

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE EXECUTIVE CABINET

Tuesday, 17th August 2004 at 6.00 p.m.

PRESENT: Councillors Mrs. M. M. T. Taylor (Deputy Executive Leader). B. L. Fuller C.B.E., Q.F.S.M., and P. J. Whittaker

Observers: Councillors A. J. Dent, G. N. Denaro, Mrs. K. M. Gall and N. Psirides J.P.

51/04 **APOLOGIES**

Apologies for absence were received from Councillors Mrs. J. M. L. A. Griffiths, R. Hollingworth and D. C. Norton.

52/04 **MINUTES**

The Minutes of the Meeting of the Executive Cabinet held on 21st July 2004 were submitted.

RESOLVED: that the Minutes of the Meeting be approved and confirmed as a correct record.

53/04 **TENDERS COMMITTEE**

The Minutes of the Tenders Committee held on 14th July 2004 were submitted.

RESOLVED: that the Minutes be noted.

54/04 **ISSUES ARISING FROM OVERVIEW AND SCRUTINY COMMITTEES**

(1) **GRANT APPLICATIONS**

Consideration was given to the recommendation of the Policy and Strategy Scrutiny Committee that the Executive Cabinet be requested to review the decision it had taken in refusing the grant application submitted by the Primrose Hospice and to award a grant in the region of £2,000 to the Primrose Hospice.

Members stressed that whilst they were fully aware of the valuable service provided by the Primrose Hospice they were also concerned that other worthwhile local organisations which did not have ready access to alternative sources of funding would be likely to make applications to the Council during the remainder of the Financial Year and Members wished to ensure that some funding was available to meet these needs. It was

RESOLVED: that £8,000 be retained in anticipation of future grant applications and the balance in this year's budget of £2,364 be awarded in the form of a grant to the Primrose Hospice.

55/04

DRAFT STATEMENT OF LICENSING POLICY

Consideration was given to the Draft Statement of Licensing Policy which the Council was required to produce and to issue for consultation in accordance with the Licensing Act 2003.

Members requested further information regarding the levels of licence fees which could be charged. Detailed information was not available, however, as the Government had not yet published the licence fee structure. Following discussion, it was

RESOLVED: that the Draft Statement of Licensing Policy attached to the report be approved and that the Head of Administrative Services be authorised to carry out the necessary consultation in accordance with the Licensing Act 2003.

56/04

CEMETERY CHARGES

Consideration was given to the current charges applying in the Council's Cemeteries and to whether the charges which had come into force on 1st October 2003, should be increased. Members had previously wished to bring the charges closer to those made by nearby Authorities and to reduce the difference between the cost of providing the service and the income received. Members felt it would be appropriate to review the charges again in April 2005 when other fees and charges are considered. Following discussion, it was

RESOLVED:

- (a) that with effect from 1st October 2004 the following charges be made in respect of Bromsgrove Cemeteries:-

INTERMENTS

(The fees indicated include the digging of the grave)

Child aged under 1 month	£ 15.00
Child aged 1 month to 14 years	£ 82.00
Person aged 15 or over	£253.00
Extra Charge for burials at 7 ft	£ 66.00
Extra Charge for burials at 9 ft	£120.00
Extra charge for grave longer than 6' 6" and/or wider than 2'	£ 50.00
Interment in a bricked grave	£330.00
Interment of cremated remains	£ 92.00

EXCLUSIVE RIGHTS OF BURIAL

(75 year grants)

Adult grave	£770.00
Child grave	£110.00
Cremated remains plot	£275.00

MEMORIALS

Trees	£ 99.00
Maintenance Charge for Benches	£ 82.00

OTHER FEES

Search arising from indemnity on loss of deed of assignment	£ 8.80 + VAT
Certified Copy of Entry	£ 7.15 + VAT
Issue of Memorial Permit	£16.00

(All charges for interments and exclusive rights of burial are triple for non-residents of the District.)

- (b) that the fees be next reviewed in time to come into force in April 2005.

57/04

EXECUTIVE PROCEDURE RULES - CABINET MEETING

The Cabinet considered a possible change to the Executive Procedure Rules in the Council's Constitution under which the Cabinet would be required to meet on a minimum of 10 occasions during a year instead of 30.

It was felt that following a review of the Scheme of Delegations and the intention that Cabinet would deal with more strategic items and Officers with matters of detail and implementation, sometimes in conjunction with Portfolio Holders, it would be more efficient and cost effective for Cabinet to meet on a monthly basis. There would be the option of holding additional meetings if required, for example, during the budget making period. It was

RESOLVED: that the Standards Committee be requested to consider an amendment to the Constitution, under which Executive Procedure Rule 1.6 would be changed to allow the Executive Cabinet to meet on a minimum of 10 occasions per year instead of 30.

58/04

FORMAL CAUTIONS

The Cabinet considered a report seeking delegated authority to Officers to administer formal cautions as an alternative to prosecutions. It was felt that the use of a formal caution could be a useful and effective tool in cases where a stronger sanction than a warning letter was required but where a prosecution was felt to be unnecessary and excessive. It was therefore

RESOLVED:

- (a) that the Standards Committee be recommended to approve an amendment to the Council's Constitution to authorise Officers to administer formal cautions to offenders as an alternative to court proceedings;
- (b) that for a temporary period up to 13th October 2004 (i.e., until the next Council Meeting), Officers be authorised to administer those formal cautions which are necessary and cannot wait until after that date.

