



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 27TH FEBRUARY 2012
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, S. R. Colella, Dr. B. T. Cooper, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, R. J. Laight, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer and L. J. Turner

AGENDA

1. Election of Chairman
2. Apologies for Absence
3. Declarations of Interest and Whipping Arrangements
4. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 23rd January 2012 (Pages 1 - 4)
5. Homelessness Grant 2012/13 (Pages 5 - 14)
6. Update Report on Dealing with Fly-Posting (Pages 15 - 18)
7. April to December 2011 - Quarter 3 Finance Monitoring Report (Pages 19 - 46)
8. Sickness Absence Performance and Health for Period ended 31st December 2011 (Pages 47 - 78)
9. Discounted Parking Charges - Overview and Scrutiny Topic Proposal Report (Pages 79 - 84)
10. Planning Policy Task Group - interim Report (Pages 85 - 90)

11. Forward Plan of Key Decisions (Pages 91 - 102)
12. Overview and Scrutiny Board Work Programme (Pages 103 - 104)
13. WCC Health Overview & Scrutiny Committee (for information) (Pages 105 - 110)
14. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

16th February 2012



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Declaration of Interests - Explained

Definition of Interests

A Member has a **PERSONAL INTEREST** if the issue being discussed at a meeting affects the well-being or finances of the Member, the Member's family or a close associate more than most other people who live in the ward affected by the issue.

Personal interests are also things relating to an interest the Member must register, such as any outside bodies to which the Member has been appointed by the Council or membership of certain public bodies.

A personal interest is also a **PREJUDICIAL INTEREST** if it affects:

- The finances, or
- A regulatory function (such as licensing or planning)

Of the Member, the Member's family or a close associate **AND** which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair the Member's ability to judge the public interest.

Declaring Interests

If a Member has an interest they must normally declare it at the start of the meeting or as soon as they realise they have the interest.

EXCEPTION:

If a Member has a **PERSONAL INTEREST** which arises because of membership of another public body the Member only needs to declare it if and when they speak on the matter.

If a Member has both a **PERSONAL AND PREJUDICIAL INTEREST** they must not debate or vote on the matter and must leave the room.

EXCEPTION:

If a Member has a prejudicial interest in a matter being discussed at a meeting at which members of the public are allowed to make representations, give evidence or answer questions about the matter, the Member has the same rights as the public and can also attend the meeting to make representations, give evidence or answer questions **BUT THE MEMBER MUST LEAVE THE ROOM ONCE THEY HAVE FINISHED AND CANNOT DEBATE OR VOTE.**

However, the Member must not use these rights to seek to improperly influence a decision in which they have a prejudicial interest.

For further information please contact Committee Services, Legal, Equalities and Democratic Services, Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, B60 1AA

Tel: 01527 873232 Fax: 01527 881414

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Agenda Item 4

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 23RD JANUARY 2012 AT 6.00 P.M.

PRESENT: Councillors P. Lammas (Vice-Chairman in the Chair), C. J. Bloore, J. S. Brogan, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, R. J. Laight, P. M. McDonald, S. P. Shannon and Mrs. C. J. Spencer

Invitees: Councillor Dr. D. W. P. Booth JP

Officers: Mrs. S. Hanley, Mrs. C. Felton, Mr. R. Savory and Ms. A. Scarce

79/11 **APOLOGIES**

Apologies for absence were received from Councillors Dr. B. T. Cooper, L. J. Turner and P. J. Whittaker.

80/11 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

81/11 **MINUTES - 21ST NOVEMBER 2011**

The Minutes of the Overview and Scrutiny Board meeting held on 21st November 2011 were submitted.

RESOLVED that the minutes be approved as a correct record.

82/11 **MINUTES - 3RD JANUARY 2012**

The Minutes of the Overview and Scrutiny Board meeting held on 3rd January 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

83/11 **PRESENTATION - TOWN CENTRE CAPITAL BUDGET BID AND PROGRESS UPDATE**

The Chairman welcomed the Portfolio Holder for Business Transformation with special responsibility for the Town Centre Regeneration and Special Projects and the Town Centre Regeneration Programme Manager and reminded Members that this presentation had been requested following the Board meeting held on 3rd January 2012.

The Portfolio Holder informed Members that the Capital Bid for £50,000, together with funding contributions from Worcestershire County Council, was to facilitate continued project management support and any external specialist advice that was needed to progress the Town Centre regeneration.

The Portfolio Holder responded to questions from Members on the timescales for the development of the Town Centre and explained that a project of this size often involved a number of changes to it as situations developed and was confident that very good progress had been made, in view of the challenges that had emerged to date.

The Town Centre Regeneration Programme Manager gave background information on how Regeneration had become a Council priority, the Public Property Assets Review which had involved the Council, Worcestershire County Council, Fire and Police authorities, together with the Primary Care Trust. The Portfolio Holder also gave details of the membership and role of the Partnership Steering Group.

The Board discussed the following areas in more detail:

- The press release recently issued by Worcestershire County Council
- The Area Action Plan and key strategic aims
- The funding (including the 106 monies from Sainsburys and when this would become available) and how it was expected to be used.
- The risk assessment for the project, taking into consideration alternative arrangements that had been made should elements of the project not come to fruition.
- Lottery funding bid – the outcome of this was expected in September 2012.
- The number of jobs created and the net jobs gain, taking into consideration the site specific closure of retail outlets.
- Interest from developers and retail outlets in various sites throughout the Town Centre and additional private developments.
- The upgrade of the Bus Station and the inclusion of RTPI “real time” technology, which was an aspiration of Worcestershire County Council. It was confirmed that the Portfolio Holder and Town Centre Regeneration Programme Manager would continue to encourage and support this technology.
- The availability of plans on the Planning Portal.
- Provisions that had been put in place to ensure that utility companies would not need to disturb the new surfaces within the high street in the future.

The Portfolio Holder summarised the presentation and confirmed that the work on the Town Centre, which had been slow to start, was now gathering momentum, with more visible changes taking place.

84/11 **GEORGE HOUSE - OVERVIEW AND SCRUTINY TOPIC PROPOSAL REPORT**

The Chairman invited Councillor P. M. McDonald to introduce this item as he had put forward the Overview and Scrutiny Topic Proposal.

Councillor McDonald gave background information as to why he felt that the purchase of George House should be scrutinised by the Board and requested that a Task Group be set up to investigate the process and purchase of George House, together with information on how the purchase fitted in to the Town Centre Regeneration Programme.

The Board discussed the areas raised in Councillor McDonald's Overview and Scrutiny Topic Proposal in detail, and made particular reference to the procedures and guidelines of the Council and the reasoning behind the purchase of the property. After further discussion it was

RSOLVED that no further action be taken.

85/11 **OVERVIEW AND SCRUTINY BOARD QUARTERLY RECOMMENDATION TRACKER**

The Board was reminded of the purpose of the Quarterly Recommendation Tracker Report and officers highlighted the following items:

- The response from the Head of Customer Service in respect of the outstanding recommendation from the Improving Residents' Satisfaction Task Group.
- The additional recommendations following the 12 month review of the Older Peoples' Task Group – a full update would be provided at the Board meeting to be held on 23rd April 2012.
- Review of the Recreation Road South Car Park Task Group – Recommendations 1 and 2 to remain on the Tracker Report.
- Reduction in Bus Services Task Group – Officers to seek clarification that Recommendation 2 had been completed before removal of the item from the Tracker Report.

The Board discussed in detail the issue of Fly Posting and welcomed the review of the current policy. After further discussion it was

RESOLVED:

- (a) that the Improving Residents' Satisfaction Task Group be removed from the Tracker Report;
- (b) that Recommendation 1 from the Reduction in Bus Services Task Group be removed from the Tracker Report; and
- (c) that a detailed report on the review of the Fly Posting Policy be provided at the Board meeting to be held on 26th February 2012.

86/11 **FORWARD PLAN OF KEY DECISIONS 1S FEBRUARY TO 31ST MAY 2012**

The Forward Plan of Key Decisions was considered by the Board. Members were concerned that due to time constraints there was not an opportunity to pre-scrutinise several of the items on the Forward Plan. Members discussed in detail the Homelessness Grant - Performance of 2011/12 Schemes and Proposed Funding of Schemes for 2012/13 and raised concerns as to this being sufficient for the needs of the District.

RESOLVED that a detailed report on Homelessness Grant - Performance of 2011/12 Schemes and Proposed Funding of Schemes for 2012/13 be received at the Board meeting to be held on 26th February 2012.

87/11 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and was informed by officers that the most recent Worcestershire County Council Health Overview and Scrutiny Committee (HOSC) meeting had been cancelled. It was suggested that in future the agenda front sheet and 'round up' from those meetings be included in the Board's agenda in order for Members to consider and discuss any items that they wished to receive further information on through its representative on HOSC.

The Board was advised that a written update in respect of the Planning Policy Task Group would be received at the Board meeting to be held on 27th February 2012 prior to the receipt of the draft final report, which it was anticipated would be completed and presented to the Board at the meeting to be held on 26th March 2012.

RESOLVED that subject to the above the Work Programme be noted.

The meeting closed at 7.34 p.m.

Chairman

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HOMELESSNESS GRANT 2012/13

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Angie Heighway
Wards Affected	All wards
Ward Councillor Consulted	
Key Decision - Yes	

1. SUMMARY OF PROPOSALS

- 1.1 Since the Homelessness Act 2002, the Government has allocated grant funding to local authorities to prevent and tackle homelessness.

- 1.2 The annual grant to BDC, allocated through Communities and Local Government (DCLG) has been used each year since 2002 to fund a range of homelessness support services and schemes that focus upon the prevention of homelessness and repeat homelessness. In dealing with the National Deficit, the coalition government is making significant changes to the way in which Welfare Benefits are awarded and in particular Housing Benefit. Because of these changes the Council is anticipating an increase in the number of households finding themselves at risk of homelessness or requiring alternative accommodation due to affordability issues. Therefore, at a time of significant government cuts, DCLG has increased the amount of homelessness grant to local authorities. For Bromsgrove, this resulted in the Homelessness Grant allocation increasing by 40% to £113,470 per annum, paid as part of the Area Based Grant for 2011/12 and 2012/13.

This report provides members with information relating to progress on schemes in place in this District funded by DCLG Grant during 2011/12 and seeks Member approval for the award of grant to specific schemes in 2012/13 that have been recommended by the Homelessness Strategy Steering Group.

- 1.3 In addition to Homelessness Grant mentioned above, back in 2009 the Council received a non tenure specific 'Economic Recovery Fund' of £28,500. This fund was awarded to assist people who have suffered an income shock due to redundancy or short time working, whether they are home owners or tenants, and to facilitate mortgage rescue. The fund, which is being held separately from Homelessness Grant, has so far prevented one family from becoming homeless during 2009/10 and enabled two of the District's five mortgage rescues schemes to take place. The balance of £21,000 will be carried forward for 2012/13.

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2. RECOMMENDATIONS

- 2.1 That the Members of the Overview and Scrutiny Board note the report and the following Recommendations that were made to Cabinet on the 1st February 2012:
- 2.2 *That the update on the homelessness prevention and support schemes funded through DCLG Homelessness Grant during 2011/12 be noted.*
 - 2.3 *That, subject to the special meeting of the Cabinet on the 22nd February 2012 formally agreeing to the allocation of Homelessness Grant for 2012/13 being fully utilised for homeless projects, the submissions for the funding of schemes during 2012/13 recommended by the Bromsgrove Homelessness Strategy Steering Group set out at 3.9 of the report amounting to £92,100 be approved to receive funding from the Council's DCLG Homelessness Grant for 2012/13.*
 - 2.4 *That the additional recommendation regarding use of £21,000 DCLG Homelessness Grant to fund an additional resource to deliver the Step Up Private Tenancy Scheme as set out at 3.11 of the report, be approved.*
 - 2.5 *That the Head of Community Services in consultation with the Portfolio Holder for Strategic Housing be granted delegated authority to allocate any under spend or make further adjustments necessary to ensure full utilisation of the grant allocation for 2012/13 in support of existing or new schemes and approve expenditure of the Non Tenure Specific Economic Recovery Fund.*

3. KEY ISSUES

3.1 Financial Implications

- 3.2 Since the Homelessness Act 2002, the Government has allocated grant funding to local authorities to prevent and tackle homelessness and repeat homelessness. Since its inception, the annual grant to BDC, allocated through the Department for Communities and Local Government (DCLG) has been used to fund a range of homelessness support services provided in the District by a range of partner organisations. Members are referred to para 3.7 which sets out how the funding was spent in 2011/2012. DCLG has allocated

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Homelessness Grant of £113,470 for the financial year 2012/13. Members are referred to the tables at paras 3.10 and 3.13 which show the intended spending for 2012/13. The grant from DCLG has been included in the medium term financial plan and the purpose of this report is to seek Members approval to the detail of how the grant will be allocated.

3.3 Legal Implications

The requirements imposed on Council's in relation to homelessness are set out in the Part VII of the Housing Act 1996 and the Homelessness Act 2002. As set out below, the Council has developed a Housing Strategy Action Plan to address the needs of the homeless. The CLG grant enables the Council to support the various schemes listed at para 3.10 below. This in turn assists the Council in meeting its statutory duties to homeless applicants.

3.4 SCHEMES FUNDED BY DCLG GRANT DURING 2011/12

3.5 Members may recall that as the Strategic Housing Authority, BDC coordinates and leads the Bromsgrove Homelessness Strategy Steering Group. Through this group which includes partners from a range of organisations, the Council's Housing Strategy Action Plan has been developed to address the support needs of the homeless and provide schemes that are aimed at the prevention of homelessness.

3.6 On the 6th April 2011 the Executive Cabinet gave approval to the grant funding for 2011/12 being used in accordance with the recommendations made by the Bromsgrove Homelessness Strategy Steering Group. The Executive Cabinet also gave delegated authority to the Portfolio Holder and the Head of Community Services to re-allocate any under spend or make further adjustments necessary to ensure full utilisation of the grant allocation for 2011/12 in support of existing or new schemes.

3.7 The table below sets out how the grant funding for 2011/12 has therefore been allocated and utilised:

Allocation of CLG Homeless Grant 2011/12		
	Budget	
Amount Carried Forward from 10/11	14,035	
Homelessness Grant for 2011/12	113,470	
Total	127,505	

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	Award
Amount of Grant surrendered to BDC Balances	11,770.00
To Discretionary Housing Benefit.	5,000.00
Private Sector Housing Options Post	10,100.00
CAB Mortgage Rescue Adviser allocated 08/08	17,600.00
Newstart Furniture Project	8,500.00
Baseline Rent Deposit Scheme	21,500.00
Housing Options Service	15,000.00
Floating Homelessness Prevention Officers	24,000.00
Land Registry Searches	100.00
Lashbrook House Accom for Young People	5,000.00
Homelessness Coordinator	1,875.00
Basement PTS Deposits	4,000.00
Night Assessment Centre	2,375.00
Total	
Budget Available to Spend	126,820.00
Underspend to C/F to 12/13	685.00

3.8 The initiatives funded during 2011/12 are progressing as follows:

CAB Mortgage Rescue Adviser

The Owner Occupier specialist adviser at the CAB helped more than 300 households to avoid repossession. The hours spent working with each client varies from 9 to 24 hours with an average of 10 hours per client. In total 5 cases have been

mortgage rescued. The remaining clients needs have been resolved by accessing additional benefits such as support for mortgage interest, debt prioritisation, negotiation with mortgage lenders or in a minority of cases where mortgage rescue and where other options were exhausted, working with households to plan their move on into other tenures.

Private Tenancy Scheme for under 25's

The private tenancy scheme for under 25's is a valuable resource for Bromsgrove. The current service is being delivered by Bromsgrove Basement Project, but is being reviewed to ensure that value for money is achieved. It is recommended that continuation funding for a Private Tenancy Scheme is approved but that a process undertaken to ensure best value for money is achieved.

Housing Options

In 2007 the Homelessness Service was re-structured to enable a more preventative approach to those who are homeless and those who are threatened with homelessness by creating a

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Housing Options Service. The service is offered to anyone seeking advice regarding housing and is supported by the Step Up Private Tenancy Scheme, the Basement's PTS scheme and Home Choice Plus. The number of clients accessing the service has steadily increased from 646 in 2007/08 to 756 2010/11 and an anticipated 860 in 2011/12.

NewStarts Furniture Project

NewStarts furniture project has grown rapidly into the largest furniture re-use scheme in Worcestershire. It assists those who are homeless and requiring furniture to access settled accommodation earlier and helps those who are on limited incomes to access cheap furniture and avoid getting into debt. The scheme helps approximately 200 households in Bromsgrove District per annum.

