

Open

Council

Agenda

6pm
Wednesday, 23rd May 2018
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

Public Information

1. If you have any questions regarding the agenda, the attached papers or the meeting being webcast, please do not hesitate to contact the officer named below.
2. The Council meeting is open to the public except for any exempt/confidential items. These items are normally discussed at the end of the meeting
3. The public are welcome to speak at meetings of Council provided they have requested to speak in advance of the Agenda being published. Details of the guidance for public speaking can be found on our website www.wyreforestdc.gov.uk
4. If you have any special requirements regarding access to the venue and its facilities including audio and visual needs please let us know in advance so that we can make arrangements for you.
5. This Agenda can be made available in larger print on request; if you require a copy please contact:

Louisa Bright
Principal Committee and Member Services Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF
01562 732763
louisa.bright@wyreforestdc.gov.uk



COUNCIL MEETING

15th May 2018

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 23rd May 2018**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely

A handwritten signature in black ink that reads "I R Miller".

Ian Miller
Chief Executive

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

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

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

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

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

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

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

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

(A) TERMS OF REFERENCE OF THE COUNCIL

The Council

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

(B) MATTERS RESERVED TO THE COUNCIL

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

WEBCASTING NOTICE

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

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

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

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

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

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

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

* Unless there are no reports in the open session.

Wyre Forest District Council

Council

Wednesday, 23rd May 2018

Council Chamber Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Prayers To be read by Rev. Simon Harry, Minister of Bewdley Baptist Church	
2.	Election of Chairman To elect a Chairman of the Council for this Municipal Year.	
3.	Chairman – Investiture and Declaration of Acceptance of Office To invest the Chairman of the Council with the Chain of Office after which the Chairman will make his or her Declaration of Acceptance of Office.	
4.	Chairman’s Response The Chairman of the Council will express thanks for his or her election.	
5.	Retiring Chairman The Leader of the largest political group will thank the retiring Chairman of the Council.	
6.	Appointment of Vice-Chairman To appoint a Vice-Chairman of the Council for this Municipal Year.	
7.	Vice-Chairman – Investiture and Declaration of Acceptance of Office To invest the Vice-Chairman of the Council with his or her Badge of Office after which the Vice-Chairman will make a Declaration of Acceptance of Office.	
8.	Apologies for Absence	

<p>9.</p>	<p>Declarations of Interests by Members</p> <p>In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered.</p> <p>Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.</p>	
<p>10.</p>	<p>Minutes</p> <p>To confirm as a correct record the Minutes of the meeting held on 21st February 2018.</p>	<p>10</p>
<p>11.</p>	<p>Public Participation</p> <p>In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 14th May 2018.</p> <p><i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i></p>	
<p>12.</p>	<p>Questions</p> <p>One question has been submitted in accordance with Standing Order A5 by Members of the Council.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have been reasonably known at that time, it must be delivered in writing to the Solicitor to the Council no later than 9am on the day of Council.</i></p>	<p>21</p>
<p>13.</p>	<p>Chairman's Communications</p> <p>To note the engagements of the Chairman of the Council since the Council's last meeting.</p>	<p>22</p>
<p>14.</p>	<p>Political and Constitutional Structures 2018/2019</p> <p>To consider a report from the Solicitor to the Council on the proposed political and constitutional structures for the municipal year 2018/2019.</p>	<p>23</p>

15.	<p>Members' Annual Activity Reports and Attendance 2017/2018</p> <p>To note the schedule of Members' Annual Reports giving details of their activities in their role as District Councillors for the 2017/2018 municipal year and to receive a record of Members' attendance for the 2017/2018 municipal year.</p> <p><i>These reports have been circulated electronically an inspection copy is available on request. (See front cover for details.)</i></p>	63
16.	<p>Annual Reports for the Municipal Year 2017/2018</p> <p>(a) Cabinet</p> <p>(b) Overview & Scrutiny Committee</p> <p>(c) Ethics and Standards Committee</p>	<p>64</p> <p>68</p> <p>74</p>
17.	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
18.	<p>Motions Submitted under Standing Orders</p> <p>One motion has been received in accordance with Standing Orders (Section 7, 4.1).</p> <p>Motion from Independent and Liberal Democrat Group</p> <p>"This Council recognises that discarded plastics and non-recyclable cups are a major environmental pollutant.</p> <p>Council therefore resolves to:</p> <ol style="list-style-type: none"> 1. Cease the use of single use plastic water cups and replace them with washable reusable alternatives. 2. Request our caterers to replace all non-recyclable hot drink containers with suitable environmentally friendly alternatives." 	
19.	<p>Urgent Motions submitted under Standing Orders</p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	
20.	<p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>a) Recommendations from the Cabinet – 27th March 2018</p> <ul style="list-style-type: none"> • Capital Strategy 2018-21 	77

	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.	
21.	Elections Fees and Charges To consider a report from The Returning Officer proposing a revision of the fees to be charged for local elections, referendums and polls.	78
22.	Community Governance Review: Wolverley & Cookley To consider a report from the Chief Executive to agree the Terms of Reference for a Community Governance Review (CGR) for Wolverley and Cookley and arrangements for a local advisory poll.	92
23.	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.	
24.	Exclusion of the Press and Public To consider passing the following resolution: “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”.	

Part 2

Not open to the Press and Public

25.	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.	
------------	--	--

WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER

21ST FEBRUARY 2018 (6PM)

Present:

Councillors: D Little (Chairman), J-P Campion (Vice-Chairman), J Aston, J Baker, S J Chambers, 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, N Martin, 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 and S J Williams.

C.64 Prayers

Prayers were said by Rev. Mark Turner from St Bartholomew's Parish Church, Areley Kings, Stourport-on-Severn.

C.65 Apologies for Absence

Apologies for absence were received from Councillors: R Bishop, S J M Clee, R Wilson and G C Yarranton.

C.66 Declarations of Interests by Members

Councillor T L Onslow declared a Disclosable Pecuniary Interest (DPI) in Agenda Item 15 – Council Tax 2018-19, as she was the Deputy Police and Crime Commissioner for West Mercia and would leave the room whilst the agenda item was discussed.

Councillor J-P Campion declared a DPI in Agenda Item 15 – Council Tax 2018-19, as he was the Police and Crime Commissioner for West Mercia and the request from that Office was in his name. He would leave the room whilst the agenda item was discussed.

C.67 Minutes

Decision: The minutes of the meeting held on 13th December 2017 be confirmed as a correct record and signed by the Chairman.

C.68 Public Participation

There was no public participation.

C.69 Questions

Two questions had been submitted in accordance with Standing Order A5

by Members of the Council.

Question from Councillor N Knowles to the Cabinet Member for Resources

Given that Wyre Forest District Council still have £1.6million to take off its budget (which could likely reduce services), and that the Conservative Government will change the method of funding Local Authorities by instigating the ending of Revenue Support Grant and the introduction of 75% retention of Business Rates, is it likely that the new system might close the gap between the financial figure that is required by Wyre Forest District Council for services and expenditure thereby lessening the likelihood of further service cuts?

Answer from the Cabinet Member for Resources

I do not believe the changes to business rates in 2020-21 will solve our financial landscape. As an authority we collect circa £27million in business rates across the Wyre Forest of which we get to keep £2.6m which is our baseline figure. Any growth in business rates over that baseline figure is divided up by a formula and we receive 26p in every £1 of growth. In 2016-17 we received just under £300,000 in growth above the baseline. Even if we were part of a Worcestershire pool which could keep 100% of business rates we are only predicting to get a further £200,000 above our growth figure. You are correct that the Government is currently out to consultation on its Fair Funding Review, which might have 75% retention of business rates but we do not know that. My guess is that the quantum of funding across local governments will not increase, there will be winners and losers; it will be increased in one area and reduced in another. To answer your question directly I do not think it will be the silver bullet. I suspect it will close the gap a little but not 100%. I believe the only way to close the gap is to continue on our strategic journey by balancing the budget in a number of different ways by reducing our cost base, growing our income and making sure that we are as lean as possible.

Supplementary question from Councillor N Knowles

We will still have £1.6m that will be cut from the budget and I wonder if you would agree to seek further information from the Government about the real timing of the new business rates system and the likelihood of implementation before the next general election that is before 2022; I believe we need to know these things. Are businesses in Wyre Forest likely to benefit from the change and are we as a Council content to lose the revenue support grant?

Supplementary answer from the Cabinet Member for Resources

In terms of timing the Government are out for their Fair Funding Review and my interpretation of that is the new system will come in circa 2020-21 which will be before the next general election. In the meantime we do not have any further figures to go on. I still stand by my earlier premise that the quantum of public sector funding, particularly for local government, will not increase. I think it will be shifted around; growth in one part and reductions in another. In terms of your second point, we have already budgeted that

Agenda Item No. 10

the revenue support grant which stood close to £7m back in 2007-08 is going down to nothing and there is potential that there will be negative revenue support grant. As part of the autumn statement the Government held back on that and is out for consultation. We know we are going to lose revenue support grant and the key to balancing the books is a multifaceted approach; we need to cut our costs accordingly, be lean and efficient as an operating model and at the same time we need to do all we can to grow our income. It is going to be a challenge and the administration will continue to work with opposition groups to work across this difficult time.

Question from Councillor N Knowles to the Leader of the Council

Given the future funding of the Council is reliant on borrowing money to invest and get good financial returns and all of our 33 Councillors are involved in Council's financial well-being, why is it that no opposition Councillors are to sit on the new Commercial Activity Programme Board? Are opposition Councillors considered as financially competent as the administration particularly given that many of us regularly attend the Treasury Management Training?

Answer from the Leader of the Council

The financial sustainability and future of this Council is not solely reliant on borrowing money to invest to get good financial returns, it is multifaceted – growing our income, reducing our costs and becoming more efficient. In terms of when we do borrow money to invest in projects to get financial returns that is slightly different to the work of the Commercial Activity Board. Council tonight at agenda item 14 is being asked to approve the capital funding pot this year of £250,000. If it is any conciliation I am not sitting on this Commercial Activity Board either, neither is the Deputy Leader. If Council support the administration's proposals to set up the capital pot, Council the ultimate sovereign body having made that decision, it is then an executive function and I am proposing that Councillor Vale, Councillor Smith and Councillor Desmond as the three Cabinet Members who are closest aligned to how the money is likely to be spent, together with Officers make decisions on how small capital items are purchased. In my view it is not really a matter that needs to be made heavy weather of; it is not a committee of Council and therefore it is not necessary or appropriate for opposition Members to sit on the Commercial Activity Programme Board.

Supplementary question from Councillor N Knowles

The answer to this question is: isn't it just that the administration is Tory and the rest of us are not?

Supplementary answer from the Leader of the Council

Might I respectfully suggest that if you want to take decisions of an executive nature then you need to swell your numbers substantially and over recent times you seem to be going in the opposite direction.

C.70 Chairman's Communications

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

The Chairman announced that he was having a charity event supper on Friday 23rd March 2018. All Members were invited to attend.

C.71 Leader of the Council Announcements

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

C.72 Motions Submitted under Standing Orders

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

C.73 Urgent Motions submitted under Standing Orders

There were no urgent motions.

C.74 Political and Constitutional Structures

The Leader of the Council presented a report from the Solicitor to the Council which set out a revised political balance following a change in membership of political groups. He formally moved the recommendation which were seconded by the Deputy Leader.

Decision: The revised chart of political balance as set out in Appendix 1 of the report be approved.

C.75 Policy And Budget Framework – Matters which require a decision by Council

a. Recommendation from the Overview and Scrutiny Committee – 1st February 2018

• Treasury Management Strategy 2018-19

Councillor H Dyke presented the recommendations and assured Members that the items had been fully debated by the Treasury Management Review Panel and the Overview and Scrutiny Committee before coming to Council.

The Chair of the Treasury Management Review Panel, Councillor F Oborski, thanked those who attended the Treasury Management training session, and urged other Members to attend. She thanked the Corporate Director: Resources and her team for their hard work and professional advice.

Decision:

1. The restated Prudential Indicators and Limits for the financial

Agenda Item No. 10

years 2018-19 to 2020-21 included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved. These have been revised for the February 2018 Council meeting, as per paragraph 7.3 of the report, following changes to the Capital Programme brought about as part of the budget process other than those proposed by Cabinet on 19th December 2017.

2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2018 to 31st March 2019 (the associated Prudential Indicators are included in Appendix 3 of the report and the detailed criteria is included in Section 10 and Appendix 5) be approved.
 3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report be approved.
 4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report be approved.
 5. The adoption of the policy statement at section 10.2 covering non-treasury investments be approved
- b. Recommendation from Cabinet – 7th February 2018
- Establishing a Group Structure of Local Authority Trading Companies

The Leader of the Council moved the recommendations for approval, which were seconded by the Cabinet Member for Planning and Economic Regeneration.

Decision: The allocation of Right to Buy receipts identified at paragraph 2.6 in the report to Cabinet be agreed for use through the Evergreen Investment Fund to support investments and new residential developments undertaken by the Council or through its companies.

C.76 Pay Policy Statement

A report was considered from the Chief Executive which sought approval to update the Council's Pay Policy Statement under the Localism Act 2011, to reflect the agreement on local pay arrangements for the period 2018-2021.

The Cabinet Member for Resources led Members through the report. He was pleased to announce that the authority pays female staff 10% more on average than male staff. He added that this figure reflected the make-up of the workforce. He said there was a higher proportion of men who filled front-line posts which tended to be less well paid, and the higher proportion of women who filled middle and senior management roles.

Decision: The updated pay policy statement attached as Appendix 1 of the report to Council, for the financial year 2018-19 and each subsequent financial year (until it is amended by Council) be adopted.

C.77 Medium Term Financial Strategy 2018-2021

A report was considered from the Corporate Director: Resources which updated Council on the Medium Term Financial Strategy 2018-2021, having considered the proposed decision and budget reports recommended to Council by Cabinet on 7th February 2018 including:

- Base Budget Projections 2018-21 including Cabinet Proposals
- Capital Programme
- Fees and Charges
- Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003

The Cabinet Member for Resources led Members through the report and explained that it set out a clear strategic vision to take the Council forward and provide a balanced budget for the 3 years. He said it was a budget for growth and investment with bold ideas to grow income for the Council.

