geographical area created by the sub division of a constituency, ward or division into smaller parts.

8.3 The Electoral Commission uses the following definitions:

- A polling place is defined as the building or area in which a polling station will be selected by the (Acting) Returning Officer.
- A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by local authority, polling stations are chosen by the (Acting) Returning Officer for the election.

**9. EQUALITY IMPACT NEEDS ASSESSMENT**

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

**10. RISK MANAGMENT**

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

**11. CONCLUSION**

11.1 The Council has undertaken a thorough review in consultation with key stakeholders to address the specific issues raised for the Mitton Ward, which were identified following the Local and UK Parliamentary elections in May and June this year. The proposed change of polling station has gained general support from the consultation.

**12. CONSULTEES**

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

**13. BACKGROUND PAPERS**

- Electoral Registration and Administration Act 2013
- Report to Council on Review of Polling Districts and Polling Places – 10 December 2014

[http://www.wyreforest.gov.uk/council/docs/doc49668\\_20141210\\_council\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc49668_20141210_council_agenda.pdf)

- Report to Council on Review of the May 2017 Elections and the June 2017 UK Parliamentary election

[http://www.wyreforest.gov.uk/council/docs/doc52106\\_20170726\\_council\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc52106_20170726_council_agenda.pdf)

**WYRE FOREST DISTRICT COUNCIL**

**POLLING PLACE CONSULTATION IN THE  
WYRE FOREST DISTRICT**

**Responses received for the consultation  
period Friday 1 September 2017 to  
Tuesday 31 October 2017**

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



**Mike Saunders**

---

**From:** Wyre Forest Media Office  
**Sent:** 04 September 2017 10:55  
**To:** Wyre Forest Electoral  
**Subject:** FW: News from Wyre Forest District Council - Voters urged to comment on polling place review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Urgent

Hi

Please see this comment we've had from Vi regarding the news release on polling place review.

Suz

---

**From:** EXT Vi Higgs  
**Sent:** 01 September 2017 21:18  
**To:** Wyre Forest Media Office  
**Subject:** RE: News from Wyre Forest District Council - Voters urged to comment on polling place review

---

**CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

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This is okay for the local SOS voters but not for the Wilden voters.

Vi

**EXT Vi Higgs**

**Mike Saunders**

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**From:**  
**Sent:** 09 September 2017 09:32  
**To:** Wyre Forest Electoral  
**Subject:** ST Michael's scout hut

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Urgent

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

I live in Wilden and used to vote in the Village Hall, then you moved it to St Wulstans and now St Michael's Scout Hut....  
I would be quite happy if the polling station remained at St Michael's Scout Hut... however please be mindful of lack of space parking and how hazardous and annoying it may be for local residents on the day....  
I would suggest that for one day only, that the voters would not be required to pay in the Vale Road car park ( even though it has been reduced in size ). It might also encourage people to vote.  
Regards  
Julie  
Sent from my iPad

Cllr. Marcus J. Hart  
Leader of WFDC Conservative Group  
Apartment 2, Woodhamcote Manor  
Wolverley Village  
Worcestershire  
DY10 1NL  
01562 851769  
marcushart78@yahoo.co.uk

27<sup>th</sup> September, 2017

Mr. I. R. Miller  
Electoral Registration Officer  
Wyre Forest District Council  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY11 7WF

*Mike Sanders*

Dear Mr. Miller ✓

*IRM 27/9*

**Re: Review of Polling Place – Mitton Ward**

I write on behalf of the Wyre Forest District Council Conservative Group.

We are grateful to you for giving us the opportunity to comment on the consultation proposal.

Having discussed the matter and considered your proposals I can confirm that our formal consultation response is that we endorse in full your proposal to change the polling place in the Mitton Ward from St Wulstan's Community Centre, Vale Road to St Michael's Scout HQ, given the unsuitability of the existing polling place and in all the circumstances, this seems to be the most suitable alternative.

Yours sincerely

**Cllr. Marcus J. Hart**  
**Leader of the WFDC Conservative Group**

**Cllr. Howard Williams  
Chairman of WFCA  
35 Mill Street  
Kidderminster  
Worcestershire**

27<sup>th</sup> September, 2017

Mr. I. R. Miller  
Electoral Registration Officer  
Wyre Forest District Council  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY11 7WF

Mike S.

Dear Mr. Miller ✓ IRM 27/9

**Re: Review of Polling Place – Mitton Ward**

I write on behalf of the Wyre Forest Conservative Association.

We are grateful to you for giving us the opportunity to comment on the consultation proposal.

Having discussed the matter and considered your proposals I can confirm that our formal consultation response is that we endorse in full your proposal to change the polling place in the Mitton Ward from St Wulstan's Community Centre, Vale Road to St Michael's Scout HQ, given the unsuitability of the existing polling place and in all the circumstances, this seems to be the most suitable alternative.

Yours sincerely

**Cllr. Howard Williams  
Chairman of WFCA**

**Cllr. Howard Williams and Cllr. Chris Rogers  
Mitton Ward Councillors**

27<sup>th</sup> September, 2017

Mr. I. R. Miller  
Electoral Registration Officer  
Wyre Forest District Council  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire  
DY11 7WF

Mike S.