3.9 THE CLG HOMELESSNESS GRANT FUNDING REQUIRING APPROVAL FOR 2012/13.

- 3.10 DCLG has allocated Homelessness Grant of £113,470 for both financial years 2011/12 and 2012/13. The Bromsgrove Homelessness Strategy Steering Group met on the 29th November 2011 to consider bids for future funding and decide whether any of the existing initiatives should receive extra funding. The Group agreed that initiatives could be delivered using existing funding levels and therefore a recommendation was made that existing initiatives continue to be funded at existing levels with any additional homelessness grant being directed towards the support of statutory services likely to be impacted upon by changes in Government policy regarding welfare benefits and the restructure of the Council's Strategic Housing Team under shared services.

Name of Project	Grant Approved £	Outcomes Other Considerations
Private Tenancy Scheme for under 25's	£21,500	A scheme to offer rent deposit, rent in advance and support to assist under 25's to access private rented accommodation.
BDHT – Floating Support Service	£24,000	Continuation of the floating support service for homeless or potentially homeless. This scheme is jointly funded by Supporting People and BDHT.

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Owner Occupier Money Adviser with CAB	£17,600	To provide specialist advice regarding mortgage repayment issues including debt prioritisation, benefit advice and negotiation with lenders in order to prevent repossession.
Home Visiting Service BDHT	£15,000	For BDHT to continue to provide Home Visiting and prevention activities as per the recommendations of the CLG Homelessness Adviser in 2006
New Start Re-use and Resettlement Project	£8,500	To provide furniture and support to homeless people.
County Homelessness Co-ordinator	2,500	To lead on the development of the County Homelessness Strategy and ensure that the Actions within the Countywide Action Plan are taken forward either by the Countywide Officer or a designated lead officer. (All 6 Worcestershire Districts contribute)
Night Assessment Centre	3,000	The Night Assessment Centre is an important facility for Rough Sleepers during severe weather. Given the duration and extreme weather experienced during last Winter it is important to continue to invest in this service so that Rough Sleepers can be offered somewhere safe and warm during severe weather conditions. (All 6 Worcs Districts contribute)
	£92,100	

A number of other bids were considered by the Steering Group but not recommended for approval. These included bids for funding for £5,500 towards the Education Initiative with St Basils, £15,000 for the Both Ways tenant matching service with Ourways, £4,500 for a Prison In Reach service for Fry Housing and £8,000 additional funding for the bdht floating support service, all of which were turned down due to insufficient funds and the need to support existing services and the proposal to enhance the proposed Shared Services Strategic Housing structure with an additional resource to deliver the Step Up Private Tenancy scheme.

3.11 DETAILS OF ADDITIONAL INITIATIVE TO RECEIVE GRANT FUNDING FOR 2012/13

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- 3.12 The restructuring of Strategic Housing under Shared Services means that there will be insufficient Council Revenue funded resources to continue offering the Step Up Private Tenancy Scheme. The Homelessness Strategy Steering Group have recommended that an additional tranche of Homelessness Grant is approved for the recruitment of a part time officer post within the team to deliver this service.

Name of Project	Homelessness Grant	Outcomes
Step Up Private Tenancy Scheme for over 25's	£21,000	Sustain existing placements of on average 20 homeless households into the private rented sector.
Total Additional Grant 2012/13	£21,000	

- 3.13 In summary the financial implications are as follows:

Carry forward from 11/12 assuming that current balance of £685.00 will be allocated under delegated authority.	£0.00
Homelessness Grant for 12/13	£113,470
Recommended for Approval (per 3.9)	£92,100
New Initiatives (per 3.11)	£21,000
Total	£113,100
Balance remaining	£370

3.14 CONCLUDING COMMENTS

- 3.15 Members are therefore asked to approve from the 2012/13 CLG Homelessness Grant, the funding of schemes set out above at 3.9 and 3.11.
- 3.16 Finally, as in previous years, Members are asked to grant the Head of Community Services in consultation with the Portfolio Holder For Strategic Housing delegated authority to approve re-allocation of any under spend or make further adjustments necessary to ensure full

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utilisation of the grant allocation for 2012/13 in support of existing or new schemes and approve expenditure of the Non Tenure Specific Economic Recovery Fund.

3.17 Service / Operational Implications

3.18 DCLG allocate funding under the Preventing Homelessness Grant to all local authorities to support their strategies to tackle and prevent homelessness effectively.

3.19 The number of people presenting as homeless, those accepted and the outcome of homelessness prevention services are monitored by the Strategic Housing Team on a quarterly basis. The demand on the housing options service in the District is expected to increase to 860 during 2011/12 and welfare benefit reform is only likely to exacerbate this increase in demand for advice and assistance.

Performance info 2009/10	Total 2006-7	Total 2007/8	Total 2008/9	Total 2009/10	Total 2010/11
Presentations	249	147	119	123	115
Acceptances	123	91	69	63	66
No of people in temp accommodation	63	16	13	14	31
Preventions	76	157	172	155	198
New homes	72	46	145	88	56
Voids	291	314	343	350	355
Housing advice (BDHT)		646	695	766	756

3.20 Customer / Equalities and Diversity Implications

3.21 This grant will benefit the Council's customer by offering household's more options to prevent their homelessness, where possible to enable them to remain in their own homes. The Council will be encouraging them to be more independent and take responsibility for their housing situation.

3.22 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.

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Welfare and Housing Benefit changes are anticipated to impact on certain ethnic groups more adversely than others. The above initiatives will help the Council to ensure that anyone disadvantaged by these changes is supported to sustain their accommodation in the short term so that they can seek more suitable accommodation in the future and avoid becoming homeless.

4. RISK MANAGEMENT

4.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness or who are in housing need will have limited alternative options. There is the risk that they may have to make a homeless approach and this could consequently lead to the following risks:

- Inability by the Council to meet the statutory duty to provide temporary accommodation in the District thus necessitating placement in B&B accommodation outside of the District.
- Increased B&B costs.
- Increased Rough Sleeping in the District

5. APPENDICES

None

6. BACKGROUND PAPERS

None

AUTHOR OF REPORT

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UPDATE ON DEALING WITH FLY-POSTING

Relevant Portfolio Holder	Mike Webb/Margaret Sherrey
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans
Wards Affected	All Wards
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report provides the Committee with an update on how fly-posting within the district is dealt with and the work that officers are undertaking to improve and update procedures for dealing with fly-posting.

2. RECOMMENDATIONS

- 2.1 Members are asked to note the content of the report and that further information and an updated fly-posting policy and procedure will be brought back to the Committee later in the year.

3. KEY ISSUES

Financial Implications

- 3.1 Dealing with fly-posting is carried out within existing resources by community safety and environmental services officers and it is anticipated that there will be no direct financial implications as a result of an updated policy and procedure.

Legal Implications

- 3.2 There are a number of pieces of legislation which can be used to tackle fly-posting including the Town and Country Planning Act 1990, the Anti-Social Behaviour Act 2003 and the Clean Neighbourhoods and Environment Act 2005 (CNEA). In addition, the highway authority has powers under the Highways Act 1980 to deal with fly-posting. Officers from Community Safety, Environmental Services, and Planning are working with colleagues from Worcestershire County Council to identify the most effective options that can be used at a local level.
- 3.3 Legal services will be consulted in the preparation of the Council's updated policy and procedure regarding the legal implications of dealing with fly-posting.

Service/Operational Implications

- 3.4 Fly-posting is generally regarded as any advertising material displayed on private and/or public property without the consent of the owner, and

that does not meet the requirements of the Town and Country (Control of Advertisement) Regulations 2007. It can be referred to as 'horizontal litter' and has a negative impact on the quality of the local environment.

- 3.5 Advertisements may be professionally produced or hand written on pieces of paper and may be found pasted on buildings, attached to lamp-posts, hoardings, railings, and street furniture, left under windscreens wipers on motor vehicles, and displayed on placards at roundabouts or along highway verges. 'A' boards can also constitute fly-posting if displayed without consent.
- 3.6 Fly-posting is an illegal activity which is not only unsightly but also gives an impression of neglect. This can attract other forms of vandalism and anti-social behaviour leading to the decline of an area. Fly-posting also creates litter which spoils the 'clean and green' environment the Council is seeking to maintain and it can obscure important traffic signs or create an obstruction to pedestrians and/or motorists.
- 3.7 In 2004 a task group produced a fly-posting policy and procedure and this was endorsed by Cabinet in December 2004. The adopted procedure included evidence gathering and the issuing of a standard warning letter and a visit to offenders to request the removal of the fly-post. In cases of repeat offences, a fine or anti-social behaviour order (ASBO) was to be issued.
- 3.8 Since the adoption of this approach, the Community Safety team through its Neighbourhood Warden scheme has followed this procedure, which has generally been effective in tackling fly-posting. Whenever practical, Neighbourhood Wardens have hand delivered warning letters to the proprietor of the business benefitting from the fly-posting. The warning letter insists that fly-posts be removed within a given timescale and that offenders desist from conducting their business in such a manner in the future. Since June 2007 (when Community Safety records of fly-posting incidents began) Neighbourhood Wardens have dealt with 184 incidents of fly-posting; each incident involving various numbers of posters, placards, banners and A-boards ranging from a single item to over 200 items at a time.
- 3.9 It should be noted that the latter stage of the procedure with the option of a fine or ASBO has not been implemented, as this has not been necessary to date. Also, it is felt that the issuing of an ASBO is not an appropriate course of action for dealing with fly-posting. 18 of the 184 incidents involved businesses that went on to offend on a second occasion. These incidents were due to a variety of exceptional circumstances that resulted in final warnings being issued and personal visits being made. This has proved effective as there have not been any persistent offenders in the District.

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- 3.10 The current policy does not differentiate between private land and the highway and the Neighbourhood Warden's efforts have been primarily focused on public land and land owned by Bromsgrove District Council. Advertising on private land without advertising consent is covered under the Town and County Planning Act and is dealt with by Planning services. The review of the policy and procedure will clarify the correct and most effective option for dealing with fly-posting on private land.
- 3.11 Since the adoption of the fly-posting policy in 2004, the Clean Neighbourhoods and Environment Act has come into force. It has amended and improved the procedures for issuing Fixed Penalty Notices (FPNs) to fly-posting offenders. FPNs are issued under Section 43 of the Anti-Social Behaviour Act 2003.
- 3.12 With these legislative changes and the introduction of environmental enforcement into the Community Safety Service, there is a need to update the fly-posting policy and procedure. This will ensure that the different approaches required based on land ownership are taken into account and that the Council's policy and procedure is up to date and effective. Officers aim to bring an updated Fly-Posting Policy and Procedure to Committee for approval in the summer of 2012.

Customer / Equalities and Diversity Implications

- 3.13 An Equalities Impact Assessment will be carried out and taken into consideration in the development of the updated policy and procedure.

4. RISK MANAGEMENT

- 4.1 Failing to have an effective approach to fly-posting can lead to an increase in the amount of 'horizontal litter' (that fly-posts can be seen to be) across local areas and result in a poor quality local environment.

5. APPENDICES

None

6. BACKGROUND PAPERS

Fly-posting Scrutiny Report April 2005

7. KEY

FPN – Fixed Penalty Notice

CNEA – Clean Neighbourhoods and Environment Act 2005

ASBO – Anti-Social Behaviour Order

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APRIL – DECEMBER (QUARTER 3) FINANCE MONITORING REPORT 2011/12

Relevant Portfolio Holder	Roger Hollingworth
Portfolio Holder Consulted	Yes
Relevant Head of Service	Teresa Kristunas
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

- 1.1 To report to the Overview and Scrutiny Board on the Council's financial position for the period April - December 2011 (Quarter 3 – 2011/12).

2. RECOMMENDATIONS

- 2.1 That the Overview and Scrutiny Board note the current financial position on Revenue and Capital as detailed in the report.

3. KEY ISSUES

Financial Implications

- 3.1 A separate finance report for each department plus a council summary, is shown on the following pages.

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Revenue Budget summary Quarter 3 (April – Dec) 2011/12 – Overall Council

Service Head	Revised Budget 2011/12 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Environmental Services	4,457	1,667	1,044	-623	4,132	-325
Community Services	2,443	1,105	1,027	-78	2,275	-168
Pre-Regulatory Services	1,119	461	392	-69	1,050	-69
Leisure & Cultural Services	1,937	1,376	1,322	-54	1,867	-70
Planning & Regeneration	1,346	415	342	-73	1,291	-55
Customer Services	-40	352	305	-47	-88	-48
Finance & Resources	2,105	1,682	1,671	-11	2,111	6
Legal & Democratic Services	1,440	800	718	-82	1,347	-93
Policy, Performance & Partnerships	-24	469	425	-44	-79	-55
Business Transformation	36	925	808	-117	-119	-155
Corporate Services	688	69	319	250	1023	335
SERVICE TOTAL	15,507	9,321	8,373	-948	14,810	-697
Interest on Investments	-68	-51	-83	-32	-90	-22
Change in Financing	0	0	0	0	22	22
COUNCIL SUMMARY	15,439	9,270	8,290	-980	14,742	-697

Financial Commentary:

- The year end underspend of £620k includes additional interest on investments of £22k above that originally budgeted. The general services underspend of £620k relates to a number of factors, including:-
 1. Additional income levels have been maintained by the Development Control function following an increase in the number of planning applications received.
 2. An underspend is predicted within the Policy, Performance and Partnership function, which is partly due to the shared service provision.
 3. Following a request from the Executive Director of Finance and Resources, expenditure throughout the Council has been reduced to that deemed critical for the provision of services, this has helped to increase the level of savings attributable to services from £293k to £620k.
- The budget for Corporate Services includes the Council wide vacancy management provision and the corporate savings target. The current net underspend is £185k.
- Interest on investments remains higher than expected because of additional income received from the investment of Business Rate monies held by the Council.

Agency & Consultancy

Within the summary above there are costs associated with covering vacancies together with consultancy costs arising from the Council seeking external professional support for projects undertaken (eg Specialist employee legal advice).

	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance To date April – Dec £'000
Temporary Agency Staff	59	42	250	208
Underspend on staffing	8,270	6,289	5,798	-491
External consultancy / professional advice	258	214	312	98
TOTAL	8,587	6,545	6,360	-185

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Capital Budget summary Quarter 3 (April – December) 2011/12 – Overall Council

Department	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance To date April – Dec £'000	Projected Outturn £'000	Projected Variance £'000
Business Transformation	173	156	103	-53	159	-14
Environmental Services	1,062	994	688	-306	882	-180
Planning & Regeneration	53	40	30	-10	79	26
Regulatory Services	491	368	82	-286	491	0
Community Services	988	744	643	-101	769	-219
Legal & Democratic Services	0	0	26	26	26	26
Leisure & Cultural Services	685	75	75	0	197	-488
Budget for Support Services Recharges	100	75	75	0	100	0
Total	3,552	2,452	1,722	-730	2,703	-849

Financial Commentary:

- Expenditure has been incurred on the Perryfields Housing scheme which is progressing as planned. The budget of £200k has been committed to assist the bid by Bromsgrove District Housing Trust and West Mercia Developments to the Housing Corporation.
- Work has commenced on several projects in Leisure and Cultural Services, however contracting arrangements still have to be undertaken for some projects.

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- Three of the four new refuse freighters have now been delivered, other replacement fleet items have been delivered or are on order, these include sweepers, mowers and other items of plant.

3.1.1 Environmental Services

Quarter 3 (April – December) 2011/12

Revenue Budget summary Quarter 3 (April – December) 2011/12 – Environmental Services

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Waste Management Policy	-4	-3	-8	-5	-6	-2
Depot	-47	523	445	-78	-62	-15
Car Parks / Civil Enforcement Parking	-618	-678	-642	36	-572	46
Cemeteries / Crematorium	104	31	7	-24	94	-10
Highways	324	109	22	-87	254	-70
Street Cleansing	1,383	612	531	-81	1,285	-98
Grounds Maintenance	634	267	230	-37	624	-10
Waste	2,657	857	477	-380	2,457	-200
Garage	24	-51	-18	33	58	34
TOTAL	4,457	1,667	1,044	-623	4,132	-325

Financial Commentary

- A grant received from the County Council for waste minimisation has increased the level of savings from that previously anticipated, this grant has now been included in the medium term financial plan for the following two years.

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**Capital Budget summary Quarter 3 (April – December) 2011/12
Environmental Services**

Service	Revised Budget 2011/12 £'000	Budget April – Dec 2011/12 £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Depot Services	78	10	0	-10	10	-68
Vehicle & Equipment replacement programme	889	889	673	-216	846	-43
North Cemetery – Phase 2	95	95	15	-80	26	-69
TOTAL	1,062	994	688	-306	882	-180

Financial Commentary:

- An order was placed in January for Solar panels but it is uncertain whether the project will be completed by the end of March.
- Three of the four freighters have been delivered, other replacement fleet items have been delivered or are on order including sweepers, mowers and plant. The £43k under spend is requested to be carried forward to cover committed orders.
- Work has commenced on the North Cemetery and some costs have been incurred however, the budget will be required in the early part of 2012/13 financial year and a carry has been requested in this report of £69k.