He added that the financial challenge ahead would be met with a mixture of internal savings, transforming how services are delivered and by growing our income. He said the transformation of the Council over the last few years made a strong position going forward of having a budget where expenditure was matched by income.

He acknowledged that Local Government finance would remain a challenge in the years to come with the pressures of growing demand for services with ever shrinking budgets. He said the Council's net expenditure was due to fall by a further 5% from the current position of £12.3m to just under £11.7m by 2021.

He added that the budget continued on a journey of investing to save in order to make the Council efficient and as streamlined as possible, and highlighted the Council's excellent track record in generating income and protecting front-line services. He was pleased to report that the authority had successfully generated income of c£4.5m which equated to 33% of net revenue budget.

He said it was planned to invest a further £1.75m in upgrading and modernising the ICT infrastructure to enable the Council to work more efficiently with fewer processes. There would also be investment in the website making it more user friendly with greater self service.

The Cabinet Member for Resources continued that by commissioning expert advice around the whole commercial approach, it was hoped to grow income by a further £215,000 over the next 3 years. He explained that it was proposed to create a one-off capital funding pot of £250,000 for

Agenda Item No. 10

2018/19 to support commercial activity. The process for how the money would be spent would be through a new Commercial Activity Programme Board to be Chaired by the Corporate Director: Community Well-being and Environment.

He said that compared to previous years some fees and charges had been frozen or increased by less than the average 5%, and car parking charges would be increased by CPI+2% from October 2018, as opposed to the 5% previously assumed. The new methodology of calculating would be subject to a 5% maximum cap. In relation to Council Tax, he said this had been frozen for 5 out of the last 7 years and it was proposed to be increased by 1.94% for each of the next 3 years which would generate a further £133,000 for front line services.

Councillor N Knowles presented an amendment to the Budget Proposals on behalf of the Labour Party. The proposed amendment was moved with 2 options to fund the overall additional net cost over the Medium Term Financial Strategy:

Funding Option 1 – fund from reserves

Funding Option 2 – from a small increase in Council Tax in 2018-19 of 2.25% rather than the Cabinet's proposed 1.94%;

to provide capital funding for the construction of new public conveniences at the Bridge Street Site of the former Lloyds garage with running costs to be part funded by Stourport Town Council; and the Council commits itself to consistent advocacy for the construction of housing at 'social', not 'affordable', rent levels and will actively seek a partner, or partners, with whom to construct such housing, using funds from the £10m development loans and/or £25m capital portfolio funds.

Councillor N Gale left the meeting at 7.40pm and returned at 7.42pm.

A lengthy debate ensued. Several Members spoke about the importance of retaining the Community Leadership Fund and how much good it does across the District. The Leader of the Council said that it was an aspiration of the Council to develop the whole of the former Lloyds garage site to improve the outlook of Bridge Street.

Named votes on the Labour Party proposals was recorded as follows and the amendments were defeated:

Funding Option 1

For (5)

Councillors: V Higgs, N Knowles, N Martin, M Rayner and J A Shaw

Against (24)

Councillors: J Aston, J Baker, J-P Champion, S J Chambers, J R Desmond, N J Desmond, H E Dyke, P Dyke, N Gale, I Hardiman,

Agenda Item No. 10

J A Hart, M J Hart, K Henderson, A T Hingley, D Little, S Miah, F M Oborski MBE, T L Onslow, C Rogers, J D Smith, R J Vale, S J Walker, H S Williams and S J Williams.

Funding Option 2

For (5)

Councillors: V Higgs, N Knowles, N Martin, M Rayner, J A Shaw

Against (24)

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

Councillor F M Oborski MBE presented an amendment to the Budget Proposals on behalf of the Independent and Liberal Democrat Group which sought approval to; increase staffing resources for the Civil Enforcement team by 1.5FTE; the introduction of free leisure passes for local "looked after children" within Worcestershire fostered within the Wyre Forest area and also for care leavers; to undertake a review to ensure the Housing team had sufficient capacity to make appropriate use of legislative powers including Empty Dwelling Management Orders (DMOs); to prioritise use of funding from the £25m Capital Portfolio Fund to facilitate bringing into use undeveloped sites allocated for housing development.

Councillor P Dyke left the meeting at 8.13pm and returned at 8.15pm.
Councillor S Chambers left the meeting at 8.37pm and returned at 8.39pm

The Cabinet Member for Resources thanked the Group for their proposals and acknowledged that there were not too many differences between the proposals of the administration and those of the Independent and Liberal Democrat Group. He acknowledged the Corporate Parenting responsibilities of the District Council and said that the proposal for the free leisure passes was a well meaning idea. He said the Leisure Centre did offer a passport to Leisure which offered a 50% discount for families with looked after children and care leavers, and added that this would be kept under review.

A named vote on the Independent and Liberal Democrat Group proposals was recorded as follows and the amendment was defeated:

For (5)

Councillors: J Aston, H E Dyke, P Dyke, S Miah and F M Oborski MBE.

Against (19)

Agenda Item No. 10

Councillors: J Baker, J-P Campion, S J Chambers, 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, S J Walker, H S Williams and S J Williams.

Abstained (5)

Councillors: V Higgs, N Knowles, N Martin, M Rayner and J A Shaw

The Leader of the Council said that the administration will continue to do their best with the financial envelope that they had and would continue to manage the finances prudently, reducing costs and increasing income wherever possible and give all who live, work and visit Wyre Forest the best services that they possibly could.

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

For (19)

Councillors: J Baker, J-P Campion, S J Chambers, 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, S J Walker, H S Williams and S J Williams.

Against (7)

Councillors: V Higgs, N Knowles, N Martin, S Miah, F M Oborski MBE, M Rayner and J A Shaw

Abstained (3)

Councillors: J Aston, H E Dyke and P Dyke

Decision:

1.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2018-21

1.1.1 The updated Medium Term Financial Strategy 2018-21 be approved;

1.1.2 The Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2018-21 as shown in paragraph 3.18 of the report to Council be approved, including:

a) Approval of a further tranche of £1.757m capital investment required for the refreshed ICT Strategy to be added to the capital programme as set out in Appendix 3 of the December report;

b) Approval of the Community Leadership Fund for 2018-19 of £33k;

c) Approval of a further Localism Fund allocation of £50k in 2018-19.

d) Approval of funding to allow the current level of Community Safety staffing to be maintained for 2018-19 while a review of all options is undertaken taking into account the Police and Crime Commissioner's (PCC) position regarding future funding strategies.

e) Approval of a further tranche of Wyre Forest Forward Efficiency Savings of £50k in 2018-19, £175k in 2019-20 and £400k in 2020-21.

f) Approval of additional income generation targets of £50k in 2018-19, £75k in 2019-20 and £100k in 2020-21.

g) Approval of capital funding of £38k for the replacement of the Spennells Valley Boardwalk funded from the unused Leisure Centre contingency.

h) Approval of capital funding of £250k in 2018-19 to support a more commercial approach for income generation.

1.1.3 The fees and charges in line with this Strategy and the impact on the Council's Revenue Budget for 2018-21, as shown in Appendix 3 be approved;

1.1.4 The Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2 be approved;

1.1.5 Any Final Accounts savings arising from 2017-21 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Corporate Director: Resources in consultation with the Leader be approved;

1.1.6 Approval that allocations from the Commercialism Capital Fund proposed at 1.1.2 (h) above is DELEGATED to Corporate Director: Community Well- Being and Environment in consultation with the Commercial Activity Programme Board and the Section 151 Officer to agree the viability of each business case;

1.1.7 The General Fund Revenue Budget be APPROVED including all updates from the position in December 2017 as set out in the report.

2.1 COUNCIL TAX

2.1.1 The Council Tax for Wyre Forest District Council on a Band D Property at £209.34 for 2018-19 (£205.36 2017-18) which represents an increase of 1.94% on Council Tax from 2017-18 be set.

2.1.2 The provisional Council Tax on a Band D Property in 2019-20 of £213.40 and £217.54 in 2020-21, being an increase of 1.94 % in both years be endorsed.

2.1.3 The proposal to increase Council Tax charge for dwellings empty for more than 2 years from 100% to 150% with effect from 1st April 2018 as per paragraph 5.3 be approved;

2.1.4 The opinion of the Corporate Director: Resources (as Chief Financial Officer) on the budget proposals, recommended by the Cabinet in the report, as detailed in Appendix 4 of the report be noted.

Councillors J-P Campion and T L Onslow left the meeting at this point, (8.49pm).

C.78 Council Tax 2018-19

Council considered the formal resolution for setting the Council Tax for 2018-19. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 7th February 2018 which includes the precepts by Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia, and Hereford and Worcester Fire Authority.

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

For: (27)

Councillors: J Aston, J Baker, S J Chambers, 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, D Little, N Martin, S Miah, F M Oborski MBE, M Rayner, C Rogers, J A Shaw, J D Smith, R J Vale, S J Walker, H S Williams and S J Williams

Decision: The formal Council Tax Resolution 2018-19 at Appendix 1 of the report to Council, taking into account information contained in Appendices 2 to 5 be approved.

There being no further business, the meeting ended at 8.51pm.

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
23rd May 2018**

QUESTIONS TO COUNCIL

1. Question from Councillor S Miah to the Leader of the Council

What information was provided to the council, and thereby what commitments were made by the County Council for the provision of a bus route including the provision of bus bays along the Hoobrook Link Road?

Chairman's List of Functions – 2018/19

MARCH 2018

- 7th Worcestershire Skills Show
- 9th Chairman of Bromsgrove Skittles Evening
- 17th Kidderminster Choral Society **
- 23rd Wyre Forest District Council Chairman's Charity Supper

APRIL 2018

- 7th Mayor of Stourport on Severn Charity Ball
- 13th Mayor of Worcester "Sing into Spring"
- 14th Kidderminster Mayors RAF Commemorative Concert
- 22nd Kidderminster St George's Day Parade
- 23rd Mayor of Evesham's St George's Day Celebration
- 28th Valentines Concert
- 29th Chairman of WCC Civic Service

MAY 2018

- 9th Kidderminster Mayor Making
- 11th Bewdley Mayor Making *
- 16th Bromsgrove Annual Council Meeting

* Denotes attendance by Vice Chairman
** Denotes attendance by Past Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL

23RD MAY 2018

Political and Constitutional Structures 2018/2019

OPEN	
CABINET MEMBER:	The Leader of the Council
DIRECTOR:	Solicitor to the Council
CONTACT OFFICER:	Caroline Newlands, Ext. 2715 caroline.newlands@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 Revisions to the Constitution Appendix 2 Political Management Structure Appendix 3 Committee Appointments Appendix 4 Municipal Calendar Appendix 5 Political balance Appendix 6 Appointments to outside bodies Appendix 7 Outline Job Description for independent person – Audit Committee

1. PURPOSE OF REPORT

To consider the Political and Constitutional Structures for the municipal year 2018/2019.

2. RECOMMENDATION

The Council is asked to:

- 2.1 Agree the revisions to the Constitution as set out in Appendix 1.**
- 2.2 Approve the proposed Political Management Structure of committees for 2018/2019 as set out in Appendix 2 of the report.**
- 2.3 Agree the Chairmen and Vice-Chairmen of Committees as contained in Appendix 3.**
- 2.4 Adopt the Municipal Calendar as set out in Appendix 4.**
- 2.5 Approve the revised chart of political balance as set out in Appendix 5.**
- 2.6 Agree the appointments to outside bodies as set out in Appendix 6.**

- 2.7 To amend the membership of the Audit Committee to include an independent person in accordance with the process detailed in this report.
- 2.8 Authorise the Solicitor to the Council to settle any outstanding details relating to the political structures and to make changes as necessary to the Council's Constitution to give effect to the Council's decisions and any other revisions necessary to reflect needs or circumstances.

3. BACKGROUND

- 3.1 Council is responsible for establishing the political structures which are not the responsibility of the Leader and Cabinet.
- 3.2 Under the Local Government Act 2000 as amended by the Public Involvement in Health Act 2007, the Leader of the Council is responsible for appointments to the Cabinet and allocating responsibilities to Cabinet members. Since 2011, the Council has appointed the Leader of the Council under the "strong leader" model. Councillor Marcus Hart was appointed as Leader in May 2015 for the period to 2019.
- 3.3 It remains Council's role to establish such Committees as it thinks fit to carry out the discharge of functions which are not the responsibility of the Cabinet. This report addresses the political and constitutional structures for the Council to decide. It also appoints their Chairmen and Vice Chairmen.
- 3.4 Under section 7, 1.4 of the Council's constitution, it is a function of full Council to make appointments to external bodies including relevant joint committees. Vacancies that arise during the course of the municipal year are dealt with by the Cabinet.
- 3.5 Under Article 15 of the Constitution, it is for full Council to agree material changes to the constitution. There are four such amendments proposed, which are set out in paragraphs 4.3 to 4.8 below.

4. KEY ISSUES

- 4.1 The Conservative Group has a large majority on the Council as a result of the elections on 3 May 2018. The administration's proposals for the 2018/2019 political structure are detailed in Appendix 2. There are no changes from the structure agreed for 2017/18.

Political Balance

- 4.2 Following the elections held on 3 May 2018, Councillors will form themselves into political groups of the following numbers.

Conservative	21
Independent & Liberal Democrat Group	6
Labour	4
Independent Community and Health Concern	2

Legislation requires that the aggregate allocation of committee seats must be in accordance with the principles of political balance and proportionality. Subject to this, individual committee membership should reflect the political balance of the Council as far as practicable. Council can depart from these principles provided no member votes against doing so. As usual, it is not possible to achieve precise political balance. The political balance of committees is set out in Appendix 5 for Council's approval.

Amendments to constitution

- 4.3 A number of amendments to the constitution are set out in Appendix 1 for the Council's approval.