59/04

CAR PARKING SERVICE - END OF YEAR REVIEW 2003/04

The report reviewing the performance of the car parking operation for the Financial Year 2003/04 and the first three months of 2004/05 was considered. Members requested additional information relating to the income received and the relationship to the number of Excess Charge Notices issued. There was discussion regarding methods by which the amount of users avoiding payment of fees could be reduced, including the possible purchase of keypads to prevent customers passing on tickets to others, either to avoid payment or to avoid excess charge notices being effective, and whether it would be appropriate to designate spaces for use as "dropping off/picking up" areas.

It was

RESOLVED:

- (a) that a further report be submitted later in the year to include:
 - (i) a full analysis of the customer satisfaction and compliance surveys;
 - (ii) an up to date financial position relating to the car parking operation 2004/05;
 - (iii) a medium and a long-term plan for the development of the car parking service;
- (b) that a report be submitted to the next Meeting if possible on the viability and cost-effectiveness of the purchase of "keypads" which would result in registration numbers being printed on tickets.

60/04

LICKEY ROTARY CLUB - STREET NAMING

The request from Lickey Rotary Club that the Council considers including the name "Rotary" when naming new roads/streets in the District in recognition of the Centenary of the Rotary organisation, was considered.

It was felt that it would not be appropriate to depart from the existing Council policy of not naming streets after living persons or existing organisations, as to do so could lead to requests from other organisations. It was

RESOLVED: that the request from Lickey Rotary Club be refused and the Council's existing policy on street naming be re-affirmed.

(NOTE: Councillor B. L. Fuller declared a personal interest in this item as a Member of the Rotary Club.)

61/04

SUBDIVISION OF LAND ADJACENT TO PETERBROOK ROAD, MAJORS GREEN AND LAND ADJACENT TO HASLUCKS GREEN ROAD AND THE JUNCTION WITH TILEHOUSE LANE, MAJORS GREEN, WYTHALL

Members considered an issue which had arisen in the Wythall area relating to the subdivision of land into individual plots on which purchasers could then carry out certain works under the Town and Country Planning (General Permitted Development) Order 1995. It was felt that this could have a detrimental impact on the Green Belt. Following discussion it was

RESOLVED:

- (a) that in respect of the land referred to in the report, Directions be made under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 1995, directing that permission granted by that Order shall not apply to the following classes of development:
 - Schedule 2 Part 2 Class A;
 - Schedule 2 Part 4 Class A;
 - Schedule 2 Part 4 Class B;
 - Schedule 2 Part 5 Class A;
- (b) that the Standards Committee be recommended to approve the delegation of powers to the Director of Planning Services in consultation with the Head of Legal Services to authorise the making of a Direction/Directions under Article 4(1) of the Town and Country Planning (General Permitted Development) Order 1995 in similar circumstances, i.e., the subdivision of land into plots and to determine the classes of development to which such Direction(s) may relate in the circumstances of each individual case;
- (c) that in view of the urgency of the matter the Cabinet's decision on the matter be not subject to the Council's call-in procedure.

62/04

SHARED SERVICES

This item was withdrawn.

63/04

PERFORMANCE INFORMATION 2003/04

Consideration was given to the service performance information for the Financial Year 2003/04. It was felt that in this form not all of the figures were helpful in judging performance and some did not assist in measuring performance in a meaningful way. It was reported that it was intended to review the methods of measuring performance as part of the Council's programme of improvement. Following discussion, it was

RESOLVED:

- (a) that the figures be noted;

- (b) that the Local Government Association be informed of this Council's concern regarding the current system of performance monitoring and requested to put forward any alternative formats or systems under which the measurement of performance would be more meaningful and more useful to Local Authorities in improving services.

64/04

LOCAL GOVERNMENT ACT 1972

RESOLVED: that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the Meeting during the consideration of the item of business the subject of the following Minute on the grounds that it involves the likely disclosure of "Exempt Information" as defined in Part I of Schedule 12A to the Act, the relevant paragraph of that part being as set out below:-

Minute No.
65/04

Paragraph
1

65/04

BROMSGROVE DISTRICT CUSTOMER SERVICE CENTRE

Consideration was given to staffing and service issues relating to the Bromsgrove District Customer Service Centre. It was

RESOLVED:

- (a) that existing customer contact points be kept open for a transitional period of 3 months;
- (b) that a "meet and greet" service only be provided from The Council House following the end of the transitional period;
- (c) that the following structure be agreed with regard to Customer Services:
- Customer Services Manager SCP 43-48
 - Assistant Customer Services Manager SCP 28-32
 - 11 Full Time Equivalent Customer Service Advisers SCP 18-25
- (d) that in the interim period, the Customer Services Manager report direct to the Corporate Director (Resources);
- (e) that recruitment to the post of Customer Services Manager commence as soon as possible and that the process set out in the report be approved;
- (f) that the following services be provided from Day 1:
- Cash collection and Cash Office
 - Concessionary Fares
 - Excess Charge payments
 - Revenues and Benefits (the exact level of this to be agreed)
 - Calls relating to refuse collection and recycling;
- (g) that the estimated increased costs of £38,750 for 2004/05 be met from salary savings;
- (h) that the moratorium on posts graded Scale 1 to 5 be endorsed and that all attempts be made to secure employment by way of the redeployment policy wherever possible for staff at risk;
- (i) that the next steps proposed and the indicative timeline be noted.

The Meeting closed at 7.42 p.m.

Chairman