3.1.2 Community Services

Quarter 3 (April – December) 2011/12

**Revenue Budget summary Quarter 3 (April – December) 2011/12 –
Community Services**

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April – Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Housing Strategy & CMT	1,686	692	693	1	1,646	-40
Community Safety &	726	382	297	-85	592	-134

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Transport						
Travel Concessions	0	0	6	6	6	6
Community Cohesion	31	31	31	0	31	0
TOTAL	2,443	1,105	1,027	-78	2,275	-168

Financial Commentary

- There will be an under-spend on Community Safety and Transport due to efficiency savings achieved by the shared provision of the CCTV and lifeline service.
- There is also a vacancy within the Housing Strategy Section which has resulted in an under-spend at the year end.

Capital Budget summary Quarter 3 (April – December) 2011/12 Community Services

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Strategic Housing	988	744	643	-101	769	-219
TOTAL	988	744	643	-101	769	-219

Financial Commentary:

- Expenditure has been incurred on the Perryfields Housing scheme which is progressing as planned. £200k of the budget has been committed to assist the Bromsgrove District Housing Trust/West Mercia Developments bid to the Housing Corporation. Actual expenditure will be dependant upon scheme development with payments being made to the partners by instalments on completion of 40% on land purchase, 40% commencement of site works, and the final 20% on completion subject to the original Grant agreement.
- There is a request for carry forward of the committed balance on the Disabled Facilities Grant budget and BDHT developments budget.

3.1.3 Leisure and Cultural Services	Quarter 3 (April-December) 2011/12
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Revenue Budget summary Quarter 3 (April – December) 2011/12 – Leisure and Cultural Services

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Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Parks & Open Spaces	473	133	124	-9	456	-17
Allotments	42	5	5	0	42	0
Promotions	168	99	133	35	202	34
Sports & Recreation Development	316	148	122	-26	284	-32
Property, Assets & Facilities Management	27	453	413	-40	-13	-40
Leisure Services / Sports Centres / CMT	911	539	525	-14	896	-15
TOTAL	1,937	1,376	1,322	-54	1,867	-70

Financial Commentary

- Leisure and Cultural Services are now part of the shared service provision hosted by Redditch Borough Council, all staff were transferred to Redditch on the 22nd May 2011. As part of the shared service Property, Assets & Facilities Management were transferred into Leisure & Cultural Services from Finance & Resources.
- The under spend in the Sports and Recreation Development Service is because there are currently vacancies which will be resolved within the new structure.
- The underspend within Property, Assets and Facilities Management is due to a saving in relation to business rates and the ad-hoc nature of spend for repairs and maintenance for the Council House.
- The overspend within Promotions has resulted from a net budget of £16k income for the firework display, however it is anticipated that this display will result in net expenditure of £13k Therefore resulting in a budget deficit of £29k, this has been addressed within the 2012/13 budget round.

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Capital Budget summary Quarter 2 (April – December) 2011/12 Leisure and Cultural Services

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Sports Facilities	430	2	2	0	65	-365
Sanders Park	79	19	19	0	19	-60
Play Areas	146	54	54	0	113	-33
Other Schemes	30	0	0	0	0	-30
TOTAL	685	75	75	0	197	-488

Financial Commentary:

- Work has commenced on some of the capital projects, but at this stage of the financial year several schemes are still to begin. The total capital budget of £685k is all committed to schemes that were approved by Members as part of the 2011/12 budget, however contracting arrangements still have to be undertaken in relation to some of the schemes agreed.
- Due to the failure to agree a formal scheme by the Parish Council, the scheme for Alvechurch Lions has been withdrawn and will be addressed as part of 2012/13 budget round.
- The s106 monies allocated for the refurbishment and enhancement of Briar Close Play area is to be removed from the capital programme until additional monies are received from the Developer.

3.1.4 Planning and Regeneration	Quarter 3 (April – December) 2011/12
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Revenue Budget summary Quarter 3 (April – December) 2011/12 – Planning and Regeneration

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April – Dec £'000	Actual spend April – Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Building Control	12	-75	-39	36	43	31
Development Control	503	72	55	-17	474	-29

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Economic & Tourism Development	204	99	77	-22	174	-30
Emergency Planning	15	11	6	-5	14	-1
Land Charges	-57	-71	-29	42	-19	38
Strategic Planning	523	285	234	-51	497	-26
Town Centre Development	146	94	38	-56	108	-38
TOTAL	1,346	415	342	-73	1,291	-55

Financial Commentary:

- North Worcestershire Building Control Shared Service went live on 1st September 2011. The Business Case projected a small saving in the first year but extra staffing costs have been incurred in the initial stages. Fee income is also lower than budgeted levels.
- The income from planning applications within Development Control is still in excess of budget but the rate has decreased and some of the additional income has been off-set against additional staffing costs required.
- Within Economic Development the rent income from Market Stalls is exceeding that budgeted.
- The Local Land Charges Shared Service went live on 1st November 2011. The Business Case projected a saving but initial staffing costs are higher than anticipated. Income from search fees is also lower than budgeted levels.
- Strategic Planning includes a budget for consultants fees related to progressing the core strategy and associated inquiry in due course.
- The Town Centre Development budget includes an initial £25k funding from the Heritage Lottery Fund. This is the first payment for the development stage of the Townscape Heritage Initiative project and as such has not yet been spent. A further £25k is projected to be received before the end of the financial year.

Capital Budget summary Quarter 3(April – December) 2011/12 Planning and Regeneration

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Town Centre Development - Project	53	40	16	-24	65	12

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Management						
Public Access Software for LLC	0	0	14	14	14	14
TOTAL	53	40	30	-10	79	26

Financial Commentary:

- Worcestershire County Council have not yet raised an invoice for Project Management costs for this financial year. The costs that have been incurred up to this point relate to design work which is required prior to the main public realm works.
- The Public Access Software for Local Land Charges has been funded from revenue but the spend is capital in nature.

3.1.5 Regulatory - Client	Quarter 3 (April – December) 2011/12
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Revenue Budget summary Quarter 3 (April – Dec) 2011/12 – Regulatory Client

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Environmental Health	1,270	595	534	-61	1,207	-63
Licensing	-173	-139	-147	-8	-181	-8
Land Drainage	22	5	5	0	24	2
TOTAL	1,119	461	392	-69	1,050	-69

Financial Commentary:

- Environmental Health transferred to Regulatory Services 1st June 2010.
- Regulatory Services paid accommodation charges to partners for the period of April to June 2011, all staff then transferred into Wyatt House in Worcester.
- Worcestershire Regulatory Shard Services transferred £300k of the under spend for financial year 2010/11 back to partners, the balance of £301k was ringfenced in accordance with the Joint Committee for future severance and redundancy costs. This Council received a refund of £31k as its share of the refunded element of the under spend.

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3.1.6 Worcestershire Regulatory Services	Quarter 3 (April – December) 2011/12
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Revenue Budget summary Quarter 3 (April – Dec) 2010/11 – Regulatory Services

The main revenue expenditure relating to Regulatory Services is reported on a quarterly basis to the Joint Committee and reflects the total costs associated with providing the service across all of the participating Councils.

Capital Budget summary Quarter 3 (April – September) 2010/11 Regulatory Services

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Worcestershire Enhanced Two Tier Programme (WETT)	491	368	82	-286	491	0
TOTAL	491	368	82	-286	491	0

Financial Commentary:

The expenditure is jointly funded by all partners to the Joint Committee in accordance with the business case. Following a decision to carry out service transformation before making the decision as to the system requirements for the service, procurement of the management information system has been postponed until February 2012.

3.1.7 Customer Services	Quarter 3 (April – December) 2011/12
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Revenue Budget summary Quarter 3 (April – December) 2011/12 – Customer Services

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Customer Services	-40	352	305	-47	-88	-48
TOTAL	-40	352	305	-47	-88	-48

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Financial Commentary:

- The underspend within the customer services department is due to a number of vacancies that exist within the department and spending has been reduced to a minimum.

3.1.8 Finance and Resources

Quarter 3 (April – December) 2011/12

Revenue Budget summary Quarter 3 (April – December) 2011/12 – Finance and Resources

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Central Overheads	840	657	569	-88	740	-100
Accounts & Financial Mgmt	19	475	475	0	25	6
Human Resources & Welfare	-15	234	249	15	4	19
Grants & Donations	93	84	83	-1	94	1
Revenues & Benefits	1,168	232	295	63	1,248	80
TOTAL	2,105	1,682	1,671	-11	2,111	6

Financial Commentary:

- There is a predicted shortfall in relation to benefit subsidy received by the Council. It is estimated that this will reduce due to recovery of benefit overpayment which is repaid to offset any reduction in subsidy due to errors made on benefit calculations.

3.1.9 Legal, Equalities and Democratic Services

Quarter 3 (April – Dec) 2011/12

Revenue Budget summary Quarter 3 (April – December) 2011/12 – Legal, Equalities and Democratic Services

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Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Democratic Services & Member Support	1,185	344	331	-13	1,169	-16
Elections & Electoral Services	263	196	137	-59	197	-66
Legal Advice & Services & CMT	-8	260	250	-10	-19	-11
TOTAL	1,440	800	718	-82	1,347	-93

Financial Commentary:

- There will be an under-spend on Elections and Electoral services due to the National Referendum taking place on the same day as the District Elections.
- There are some small salary under-spends also within other areas of the department.

Capital Budget summary Quarter 3 (April – December) 2011/12 Legal, Equalities and Democratic Services

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Elections & Electoral Services	0	0	26	26	26	26
TOTAL	0	0	26	26	26	26

Financial Commentary:

- This scheme relates to a new electoral system, Xpress, the scheme will be funded from Revenue Reserves.

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3.1.10 Policy, Performance and Partnerships | Quarter 3 (April – December) 2011/12

Revenue Budget summary Quarter 3 (April – December) 2011/12 – Policy, Performance and Partnerships

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Printing	-2	69	44	-25	-31	-29
Corporate Admin / Central Post	-9	138	134	-4	-10	-2
Policy & Performance & SMT	-13	262	247	-15	-37	-24
TOTAL	-24	469	425	-44	-79	-55

Financial Commentary:

- There is an under-spend at the end of quarter 3 which is projected to the end of the financial year, this is due to the shared service provision of Policy and Performance and a vacancy within the department.

3.1.11 Business Transformation | Quarter 3 (April – December) 2011/12

Revenue Budget summary Quarter 2 (April – December) 2011/12 – Business Transformation

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
IT Services	-23	823	706	-117	-178	-155
Business Transformation	59	102	102	0	59	0
TOTAL	36	925	808	-117	-119	-155

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Financial Commentary

- The under spend within the IT Services department is due to the renegotiation of IT contracts.

Capital Budget summary Quarter 3 (April – December) 2011/12 Business Transformation

Service	Revised Budget 2011/12 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance To date April – Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Internet/ Intranet Development	3	0	0	0	0	-3
Government Connect Scheme	1	0	0	0	0	-1
Member ICT Facilities	14	11	3	-8	14	0
Voice over IP	90	90	90	0	90	0
Increased Bandwidth for Internet Link	10	0	0	0	0	-10
Backup Device	10	10	10	0	10	0
Electronic Storage Device	45	45	0	-45	45	0
TOTAL	173	156	103	-53	159	-14

Financial Commentary:

- The budget for Increased Bandwidth for Internet Link and Government Connect Scheme can be released as these have been completed as part of other projects and will therefore no longer be required.
- A review of the requirements for the Members facilities is currently being made and tenders are currently being reviewed for the implementation of the electronic storage device.

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3.1.12 Corporate Resources	Quarter 3 (April – December) 2011/12
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Revenue Budget summary Quarter 3 (April – December) 2011/12 – Corporate Resources

Service Head	Revised Budget 2011/12 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected outturn 2011/12 £'000	Projected variance 2011/12 £'000
Corporate Resources	688	69	319	250	1,023	335
TOTAL	688	69	319	250	1,023	335

Financial Commentary

- The budget for Corporate services includes the council wide vacancy management provision and the corporate savings target. Both these elements are offset by actual savings reflected in other departments. The current under spend on the staffing budget is £491k which more than funds the existing overspend noted.

3.2 Sundry Debtors

Sundry Debt is raised by the Council to ensure effective recovery of debts owing. The outstanding balance at 31/12/11 was £514k (balance to 30/09/11 was £797k) which includes:-

Type of Debt	Amount £'000
Car Parking Fines	30
Lifeline debts	28
Rents/Hire Charges	11
Trade Waste and Cesspool emptying	26
Developer Contributions – s106 monies	1
Housing Schemes	30
Licensing	21
Sponsorship	9
Shared Services	16
Garden Waste	316
Salary Overpayments	4
Elections	14
Trunk	15

There has been a significant increase in the balance outstanding for Garden Waste Collections because the bills for service provision were sent out during December 2011.

The age of the debt is represented as follows:

Age of Debt	Balance as at 30/09/11 £'000	Balance as at 31/12/11 £'000
<i>Under 30 days (not yet due)</i>	654	425
Up to 1 month	27	8
1 – 2 months	2	0
3 – 6 months	77	30
Over 6 months	37	51

Debts recovery is originally carried out by the Exchequer Section with 2 reminders being sent to debtors. Debts over 90 days are currently under review and recovered by the legal team.

3.3 TREASURY MANAGEMENT

The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

3.3.1 Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list.

The Council has not had and does not expect any default losses by any of its counterparties in relation to investments.

Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.

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The credit criteria in respect of financial assets managed in-house by the Council are as follows:

Financial Asset Category	Criteria (Fitch ratings)	Maximum Investment
Deposits with banks	Short Term: F1+/F1 Support: 1,2,3 Long Term: minimum 'AA-'/A	£3million/£2million
Deposits with building societies	Short Term: F1+/F1 Support: 1,2,3 Long Term: minimum 'AA-'/A	£3million/£2million
Deposits with Debt Management Account – Deposit Facility (DMADF)		£no upper limit *

Fitch Ratings is an international credit rating agency (one of three nationally recognised rating agencies alongside Moody's and Standard & Poor's). Fitch Rating's long-term credit ratings are set up along a scale from 'AAA' to 'D' where 'AAA' designates the best quality companies, reliable and stable through to 'D' where the company has defaulted on obligations and Fitch believes that it will generally default on all or most of its obligations. Fitch's short term ratings indicate the potential level of default within a 12 month period. F1+ is the best quality grade, indicating exceptionally strong capacity of obligor to meet its financial commitment

At 31 December short term investments comprised:

	31 March 2011 £000	31 December 2011 £000
Deposits with DMADF*	0	10,500
Deposits with Banks/Building Societies	12,575	8,750
Total	12,575	19,250

Deposits are at a point in time and overall balances are expected to decrease in the final quarter of the financial year due to e.g. the timing of precept payments.

Following the conclusion of the Moody's review of UK financial institutions in early October our treasury advisors issued advice in relation to withdrawal of funds from institutions no longer meeting our minimum criteria. We were advised to withdraw funds from call/instant access accounts held with affected institutions and to give notice where applicable. However it was not advised to break the terms of deposits held

to a fixed date. As a consequence the majority of the Council's investments are currently placed with the DMADF.

- *Investments with the DMADF are guaranteed by HM Treasury. Following advice from the Council's treasury advisors, from a credit perspective no upper limit was imposed on investments with the DMADF.

3.3.2 Income from investments and other interest

An investment income target of £68k has been set for 2011/12 using a projected return rate of 0.75% – 1.50 %. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.

In the 9 months to 31 December the Council received income from investments of £71k together with other interest of £12k.

3.4 REVENUE BALANCES

3.4.1 Revenue Balances

The revenue balances brought forward at 1 April 2011 were £1.918m. Excluding the impact of any projected over or under spends it is anticipated that £389k will be transferred from balances during 2011/12 to fund revenue expenditure; giving a current projected balance at 31 March 2012 of £1.529m. However if the underspend as included in this report is realised the balances position will increase to £2.149m.

3.5 CAPITAL RECEIPTS

- 3.5.1 The Original Capital Programme was approved by Members in January 2011, this has now been updated for the capital bids in the Medium Term Financial Plan, the effect of the level of Capital Spend to 2013/14 on capital receipts is estimated below:

Capital Programme	2011/12 £'000	2012/13 £'000	2013/14 £'000
Balance b/fwd	3,650	1,625	30
Actual funding to date (April – Sept)	-634		
Estimated use for the remainder of the year	-2,166	-2,145	-4,957
Received in year			
- General Sales	100	550	100
- Sale of freehold	675		

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at Sherwood Road			
Balance c/fwd	1,625	30	-4,827

- 3.5.2 The figures in the above table include general capital receipts for the funding of projects throughout the District. In addition, an estimate of capital receipts has been made of £100k per annum in relation to any sales of assets. The impact of the sale of the Council House has not been reflected in the above figures due to the unknown timing and amount from any possible sale.
- 3.5.3 Finance officers are working with the Town Centre project team to ensure all potential capital receipts are included in future reports.