Inclusion of an Independent Person on the Audit Committee

- 4.4 It is proposed that an Independent Person is appointed to the Audit Committee as a pilot for 2018/19 as a non-voting member. An outline job description contained in Appendix 7 sets out the key requisites of this new role for which travel and subsistence will be paid. This proposal is recommended as best practice by the Chartered Institute of Public Finance and Accountancy as often the injection of an external view can be seen as bringing a new perspective and flavour to committee discussions. Many authorities including Wychavon, Redditch, Rugby BC, Warwickshire County and Solihull MBC have made provision to co-opt an independent person as a member of Audit Committee. As the proposal is that the Independent Person will not have voting rights, this allows flexibility in co-option and retains the decision-making function for the members of the audit committee. An equivalent model is the Ethics and Standards committee.
- 4.5 The proposed process for appointment is that the Chairman and Vice Chairman of the Audit Committee together with the Corporate Director: Resources and Audit Manager interview and be empowered to appoint a suitable person for this municipal year.

Local Plans Review Panel

- 4.6 It is proposed to sharpen the remit of the Panel, provide for a Vice Chairman to be appointed by Council and provide for the majority of the Panel's members to be drawn from the largest group while retaining representation for all groups. (For information, a politically balanced panel of 7 would have five members from the Conservative group, and one each from the Independent & Liberal Democrat and Labour groups, and no representation from ICHC.) While this advisory Panel generally proceeds by consensus, in the event that a conclusion needs to be reached that does not enjoy clear majority support, the amendment also makes clear that the co-opted members of the Panel from town councils are non-voting i.e. the District Councillors on the panel would each have a vote.

Chairmanship of review panels established by Overview and Scrutiny Committee

- 4.7 Following the Local Government Association's Peer Review in March 2017, Members of the Overview and Scrutiny Committee met informally with Officers to discuss how

they might shape the Committee's forward work programme and arrangements for review panels. It was agreed that whilst any Councillor could propose items for scrutiny, Overview and Scrutiny Committee Members should expect to lead the process, for example by chairing any review panel that is established. The amendment set out was recommended to Council by the Overview and Scrutiny Committee at its meeting on 5th October 2017.

Employee code of conduct

- 4.8 The Employee Code of Conduct has recently been updated. As it forms part of the Constitution (Section 15) approval is required by Council. The update was tabled at a recent Joint Negotiation and Consultative Committee meeting with the recognised unions in April and was supported.

Committee Appointments

- 4.9 After determining its political structures and allocations of seats to committees, Council must appoint Chairmen and Vice-Chairmen to committees. The nominations for these posts are set out in Appendix 3. The Solicitor to the Council will fill other seats in accordance with the nominations from the respective political Groups.

Municipal Calendar

- 4.10 The calendar of meetings for 2018/2019, attached at Appendix 4, has been prepared based on the Council's proposed decision-making structure and in accordance with the Council's Standing Orders.

Outside appointments

- 4.11 Each year the Council appoints Members as representatives on a number of outside bodies. The attached schedule at Appendix 6 details the appointments due at this time and the number of nominations required for each body. Members will note that the appointments are made for the municipal year 2018/2019 unless otherwise annotated.
- 4.12 The schedule in Appendix 6 sets out the administration's proposals for who should be appointed in each case along with information, where relevant, on the other nominations submitted by the various groups.

5. FINANCIAL IMPLICATIONS

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

6. LEGAL AND POLICY IMPLICATIONS

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

7. EQUALITY IMPACT ASSESSMENT

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

8. RISK MANAGEMENT

8.1 There are no significant risks associated with the proposed political management structure for 2018/2019.

9. CONCLUSION

9.1 The proposals contained within this report meet the requirements of the relevant legislation including the Local Government Act 2000 and provide clear links to the Council's priorities.

10. CONSULTEES

10.1 The Leader of the Council.

10.2 The Chief Executive.

10.3 Group Leaders – in respect of the municipal calendar and appointments to outside bodies.

11. BACKGROUND PAPERS

11.1 Local Government Act 2000, Local Government and Public Involvement in Health Act 2007, Local Government and Housing Act 1989, The Police and Criminal Justice Act 2006; Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000; the Local Authorities (Standing Orders) (England) Regulations 2001 as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 No. 881; the Accounts and Audit Regulations 2015 No 234.

11.2 Report to the Overview & Scrutiny Committee, 5th October 2017
<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7884>

Revisions to the Constitution

To amend the terms of reference for the Audit Committee in Section 5 of the Constitution, as follows

Add at end “**Membership** The Audit Committee shall consist of such number of members of the Council and such number of independent persons as has been determined by Council. Independent persons shall be non-voting and appointed in accordance with the method approved by Council.”

To amend the terms of reference for the Local Plans Review Panel in Section 5 of the Constitution, as follows:

“12. Local Plans Review Panel

To make recommendations **to the Overview and Scrutiny Committee** on the content of the Council’s local plans and related documents including reviewing them in the light of consultation and national policy. To **consider** responses on other Councils’ local plans including neighbourhood plans in Wyre Forest.

Membership: **four** members from the largest political group, one member from each of the other political groups. The membership includes the Chairman **and Vice-Chairman** of the review panel who will be appointed by full Council. The panel may co-opt up to two members nominated by Stourport-on-Severn Town Council, up to two members nominated by Bewdley Town Council and up to two members nominated by Kidderminster Town Council. **Co-opted members will be non-voting.**

Much of the information available to and considered by the Panel will be considered “Commercial in Confidence” or “Draft” in nature. As such it is necessary that all members of the LPRP, including co-optees, observe the Council’s “Access to Information Procedure Rules” contained within the Council’s Constitution.”

To amend the procedure rules for scrutiny committees in Section 10 of the Constitution, as follows:

Add at the end of paragraph 1.10:

“Except in the case of the Local Plans Review Panel and any other review panel where full Council appoints the chairman, the chairman of each review panel shall be appointed by the Overview and Scrutiny Committee from among the members of that Committee.”

To update Section 15 (The Employee Code of Conduct) as set out below



HR Employment Information & Guidance **Employee Code of Conduct**

Status: Version
Date Approved:

1.0

CONTENTS

1. Introduction..... 3

2. Status of the Code 3

3. Who is the Code Aimed at? 3

4. Standards 3

5. Disclosure of Information 4

6. Political Neutrality 4

7. Relationships 4

8. Appointment and Other Employment Matters 5

9. Outside Commitments 5

10. Corruption..... 6

11. Hospitality & Gifts 6

12. Sponsorship – Giving and Receiving 6

13. Inappropriate/Sexual Material 6

14. Information Technology 7

15. Use of Financial Services 7

16. Contact with the Media 7

17. Inclusion 7

18. Smoke Free Environment 7

19. Drugs and Alcohol 8

20. Health and Safety 8

21. Criminal Charges, Cautions and Convictions 8

22. Conduct and Performance 8

23. Competition for Council Services 9

24. Use of Employees for their own Purposes of Council Purchasing Arrangements 9

25. Breaches of the Code 9

26. Further Advice 9

1. Introduction

As Council employees we all serve the public, directly or indirectly. We have, therefore, a particular responsibility to give of our best and remain fair and impartial in all our actions.

The public is entitled to expect the highest standards of conduct from all of us who work for Local Government. This Code outlines existing laws, regulations and Conditions of Service and provides further guidance to assist the District Council and its employees in our day-to-day work.

This Code applies to all employees at all levels, including the Chief Executive and Corporate Leadership Team Members. The Code lays down guidelines which will maintain and improve standards and protect employees from misunderstanding or criticism.

We aim to achieve our goals of providing cost effective, the best service we can deliver within a local democratic framework.

Please read the Code carefully, as there may be points you are unaware of or do not fully appreciate.

2. Status of the Code

This Code has been adopted by the Council and sets out the standards which apply.

The Code is not intended to prohibit all social involvement with the outside world nor would it be right to restrict private dealings between employees and any particular person or body. It is, however, important that employees judge the wisdom of their actions not by any comparison with the practices which, no doubt for good reasons, are followed by the private sector but rather by reference to the traditional Public Service principles of accountability and responsibility.

The Code cannot cover all cases likely to arise in practice, but the principles certainly do. At the end of the day the Council relies on the integrity, common sense and professional judgement of individual employees.

3. Who is the Code Aimed At?

The Code applies to all employees under a Contract of Employment, including casual employment with the Council. However, some of the issues governed by this Code will affect some employees more than others, for example those who have frequent contact with members of the public, businesses, other organisations and councillors. Activities carried out by employees, acting in the course of their employment as directors of or representatives on organisations, should also be subject to the standards within the Code.

4. Standards

The Code is designed to help employees maintain the standards required of public officials and you should be aware that actions which are clearly contrary to the Code may provide evidence which may lead to disciplinary action in accordance with the Council's disciplinary procedure.

Council employees are expected to give the highest possible standard of service to the public. This Code of Conduct has been produced and agreed by the Council so that employees can be made aware of a number of key aspects expected from those working in the public sector. Particular standards of behaviour for employees are specified in the Council's Disciplinary Procedure. The Council's Standing Orders, Financial Regulations and Contract Procedure Rules with respect to Contracts must be adhered to at all times.

5. Disclosure of Information

The law requires that certain types of information relating to the Council are made available to the public. Equally there is other information that would be unlawful to disclose to a third party. Employees must treat all agendas, reports and other documents and all proceedings of the Council, Committees, Sub-Committees and Panels as confidential unless and until they become public in the ordinary course of the Council's business.

Employees must not access nor use any information obtained in the course of their employment, or from Council sources, for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

Employees must comply with the Data Protection Act and the General Data Protection Regulation.

6. Political Neutrality

Employees serve the Council. It follows that they must serve all Councillors and not just those of the controlling group. Employees must give advice which does not compromise their political neutrality. Employees must implement the lawful expressed policies of the Council and must not allow their own personal or political opinions to interfere with their work. Employees should familiarise themselves with and comply with the Council's Protocol for Member/Officer relations.

Officers in posts designated as "politically restricted" must comply with the requirements specified in the Local Government and Housing Act 1989.

7. Relationships

Employees are responsible to the Council through their Senior Managers. For some employees their role is to give advice to Councillors and Senior Managers and all are there to carry out the Council's work. Mutual respect between employees and Councillors is essential to Local Government. Employees must not place themselves in a position where close familiarity with a Councillor prejudices their work in the Council.

When exercising their delegated powers employees must comply with the declaration of related party transactions applicable to Members of the Council.

The Council has a policy that, generally, partners or relations should not supervise or audit the work of each other. Each case will be judged on its merit and decisions to approve

arrangements where a person supervises or audits the work of a partner or relation will be taken by the appropriate member of the Corporate Leadership Team.

If the employee is involved in awarding work, orders or contracts to members of the public, contractors or suppliers, the employee must inform his or her line manager of all relationships of a business nature with members of the public, external contractors, potential contractors, or suppliers of goods or services. "Business relationship" includes such things as having a direct shareholding in a company or where the employee, a close family member or close friend works for a company. The line manager will wherever possible allocate the work to another employee in order to avoid any conflict of interest that could arise from an employee's business relationship with others.

8. Appointment and Other Employment Matters

Employees involved in appointments should ensure that these are made on the basis of merit. It would be unacceptable for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or are in a personal relationship with him or her.

Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc.

9. Outside Commitments

Officers above Salary Band G (SCP 28) shall devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without express consent.

Under no circumstances should employees undertake private planning work i.e. to prepare any plans on behalf of any applicant to this Council for planning and/or Building Regulations consent within the District. Undertaking private planning work outside the District requires the prior approval of the Chief Executive after consultation with the Director of Economic Prosperity and Place.

No private work must be undertaken in Council time, on Council premises, or using Council equipment. External private calls, other than those which are local, should normally be made in the employee's own time and must be paid for.

Employees must disclose any personal interest that could conflict with the Council's interests including membership of a secret society which can be disclosed in confidence to the Corporate Leadership Team Member. The Chief Executive can provide guidance of the definition of a 'secret society'. The Solicitor to the Council will keep a record of employees' declarations of interest.

10. Corruption

Employees are made aware that it is a serious criminal offence for them corruptly to receive any gift or inducement (in this section these terms include loans, fees, rewards, any advantage whatsoever) for doing or not doing anything or showing favour or disfavour to any persons in their official capacity.

11. Hospitality and Gifts

In certain instances hospitality is not acceptable e.g. in connection with regulatory action. In other cases, modest hospitality, provided that it is normal and reasonable in the circumstances, e.g. lunches during a working visit, may be acceptable. It should not exceed the scale of hospitality which the Council would be likely to offer.

Subject to the guidance below about low value gifts and small gratuities where any gift is offered, employees of the Council should, if possible, refuse it. If it is not possible to refuse the gift, e.g. where such an item is left for the employee without being offered or posted, it should be returned to the person who sent it. In either case the Solicitor to the Council should be informed.

Gifts, other than those of low intrinsic value (e.g. diaries/calendars, pens, mugs), should be politely declined. If in doubt the employee should seek advice from their Manager. Small gratuitous tips such as those offered to employees at Christmas (e.g. Waste Crews) can be accepted. Tips must not be asked for or taken for providing an additional service over and above that agreed by the Council.

The Solicitor to the Council will keep a record of hospitality and gifts received, or refused, other than the low value gifts and small gratuities mentioned in the above paragraph.

12. Sponsorship – Giving and Receiving

Where an outside organisation wishes to sponsor or is seeking to sponsor a Local Government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Where the Council wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Solicitor of the Council of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

13. Inappropriate/Sexual Material

It is not acceptable for employees to either possess or obtain any material which is of an inappropriate sexual, pornographic or discriminatory nature whilst in the workplace or whilst conducting Council duties outside of the workplace, i.e. including Council vehicles.

Inappropriate material can be defined as material that deals with matters such as sex, cruelty, violence, terrorism, racism or discrimination that has the potential to offend. Possessing or obtaining inappropriate material also applies to data stored or transmitted on Council computer systems or Council supplied mobile telephones. Examples of such material may include, but is not limited to:-

- Calendars
- Posters
- Magazines/Books/Other forms of literature
- Videos/DVD's
- Screensavers or computer desktops
- Computer images
- Photographs

14. Information Technology

Employees should ensure they familiarise themselves with the Council's ICT Policy and Social Networking Guidance.