Dear Mr. Miller ✓ I RM 27/9

**Re: Review of Polling Place – Mitton Ward**

We write on behalf of ourselves in our capacity as two of the ward councillors.

We are grateful to you for giving us the opportunity to comment on the consultation proposal.

Having discussed the matter and considered your proposals we can confirm that our formal consultation response is that we endorse in full your proposal to change the polling place in the Mitton Ward from St Wulstan's Community Centre, Vale Road to St Michael's Scout HQ, given the unsuitability of the existing polling place and in all the circumstances, this seems to be the most suitable alternative.

Yours sincerely

**Cllr. Howard Williams and Cllr. Chris Rogers  
Mitton Ward Councillors**

## FROM THE RETURNING OFFICER FOR WYRE FOREST

**Ian Miller**  
**Returning Officer**  
tel: 01562 732700  
email: [ian.miller@wyreforestdc.gov.uk](mailto:ian.miller@wyreforestdc.gov.uk)  
my ref: IRM/JHL  
2<sup>nd</sup> October 2017

*Dear Mike,*

### REVIEW OF POLLING PLACE IN THE DISTRICT OF WYRE FOREST

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

I agree with the proposals made in this review which involve the change of polling place (St Wulstan's Community Centre) in the Mitton ward due to the building requiring repairs with no clear timeframe for completion and a planning application being submitted to convert the building into apartments.

My views on the proposed polling place are as follows:

#### Proposed Polling Place

Proposed polling place	Comment
<b>St Michael's Scout HQ, Mitton Close, Stourport-on-Severn, DY13 9AD</b>  Mitton Ward	<p>I support the designation of St Michael's Scout HQ to replace St Wulstan's Community Centre, which requires building work and, with a recent planning application submitted, is facing possible future redevelopment. St Michael's Scout HQ's facilities are considered to be ideal to accommodate a double polling station for an electorate of approximately 3,289 in the MI-SSW polling district.</p> <p>The building is located 280m from the current polling station. There is some car parking available on site and further car parking is available a short distance away at the Vale Road car park, with the first hour free.</p>

**Returning Officer**  
Wyre Forest House  
Finepoint Way  
Kidderminster  
Worcestershire DY11 7WF

Proposed polling place	Comment
	St Michael's Scout HQ was used for both of the elections held in May and June of this year, the latter being a UK Parliamentary election where turnout is usually around the 70% mark. The polling place coped extremely well and no issues were brought to my attention at either election.

As required by the legislation, I set out information in the appendix about the location and numbers of polling stations that I would propose if the polling place set out in the consultation paper was confirmed. I look forward to being notified of the Council's decisions about the polling place in due course.

Yours sincerely,



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

Mike Saunders Esq AEA (Cert)  
Electoral Services Manager  
Wyre Forest District Council

## Appendix

<b>Mitton</b>		
MI-SSW	St Michael's Scout HQ, Mitton Close, Stourport-on-Severn DY13 9AD	Suitable room in the polling place. Two polling stations.

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
13<sup>TH</sup> DECEMBER 2017**

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

**RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –  
2<sup>ND</sup> NOVEMBER 2017**

**Purpose of Report**

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

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Overview & Scrutiny agenda.

<b>RECOMMENDATION TO COUNCIL</b>	<b>CHAIRMAN OF COMMITTEE</b>
<b>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2017-18</b> <ul style="list-style-type: none"><li>• <b>The Treasury Management Mid-year Review and updated Prudential Indicators be approved.</b></li></ul>	<b>Councillor H E Dyke</b>



**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
13<sup>TH</sup> DECEMBER 2017**

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

**RECOMMENDATIONS FROM CABINET –  
14<sup>TH</sup> NOVEMBER 2017**

**Purpose of Report**

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

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Exempt Cabinet agenda.

<b>RECOMMENDATION TO COUNCIL</b>	<b>CABINET MEMBER</b>
<b>Depot 2020: Plans for Investment and Improvement</b> <ul style="list-style-type: none"><li><b>The capital programme be amended to reflect the cost of Option B as set out in the financial appraisal in Appendix 3 of the exempt report to Cabinet.</b></li></ul>	<b>Councillor M J Hart</b>

**WYRE FOREST DISTRICT COUNCIL**

**COUNCIL  
13<sup>TH</sup> DECEMBER 2017**

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

**RECOMMENDATIONS FROM THE LICENSING & ENVIRONMENTAL  
COMMITTEE –  
4<sup>TH</sup> DECEMBER 2017**

**Purpose of Report**

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

**SUPPORTING INFORMATION**

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Licensing & Environmental Committee agenda.

<b>RECOMMENDATION TO COUNCIL</b>	<b>CHAIRMAN OF COMMITTEE</b>
<p><b>Scrap Metal Licensing Policy and Guidelines</b></p> <ul style="list-style-type: none"> <li>• <b>The finalised policy and guidelines at “Appendix 1” of the report to the Licensing &amp; Environmental Committee be approved and published.</b></li> </ul>	<p><b>Councillor J Hart</b></p>