Legal Implications

- 3.6 None

Service / Operational Issues

- 3.7 All included in financial implications

Customer / Equalities and Diversity Implications

- 3.8 None as a direct result of this report

4. RISK MANAGEMENT

- 4.1 Failure to manage the budgets effectively can lead to an overspend that has to be funded or services not being provided to the customer. Departmental registers include controls in place to support effective financial management.

5. APPENDICES

- Appendix 1 Current Position (April – Dec) on Earmarked Reserves
Appendix 2 Virements for approval by Cabinet
Appendix 3 Capital Programme carry forwards into 2012/13

AUTHORS OF REPORT

Teresa Kristunas, Head of Finance and Resources
Debbie Randall, Accountancy Services Manager

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Bromsgrove District Council
Earmarked Reserves Final Accounts Schedule
2011/12

Appendix 1

Description	Balance c/fwd 31 March 2011 £000	Balance at 30 Sept 2011 (Q2) £000	Transfers In (New & Existing Reserves) £000	Budgeted release (budget saving 11/12) & budgeted R&R £000	Drawdown from Reserves £000	Q3 movement	Balance at 31 Dec 2011 (Q3) £000	Planned movement Jan 12 - Mar 12	Projected balance 31 March 2012	Additional Information
Building Control Partnership Reserve	-27	-27	0	22	3	25	-2	0	-2	Part of 11/12 budget savings For draw down over 5 years - Barnsley Hall football pitches
Liveability Reserve	-16	-16	0	0	0	0	-16	3	-13	
LPSA Reserve	-2	-2	0	0	0	0	-2	0	-2	
Litigation Reserve	-50	-50	0	0	0	0	-50	0	-50	Potential liability arising from ongoing legal cases
Sports Partnerships Reserve	-19	-19	0	0	0	0	-19	9	-10	Funding post
Area Committees	-21	-21	0	21	0	21	0	0	0	£170k part of 11/12 budget savings
Local Plans Inquiry	-212	-212	0	170	0	170	-42	0	-42	Part of 11/12 budget savings
Housing - Nighthop	-6	-6	0	6	0	6	0	0	0	Part of 11/12 budget savings
Housing needs assessments and surveys	-2	-2	0	0	0	0	-2	0	-2	
Town Centre Development	-43	-38	0	0	0	0	-38	0	-38	Support for projects
Single Status/JE	-3	-3	0	0	0	0	-3	0	-3	
Shared Services Agenda incl Joint CE	-601	-591	0	0	0	0	-591	187	-404	To fund costs relating to extension of shared services
Business Start up grants	-6	-6	0	0	0	0	-6	0	-6	
Youth Provision Reserve	-10	-10	0	10	0	10	0	0	0	
Activity Referral Scheme	-4	-4	0	0	0	0	-4	0	-4	This will now help fund new market stalls following the Town Centre Public Realm work
Town centre Market Stalls	-4	-4	0	0	0	0	-4	0	-4	
Local Strategic Partnership	-2	-2	0	0	0	-1	-3	0	-3	
Recycling Extension	-74	-74	0	0	0	0	-74	74	0	
Equalities	-6	-5	0	5	0	5	0	0	0	Part of 11/12 budget savings / 1.5k added from 10/11 for use in 11/12
Repairs & Renewals Fund	0	0	0	0	0	0	0	0	0	
Housing - Education Initiative	-3	-3	0	0	0	0	-3	1	-2	
Sports - H & W SP - Sports Unlimited Grant	-12	-12	0	0	0	0	-12	12	0	
VRA Subscriptions	-20	-11	0	0	9	9	-2	0	-2	11/12 projected spend £100k to fund voice over IP capital project
ICT refresh	-100	-100	0	-100	0	-100	-200	100	-100	
Housing - Mortgage Rescue	-23	-23	0	0	0	0	-23	0	-23	

Description	Balance c/fwd 31 March 2011 £000	Balance at 30 Sept 2011 (Q2) £000	Transfers In (New & Existing Reserves) £000	Budgeted release (budget saving 11/12) & budgeted R&R £000	Drawdown from Reserves £000	Q3 movement	Balance at 31 Dec 2011 (Q3) £000	Planned movement Jan 12 - Mar 12	Projected balance 31 March 2012	Additional Information
Housing - Homelessness	-14	-14	0	0	0	0	-14	0	-14	
DWP - Rules - Temp Accommodation	-2	-2	0	0	0	0	-2	0	-2	
DWP - In & Out work	-3	-3	0	0	0	0	-3	3	0	Equipment ordered within 10/11 but not delivered by 31st March
Computer Equipment	-30	-30	0	0	0	0	-30	30	0	£500 spend to save/ £1,450 Step Up/ £6,000 CBL / £10,000 Young peoples/1,038 SHMA/3,721 home energy/4,740 24hr foyer/7k mgmt fee increase to fund potential restitutionary claims & loss of fees foregone 10/11
Housing - General	-27	-27	-7	0	0	-7	-34	0	-34	Flood and watercourse mgmt
Land Charges	-100	-100	0	0	0	0	-100	0	-100	
Emergency Planning - Flood & W/Course mgmt	-10	-6	0	0	0	0	-6	0	-6	
Sanders Park - Roof	-3	-3	0	-3	0	-3	-6	0	-6	
Play Areas - Catshill / Pitches	-4	-4	0	-4	0	-4	-8	0	-8	
Christmas Lights	-2	-2	0	-2	0	-2	-4	0	-4	
Drinks Machines	-3	-1	0	0	0	0	-1	0	-1	Replacement of machines
Fire Risk Management System	-4	-4	0	0	0	0	-4	0	-4	Review of fire risk management system to be done within the HR shared service
Ballot box and Booths	-10	-10	0	0	0	0	-10	10	0	
Democratic Services (RBC)	-11	-11	0	0	0	0	-11	11	0	
Reg Services - Partner % Underspend	-69	0	0	0	0	0	0	0	0	
Sports Dev - Community Projects	-2	-2	0	0	0	0	-2	0	-2	
Sports Dev - Falls Prevention	-1	-1	0	0	0	0	-1	0	-1	
Health and Wellbeing (CM20)	-24	-15	0	0	0	0	-15	0	-15	Repairs and maintenance work/ Delaware.
CCTV	-15	-15	0	0	0	0	-15	15	0	
ATLAS	-27	-2	0	0	0	0	-2	0	-2	
LHA Changes	-3	0	-2	0	0	-2	-1	0	-1	
Incap Ben & IS Reassess	-3	-1	-3	0	0	-3	-4	0	-4	
Replacement Vehicles/Plant	-76	-76	0	-112	0	-112	-188	0	-188	
Lickey End	-6	0	0	0	0	0	0	0	0	
TRUNK/AOHN	-70	-80	0	0	0	0	-80	0	-80	TRUNK Funding
Absent Voters			-7	0	0	-7	-7	0	-7	To fund pressure in 12/13
	-1,781	-1,646	-18	13	12	5	-1,640	455	-1,186	

Is the virement for 2011/12 Only or for future years?	Virement From:			Virement To:			Reason for virement
	Account	Cost Centre	Amount £	Account	Cost Centre	Amount £	
2011/12	N03 – Earmarked Reserves	GF03	-30,000	D56 – Computer Hardware	IT12	30,000	Release of Reserve – Equipment Purchase

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2011/12 Capital Schemes
to be carried forward into
12/13

Appendix 3

Scheme Title	Carry Forward Request Amount (£)	Reason
Barnsley Hall - Requisition of Land & Provision of New Play Area	7,000	Project delayed due to final access arrangement being agreed
New Park at Barnsley Hall (Funded from Government & BDC) Football Pitches	208,546	Contract has been awarded, project delayed due to access issues. Due to commence March/April 2012 subject to planning agreed as part of planning process.
Pitch Enhancements - previously at Alvechurch Lions	69,350	Previously identified location no longer suitable, new location identified at Bromsgrove rugby club, project cost £50k, remainder to be spent on pitch enhancements within the district.
Braces Lane	60,000	Work to commence March/April 2012 - scheme linked to Barnsley Hall project, £30k expected to be spent in this year and the remainder in 2012/13
Play Area Removals & Upgrades	12,000	10K earmarked for use to support the Stoke Heath enhancement scheme delayed due to re-issuing of play frame contract
Repair & Maintenance of Bridges	15,000	Following discussions with county the bridge at Watt Close is being redesigned for pedestrian only. Due to these negotiations work is unlikely to be completed in this financial year, the delay is due to EA permissions being granted.
Repair & Maintenance of Bridges	14,752	Awaiting confirmation to vire this amount to help finance Battlefield brook project, but unlikely to be spent in this year - new project code to be allocated
Sanders Park - Enhancements of play areas	60,000	Awaiting Play Framework Contract to commence
Replacement Vehicles (Refuse)	43,000	Four of the five potential vehicles have been purchased the balance is required to enable the purchase of the fifth vehicle.
North Cemetery Phase 2 Expansion	69,000	Due to scheduling this expenditure will not be incurred until 2012/13
Mandatory Disabled Facilities Grants (DFG's) (Private & BDHT Grants) - Budget Only	100,000	All expenditure committed, but work unlikely to be completed before the 31st March. Annual recurring issue due to timing and availability of contractors to undertake works.
	658,648	

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**SICKNESS ABSENCE PERFORMANCE and HEALTH FOR PERIOD
ENDING 31ST DECEMBER 2011**

Relevant Portfolio Holder	Cllr Mark Bullivant
Portfolio Holder Consulted	No
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	Not Applicable
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to Overview and Scrutiny Board on Bromsgrove District Council's performance for the period 1st October – 31st December 2011 in relation to sickness absence.

2. RECOMMENDATIONS

That the contents of the report be noted.

3. KEY ISSUES**Analysis of the monthly statistics - 1st October – 31st December 2011**

- 3.1 Sickness Absence has remained **GREEN** for the period 1st October – 31st December 2011 **with the projected out-turn figure for the year being 8.36 days per full-time equivalent against a year-end target of 8.75 days.**
- 3.2 The comparable data for the period October – December 2010/2011, was a projected figure of 10.43 days per FTE. Therefore a **decrease** in the projected out-turn figure for the year **of 2.07 days per FTE** compared to last year.
- 3.3 Short-term sickness absence increased in December and as at 31st December represents 47% of the overall sickness figure for the year to date.
- 3.4 Long-term sickness absence also increased in December, after having remained low in November. As at 31st December, Long-term sickness represents 53% of the overall sickness figure for the year to date.
- 3.5 The number of long-term sickness cases reduced from 8 at the end of the last quarter to 6 by the 31st December 2011. HR is actively managing these cases, in conjunction with line management, and occupational health.

Sickness by Service Area

- 3.6 The following services have a projected year-end out-turn figure (per FTE) in excess of 10% of the target set for their individual service area:
- a) Community Services

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- b) Customer Services
- c) Planning and Regeneration
- d) Policy, Performance and Partnerships

3.7 In addition, Business Transformation has a projected year-end out-turn figure of 6.46 days per FTE against a service area target of 6 days per FTE. This is AMBER and represents an increase since the last quarter when the projected year-end out-turn figure was 5.3 days per FTE.

3.9 The remaining services within Bromsgrove District Council have projected out-turn figures which remain GREEN against their service targets. (Please see Appendix 1)

Comparative Data - Local

	Bromsgrove District Council	Redditch Borough Council	Worcestershire County Council (excluding schools)
Q3 Actual per FTE (3 months)	2.12	2.35	2.86
Year to date per FTE (cumulative 9 month total)	6.27	5.42	6.98
2011/12 Year-end prediction (based on cumulative performance to date)	8.36 (against a target of 8.75 days per FTE)	7.24 (against a target of 8.75 days)	9.31 (against a target of 7 days per FTE)

Comparative Data – National

Average number of days per employee	Bromsgrove District Council	Public Sector	Non-Profit Sector	Private Services	Private Sector (manufacturing)
2010	9.12 (2009/10)	9.6	8.3	6.6	6.9
2011	9.80 (2010/11)	9.1	8.8	7.1	5.7
2011/12 year-end prediction	8.36	Not known	Not known	Not known	Not known

The above national comparative data was taken from the CIPD's Absence Management Annual Survey 2011.

Actions to Reduce sickness

3.10 A Sickness working group, consisting of Heads of Service and representatives from HR, has been set up across both Bromsgrove and Redditch Councils with the aim of reviewing the level of sickness absence across both authorities to monitor levels of absence, determine 'hotspots' and to ensure that current

OVERVIEW & SCRUTINYBOARD **27th February 2012**

sickness policies are being actively adhered to, as well as ensuring appropriate support is given to managers and employees to effectively manage sickness absence, which includes reviewing management training where appropriate.

- 3.11 All long-term sickness cases continue to be managed with input from line managers/head of services, Union representatives, HR and Occupational Health. Recent examples (some of which have occurred after the conclusion of this reporting period) include the return to work of five employees (three at the Depot, two at the Council House), all of whom were supported through our occupational health providers and have successfully returned to work on their full duties.
- 3.12 Continued and further actions to support the reduction of sickness absence include:
- a) Review of the Sickness Absence Policy as part of the wider harmonisation project with input from Heads of Service, line managers and Union representatives. (A Summary of the current BDC policy is attached to this report as Appendix 3).
 - b) Heads of Service will continue to receive a monthly sickness report for their service area.
 - c) The Self-service Kiosk is currently being set up within the HR database system: Chris 21 database, which will enable managers to access 'live time' information on the sickness absence levels, frequency and trends of their team members.
 - d) Review of Occupational Health provision across both Councils. Currently out to advert to recruit to a full time post shared with RBC for an Occupational Health Advisor for the HR & OD Service.
 - e) Reports on Sickness levels will be provided to the Health&Safety Committee.
 - f) Depot Sickness Absence Forum. This forum will begin to meet weekly again with representatives from GMB and UCATT to discuss concerns relating to sickness levels. Managers at the Depot will continue to work with Human Resources to manage individual sickness cases.
 - g) A revised sickness absence report will be developed for the 2011/12 Year-end report, which amongst other things will include more comparative data, frequent absences by reason as well as highlighting the further mechanisms which will address these.

Work Related

- 3.13 There were **no reportable** work-related injuries at Bromsgrove District Council in the third quarter of 2011/12.

Health and Wellbeing

- 3.14 There is nothing further to report at this time.

Financial Implications

3.15 There were no financial implications identified.

Legal Implications

3.16 There were no legal implications identified.

Service/Operational Implications

3.17 The level of sickness absence can impact on service delivery if action is not taken to manage absences.

Customer / Equalities and Diversity Implications

3.18 There are no customer, equalities and diversity implications.

4. RISK MANAGEMENT

There is a risk that without active sickness management the number of days lost due to sickness would be significant and impact on service delivery.

5. APPENDICES

Appendix 1 - Sickness Figures year to date 31st December 2011.
Appendix 2 - Sickness Figures complete year 2010/11
Appendix 3 - BDC Sickness Absence Policy Summary

6. BACKGROUND PAPERS

CIPD – Absence Management – Annual Survey 2011

AUTHOR OF REPORT

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Tel: (01527) 64252 ext 3295

Bromsgrove District Council Sickness Absence Data

The worksheets contain the following data and charts

1. Sickness Data.

This is the base data record for sickness absence.
As previously the data records in detail the number of days lost per Service both for long and short term absence.
It also maintains a quarterly analysis for comparison purposes.

It has been modified at the request of the OMT to take account of variations in staff numbers month by month. The figures per FTE are therefore more accurate.
The data also now reports month by month on the lost days per FTE. This enables a month on month comparison to be made.

Finally the data has been extrapolated to give an indication of the position at the end of the year.