15. Use of Financial Resources

Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council.

16. Contact with the Media

Employees should ensure they familiarise themselves with the Council's Media Protocol.

17. Inclusion

All members of the community, customers and other employees have the right to be treated fairly and with dignity. You must make yourself aware of and comply with the Council's Equality, Diversity and Inclusion Policy and Procedure.

18. Smoke Free Environment

Employees should ensure they familiarise themselves with the Council's Smoke-free Workplaces Policy.

19. Drugs and Alcohol

Employees should ensure they familiarise themselves with the Council's Substance Misuse Guidance.

20. Health and Safety

Unsafe working can endanger you, your colleagues and members of the public. You must familiarise yourself with the Council's Health and Safety Policy and guidelines for your particular work. You must follow the rules, codes and safe practices they describe including reporting any accidents, incidents or near misses you have at work.

Where uniform or protective clothing is issued it must be worn as required when at work and representing the Council

In any circumstances, it is illegal to use a hand-held mobile phone when driving even when you are stopped at traffic lights or in a queue of traffic with the engine running. This includes using a hands-free phone if you fail to have proper control of the vehicle. Any employee caught using a hand-held mobile phone whilst driving a Council vehicle may be subject to action under the Council's Disciplinary Policy and Procedure.

21. Criminal Charges, Cautions and Convictions

You must advise your line manager immediately if you are charged with or cautioned or convicted of any criminal offence whilst you are an employee of the Council. While such proceedings will not necessarily affect your employment, the Council needs to be sure there are no implications for its reputation and service delivery or in relation to the role you undertake.

You must also advise your line manager immediately if you have been arrested or appeared in court and released on bail in circumstances where bail conditions have been applied which could have consequences for your work. If you are in any doubt about whether you should report bail conditions you must discuss it with your line manager or HR so that any concerns can be addressed from the outset. Informing the Council of relevant bail conditions will assist you in making sure that you do not inadvertently breach bail conditions that have been imposed, and where appropriate the Council will make adjustments to your work accordingly to assist compliance.

22. Conduct and Performance

Unacceptable behaviour and/or failure to maintain satisfactory standards of conduct or performance will lead to action being taken against you under the appropriate Council procedure. This includes specifically the failure to behave at all times in accordance with the Council's stated values.

23. Competition for Council Services

Employees who are approached by private companies for details of the Council's procedures such as enquiries about staffing policy, purchasing policy, costing methods and operational procedures should tell their Corporate Leadership Team member and/or immediate supervisor immediately. Employees should not put fellow employees at a disadvantage in competition by inadvertently supplying confidential information to competitors.

Employees approached by companies or agencies promoting 'Management Buy Outs' should report any such approaches to their Corporate Leadership Team member immediately. On no account should employees work up 'Management Buy Out' proposals whilst remaining in the employment of the Council without first obtaining the Council's express and specific consent. Employees wishing to develop such an initiative should write to the Chief Executive at the earliest opportunity setting out their proposals for consideration.

24. Use by Employees for Their Own Purposes of Council Purchasing Arrangements

No authority has been given for employees to use for their own advantage any favourable terms which the Council may have negotiated or been given for the purchase of goods or services.

Although it may appear reasonable and convenient to an employee to use the Council's arrangements for obtaining goods and services for his/her own purposes on occasion and although such use may not involve the Council in any expenditure or commitment, such practice is contrary to the Council's financial regulations and is also in contravention of Section 117 of the Local Government Act 1972.

The Council's affairs (like those of other public authorities) are subject to strict control and stringent scrutiny both by internal and external bodies. Employees are therefore instructed to keep transactions they make on behalf of the Council entirely separate from and unconnected with their personal and other affairs. On no account should staff use any special purchasing or discount arrangements which the Council may have with suppliers; nor should the Council's name be used in connection with any unofficial transaction.

25. Breaches of the Code

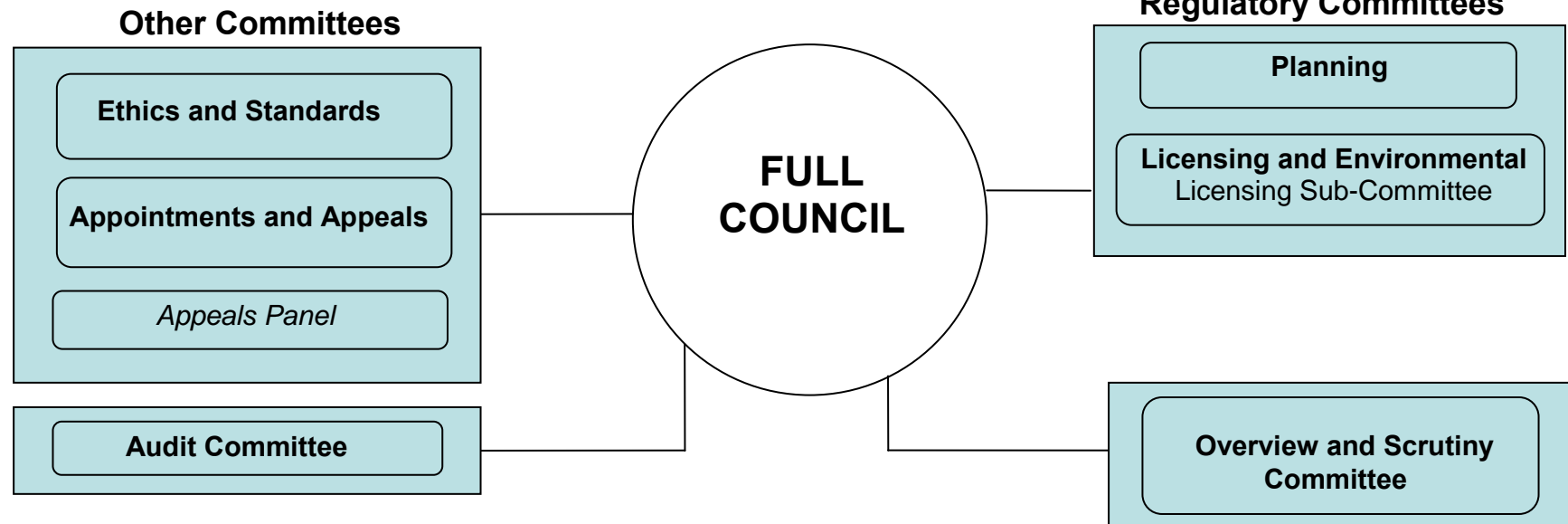
Any breach of the Code of Conduct may be dealt with under the Council's Disciplinary Procedure.

26. Further Advice

Details of policies referenced in the Code of Conduct and relating to people management can be found on the HR pages on the Council's Intranet. Further advice is available from the HR team.



Political Structure May 2018



The Cabinet					
<p>Cllr Marcus Hart Leader of the Council and Cabinet Member for Strategy</p> <p>Strategic policy co-ordination National & Regional Influence Oversight of strategic projects including Wyre Forest House and depot investment project Localism agenda including asset transfers; relations with parish councils Emergency planning Partnerships, policy and performance Communication & branding</p>	<p>Cllr Ian Hardiman Deputy Leader and Cabinet Member for Planning and Economic Regeneration</p> <p>Forward planning, local development framework Development Control Building Control Land charges Economic Development & Regeneration Town Centres Tourism Regeneration schemes including town centre developments in Kidderminster, Bewdley Load Street, Lloyds Garage site Development of assets to support regeneration and increase income Building maintenance and facilities management</p>	<p>Cllr Nathan Desmond Cabinet Member for Resources</p> <p>Finance & Audit Legal services Democratic services Human resources Revenues & benefits Customer Services Information and Communication Technology Wyre Forest Forward Equality & diversity</p>	<p>Cllr Juliet Smith Cabinet Member for Culture, Leisure and Community Protection</p> <p>Cultural and leisure services Countryside service Regulatory services Community Safety Income generation, safeguarding, relations with voluntary sector</p>	<p>Cllr Rebecca Vale Cabinet Member for Operational Services</p> <p>Parks and open spaces Grounds Maintenance Waste Reduction Refuse Collection & Recycling Fleet Management Street Cleansing Public Conveniences Parking Services Cemeteries Health and safety</p>	<p>Cllr Chris Rogers Cabinet Member for Housing, Health and Well-being</p> <p>Housing including Registered Social Landlords, Private Sector & Homelessness Health and well-being Sustainability</p>

COMMITTEE APPOINTMENTS
WYRE FOREST DISTRICT COUNCIL
COMMITTEES 2018/19

<p>Appointments and Appeals Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Marcus Hart Councillor Ian Hardiman</p>
<p>Audit Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Howard Williams Councillor Tracey Onslow</p>
<p>Overview and Scrutiny Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Helen Dyke Councillor Mary Rayner</p>
<p>Licensing and Environmental Committee</p> <p>Chairman: Vice-Chairman</p>	<p>Councillor Jeff Baker Councillor Paul Harrison</p>
<p>Licensing Sub-Committee</p>	<p>A rota of 3 Members of the Licensing and Environmental Committee, including, and Chaired by, the Committee's Chairman or Vice-Chairman.</p>
<p>Planning Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor John Hart Councillor David Little</p>
<p>Local Plans Review Panel</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Fran Oborski MBE Councillor John Hart</p>
<p>Ethics and Standards Committee</p> <p>Chairman: Vice-Chairman:</p>	<p>Councillor Nicky Gale Councillor John-Paul Campion</p>

MAY 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 CLT	2	3 Elections	4	5	6
7 Bank Holiday	8	9 1.30-5pm Induction briefing for new members	10	11	12	13
14	15 CLT	16	17 WCC Council	18	19	20
21	22 Cabinet/CLT	23 6pm Council	24 6pm Planning	25	26	27
28 Bank Holiday	29	30 6pm Audit	31			

JUNE 2018

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

JULY 2018

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

AUGUST 2018

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

SEPTEMBER 2018

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

OCTOBER 2018

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

NOVEMBER 2018

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

** Cabinet Financial Strategy Advisory Panel to be programmed in

DECEMBER 2018

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

JANUARY 2019

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

** Cabinet Financial Strategy Advisory Panel (x 2) to be programmed in

FEBRUARY 2019

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

MARCH 2019

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

APRIL 2019

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

MAY 2019

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

JUNE 2019

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

JULY 2019

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

		Conservative		Labour		Independent Community and Health Concern		Ind & Lib Dem Group				Total
No. of Cllrs.			21		4		2		6			33
Percentage			63.64%		12.12%		6.06%		18.18%		0.00%	100.00%
Executive Cttees												
Membership												
Appts & Appeals	5	3	3.18	1	0.61	0	0.30	1	0.91	0	0.00	5
Audit cttee	6	4	3.82	1	0.73	0	0.36	1	1.09	0	0.00	6
Ethics & standards *	6	4	3.82	1	0.73	0	0.36	1	1.09	0	0.00	6
Scrutiny												
Scrutiny Committee	10	6	6.36	1	1.21	1	0.61	2	1.82	0	0.00	10
Regulatory												
Planning	12	8	7.64	1	1.45	1	0.73	2	2.18	0	0.00	12
Lic & Env	12	8	7.64	1	1.45	1	0.73	2	2.18	0	0.00	12
Total	51	33	32.45	6	6.18	3	3.09	9	9.27	0	0.00	51
Percentage		64.71%		11.76%		5.88%		17.65%		0.00%		100.00%
Difference between % No. of Cllrs. And % Number of Seats		1.07%		-0.36%		-0.18%		-0.53%		0.00%		

* the table shows only district councillor members

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

Representation on Outside Bodies 2018/2019

External Body	Representative 2017/2018	Representative 2018/2019	Number of Representatives
Age Concern	Councillor Jeff Baker	Councillor Jeff Baker	1 Councillor
Bewdley Development Trust	Councillor Rod Wilson	Councillor Rod Wilson	1 Councillor
Bewdley Museum Management Committee	Councillor Juliet Smith Councillor Rod Wilson Councillor John-Paul Campion	Councillor Juliet Smith Councillor Rod Wilson Councillor Nick Harris	Relevant Cabinet Member plus 2 Bewdley & Rock Ward or Wribbenhall & Arley Ward Councillors
Carpet Museum Trust Registered Charity 1163401	Councillor Rose Bishop Councillor Anne Hingley	Councillor John Hart Councillor Mike Cheeseman	Under the Trust's constitution, the Council may appoint 2 elected members as charity trustees
District Councils' Network	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Leader, Deputy Leader as named substitute
Greater Birmingham & Solihull Local Enterprise Partnership Joint Scrutiny Committee	Councillor Nigel Knowles Substitute – Councillor Nicky Martin	Councillor Nigel Knowles Substitute – Councillor Nicky Martin	1 Councillor and 1 named substitute (not Members of the Cabinet)
Greater Birmingham & Solihull Local Enterprise Partnership Supervisory Board (Joint Committee)	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Leader, Cabinet Member as named substitute

External Body	Representative 2017/2018	Representative 2018/2019	Number of Representatives
Kidderminster and District Youth Trust	Councillor Helen Dyke Councillor Mary Rayner Councillor Jeff Baker	Proposal: Councillor Helen Dyke Councillor Mary Rayner Councillor Jeff Baker <u>Other nomination:</u> Councillor Gareth Webster	3 Councillors
Local Government Association General Assembly	Councillor Marcus Hart	Councillor Marcus Hart	Leader of the Council
National Parking Adjudication Joint Committee	Councillor Rebecca Vale Substitute – Councillor Marcus Hart	Councillor Rebecca Vale Substitute – Councillor Marcus Hart	Relevant Cabinet Member, 1 Councillor as named substitute
Stourport Forward Board	Councillor Chris Rogers	Councillor Chris Rogers	1 Stourport Councillor / 1 Officer
The Elizabeth Mills Centre (formerly Stourport Day Centre)	Councillor David Little	Councillor David Little	1 Stourport Councillor
10:32 Wyre Forest Early Help (Formerly Tree Tops Sure Start Children's Centre)	Councillor Sally Chambers	Councillor Sally Chambers	1 Foley Park and Hoobrook Ward Member

External Body	Representative 2017/2018	Representative 2018/2019	Number of Representatives
West Mercia Police and Crime Panel	Councillor Juliet Smith	Proposal: Councillor Juliet Smith <u>Other nomination:</u> Councillor Nigel Knowles	1 Councillor
West Midlands LGA	Councillor Marcus Hart	Councillor Marcus Hart	Leader of the Council
Worcestershire County Council Corporate Parenting Board	Councillor Nicky Gale	Councillor Juliet Smith	1 Councillor (Expectations from WCC: Relevant Cabinet Member or Councillor with relevant experience)
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor Anne Hingley	Proposal: Councillor Fran Oborski <u>Other nominations:</u> Councillor Nicky Martin Councillor Nigel Knowles	1 Councillor
Worcestershire County Council Overview and Scrutiny Performance Board – co-opted member for scrutiny of Worcestershire Local Enterprise Partnership	Councillor Paul Harrison	Proposal: Councillor Paul Harrison <u>Other nomination:</u> Councillor Nigel Knowles	1 Councillor
Worcestershire County Waste Forum	Councillor Rebecca Vale	Councillor Rebecca Vale	Relevant Cabinet Member
Worcestershire Health Improvement Group	Councillor Chris Rogers	Councillor Chris Rogers	Relevant Cabinet Member

External Body	Representative 2017/2018	Representative 2018/2019	Number of Representatives
Worcestershire Leaders Board	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Councillor Marcus Hart Substitute - Councillor Ian Hardiman	Leader, Deputy Leader as named substitute
Worcestershire Regulatory Services Board	Councillor Juliet Smith Councillor John Hart	Councillor Juliet Smith Councillor Jeff Baker	2 Councillors (Past practice: Relevant Cabinet Member & Chairman of Licensing & Environmental Committee)
Wyre Forest Citizen's Advice Bureau - Management Committee	Councillor David Little	Councillor Nick Harris	1 Councillor
Wyre Forest Clinical Commissioning Group - Advisory Group	Councillor Nicky Gale Councillor Chris Rogers	Proposal: Councillor Nicky Gale Councillor Chris Rogers <u>Other nomination:</u> Councillor Nigel Knowles	2 Councillors
Wyre Forest Community Leisure Association Ltd - Local Partnership Board	Councillor John Hart Councillor Helen Dyke	Councillor John Hart Councillor Helen Dyke	2 Councillors / 2 Officers
Wyre Forest Local Children and Young People's Trust	Councillor Juliet Smith Councillor Sally Chambers	Proposal: Councillor Juliet Smith Councillor Sally Chambers <u>Other nomination:</u> Councillor Gareth Webster	2 Councillors including relevant Cabinet Member / 1 Officer
Wyre Forest Nightstop and Mediation Service Management Committee	Councillor Chris Rogers	Councillor Chris Rogers	Relevant Cabinet Member

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

At a meeting on 16 May 2018, the Leaders of Bromsgrove, Redditch and Wyre Forest will agree North Worcestershire representation on the bodies below for 2018/2019. Information will be sent to members of Council after that meeting.

External Body	Representative 2017/2018	Representative 2018/2019
Greater Birmingham and Solihull Local Enterprise Partnership	Councillor Greg Chance (Redditch) Sub: Councillor Ian Hardiman (Wyre Forest)	
Greater Birmingham and Solihull LEP ESIF Committee	Councillor Ian Hardiman (Wyre Forest) Sub: Dean Piper (NWEDR)	
Worcestershire LEP	Councillor Karen May (Bromsgrove) Sub: Leader or relevant Cabinet Member from Wyre Forest or Redditch	
Worcestershire Local Transport Board	(Two seats, not drawn from the council supplying the “main” representative on the Worcestershire LEP) Councillor Ian Hardiman (Wyre Forest) Councillor Greg Chance (Redditch)	
Worcestershire ESIF Committee	Councillor Ian Hardiman (Wyre Forest) Sub: Dean Piper (NWEDR)	

External Body	Representative 2017/2018	Representative 2018/2019
Worcestershire Health and Well-being Board	Councillor Margaret Sherrey (Bromsgrove) Sub: Councillor Chris Rogers (Wyre Forest)	
Worcestershire Local Access Forum	Councillor Pat Witherspoon (Redditch)	

Armed Forces Champions (for information)

These appointments are made by the Leader of the Council.

	2017/2018	2018/2019
Armed Forces Champion	Councillor Nicky Gale Councillor Jeff Baker	Councillor Nicky Gale Councillor Steve Walker

Outline Job Description for Independent Person – Audit Committee

4 Year Fixed Term

Would you like to play an important role by contributing towards maintaining high standards of governance at Wyre Forest District Council ?

We are now seeking an individual with the expertise and independent perspective to support our elected members. The Audit Committee provides independent assurance on the adequacy of the Council's risk and control environment. It also oversees the financial reporting process.

To join us, you will be a person who has experience working in a medium/large organisation at a senior level or other experience which would give similar benefits within the private, public or voluntary sectors. Relevant professional audit and/or governance skills and knowledge of local government would be useful.

Knowledge of corporate governance arrangements in either public or private sectors would also be beneficial along with the ability to constructively assist Councillor's in challenging information presented.

You will be a resident or work in Wyre Forest or the surrounding area and you should also be able to attend training sessions and evening meetings held in the Council Offices.

These appointments are unpaid but travel and subsistence are payable.

You cannot be an Independent Member if you are ;

Currently, or have been in the last 5 years, a Councillor or an employee at the Council.

Closely associated with anyone who is now, or has been in the last 5 years, a Councillor or employee of the Council.

The Council continues to be committed to demonstrating value for money by delivering excellent services that reflect the needs of our communities.

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

Electronic Copies of all reports are available on the Internet

	Attendance Percentage for 2017/18	Number of Meetings Attended
Councillor J Aston	85%	22/26
Councillor J Baker	100%	14/14
Councillor R Bishop	71%	10/14
Councillor J-P Campion	50%	4/8
Councillor S Chambers	100%	8/8
Councillor S J M Clee	38%	3/8
Councillor J Desmond	79%	27/34
Councillor N J Desmond	89%	17/19
Councillor H Dyke	92%	23/25
Councillor P Dyke	80%	12/15
Councillor N Gale	60%	6/10
Councillor I Hardiman	92%	22/24
Councillor J Hart	90%	35/39
Councillor M J Hart	100%	27/27
Councillor K Henderson	90%	19/21
Councillor V Higgs	87%	13/15
Councillor A T Hingley	75%	9/12
Councillor N Knowles	97%	28/29
Councillor D Little	87%	24/29
Councillor N Martin	86%	32/37
Councillor S Miah	75%	12/16
Councillor F M Oborski	90%	36/40
Councillor T L Onslow	87%	13/15
Councillor M Rayner	75%	21/28
Councillor C Rogers	88%	23/26
Councillor J Shaw	93%	26/28
Councillor J Smith	91%	30/33
Councillor R Vale	96%	24/25
Councillor S Walker	84%	16/19
Councillor H Williams	96%	25/26
Councillor S J Williams	100%	39/39
Councillor R Wilson	74%	28/38

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

Cabinet

Annual Report 2017/2018

Report from the Leader

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

The municipal year 2017/18 has yet again been another very busy year for Wyre Forest District Council.

The political make up of the Council in 2017/18 is broadly the same as it was in 2016/17, as there were no elections in May 2017 as it was Worcestershire County Council elections, save from the Mitton by election where the administration retained the seat. Due to a defection later in 2017/18 the administration held 22 out of the 33 seats.

Like previous years 2017/18, has seen significant and encouraging progress with the delivery of regeneration projects throughout the District.

The Silverwoods site continues to be developed with the Aldi supermarket open. As Leader of the Council I and the Cabinet remain committed to the demolition of Crown House and all Members will now be aware that we have had a significant breakthrough with our tenants, Telereal Trillium, agreeing to cover the full demolition costs.

The redevelopment of the Medical Centre in the Dog Lane car park in Bewdley is now completed and extensions to car parking at Dog Lane and Gardners Meadow have now taken place. I am pleased that the demolition of the buildings at Load Street and the Load Street car park are now complete, and that this car park is fully functioning. This is a substantial investment into the heart of Bewdley.

This is now the fifth year that the Council has occupied Wyre Forest House. I am exceptionally proud of all of our dedicated staff who continue to deliver day to day services. The new Headquarters is a vastly improved working environment for our staff. As I previously reported in last year's report, we continue to make the building as efficient as we can and there has been a relentless drive to do so, including ensuring that we maximise income from long term lets and rentals.

Following the successful renting of office space at Wyre Forest House and the strategic decision to relocate the whole of the Cabinet, Corporate Leadership Team and Executive Support Officers to the main part of the building, I am pleased to say all of the Executive suite continues to be fully let. The current annual rental income for office space, the provision of ICT services for some of our tenants and meeting room hire at Wyre Forest House has now topped £223,000.

Moving into Wyre Forest House, owning our own building and allowing us to maximise our income, I am absolutely convinced was the right thing to do and is a great asset for the Council.

The financial strategy for 2018-21 is a budget for affordable growth, with bold ideas to grow income for the Council but also supporting regeneration, housing and economic growth in line with our priorities'. Our ambitious plans involve borrowing up to £35m to strengthen the council's capital property portfolio and to lend money to third parties to help them to realise regeneration and housing projects. This approach reinforces the important role the Council plays in shaping future growth and investment in Wyre Forest and beyond, while generating revenue for the council to protect the front-line services that communities value and delivering the council's commitment to keep taxation low. Members can see that work is now well under way to bring forward investment opportunities within our two LEP geography areas, and having appointed our Property and Investment Manager.

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

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

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

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

We also agreed a local three year pay deal which was supported by the staff and unions. This was a very positive outcome for the Council and its staff. We know that, whilst having set a balanced budget in February, the scale of the challenge is going to get greater and that within the financial year 2018/19 we have had to substantially increase our Wyre Forest Forward savings to ensure we live within our means. Whilst there will be difficult choices ahead, I

Agenda Item No. 16 (a)

am confident that this Council is in a sound financial position to rise to those challenges.

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

I would also like to place on record my thanks to my Cabinet colleagues for their support and counsel during the last year. There have been some changes this year due to a number of reasons and can I thank all of those members as well.

I said this in my last annual report but yet again the last year has been challenging. I have little, if any, doubt that this year will be even more challenging, but I am confident we will all continue as members and officers to work together for our common aim; the residents, businesses and tax payers of Wyre Forest.

Cllr Marcus Hart
Leader of Wyre Forest District Council

Wyre Forest District Council
Annual Scrutiny Report
2017/2018



Foreword of the Chairman of the Overview and Scrutiny Committee



The 2017/18 municipal year has been very busy for the Overview and Scrutiny Committee, with a varied and extensive work programme.

The full Committee has met 9 times during the year, and the Sub-Committee which was set up to consider investment proposals using the Council's Capital Portfolio Fund, has met twice. The Committee has worked hard to ensure that the decisions taken by the Council have been thoroughly scrutinised on a cross party basis.

As a part of the Local Government Association's Peer Review in March 2017, I took the opportunity to discuss how we could refresh the scrutiny process to become even more pro-active in the challenging times which lie ahead for Local Authorities.

Members of the Committee met informally with Officers to discuss how we might shape the Committee's forward work programme. This resulted in a number of ideas for review panels, such as the scrutiny into the effectiveness of PACT within Wyre Forest, for this municipal year and to take forward in 2018-2019.

I think it is important that all Members feel able to take part in Scrutiny and I am pleased to say we have had many observers attend during the year. Following the Peer Review, I introduced new seating arrangements and a different approach to calling speakers at Committee meetings. Members of the Committee are now given precedence over observers, including Cabinet Members!

The Committee has responsibility for discharging the Council's Crime and Disorder Scrutiny function. The Committee received a presentation on crime and disorder issues and scrutinised the progress made against the Wyre Forest Community Safety Partnership's priorities.

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

Councillor Helen Dyke

Scrutiny at Wyre Forest

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

The Committee consisted of 10 cross party Members. The workload included scrutinising proposals for new or amended policies before their consideration by the Cabinet and Council, undertaking detailed reviews into existing procedures and policy, and monitoring the schedule of proposed decisions as set out in the Council's Forward Plan.

Review Panels

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

The following Panels have taken place during the 2017/2018 year:

Name	No. of meetings	Purpose
Treasury Management	3	Allowed detailed scrutiny and training in respect of treasury management.
Local Plans Includes co-opted Members from Town Councils	6	Detailed scrutiny of the draft policy documents relating to the local development framework, helping to shape them before the formal process of consultation or adoption.
PACT	4	To undertake an in-depth review the effectiveness of Partners and Communities Together (PACT) schemes in Wyre Forest.
Affordable Housing	4	To review the availability of social and affordable rented housing within the Wyre Forest area and the priorities for new build of the registered providers / developers in Wyre Forest.

Recommendation Tracking

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

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

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

Public and Stakeholder Involvement in Scrutiny

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

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

Terms of Reference - The Overview and Scrutiny Committee

1. Reviews the policies of the Council and the Cabinet and recommends to the Council or the Cabinet:
 - (i) Whether any new policies are required.
 - (ii) Whether any existing policies are no longer required.
 - (iii) Whether any changes are required to any existing policies.
 - (iv) Whether any action is required to make the policies more effective.
2. Reviews the discharge of Cabinet functions, and recommends to the Council or the Cabinet:
 - (i) Whether any action should be taken to improve the economy, efficiency and effectiveness of those functions.
 - (ii) Whether any action should be taken to improve the co-ordination of the various functions within the Authority, or with any other person or body.
 - (iii) Whether the function should continue to be discharged or be



discharged in another way.