***Number of days sickness per month is shown in the right-hand columns
Number of employees absent during the current month is shown in column B***

2. Annual Graph

This graph plots the number of days lost per month
- due to short term absence
- due to long term absence and
- in total

3. Graph - Days Lost per Month

This is a graphical interpretation of the days lost per FTE per month directly comparing all Services within the Council. This also enables trends to be identified.

originally produced by:
HR & OD Service
August 2002

(FTE - Full Time Equivalent)

Sickness Figures for 2011/12 by Service

Service	Total FTE @ 1st April 2011		Total Sickness Days April 11 & 12		Projected - per FTE		Sickness Target 2011-12											
	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
Business Transformation	98.00	4.85	6.46	6.00	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22	21.22
Short term Absences up to 28 days	4.00	4.85	16.00	11.00	10.00	10.00	7.00	2.00	8.00	8.00	11.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Services	32.50	5.18	6.28	5.50	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.52	7.28
Short term Absences up to 28 days	1.00	5.18	4.00	1.00	1.50	1.50	1.50	2.00	2.00	2.00	2.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer Services	104.00	4.39	6.65	5.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50	20.50
Short term Absences up to 28 days	6.00	4.39	6.00	17.00	1.00	4.00	8.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	22.00	16.00	17.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Environmental	883.00	8.61	11.28	11.5	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57	106.57
Short term Absences up to 28 days	223.00	2.17	24.00	3.00	38.00	25.00	38.00	6.00	40.00	36.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	660.00	6.43	88.57	8.50	68.57	81.57	68.57	12.00	66.57	70.57	95.57	95.57	95.57	95.57	95.57	95.57	95.57	95.57
Legal, Equalities & Democratic	55.50	3.59	4.78	4.80	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73
Short term Absences up to 28 days	2.00	3.59	4.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leisure & Culture	22.00	1.66	2.22	6.75	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22	18.22
Short term Absences up to 28 days	2.00	1.66	11.00	11.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Resources	155.00	3.85	5.14	9.3	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77	47.77
Short term Absences up to 28 days	1.00	3.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	12.00	0.30	0.02	0.18	0.46	0.57	0.46	0.39	0.69	0.29	0.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning & Regeneration	199.50	6.81	9.03	7.75	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52	33.52
Short term Absences up to 28 days	75.00	2.86	1.00	5.00	10.00	12.00	14.00	7.00	11.00	11.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Long term Absences 29 days*	124.50	4.25	0.00	0.00	0.00	0.00	20.50	44.00	38.00	22.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Policy, Perf & Partnerships (inc CEO Unit)	111.50	6.73	8.97	6.75	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17	18.17
Short term Absences up to 28 days	2.00	6.73	3.00	1.00	0.00	1.50	9.00	22.00	6.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	46.50	2.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WSS	682.00	5.40	7.24	8.75	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58	195.58
Short term Absences up to 28 days	365.00	2.90	64.00	15.00	50.00	50.00	52.00	27.00	34.00	40.00	53.00	53.00	53.00	53.00	53.00	53.00	53.00	53.00
Long term Absences 29 days*	307.00	2.51	0.00	0.00	42.00	64.00	44.00	44.00	25.00	18.00	30.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
TOTAL	357.38	382.31	8.36	8.75	130.00	70.50	133.00	86.00	149.50	94.50	145.00	140.00	153.00	0.00	0.00	0.00	0.00	0.00
Total Short Term Absence YTD	1099.50		53.00	113.00	162.00	189.00	188.50	167.00	125.00	96.00	130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Long Term Absence YTD	1223.50		183.00	183.50	295.00	275.00	338.00	261.50	266.00	236.00	283.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Days lost YTD																		
TARGET sick days per FTE per month			0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71	0.71
BVPI 12 Sick Days Per FTE in Month			0.49	0.50	0.80	0.74	0.91	0.71	0.72	0.64	0.76							
TARGET sick days per FTE YTD			0.71	1.42	2.13	2.84	3.55	4.26	4.97	5.68	6.39	7.18	7.97	8.75				
BVPI 12 - Sick Days per FTE YTD			0.49	0.93	1.78	2.53	3.44	4.14	4.87	5.50	6.27							
BVPI 12 Projected Outturn			5.93	5.93	7.14	7.58	8.25	8.34	8.26	8.36								

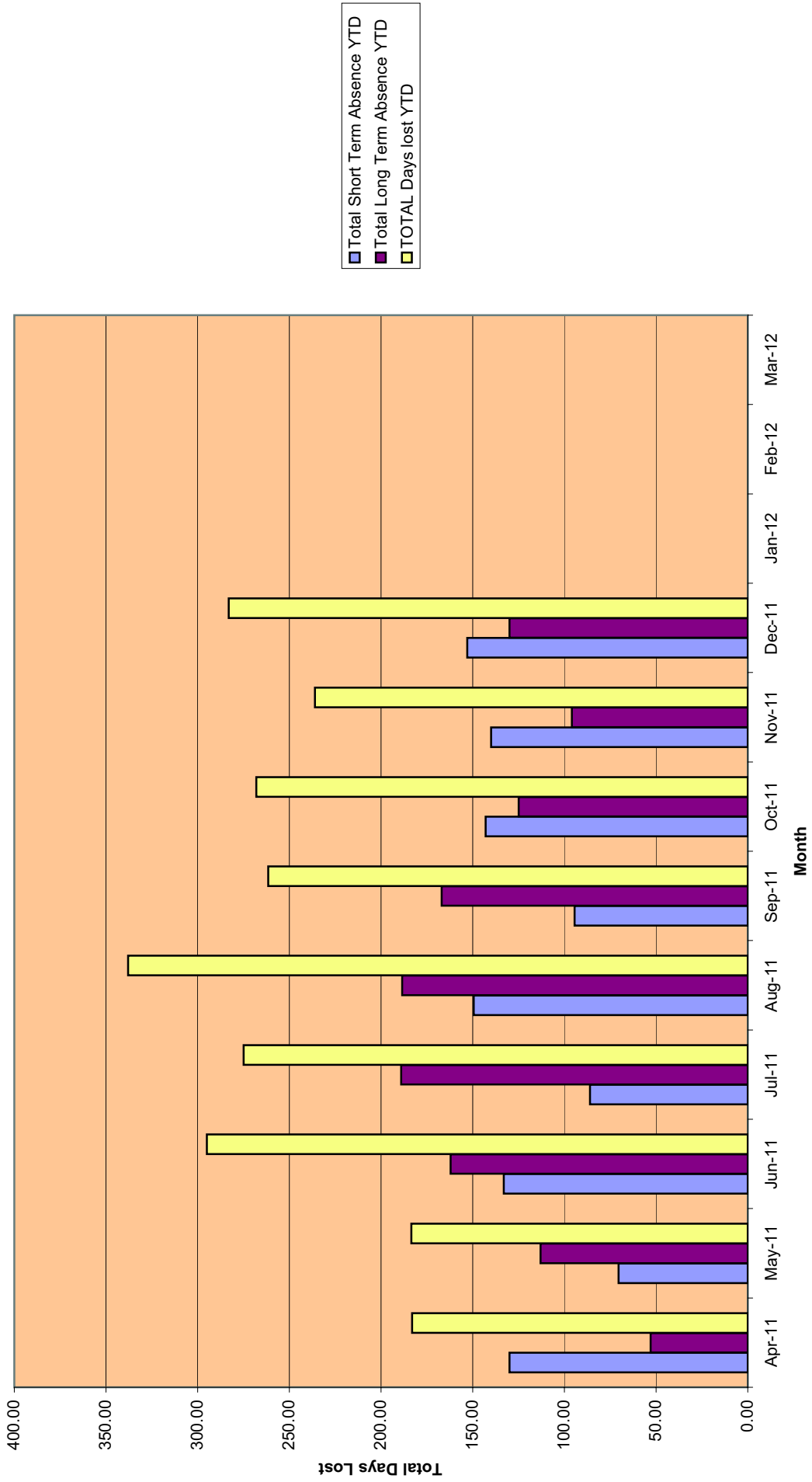
Year	Annual	Yr end
2007/08	3424.50	9.31
2008/09	3500.50	10.68
2009/10	3006.50	9.14
2010/11	2907.00	9.95
2011/12	2323.00	

Quarter	Q1	Q2	Q3	Q4
2011/12	792.00	759.50	963.00	834.00
2010/11	674.50	1088.50	1160.00	630.50
2009/10	996.00	847.50	585.00	651.00
2008/09	647.50	847.50	966.50	515.00
2007/08	874.50	874.50	787.00	830.00

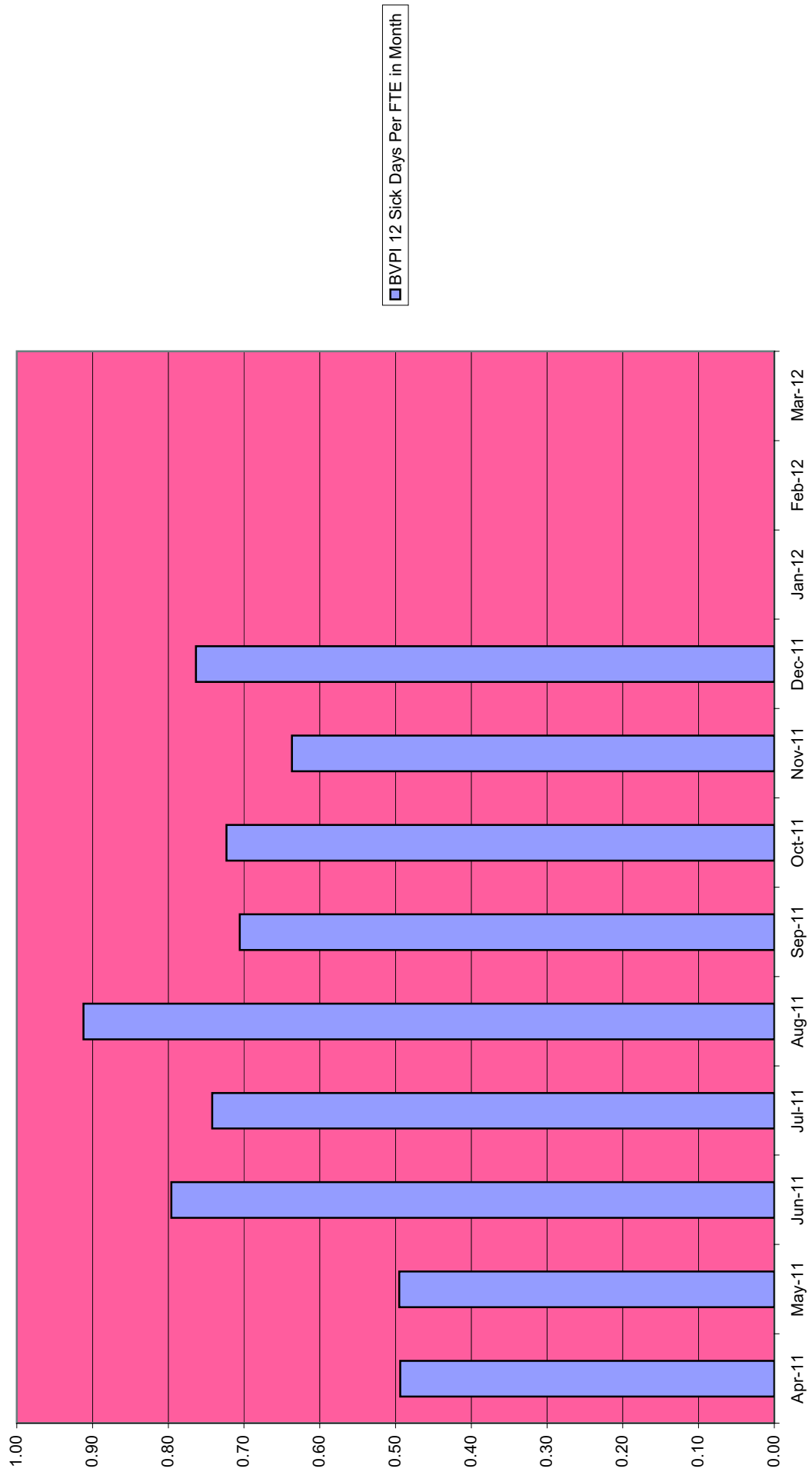
Key: ■ more than 10% worse than target ■ worse than target, but within 10% ■ on or better than target

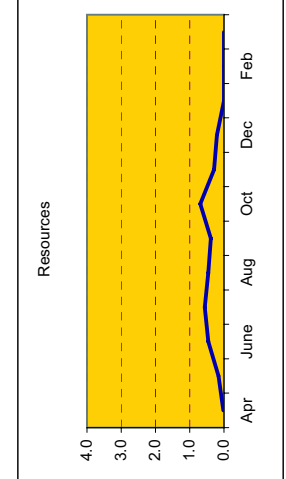
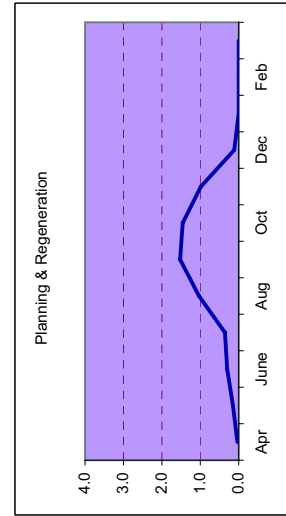
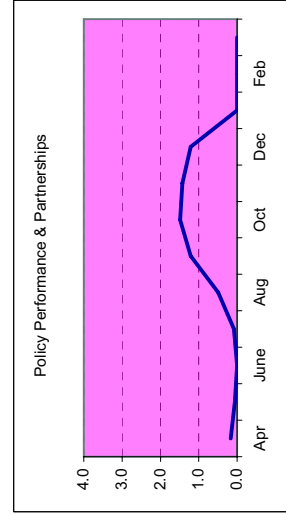
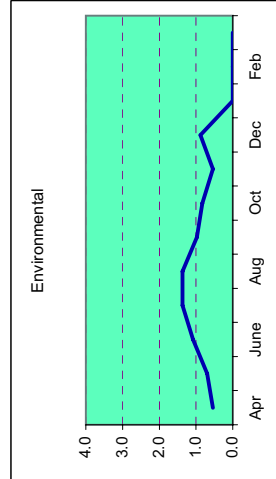
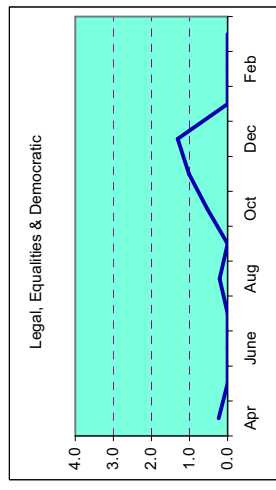
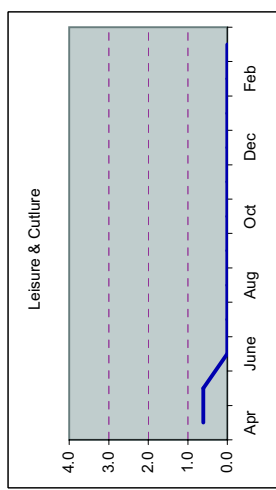
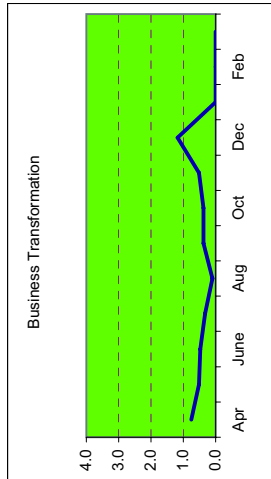
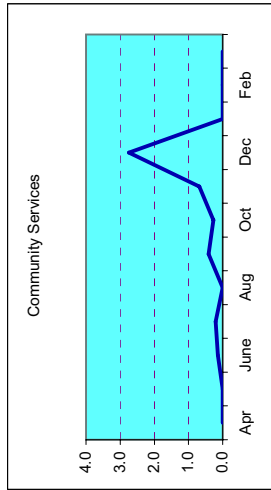
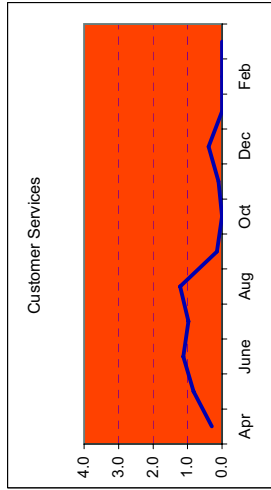
FTE April 11 370.61
 FTE July 11 382.31
 FTE March 12 9
 # of Months