3. Reviews any decisions or proposed decisions of the Council and of the Cabinet. In undertaking such reviews, the Overview and Scrutiny Committee shall in particular consider:
 - (i) Whether the relevant criteria were used.
 - (ii) Whether the decision is in accordance with the budget and policy framework of the Council.
 - (iii) Whether the decision or action was within the powers of the Authority.
 - (iv) Whether the decision was lawful.
 - (v) Whether the decision contributes to the efficient, effective and economic discharge of the function.
4. Recommendations should all take account of the following:
 - (i) Whether the decision should be reconsidered, and if so, what alternative decision should be taken.
 - (ii) Whether the proposed decision should be taken or taken in a different form.
 - (iii) Whether any further action should be taken in the experience of that decision to ensure proper or better implementation of decisions.
 - (iv) Whether any further actions should be taken in the experience of that decision to improve the manner or quality of decision-making for the future.
5. Considers any matters which affect the Council or its administrative area or the inhabitants of that area and makes recommendations to the Council or the Cabinet arising from that consideration.
6. External Partners

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

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

Regularly reviews the Forward Plan with a view to deciding which, if any, forthcoming items require consideration.
9. Sets and agrees an Annual Work Programme and prioritises the work of the Committee.



Agenda Item No. 16 (b)

10. Ensures consideration is given to encouraging public participation and engagement in functions of the Committee.
11. Ensures that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
12. Monitors the implementation of scrutiny recommendations.
13. Reviews and scrutinises relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.



Wyre Forest District Council
Ethics and Standards Committee
Annual Report 2017/2018

During this year the Ethics and Standards Committee met once to consider a response to the review of Local Government Ethical Standards Stakeholders Consultation. I am please to report that there were no conduct issues to for the Committee to consider.

Councillor Nicky Gale

Chairman – Ethics and Standards Committee

Role of the Standards Committee / Terms of Reference

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

Member Activity Reports

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

Agenda Item No. 16 (c)

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

Membership of the Ethics and Standards Committee

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

Chairman: Councillor N Gale

Vice-Chairman: Councillor J Desmond

Councillors I Hardiman, V Higgs, S Miah and R Vale.

Independent Member – Mr R Reynolds

Independent Member – Rev J A Cox

Parish Council representatives – L Green and C Edington-White

WYRE FOREST DISTRICT COUNCIL

COUNCIL
23RD MAY 2018

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE CABINET –
27TH MARCH 2018

Purpose of Report

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

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Cabinet agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council’s website.

RECOMMENDATION TO COUNCIL	CABINET MEMBER
<p>Capital Strategy 2018-21</p> <p>1.1 The Capital Strategy 2018-21 including the associated Quantitative Indicators in Appendix 1 and the updated Strategy for Capital Portfolio Fund set out in Appendix 2 of the report to Cabinet be approved.</p> <p>1.2 The limits for gross debt of non treasury investments compared to net service expenditure and for commercial income as a percentage of net service expenditure as set out in Appendix 1 of the report to Cabinet be approved.</p> <p>1.3 The limits for loan investments as set out in Section 5.1 of the report to Cabinet be approved.</p>	<p>Councillor N Desmond</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
23rd May 2018

Elections Fees and Charges

OPEN	
CABINET MEMBER:	Councillor Nathan Desmond, Cabinet Member for Resources
DIRECTOR:	The Returning Officer & Chief Executive Ian Miller
CONTACT OFFICER:	Mike Saunders Mike.saunders@wyreforestdc.gov.uk
APPENDICES:	Appendix A – Comparison of Fees. Appendix B – Consultation responses

1. PURPOSE OF REPORT

- 1.1 To receive a report from the Returning Officer proposing a revision to the fees to be charged for local elections, referendums and polls.

2. RECOMMENDATION

The Council is asked to DECIDE that:

- 2.1 To adopt the revised scheme of fees and charges for local elections and referendums set out in appendix with effect from 1 June 2018.**

3. BACKGROUND

- 3.1 The staffing costs of conducting Parliamentary and European Parliamentary elections are regulated by Returning Officers' Fees and Charges Orders made by Government. The fees for local elections and are set by Council and were last agreed in 2013, with subsequent revisions to allow for pay national pay awards. For County Council elections, efforts are made to ensure parity for all Districts across the County as to the level of fees that are charged.
- 3.2 The Returning Officer is responsible for;
- the nomination process for candidates and political parties
 - provision and notification of Polling Stations
 - appointment of Presiding Officers and Polling Clerks
 - appropriate administration and security of Polling Stations
 - preparation of ballot papers
 - the count and declaration of results
 - issue, receipt and counting of postal ballot papers
 - candidates' election expenses returns
 - presentation of final accounts

These duties are personal responsibility of the Returning Officer but in practice many are usually carried out by the Deputy Returning Officer.

- 3.3 The scheme has generally operated successfully since being implemented in 2013. However the complexity of calculations in respect of returning officer fees has been identified as an issue requiring change. There are presently four different bands of charges depending on the number of electors in the parish. The fee is reduced by one half if the election is combined with another electoral event on the same day or by five-sixths if the election is not contested, reflecting that there is much less work to do in such circumstances. These fees also apply if there is a by-election for a ward within a parish. However for whole council elections where a parish consists of two or more whole district council wards, there is a flat rate fee which is multiplied by the number of district wards. The same provisions apply for reductions in the case of combined elections and uncontested elections. Thus, in theory, there are over a dozen different rates of fees depending on the circumstances of the parish (the size of its electorate, whether it is divided into wards, whether the parish covers two or more district wards) and the circumstances of the election (whether it is contested, uncontested or combined with another electoral event).

4. KEY ISSUES

- 4.1 In respect of the fees for the returning officer, which represent only a relatively small proportion of the overall costs, it is proposed to move to much simpler arrangements that link fees directly to the number of electors, as many other councils do. Appendix A shows the difference between the current schedule of fees per parish and the proposed changes.
- 4.2 The proposal for implementation from 1 June 2018 onwards is to use a simplified, per elector approach replacing the current tiered method. The proposal is:
- Contested elections 9.00p per elector (this will be reduced by half where the election is held on the same day as a district council or other elections covering the parish's area)
 - Uncontested elections 3.00p per elector.

Appendix A sets out the full comparison of the proposals against the existing schedule of fees. (NB, for consistency with the consultation papers, the figures quoted in this paragraph and in the Appendix are for 2017-18. They will be increased by 2% in line with the NJC pay award for 2018 prior to implementation and in line with any subsequent NJC pay awards in future years.)

- 4.3 These proposals have no financial implications for the district council as the costs associated with parish elections and local referendums generally fall on parish councils.
- 4.4 Consultation has been undertaken with the Parish Councils, and all eight responses received were in favour of the simplified system. These responses are attached in Appendix B.

5. FINANCIAL IMPLICATIONS

- 5.1 Costs for elections are met within existing budgets and where appropriate fees are claimed back from the relevant body.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The payment of electoral fees is governed the Representation of the People Act 1983.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 There are no equalities implications arising from this report.

8. RISK MANAGEMENT

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

9. CONCLUSION

- 9.1 The Council has undertaken consultation with key stakeholders and the review of the election fees should allow the Council effectively to recover costs for carrying out election duties.

10. CONSULTEES

- 10.1 All Parish Councils in Wyre Forest were consulted about the proposals in this report.

11. BACKGROUND PAPERS

- 11.1 Consultation paper issued to parish councils, January 2018

WYRE FOREST DISTRICT COUNCIL

Appendix A

**REVIEW OF FEES AND CHARGES FOR
LOCAL GOVERNMENT ELECTIONS IN
WYRE FOREST**

Comparison of Fees

**Agenda Item No. 21
Appendix A**

Schedule Of Fees	2017 Fees		Proposed new scheme <i>(changes highlighted in italics)</i>	
	Combined	Stand Alone	Combined	Stand Alone
Presiding Officer	£246.40	£210.59	£246.40	£210.59
Presiding Officer on Double Station	£308.05	£275.43	£308.05	£275.43
Poll Clerk	£150.58	£126.36	£150.58	£126.36
Polling Station Inspector	£246.40	£210.59	£246.40	£210.59
Count Supervisor - Thursday Night Security Officer Parcels Supervisor	£72.77 for first 3 hours and £13.44 per hour thereafter		£72.77 for first 3 hours and £13.44 per hour thereafter	
Count Supervisor - Friday Security Officer Parcels Supervisor	£63.18 for first 3 hours and £10.52 per hour thereafter		£63.18 for first 3 hours and £10.52 per hour thereafter	
Count Assistant - Thursday Night Parcels Assistant - Thursday Night	£55.99 for first 3 hours and £11.21 per hour thereafter		£55.99 for first 3 hours and £11.21 per hour thereafter	
Count Assistant - Friday Parcels Assistant - Friday	£42.12 for first 3 hours and £9.47 per hour thereafter		£42.12 for first 3 hours and £9.47 per hour thereafter	
Training Items - PO's Training Items - CS's	£42.12 for all		£42.12 for all	
Staff employed to issue Postal Votes	£1.26 per postal voter		£1.26 per postal voter	
Staff employed to receive Postal Votes	£1.26 per postal voter		£1.26 per postal voter	
Opening Postal Votes Leader	£14.06		£14.06	
Opening Postal Votes	£9.23		£9.23	
Staff employed to deliver Poll Cards	£0.1398 per poll card		£0.1398 per poll card	
Allowance for payment of all other clerical duties	£16.24 per parish or parish ward		£16.24 per parish or parish ward	
	£142.95 per district ward		£142.95 per district ward	

Fee to the returning officer for all services in connection with a <u>contested</u> parish council election; referendum called by a parish council or poll consequent upon a parish meeting		
Where the election, referendum or poll relates to the whole parish/town and the parish/town consists of two or more whole district wards		
Fee	£368.54 multiplied by the number of district wards	<i>9.00p per elector</i>
Where the election, referendum or poll relates to a single town council ward.		
The relevant fee from the column below, calculated by reference to the electorate of the ward.		
Where the registered number of electors in the parish exceeds 4,000	£631.78	<i>9.00p per elector</i>
Where the registered number of electors in the parish is between 2,000 and 4,000	£421.19	<i>9.00p per elector</i>
Where the registered number of electors in the parish is between 1,000 and 2,000	£315.90	<i>9.00p per elector</i>
Where the registered number of electors in the parish is less than 1,000	£210.58	<i>9.00p per elector</i>
Mileage where payable	40p/mile	<i>40p/mile</i>
All other expenditure (i.e. Printing and postage/delivery of poll cards)	Actual and necessary cost	<i>Actual and necessary cost</i>
Fee to the returning officer for all services in connection with an Uncontested parish/town council election.		
Uncontested Election	One sixth of the relevant fee for a stand alone contested election	<i>3.00p per elector</i>

WYRE FOREST DISTRICT COUNCIL

Appendix B

**REVIEW OF FEES AND CHARGES FOR
LOCAL GOVERNMENT ELECTIONS IN
WYRE FOREST**

**Responses received for the consultation
period Thursday 4 January 2018 to
Tuesday 10 April 2018**

Marcus J. Hart
Clerk to Broome Parish Council
Apartment 2, Woodhamcote Manor
Wolverley Village
Worcestershire
DY10 1NL
01562 851769
07775794316
marcushart78@yahoo.co.uk

21st February, 2018

Mr. Ian Miller
Returning Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire

Dear Ian

Re: Fees and Charges for Local Elections

I write further to Mike Saunders' email dated 4th January, 2018 regarding the above.

Thank you for the opportunity to comment.

Broome Parish Council has discussed this matter and agree with the proposal to simplify the costs of local elections and agree with the proposal as printed in the report.

Kind Regards.

Yours sincerely

Marcus J. Hart
Clerk to Broome Parish Council

Marcus J. Hart
Clerk to Rushock Parish Council
Apartment 2, Woodhamcote Manor
Wolverley Village
Worcestershire
DY10 1NL
01562 851769
07775794316
marcushart78@yahoo.co.uk

21st February, 2018

Mr. Ian Miller
Returning Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire

Dear Ian

Re: Fees and Charges for Local Elections

I write further to Mike Saunders' email dated 4th January, 2018 regarding the above.

Thank you for the opportunity to comment.

Rushock Parish Council has discussed this matter and agree with the proposal to simplify the costs of local elections and agree with the proposal as printed in the report.

Kind Regards.

Yours sincerely

Marcus J. Hart
Clerk to Rushock Parish Council

Mike Saunders

From: EXT Stephen Clee
Sent: 02 March 2018 16:37
To: Mike Saunders
Subject: Proposed changes to scheme of fees and charges for local elections

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Hello Mike

Rock Parish Council have considered your consultation paper and support the proposals.

Kind regards

Stephen

Clerk to Rock PC

On 04/01/2018 08:18, Mike Saunders wrote:

Dear Parish Clerk,

I attach a short consultation paper that sets out proposals to simplify how returning officer fees are calculated for local elections. It is intended to implement the change from 1 June and your comments are requested by 12 noon on Tuesday 10 April.

If you have any questions, please get in touch with me.

Regards

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mike.Saunders@wyreforestdc.gov.uk



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

Mike Saunders

From: EXT Stephen Clee
Sent: 02 March 2018 16:38
To: Mike Saunders
Subject: Proposed changes to scheme of fees and charges for local elections

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Hello Mike

Stone Parish Council have considered your consultation paper and and no objections to the proposals.

Kind regards

Stephen

Clerk to Stone PC

On 04/01/2018 08:18, Mike Saunders wrote:

Dear Parish Clerk,

I attach a short consultation paper that sets out proposals to simplify how returning officer fees are calculated for local elections. It is intended to implement the change from 1 June and your comments are requested by 12 noon on Tuesday 10 April.

If you have any questions, please get in touch with me.

Regards

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mike.Saunders@wyreforestdc.gov.uk



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

These details do not constitute an electronic signature. Wyre Forest District Council does not accept service of documents by email. This communication and any attachment may contain confidential and privileged information. If the email has been sent to you in error you may not disclose its content to anyone else or copy or forward it in any form. Please notify the sender about this error and delete this email. No employee or agent is authorised to conclude any binding agreement on behalf of Wyre Forest District Council with another party by email.

Mike Saunders

From: Upper Arley Parish Clerk
Sent: 03 March 2018 15:10
To: Mike Saunders
Subject: Re: Proposed changes to scheme of fees and charges for local elections

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Dear Mr Saunders,

The Parish Council supports the proposed changes.