Sickness Absence Data 2011/12



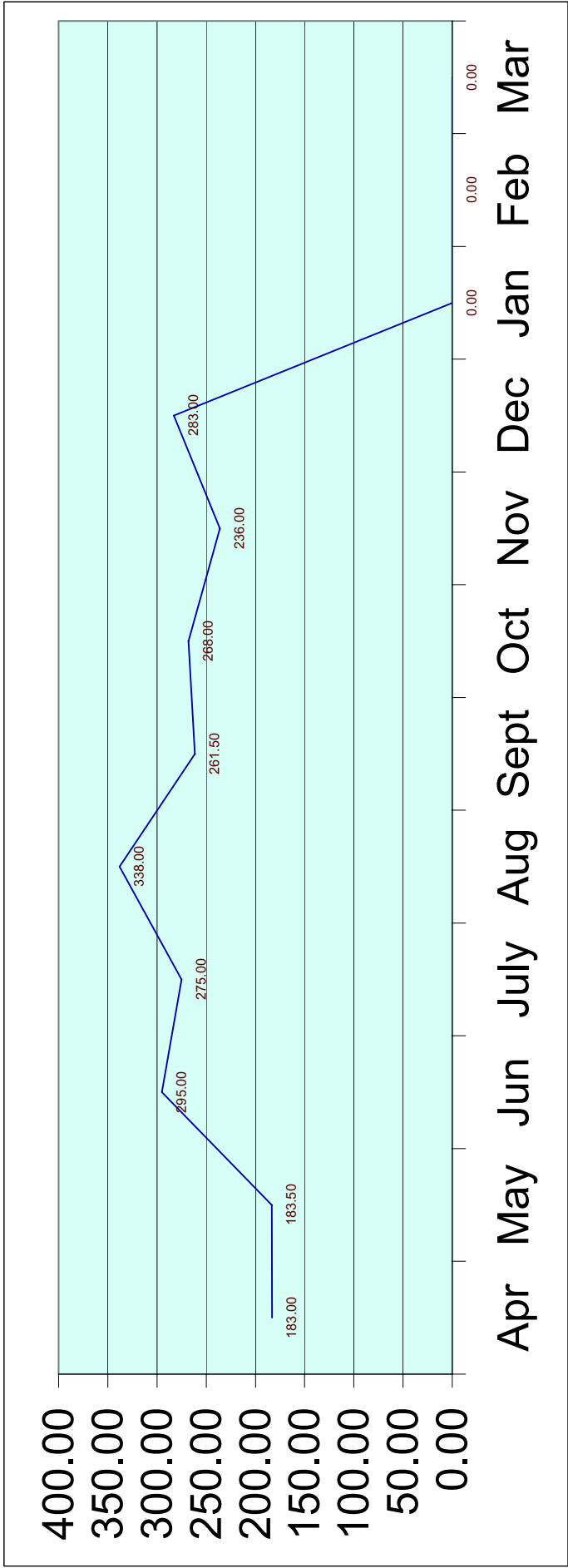
BVPI 12 Sick Days Per FTE in Month





Service Graphs
Monthly figures for sick days lost per FTE post
2006-07
HR Services

Graph - Total days lost in month
2011-12
HR Services



Total days sickness per FTE

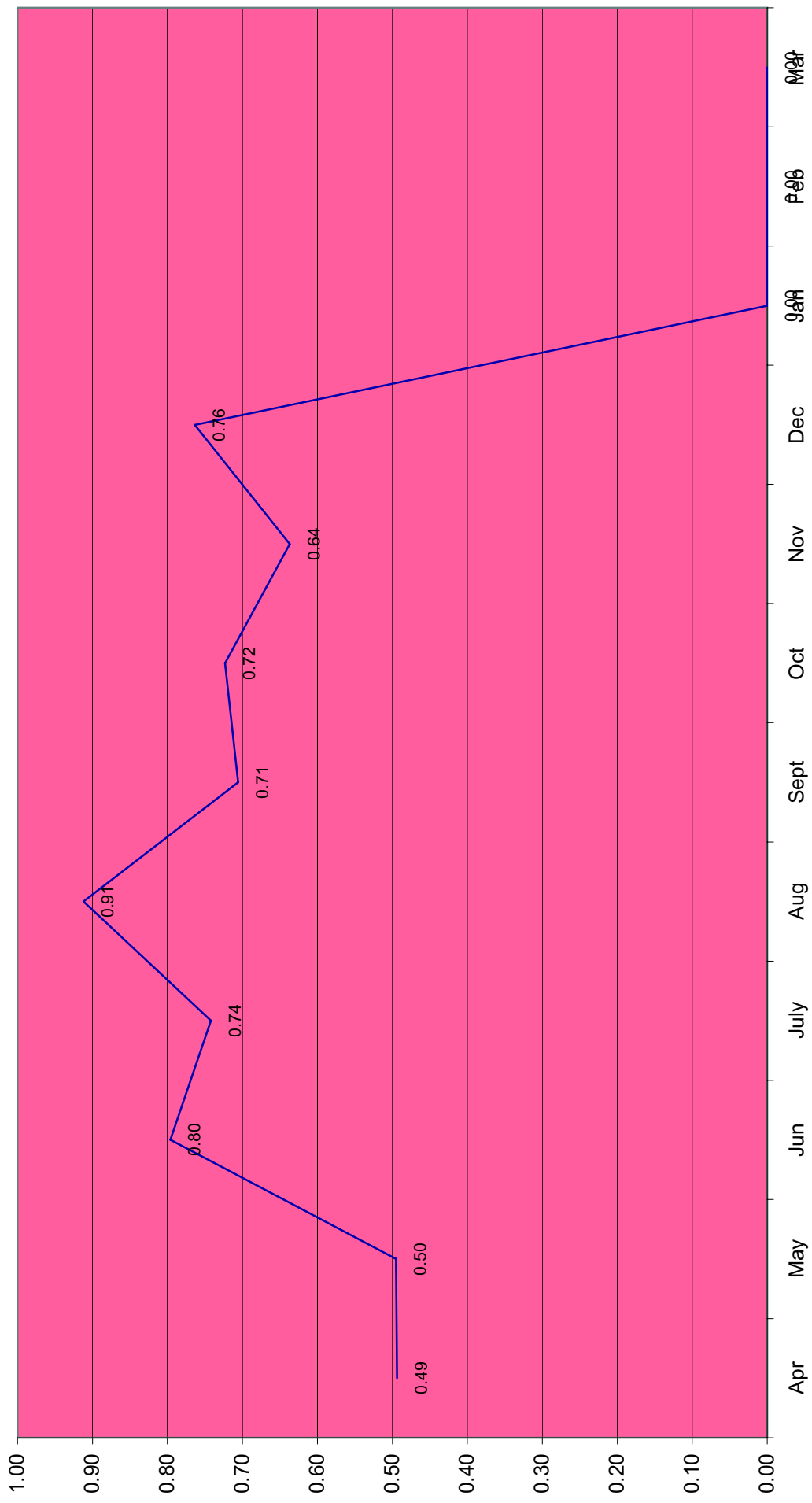
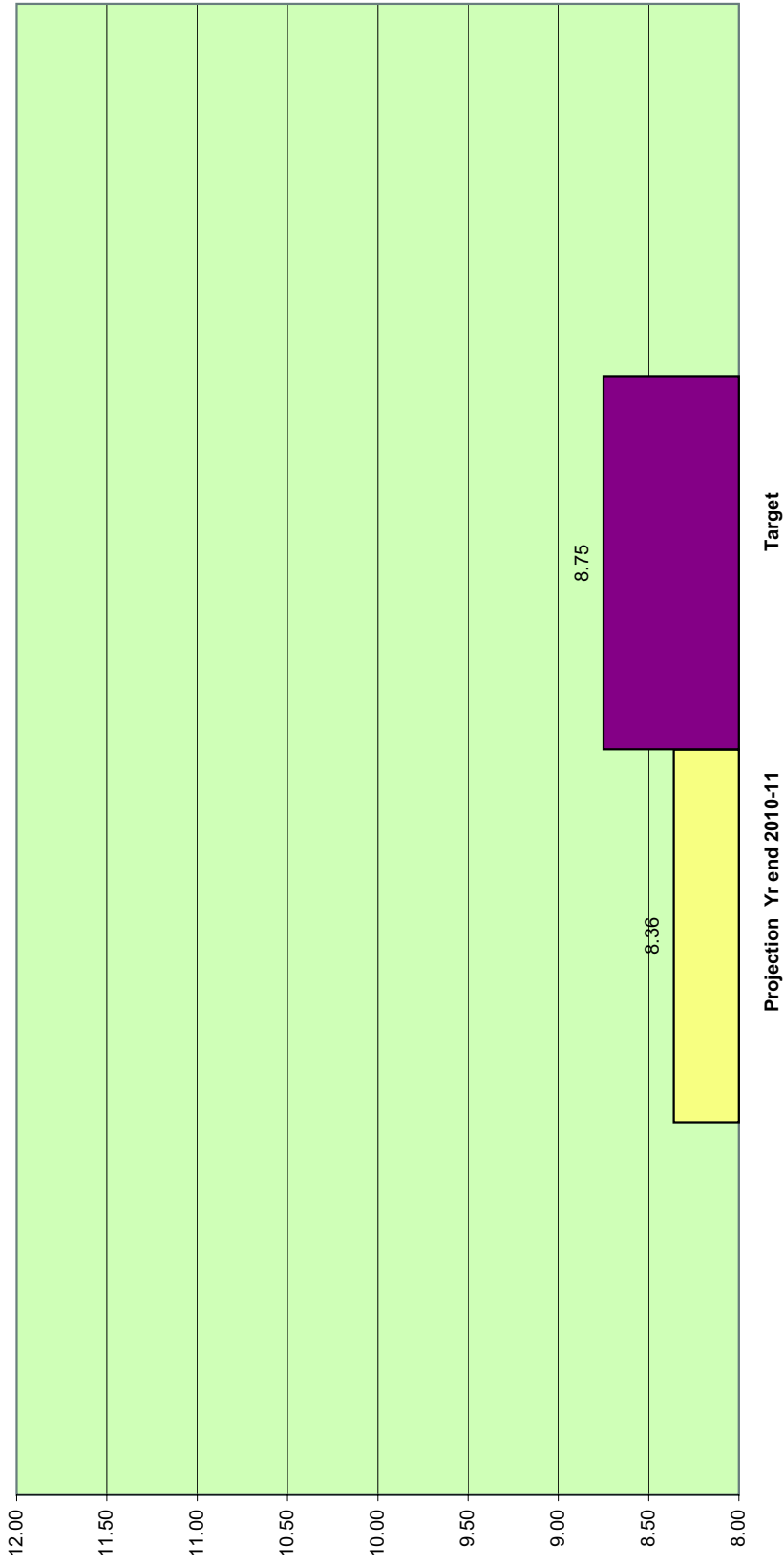


Chart showing projection per FTE against the Councils Target



**Bromsgrove District Council
Sickness Absence Data**

The worksheets contain the following data and charts

1. Sickness Data.

This is the base data record for sickness absence.
As previously the data records in detail the number of days lost per Service both for long and short term absence.
It also maintains a quarterly analysis for comparison purposes.

It has been modified at the request of the OMT to take account of variations in staff numbers month by month. The figures per FTE are therefore more accurate.
The data also now reports month by month on the lost days per FTE. This enables a month on month comparison to be made.

Finally the data has been extrapolated to give an indication of the position at the end of the year.

***Number of days sickness per month is shown in the right-hand columns
Number of employees absent during the current month is shown in column B***

2. Annual Graph

This graph plots the number of days lost per month
- due to short term absence
- due to long term absence and
- in total

3. Graph - Days Lost per Month

This is a graphical interpretation of the days lost per FTE per month directly comparing all Services within the Council. This also enables trends to be identified.

originally produced by:
**HR & OD Service
August 2002**

(FTE - Full Time Equivalent)

Sickness Figures for 2010/11 by Service

Service	Total FTE @ 1st June 2010		Total FTE @ 31st March 2011		Acquired @ 1st June 2010		Acquired @ 31st March 2011		Days per FTE - Year to Date	Sickness Target 2010/11	Sickness Target 2010/11															
	14.17	15.68	14.17	15.68	14.17	15.68	14.17	15.68			2010	2011	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	
Directors (CEO & Policy)	28.50	2.01	28.50	2.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	28.50	2.01	28.50	2.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal, Equalities & Democratic	56.50	2.92	56.50	2.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	56.50	2.92	56.50	2.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Resources	366.50	6.89	366.50	6.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	366.50	6.89	366.50	6.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer Services	91.50	4.69	91.50	4.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	91.50	4.69	91.50	4.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leisure & Culture	86.00	5.61	86.00	5.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	86.00	5.61	86.00	5.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Environmental	1795.50	16.85	1795.50	16.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	390.50	3.57	390.50	3.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	1415.00	13.28	1415.00	13.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Services	178.00	26.25	178.00	26.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	70.00	10.52	70.00	10.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	108.00	15.93	108.00	15.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning & Regeneration	140.00	3.94	140.00	3.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	119.00	3.35	119.00	3.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	21.00	0.59	21.00	0.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regulatory Services	7.00	0.51	7.00	0.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	7.00	0.51	7.00	0.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Transformation	132.50	6.46	132.50	6.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Short term Absences up to 28 days	113.50	5.54	113.50	5.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Long term Absences 29 days*	19.00	0.93	19.00	0.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9.80 8.75

117.00 138.00 127.00 127.00 59.00 101.00 116.50 150.00 73.00 79.50 81.50 65.00
 116.00 114.00 124.00 96.00 170.00 185.00 169.00 209.00 279.00 149.00 103.00 42.00
 233.00 252.00 162.50 223.00 223.00 286.00 285.50 359.00 352.00 164.50 107.00

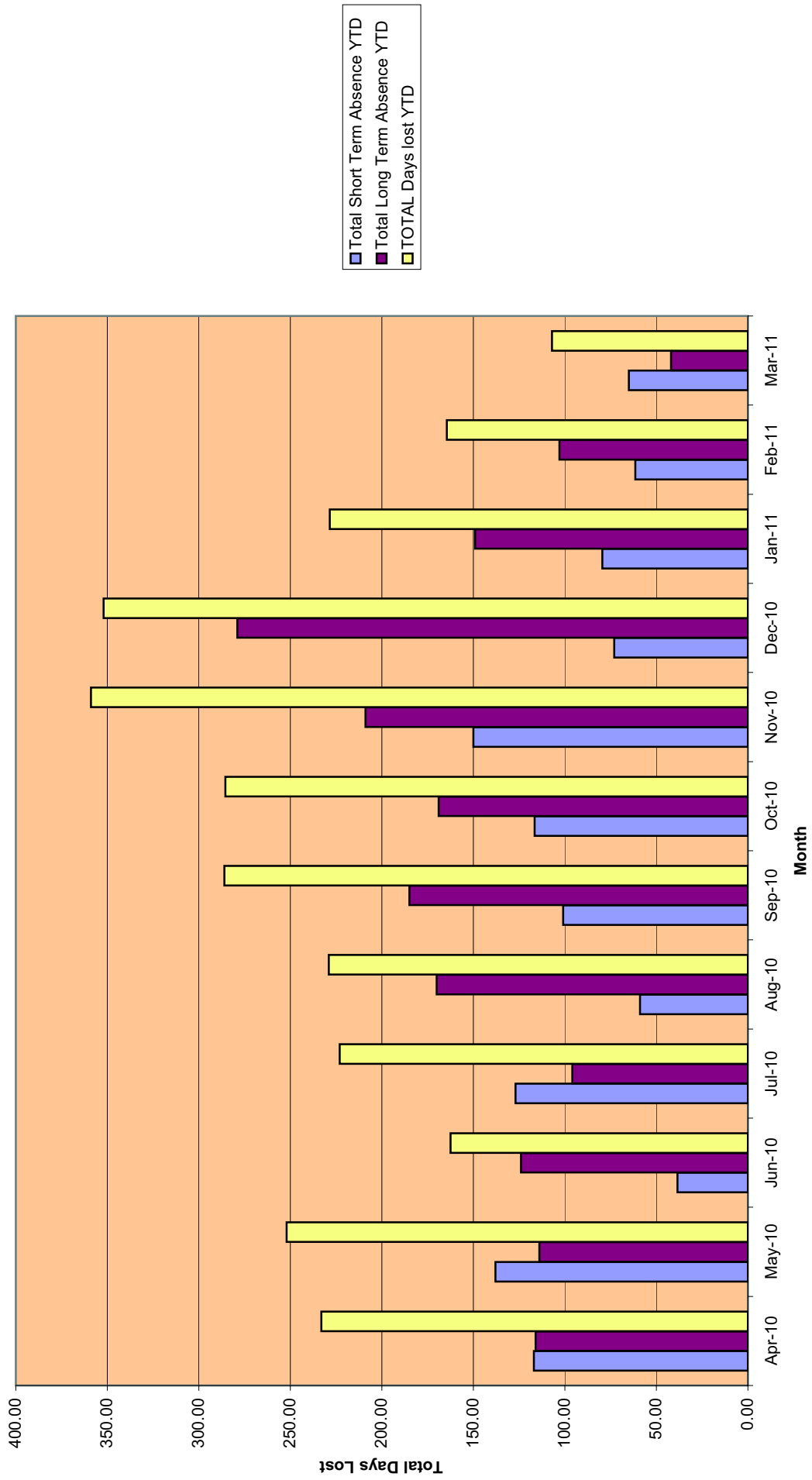
TARGET sick days per FTE per month
 BVPI 12 Sick Days Per FTE in Month
 TARGET sick days per FTE YTD
 BVPI 12 - Sick Days per FTE YTD
 BVPI 12 Projected Outturn

Year	2006-07	2007-08	2008-09	2009-10	2010-11	Annual
Target	3.68	3.48	3.73	3.69	3.69	3.65
Actual	3.68	3.48	3.73	3.69	3.69	3.65

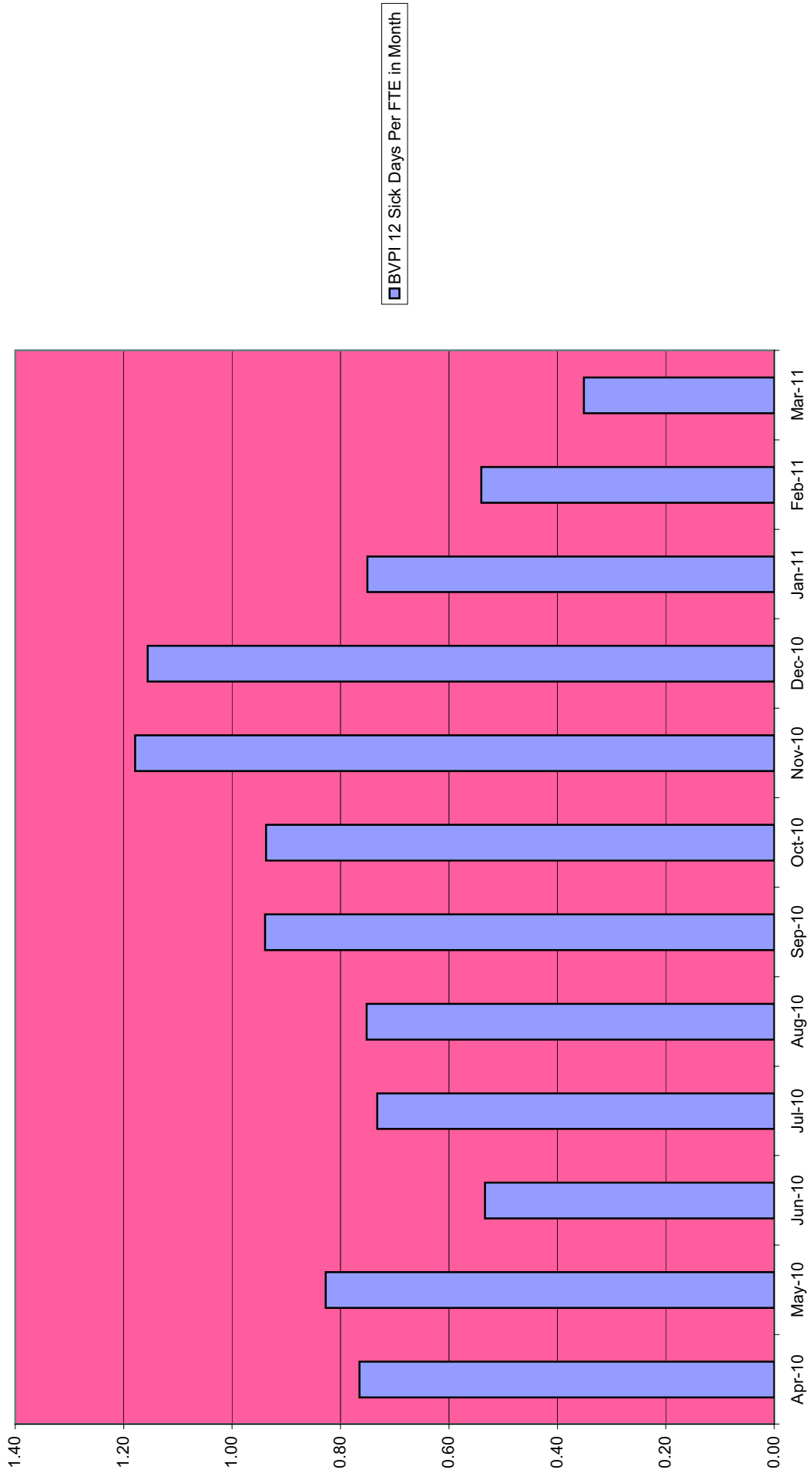
Key:
 more than 10% worse than target
 worse than target, but within 10%
 on or better than target

FTE April 10
 FTE March 11
 # of Months

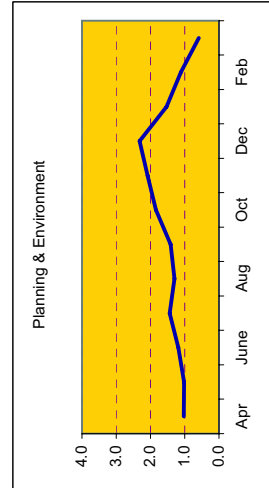
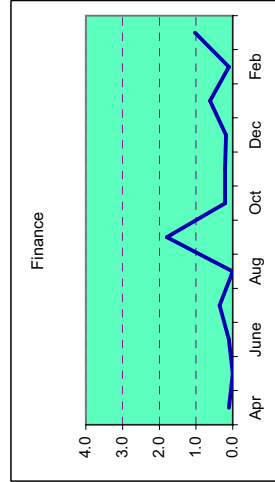
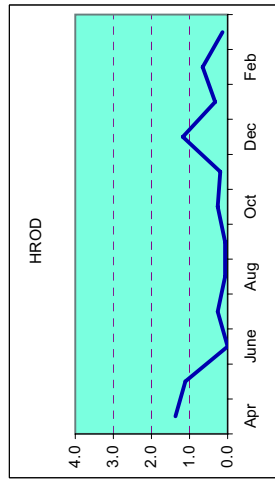
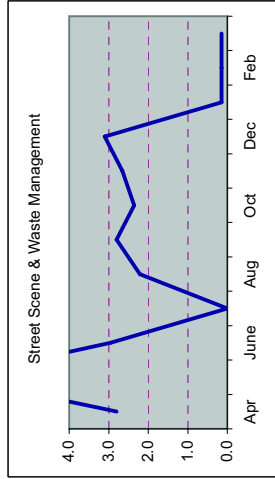
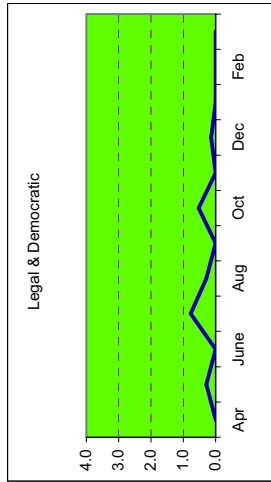
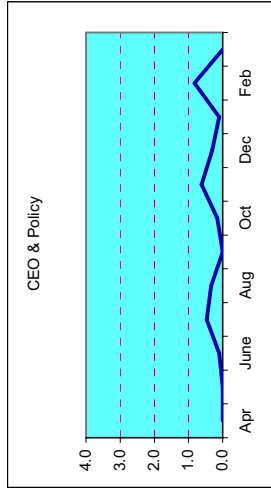
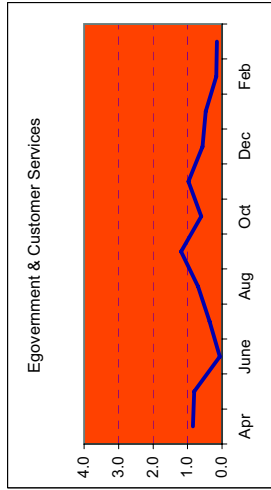
Sickness Absence Data 2008 / 2009



BVPI 12 Sick Days Per FTE in Month

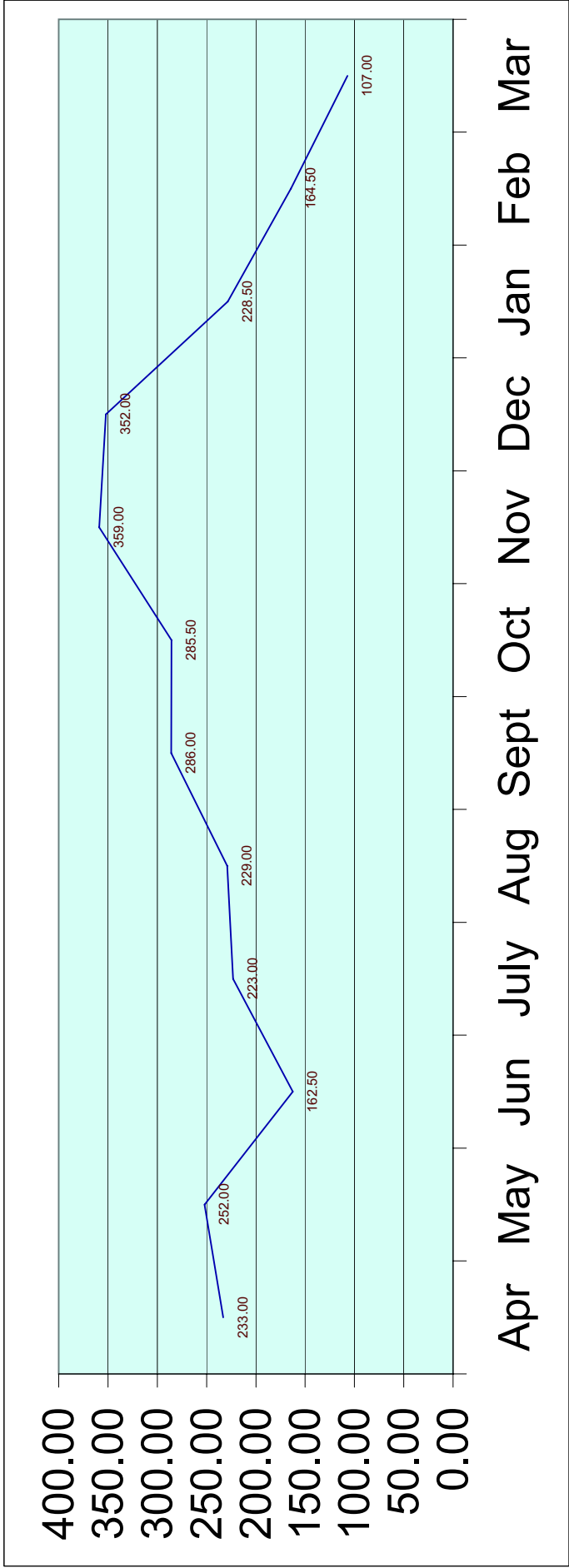


Bromsgrove District Council Confidential



Service Graphs
Monthly figures for sick days lost per FTE post
2006-07
HR Services

Graph - Total days lost in month
2010-2011
HR Services



Total days sickness per FTE

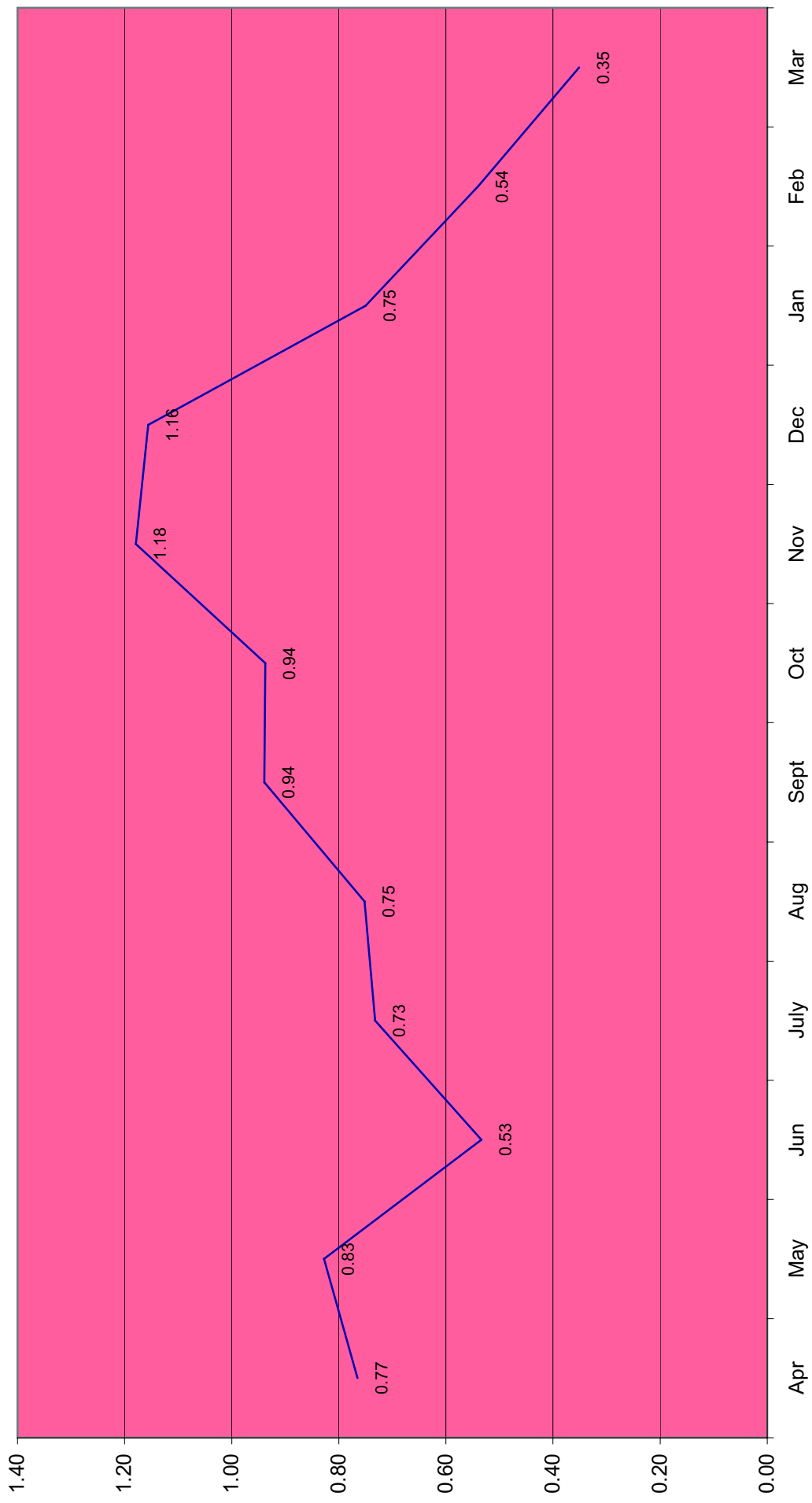
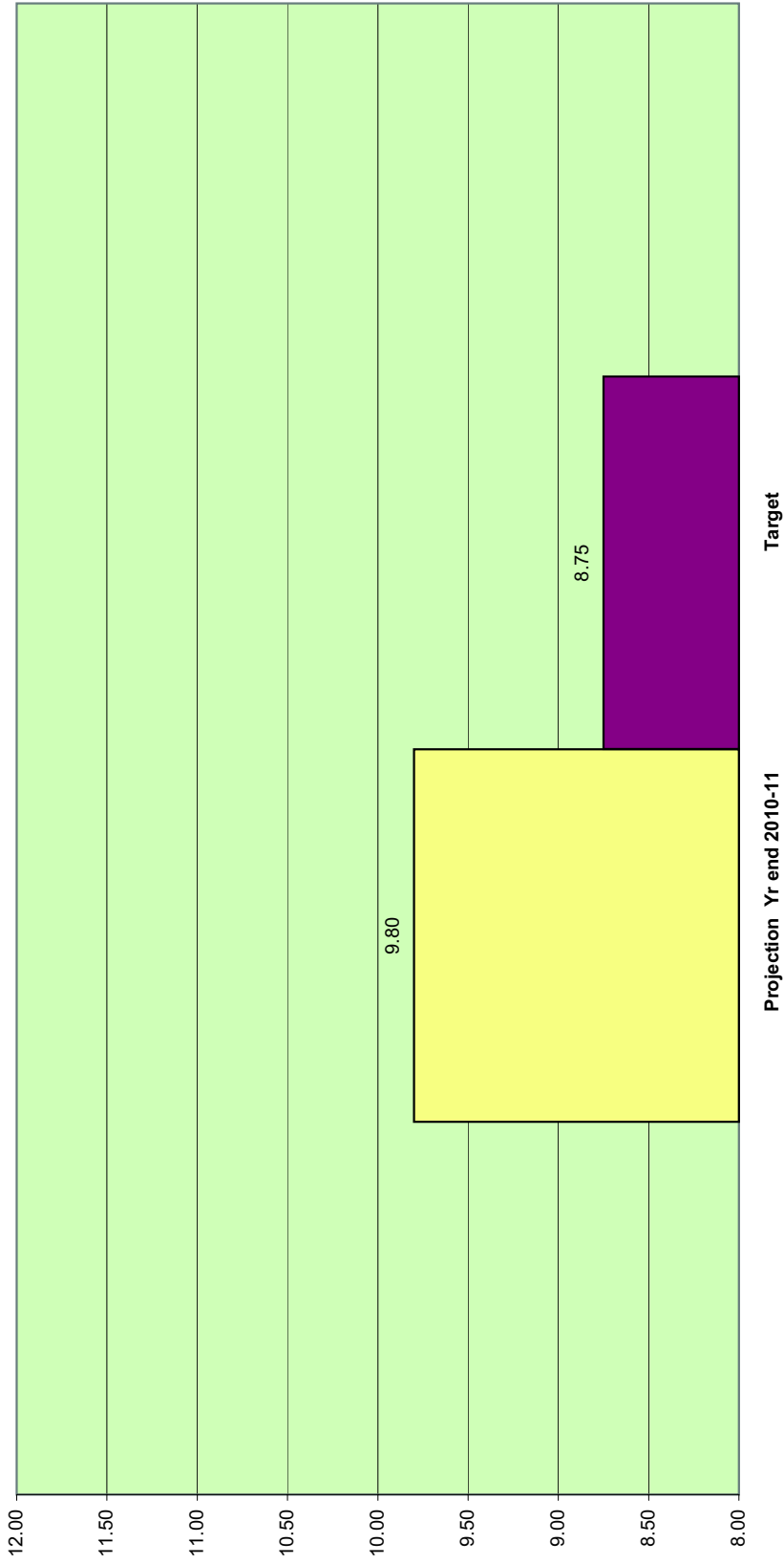


Chart showing projection per FTE against the Councils Target



**Sickness Absence Policy Summary
For Employees at
Bromsgrove District Council**

January 2007

Sickness Absence Procedure - Summary

1.0 Introduction

- 1.1 This document is a summary of the Bromsgrove District Council Sickness Absence Policy and Procedure, and is intended to outline the main principles of the policy, specifically in relation to the notification of sickness. The full policy is available on the Council's intranet site and should be read in conjunction with this summary document.