Many thanks



Virus-free. www.avast.com

Angela Preece PSLCC
Clerk to Upper Arley Parish Council

On 4 January 2018 at 08:18, Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk> wrote:

Dear Parish Clerk,

I attach a short consultation paper that sets out proposals to simplify how returning officer fees are calculated for local elections. It is intended to implement the change from 1 June and your comments are requested by 12 noon on Tuesday 10 April.

If you have any questions, please get in touch with me.

Regards

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mike.Saunders@wyreforestdc.gov.uk



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

Mike Saunders

From: Churchill and Blakedown Parish Clerk
Sent: 03 March 2018 15:11
To: Mike Saunders
Subject: Re: Proposed changes to scheme of fees and charges for local elections

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Dear Mr Saunders,

The Parish Council supports the proposed changes.

Many thanks



Virus-free. www.avast.com

Angela Preece PSLCC
Clerk to Churchill and Blakedown Parish Council

On 4 January 2018 at 08:18, Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk> wrote:

Dear Parish Clerk,

I attach a short consultation paper that sets out proposals to simplify how returning officer fees are calculated for local elections. It is intended to implement the change from 1 June and your comments are requested by 12 noon on Tuesday 10 April.

If you have any questions, please get in touch with me.

Regards

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mike.Saunders@wyreforestdc.gov.uk



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

Mike Saunders

From: Wolverley and Cookley Parish Clerk
Sent: 07 March 2018 10:47
To: Mike Saunders
Subject: Re: Proposed changes to scheme of fees and charges for local elections

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Dear Mike

Many thanks for the consultation paper this was discussed by Wolverley & Cookley Parish Council at meeting last night and they agree with the proposal outlined to simplify fees at a cost per elector.

Kind Regards Bev

Beverley Drew
Wolverley & Cookley Parish Council Clerk
beverleyjdrew@gmail.com
07702 521072

On 4 January 2018 at 08:18, Mike Saunders <Mike.Saunders@wyreforestdc.gov.uk> wrote:

Dear Parish Clerk,

I attach a short consultation paper that sets out proposals to simplify how returning officer fees are calculated for local elections. It is intended to implement the change from 1 June and your comments are requested by 12 noon on Tuesday 10 April.

If you have any questions, please get in touch with me.

Regards

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762
Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Mike.Saunders@wyreforestdc.gov.uk



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

Mike Saunders

From: Chaddesley Parish Clerk
Sent: 07 March 2018 12:08
To: Mike Saunders
Subject: RE: Notice of Vacancy for display

Follow Up Flag: Follow up
Flag Status: Flagged

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.

Dear Mike

Thank you for this information.

The Parish Council have no comments to make on the revised schedule of rates.

Many thanks.

Yvonne Scriven
Clerk to Chaddesley Parish Council

Chaddesley Parish Clerk

-----Original Message-----

From: Mike Saunders [<mailto:Mike.Saunders@wyreforestdc.gov.uk>]
Sent: 06 February 2018 15:08
To: Chaddesley Parish Clerk
Subject: Notice of Vacancy for display

Good Afternoon Yvonne,

Please find attached the Notice of Vacancy to be published and displayed tomorrow. Please do not display it today. We will also display the notice on our website and in the HUB.

I also attached a note in regards to the poll card situation which covers what will happen if an election is called and held on the same day as another.

Any problems please just give me a call.

Thanks

Mike

Mike Saunders AEA (Cert.)
Electoral Services Manager
Wyre Forest District Council
01562 732762

WYRE FOREST DISTRICT COUNCIL

COUNCIL MEETING

23rd MAY 2018

Community Governance Review: Wolverley and Cookley

CABINET MEMBER:	Councillor Marcus Hart
DIRECTOR:	Ian Miller, Chief Executive
CONTACT OFFICER:	Caroline Newlands Solicitor to the Council Caroline.newlands@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Terms of Reference Appendix 2 – Local advisory poll: question, franchise and procedural rules Appendix 3 – Letter from Wolverley and Cookley Parish Council Appendix 4 – Map of Wolverley and Cookley

1. PURPOSE OF REPORT

- 1.1 To agree the Terms of Reference for a Community Governance Review (CGR) for Wolverley and Cookley and arrangements for a local advisory poll.

2. RECOMMENDATION

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

- 2.1 **A Community Governance Review of Wolverley and Cookley should be held, commencing on 24 May 2018;**
- 2.2 **The Terms of Reference for the Community Governance Review should be as set out in Appendix 1 of the report;**
- 2.3 **A local advisory poll should be held on Thursday 12 July 2018 under section 116 of the Local Government Act 2003;**
- 2.4 **The question to be asked in the local advisory poll, together with the franchise and other procedural rules for the local poll, should be as set out in Appendix 2;**
- 2.5 **The Solicitor of the Council be given delegated authority, in consultation with the Leader of the Council, to make any minor modifications to the Terms of Reference prior to publication in order to comply with legislation and statutory guidance;**
- 2.6 **The Returning Officer (as counting officer) be given delegated authority, in consultation with the Leader of the Council, to supplement the rules for the advisory poll as set out in rule 12 in Appendix 2.**

3. BACKGROUND

- 3.1 On 18th April 2018 Wolverley and Cookley Parish Council presented a petition to the District Council requesting that the parish be dissolved and two new parishes be created and named “Wolverley Parish Council” and “Cookley Parish Council”. The letter that enclosed the petition is in Appendix 3. The petition, which was signed by 301 electors in Wolverley and Cookley, states:

“We the undersigned currently being resident and on the electoral register within the Parish of Wolverley and Cookley hereby request Wyre Forest District Council to undertake a Community Governance Review with a view to dissolving the current Parish Council and forming a new Parish Council for Cookley and a new Parish Council for Wolverley.”

- 3.2 The Council is under a duty to carry out a CGR following receipt of a valid community governance petition. A CGR provides the opportunity for principal councils to review and make changes to community governance in an area. Before commencing any CGR, the Council is required to prepare and publish terms of reference under which the review is to be undertaken and the area under review.
- 3.3 This report presents for Council’s approval proposed terms of reference for the CGR review to be undertaken following receipt of the valid community governance petition. The area to be considered in the review comprises the electoral wards of WFR-WO and WFR-CO. A map detailing the electoral wards covered by the petition is attached at Appendix 4 of the report to Council.

4. KEY ISSUES

- 4.1 Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 confers on the relevant principal council – which is the District Council in this case - the power to take decisions about such matters as creation of parishes or the alteration of boundaries and their electoral arrangements arising from a CGR. Final recommendations following the review would be submitted to full Council for approval and for it to approve the making of any necessary Reorganisation Order.
- 4.2 The petition is signed by the requisite number of local government electors for the area, namely 7.5% of the electorate, as required by Section 80(3) of the Local Government and Public Involvement in Health Act 2007. It is deemed to be a valid petition. The Council must now undertake a CGR in accordance with Section 83(2) of the Local Government and Public Involvement in Health Act 2007.
- 4.3 The Council must prepare and publish terms of reference under which the review is to be undertaken and the area under review.
- 4.4 A timetable for the review is detailed below. This timetable assumes that the initial submissions and advisory poll support the split of Wolverley and Cookley Parish and the creation of two separate parish councils.

Action	Timetable	Dates
Report to Council to approve the Terms of Reference.		23 May 2018
Publication of Terms of Reference.		24 May 2018
Introductory Stage – Invite initial submissions.	7 weeks	Consultation closes 13 July 2018
Local advisory poll		12 July 2018
The remaining stages assume that the consultation and local advisory poll demonstrate support for the proposal and that the District Council agrees to proceed with implementing a change in local governance		
Publication of proposals in draft reorganisation order (following approval by Council on 25 July 2018)		1 August 2018
Consultation on draft reorganisation order.	6 weeks	Consultation closes 14 September 2018
Approval of reorganisation order by Council		26 September 2018
Notification of decision on outcome of review		By 30 September 2018
Making and publication of reorganisation order		As early as possible in October 2018
Effective date of order		1 December 2018
Parish Council Elections		2 May 2019

- 4.5 The timetable ensures that, if the review supports the creation of two parish councils in place of the existing council, elections to them would be held in May 2019 and that the councils would be created in time for them to take their own decisions on precepts for 2019-20, rather than the District Council having to set them in the reorganisation order. Based on the model used when Kidderminster Town Council was created, the existing parish councillors would serve on the new councils in the period from 1 December 2018 to the elections in May 2019 – with those representing the Cookley ward forming Cookley Parish Council and those representing the Wolverley ward forming Wolverley Parish Council during this period.

5. **FINANCIAL IMPLICATIONS**

- 5.1 Conducting a CGR will involve a financial cost to the Council including officer resources to undertake the review. It is estimated that the total cost of the review will be approximately £15K which will be met from a budget specifically allocated for this activity. It is appropriate that steps should be taken to minimise the cost to the District Council without unduly impeding local electors' ability to take part in the local advisory poll. It is for this reason that it is proposed that no poll card would be issued unless the cost is met by Wolverley and Cookley Parish Council; that polling hours should be from 8am to 8pm (anyone who cannot vote in person between those hours can apply for a postal vote or appoint a proxy); and that the count would be held during working hours at Wyre Forest House.

- 5.2 If the result of the CGR is for Wolverley and Cookley Parish Council to be split, a precept would be levied on the residents by the two new parishes. This would replace the current precept levied by Wolverley and Cookley Parish Council. As set out in the timetable, it is envisaged that the new parish councils would be created by the end of 2018, in order that decisions on the precept would be taken by those bodies rather than by the District Council. The level of the parish element of the council tax in 2019-20 onwards would be a matter for the two parish councils and might be higher or lower than the current figure – which is no different from the position that would apply if no change was made to the structure of local governance.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Local Government and Public Involvement in Health Act 2007 sets out the powers associated with Community Governance Reviews and provides the power for the Council to take decisions regarding matters arising from the review, as proposed in the terms of reference. The Council is required by Section 100(4) to have regard to the guidance issued by the Secretary of State relating to Community Governance Reviews.
- 6.2 In addition to the 2007 Act, legislation relating to parishes will have to be considered during the review as set out in the Local Government Act 1972 and the Local Government Act 1992.
- 6.3 Section 94(2) of the 2007 Act states ‘If the Parish has 1000 or more local government electors, the review must recommend that the Parish should have a Council’.
- 6.4 Section 116 of the Local Government Act 2003 confers a power on the District Council to hold local polls on various matters. It is for the Council to decide who is polled and what rules apply to a poll.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An initial assessment has been undertaken and no adverse implications for the protected characteristics has been identified.

8. RISK MANAGEMENT

- 8.1 Risks will be mitigated by ensuring that the CGR accords with the legislation and guidance given by the Electoral Commission. This will include ensuring that the review is carried out within the statutory timescales and that the Terms of Reference are appropriate for the petition.

9. CONCLUSION

- 9.1 The Council is under a duty to undertake this Community Governance Review and is invited to approve the terms of reference and the arrangements for a local advisory poll.

10. CONSULTEES

- 10.1 Leader of the Council
- 10.2 Corporate Leadership Team

11. BACKGROUND PAPERS

- 11.1 The Local Government and Public Involvement in Health Act 2007

<http://www.legislation.gov.uk/ukpga/2007/28/part/4/chapter/3>

- 11.2 Section 116, Local Government Act 2003

<http://www.legislation.gov.uk/ukpga/2003/26/section/116>

- 11.3 Department for Communities and Local Government and Local Government Boundary Commission for England – Guidance on Community Governance Reviews (March 2010).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/8312/1527635.pdf

- 11.4 Community Governance Petition – see Appendix 3.

Appendix 1

WYRE FOREST DISTRICT COUNCIL

Community Governance Review – Wolverley and Cookley
Parish

Terms of Reference

A review of parishes and related matters under the Local Government and Public Involvement in Health Act 2007

Introduction

Aims of the review

Wyre Forest District Council has resolved to undertake a Community Governance Review (CGR) pursuant to Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007, to consider the following parish matters:

Parish Matters to be considered

Whether Wolverley and Cookley Parish should be split into two separate parishes.

If this was to happen, because of the number of electors in each prospective new parish, the review would be required to recommend that each parish should have its own Parish Council.

In undertaking the Review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972, and Guidance on Community Governance Reviews issued in accordance with section 100(4) of the 2007 Act by the (then) Department for Communities and Local Government and The Local Government Boundary Commission in March 2010. Also the following regulations would guide, in particular, consequential matters arising from the Review: the Local Government (Parishes and Parish Councils) (England) Regulations 2008 (SI 2008/625) and the Local Government Finance (New Parishes) Regulations 2008 (SI 2008/626).

What is a Community Governance Review (CGR)?

A CGR is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes.

The Council is required to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area; and
- effective and convenient.

In doing so, the CGR is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

Why undertake a community governance review?

A CGR provides an opportunity for principal authorities to review and make changes to community governance within their area. Such reviews can be undertaken when there have been changes in population or in reaction to specific or local new issues to ensure that the community governance for the area continues to be effective and convenient and it reflects the identities and interests of the community.

The Government has emphasised that recommendations made in a CGR ought to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

This CGR is being undertaken because Wolverley & Cookley Parish Council has submitted a request for a review which has been supported by a petition of 301 local electors across the parish. The request was submitted on 18th April 2018 and was considered by Wyre Forest District Council at its meeting on 23rd May 2018. The wording of the petition was as follows:

“We the undersigned currently being resident and on the electoral register within the Parish of Wolverley and Cookley hereby request Wyre Forest District Council to undertake a Community Governance Review with a view to dissolving the current Parish Council and forming a new Parish Council for Cookley and a new Parish Council for Wolverley.”

Specifically, therefore, this CGR will consider:

Whether Wolverley and Cookley Parish should be split into two separate parishes.

If this was to happen, because there are more than 1,000 electors in each prospective new parish, the review would be required to recommend that each parish should have its own Parish Council.

Who will undertake the CGR?

As the principal authority, the District Council is responsible for undertaking any CGR within its electoral area. Council will approve the final recommendations before a Community Governance Order is made.

Consultation

How the Council proposes to conduct consultations during the Review

Before making any recommendations or publishing final proposals, the District Council will take full account of the views of local people. The District Council will comply with the statutory consultative requirements by:

- Consulting local government electors for areas under review. This will include a local advisory poll;
- Consulting any other person or body (including a local authority) which appears to the District Council to have an interest in the review
- Notifying and consulting the Parish Council
- Taking into account any representations received in connection with the review

Information relating to the CGR will be available on the Council's website and key documents will be on deposit at the District Council's offices at Finepoint Way, Kidderminster, Worcestershire, DY11 7WF.

When taking account of written representations the District Council is bound to have regard to the need to secure that community governance within the areas under review:

- Reflects the identities and interests of the community in that area; and
- Is effective and convenient.

The District Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the CGR are informed of the recommendations and the reasons behind them. The District Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

Timetable for the Community Governance Review

A CGR must, by statute, be concluded within a twelve month period from the day on which Council commences the CGR or from the date it receives a valid petition. A CGR starts when the District Council publishes its Terms of Reference and concludes when the District Council publishes the recommendations made in the CGR.

The following is the review timetable:

Start Date: May 2018

Council publishes 'Terms of Reference' (ToR) and notifies stakeholders, clearly defining extent of CGR.

Introductory stage: 24 May 2018 – 13 July 2018

Submissions are invited Council invites proposals from stakeholders on future arrangements under the Terms of Reference. This will include a local advisory poll of registered local government electors in the parish, which will be held on 12 July 2018.

Draft Proposals are prepared:

Draft proposals including reorganisation order to be considered

by full Council – 25 July 2018

Council publishes Draft Proposals and notifies stakeholders.

Consultation on draft proposals: 1 August – 14 September 2018

Final Recommendations published:

Submissions considered and final recommendations produced. Final Recommendations are published following decision by Council on 26 September 2018

The present structure of parishes and their electoral arrangements

In considering the electoral arrangements of the parish stated within these Terms of Reference, the District Council is required to consider any change in the number or distribution of the electors which is likely to occur in the period of five years beginning with the day when the review starts. The District Council has used the Register of Electors to provide existing local government electorate figures, which are 2015 for Cookley and 1789 for Wolverley. It is not possible accurately to predict what the number of electors will be in each ward in 2023, as required by the guidance. This is because both areas will experience growth in the coming period but the detail – apart from an extant planning approval for development of 600 homes at the Lea Castle site in the Cookley ward – is not yet known. The local plan is being reviewed and the pre-submission consultation is expected later in 2018. Further allocations for housing are expected to be made as part of the review of the local plan but it is not yet confirmed what they will be, or to what extent such allocations might lead to occupied dwellings with registered electors by 2023.

Present Structures of parish governance in the area to be reviewed

Parish Council & ward	Councillors	No. of Electors/Councillor
Wolverley & Cookley, Cookley	7	288
Wolverley & Cookley, Wolverley	7	256

Justification for Review

As the principal Council, Wyre Forest District Council has a legal duty to carry out a Community Governance Review of Wolverley and Cookley Parish following the receipt of a valid residents’ petition.

The letter from the Parish Council states that “They are two distinct separate villages with two separate and recognisable community identities. Both have their own Parish Church, Primary School, Doctors Surgery, Social Club, Separate Bus Service, Own shops, Post Office, Pubs and Sports facilities and clubs.”

“Dissolving the current Parish Council and forming Wolverley Parish Council and Cookley Parish Council will give both villages greater control over shaping their village, over expansion, setting their own budgets and precepts that reflect their own changing demand. The new boundaries would be defined by the old ward boundaries - Wolverley WFR-WO, Cookley WFR-CO and we would anticipate seven Parish Councillors for each ward are retained.”

If, following consultation and the local advisory poll, the District Council decides to implement changes to create two separate parish councils, it is proposed that the changes would take effect on 1 December 2018. The then existing councillors for the Cookley Ward on Wolverley & Cookley Parish Council would form Cookley Parish Council while the councillors for the Wolverley Ward would form Wolverley Parish Council. The two new councils would decide their budgets and level of council tax for 2019-20 and subsequent years. It is not possible to predict what their decisions will be. If the changes proposed by the petition and supported by the Parish Council were to be implemented, the first elections to the new councils would be held in May 2019.

If the review leads to the creation of separate parish councils, there is no proposal to introduce wards within each parish. Thus the level of representation across a parish would be the same. The current Parish Council has suggested that seven councillors should be retained as the number of councillors for each area, and the District Council invites representations on this issue. In particular, given the prospective significant growth at Lea Castle in the Cookley ward which already benefits from planning permission, the District Council would consider carefully any representations about whether a different, higher number would be appropriate for Cookley.

General Considerations

The Council wishes to ensure that electors should be able to identify clearly with the parish in which they are resident. It considers that this sense of identity and community lends strength and legitimacy to the parish structure, creates a common interest in parish affairs, encourages participation in elections to the parish council, leads to representative and accountable government, engenders visionary leadership and generates a strong, inclusive community with a sense of civic values, responsibility and pride. The Council considers that parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity; the feeling of local community and the wishes of local inhabitants are therefore primary considerations in this Review.

The Council is anxious to balance carefully the considerations of changes that have happened over time, through population shifts or additional development for example, and that have led to a different community identity with historic traditions in its area.

The Council notes the Government's Guidance that community cohesion should be taken into account in this Review.

Reorganisation of Community Governance Orders and Commencement

If changes are agreed, a 'Reorganisation Order' would then be required. This would be implemented in accordance with guidance from the Ministry of Housing, Communities and Local Government.

The Review will be completed when the Council adopts a 'Reorganisation of Community Governance Order'. Copies of this Order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the decisions that the Council has taken (including where it has decided to make no change following a Review) will be deposited at the Council's Offices and on the Council's website.

In accordance with the Guidance issued by the Government, the Council will deposit and

make available for public inspection maps to illustrate each recommendation as soon as possible after making the order. The Council will inform the Secretary of State, the Electoral Commission, the Office of National Statistics and the Director General of the Ordnance Survey.

How to contact us

If you wish to submit a written representation regarding this review, please send it to **arrive no later than Friday 13 July 2018** by email to: electoral@wyreforestdc.gov.uk

Alternatively, you can send it in the post to:

Elections Manager
Wyre Forest District Council
Finepoint Way
KIDDERMINSTER
Worcestershire
DY11 7WF

If you require any further information or need clarification on the review process, please contact:

Caroline Newlands
Solicitor to the Council
Wyre Forest District Council

Tel: 01562 732715

Email: Caroline.newlands@wyreforestdc.gov.uk

Publication of Terms of Reference

These 'Terms of Reference' will be published on the Council web site:

<http://www.wyreforestdc.gov.uk>

and will be available for inspection at the offices at Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF.

Notices advertising this Community Governance Review and the availability of these Terms of Reference will also be posted within the Parish.

Date of publication

24 May 2018

Appendix 2

**COMMUNITY GOVERNANCE REVIEW OF WOLVERLEY AND COOKLEY
PROCEDURAL RULES FOR LOCAL ADVISORY POLL, 12 JULY 2018**

Background on the wording of the question

The Electoral Commission has produced guidance for Central Government for assessing referendum questions, and it is useful to reflect that in Council’s consideration of the question to be used for this formal consultation.

A question should present the options clearly, simply and neutrally, so it should be easy to understand and to the point.

It should be unambiguous, it should avoid encouraging voters to consider one response more favourably than another and it should avoid misleading voters.

In that context, the question should be written in plain language, that is language that uses short sentences (around 15-20 words), is simple, direct and concise and uses familiar words and avoids jargon or technical terms that would not be easily understood by most people.

The question should be written in neutral language, avoiding words that suggest a judgement or opinion either explicitly or implicitly.

The information contained in the question should be factual, describe the question, the options clearly and accurately and the question should avoid assuming anything about voters’ views.

Proposed question

Taking all these factors into account, it is proposed that the following is the question and that voters are asked to respond with either a “yes” or “no” response

<i>Should the villages of Wolverley and Cookley each have their own Parish Council?</i>	Yes
	No

Proposed franchise

It is proposed that electors registered to vote for local government elections will have the franchise in the local advisory poll to be held on 12 July 2018.

Proposed procedural rules

Procedural rules for local advisory poll to be held in Wolverley and Cookley on 12 July 2018

Number of rule	Content of rule
1. Introduction	These are the rules for the local advisory poll to be held by Wyre Forest District Council on Thursday 12 July 2018.
2. Definitions	<p>“The council” means Wyre Forest District Council.</p> <p>“The counting officer” means the person who for the time being is the returning officer at elections of councillors for the district of Wyre Forest under section 35 of the Representation of the People Act 1983.</p> <p>“Electors” means the local government electors who, in accordance with section 2 of the Representation of the People Act 1983, are entitled to vote in ordinary elections of councillors in Wolverley and Cookley.</p> <p>“Wolverley and Cookley” means the parish of that name which comprises the polling districts designated as WFR-WO and WFR-CO (corresponding to the parish council wards known respectively as Wolverley and Cookley, Wolverley and Wolverley and Cookley, Cookley).</p> <p>“The poll” means the local advisory poll to be held on 12 July 2018, under section 116 of the Local Government Act 2003, pursuant to a resolution of Wyre Forest District Council dated 23 May 2018.</p> <p>“The question” means the question specified in rule 3.</p>
3. Question to be asked	The question to be asked in the poll shall be: “Should the villages of Wolverley and Cookley each have their own Parish Council?”
4. Publicity	The council shall publish only the following information in respect of the poll: the terms of reference for the community governance review; and information for electors about the poll, the question to be asked, and how and when electors may cast their ballot in the poll.
5. Restriction on publication of promotional material	<p>The council shall not publish material putting arguments for or against a particular answer to the question.</p> <p>This rule shall not prevent the publication of press notices containing factual information where the sole purpose of the publication is to refute or correct any inaccuracy in material published by a person other than the council.</p>
6. Duties of the counting officer	<p>It is the general duty of the counting officer to do all such acts and things as may be necessary for effectually conducting the poll in the manner provided by these rules.</p> <p>The counting officer must appoint and pay such persons as may be necessary for conducting the poll, including the counting of votes.</p> <p>The costs incurred by the counting officer in conducting the poll shall be met by the council.</p>

<p>7. Date of the poll</p>	<p>The poll shall be held on Thursday 12 July 2018 between the hours of 8am and 8pm.</p> <p>A poll card shall be issued in respect of the poll only if the cost will be met by Wolverley and Cookley Parish Council.</p>
<p>8. Postal votes and proxy votes</p>	<p>Where a person has applied under Schedule 4 to the Representation of the People Act 2000 to vote by post, or to vote by proxy, in elections of councillors, and the application did not relate only to a specified election or to a period ending prior to 12 July 2018, that person is to be treated as having applied also to vote by post, or to vote by proxy, in the poll.</p>
<p>9. Arrangements for sealing and opening of ballot boxes for the poll (polling stations)</p>	<p>The ballot box for the poll shall be sealed at the start of the poll by the presiding officer at a polling station.</p>
<p>10. Verification and count</p>	<p>The counting officer shall verify and count the votes cast in the poll at Wyre Forest House, Finepoint Way, Kidderminster DY11 7WF commencing at 10am on Friday 13 July 2018.</p> <p>At the end of the count, the counting officer shall declare the results of the poll, giving:</p> <ul style="list-style-type: none"> (a) The number of ballot papers counted; (b) The total number of votes cast in favour of the question (“yes”); (c) the total number of votes cast against the question (“no”); (d) the number of rejected ballot papers under each heading shown in a statement of rejected ballot papers.
<p>11. Advertisements</p>	<p>The Town and Country Planning (Control of Advertisements) Regulations 1992 shall have effect in relation to the display on any site in a voting area of an advertisement relating specifically to the poll as they have effect in relation to the display of an advertisement relating specifically to a local government election.</p>
<p>12. Other rules governing the poll</p>	<p>The counting officer shall draw up and publish not later than 1 June 2018 other rules for the poll, and the Council hereby delegates to the counting officer its powers under section 116 of the Local Government Act 2003 to set those other rules.</p> <p>The other rules shall be based on the rules set out in Schedule 3 to the Local Authorities (Conduct of Referendums) (England) Regulations 2012 No. 323, with such amendments, omissions and modifications for the poll as are consistent with the foregoing provisions of these rules and are considered by the counting officer to be appropriate for the poll.</p>

WOLVERLEY AND COOKLEY PARISH COUNCIL
(Worcestershire)

Clerk: Mrs B J Drew, M.AAT

Ms Caroline Newlands
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

Leywood
4 Wyre Mill Lane
Wolverley
Kidderminster
Worcestershire
DY11 5TR

Tel: 01562 850435
07702 521072

18th April 2018

Dear Caroline

Community Governance Review - Wolverley & Cookley Parish Council

I enclose a petition containing 301 signatures from residents on the electoral register within the Parish of Wolverley and Cookley hereby requesting Wyre Forest District Council to undertake a Community Governance Review with a view to dissolving the current Wolverley & Cookley Parish Council.

On 1st April 1974 the Parish of Wolverley was renamed to include Cookley and Causall and become the Parish of Wolverley and Cookley. During the following 44 years the villages within the Parish have grown and changed. They are two distinct separate villages with two separate and recognisable community identities. Both have their own Parish Church, Primary School, Doctors Surgery, Social Club, Separate Bus Service, Own shops, Post Office, Pubs and Sports facilities and clubs.

Dissolving the current Parish Council and forming Wolverley Parish Council and Cookley Parish Council will give both villages greater control over shaping their village, over expansion, setting their own budgets and precepts that reflect their own changing demand. The new boundaries would be defined by the old ward boundaries - Wolverley WFR-WO, Cookley WFR-CO and we would anticipate seven Parish Councillors for each ward are retained.

The Parish Council are anxious that Wyre Forest District Council undertake the process for a Community Governance Review this year with a timetable that would allow elections for the new Parish Councils (if that is the outcome of the local advisory poll) on the date of the ordinary 4 yearly cycle of elections on the first Thursday in May 2019.

We trust you will now be in a position to make a decision whether a Community Governance Review is appropriate and take this forward.

Kind Regards,

Mrs Beverley J Drew
Clerk to the Parish Council

cc Ian Miller, Chief Executive, WFDC