2.0 Scope

- 2.1 The policy and procedure applies to all employees of Bromsgrove District Council up to and including the Chief Executive.

3.0 Sickness Notification and Certification Procedures

- 3.1 Where an employee is absent from work because of illness, the procedure below must be followed:-

3.2 First Day of Absence

Employees reporting sick must do so personally by telephone and not through a third person subject to genuine and exceptional practical constraints (e.g. if the employee is hospitalised, or unable to access a telephone.) Further advice regarding what constitutes 'exceptional' circumstances can be sought from Human Resources. Unless specific local arrangements apply, employees must notify their line manager/supervisor of sickness within one hour of their normal start time. If the immediate line manager/supervisor is not available, the absence should be reported to an equivalent or senior line manager within the Division. E-mails and text messages are not appropriate and messages must not be left with colleagues. Where contact with their line manager/supervisor or equivalent manager is not possible, employees should contact their Departmental Sickness Absence Administrator to report their sickness. If all other attempts to report absence have been exhausted, employees should leave a voicemail message on their line manager's answerphone stating their name, time, date and specific information as detailed in 3.3.

- 3.3 When reporting sick, employees must state the reason for their absence, their anticipated length of absence and where possible, work commitments (if any) that may need rearranging. Where the employee feels unable to disclose the reason for their absence to their immediate line manager/supervisor due to this being of a sensitive nature, the employee should contact Human Resources directly.
- 3.4 The first seven calendar days' absence (which includes working and nonworking days) will be covered by the Self-Certification Form which the employee will complete upon return to work in conjunction with the line manager/supervisor.
- 3.5 If contact is not made by the employee as required during a period of sickness absence and any absence is unexplained, the manager will take reasonable steps to contact the employee, i.e., by telephone or by making a home visit.
- 3.6 Where an employee starts work and then leaves early on account of sickness, there will be a requirement for the line manager/supervisor to record the absence and notify the departmental sickness absence administrator. For example, if the employee works less than 50% of the contracted hours for that day, then half a day's sickness absence will be recorded. If, however, the

employee works more than 50% of their contracted hours, no sickness absence will be recorded for that day.

3.7 Second and Third Day of Absence

No action is required unless the employee has given an indication of an expected return on the second or third day. If the employee is unable to return as indicated, they should again contact their manager to keep them informed of progress.

3.8 Fourth Day of Absence

Unless an alternative contact timescale has been agreed with the line manager, the employee wherever practicable should make further contact with their manager to provide an update on their absence. If possible, depending on the nature of the absence, they should indicate an expected date of return. Non-working days, such as rostered days off, weekends and bank holidays *are* included in calculating the 4th day of absence. Should the 4th day fall upon an individual's non-working day when the Council offices are closed, contact should be made on the next available working day.

3.9 Fifth, Sixth and Seventh Day of Absence

No action is required unless the employee has given an indication of an expected return on the 5th, 6th or 7th day. If the employee is unable to return as indicated, they should again contact their manager to keep them informed of progress.

3.10 Eighth Day of Absence

The employee must consult a doctor and obtain a medical certificate for all absences from the eighth day onwards until they return to work. The employee will contact their line manager/supervisor to inform of the reason and period for refraining from work as indicated on the medical certificate. The certificate should then be sent to the line manager/supervisor as soon as possible.

3.11 Continuing Sickness Absence

Where there is continuing sickness absence, the employee must submit consecutive medical certificates as soon as possible for each consecutive period of sickness to their manager to ensure that the whole period of absence is covered. The line manager/supervisor must also ensure that appropriate and timely certificates are received from the employee and that the departmental sickness absence administrator is notified.

3.12 On receipt of the certificate, the employee must notify the line manager/supervisor of the date given by the doctor for a return to work. If an employee is required to return to their GP at the expiry of their medical certificate, a medical certificate or statement of fitness to resume work must be obtained before the employee returns to work. Upon their return to work, the medical certificate or statement of fitness to resume work must be submitted to the line manager/supervisor at the Return to Work Discussion.

3.13 Return to work prior to expiry of Medical Certificate

In some circumstances, an employee may feel well enough to return to work prior to the expiry of the medical certificate. In such circumstances, the employee must obtain a medical certificate from their doctor before they start work stating that they are fit for work and proceed as indicated in section 3.12.

3.14 Sickness during a period of Annual Leave

If an employee becomes ill whilst on annual leave, the absence can only be recorded as sickness absence after a medical certificate has been provided.

The date of commencement of sick leave will be the date provided by the doctor on the medical certificate.

3.15 Absence related to work place injury

If the employee believes their absence may have been caused by something that happened at work they should inform the line manager/supervisor of this and the line manager should arrange for an Incident Report Form to be completed, where possible, the same day. The line manager/supervisor should ensure that the 'Report of an injury or dangerous occurrence' form is issued to the Health and Safety Adviser as soon as possible and payroll notified accordingly. For further information regarding sick pay for periods of absence related to work place injury, please refer to the full policy document.

3.16 Removal of right to self-certification

In exceptional circumstances and following discussion with the employee regarding their sickness absence levels, if the manager remains concerned at the frequency of an employee's absence, or their account for their reasons of absence, the employee may be required to submit doctor's medical certificates, rather than self-certificates, from their first day of absence. In such cases, the Council will meet the cost of any fee charged. This arrangement will be confirmed in writing to the employee.

3.17 Unauthorised Absence

If an employee is absent from work without authorisation and provides no reasonable explanation, written notice may be given to stop pay for the period of absence. Unauthorised absence may be treated as misconduct, which could result in disciplinary action. In particular, the following situations may be identified as unauthorised absences which require investigation:-

- An employee's request for leave of absence was refused, but the employee has reported in sick. In this circumstance, a GP's certificate should be requested.
- The employee has not followed the notification procedure for sickness absence for example the employee fails to submit a medical certificate to cover absence beyond the self-certification period.

4.0 Maintaining Contact

4.1 Where an employee is absent from work due to sickness, the line manager/supervisor should ensure that the employee does not feel isolated, vulnerable or out of touch. It is vital therefore that contact is maintained between the manager and employee. The line manager/supervisor also needs to ensure that work is reallocated and service delivery is maintained.

4.2 Home Visits

During the early stages of sickness absence, contact will normally be by the line manager/supervisor by telephone. However, home visits are usually preferable to telephone conversations in relation to long-term sickness absence, particularly for employees finding it difficult to leave the house, not only as a welfare check and to offer any assistance but also as a means of keeping employees informed of news within the Council. Preferably, home visits should be conducted by officers known to the employee.

4.3 The employee should be advised that they may be accompanied by a friend, relative or a Trade Union representative during a home visit. Home visits will only be undertaken with the consent of the employee other than in exceptional circumstances, e.g., where reasonable attempts to contact the employee have failed or where there are concerns for the safety of an employee who lives alone. In exceptional circumstances where no prior

consent has been given for a home visit, line managers/supervisors should not make unaccompanied visits to the homes of employees. Before making a home visit, line managers/supervisors should seek advice from Human Resources. Home visits are not to be used as a tool to aid discipline, but to act as a positive support to the employee.

4.4 Follow up meetings and regularity of contact

Other appropriate meeting venues may be agreed and, at certain stages of recovery, site-based meetings can assist employees in preparing for a return to work. The manager should seek agreement with the employee as to the means and the timing of contact, but it must be regular, e.g., weekly or fortnightly, or as appropriate to the individual case.

- 4.5 If the employee wishes for a point of contact other than their line manager/supervisor, then an alternative manager, or a Human Resources Advisor, will be nominated. If an employee expresses a wish not to be contacted, or if attempts to make contact fail, the manager or Human Resources Advisor should write to him/her setting out the actions they intend to take and any options available to the employee. This will take account of all the 'known' circumstances relating to the case. Where possible, the trade union representative should normally be informed in advance of the letter being sent.

5.0 Medical Appointments

- 5.1 Routine appointments, *initiated by the employee*, to the optician, dentist or GP should be made outside of normal working time. Where this is not possible, appointments should be made at the beginning or end of the working day, or near to a lunch period to minimise disruption and the period of time away from the workplace. Employees will be required to make up the time lost. Where employees enjoy the benefits of the Flexi Time Scheme, appointments should be made outside of core hours. Appointments, that are not possible except in core time for unavoidable reasons, will normally be debited against the time record and thus be treated as debit hours.
- 5.2 Medical appointments with consultants *following a referral by the GP, hospital, dentist or opticians* to deal with health problems for diagnosis and/or treatment and/or prevention (e.g., screening) of physical or psychological health problems, should also be made *where possible* outside of normal working hours/core time (if subject to the flexi scheme). However, in exceptional circumstances where this is not practical, subject to the approving line manager/supervisor giving prior authorisation, reasonable leave with pay to attend such appointments will be granted. The employee should give their manager reasonable notice of the appointment and if requested provide evidence of each appointment.

6.0 Return to Work Discussions

- 6.1 Following every period of absence, a return to work discussion will be carried out by the line manager/supervisor on a one to one basis regardless of the nature and length of absence.
- 6.2 The interview should take place on the day the employee returns to work. However, it is acknowledged that for some categories of employee this may not be possible, e.g., certain shift workers. In such cases, the interview should be conducted at the earliest opportunity.
- 6.3 The salient points of the interview will be recorded on the Return to Work Discussion form, a copy of which will be retained by the employee. The return to work discussion and record will become a component of the employee's health record and will be retained on his/her personnel file.

- 6.4 Where a line manager/supervisor is concerned about an employee's sickness absence levels, or, where a trigger point has been reached, a separate Informal Meeting may be held in addition to a Return to Work Discussion.

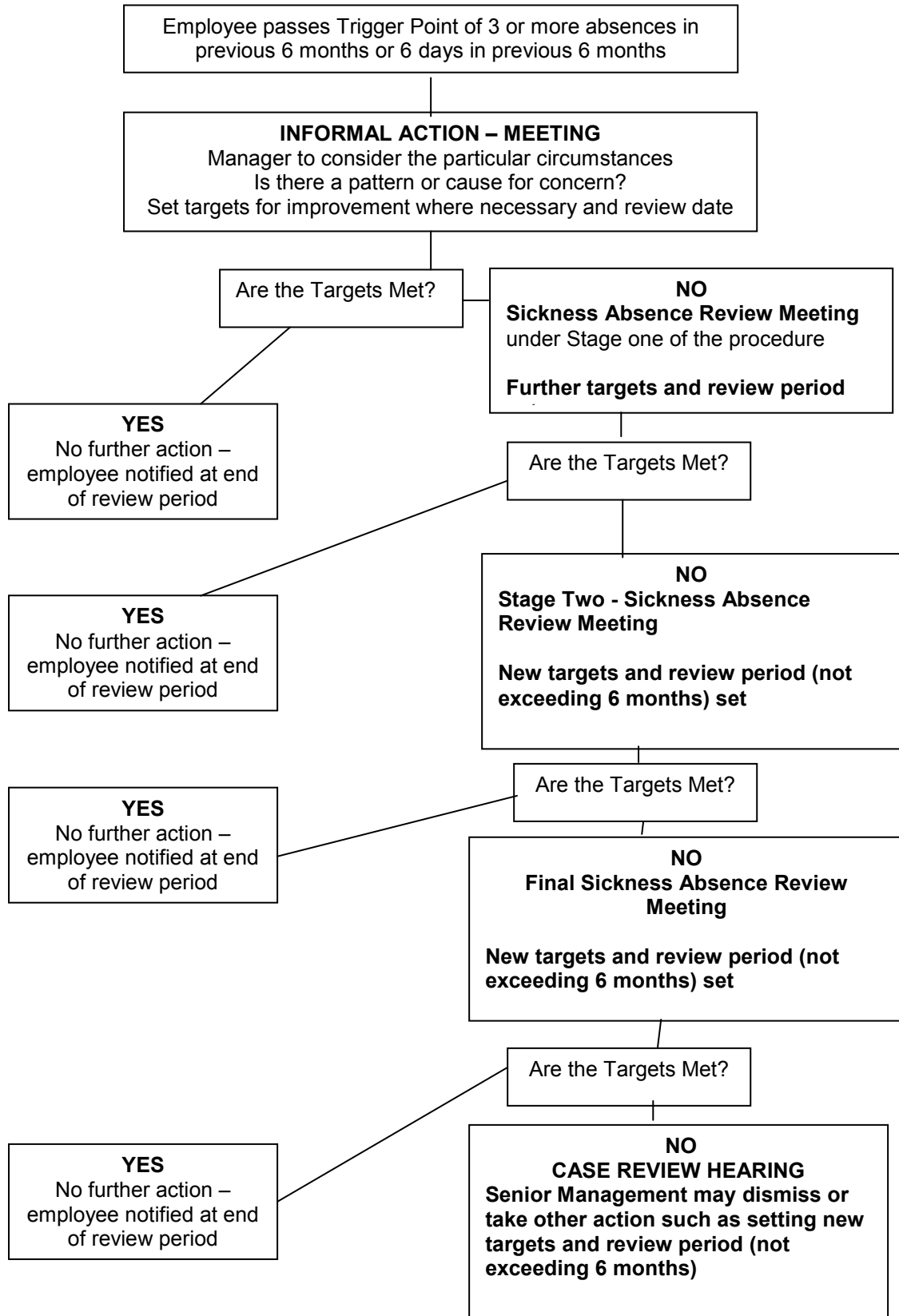
7.0 Trigger Points

- 7.1 Trigger points have been identified which highlight to managers those employees whose attendance records require further consideration. As a guide, line managers/supervisors are asked to consider the following triggers and potential follow up actions in the circumstances outlined below:
- 7.1.1 **Persistent short-term absence (includes both self-certificated and GP certificated absence):** where an employee has **three or more periods of absence in any 6 month rolling period**, or if the total absence (whether reckoned in a single absence or by adding together a number of separate absences) extends to **6 working days or more in any 6 month rolling period**, an informal meeting should take place. This meeting is separate to a Return to Work Discussion.
- 7.1.2 In addition, certain **patterns of absence**, e.g., absences immediately before or immediately after annual leave, the weekend or a bank holiday may also trigger the need for informal action meetings.
- 7.2 Trigger points are intended as guidance only and are neither exclusive nor exhaustive and any record giving rise to concern should be reviewed. Each case will be considered on its own merits by the line manager in consultation with Human Resources.
- 7.3 It is important that the circumstances of each case are taken into account, as there may be cases where action should be taken before a trigger point is reached, or no action is taken despite a trigger point being reached.
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Notes On Flowchart On Following Page:

- This is a simplified representation of the Process, for full details refer to the full Policy Document
- Line Managers must ensure that the departmental sickness absence administrator is informed of the employee's absence on the first day of sickness
- A Return to Work Discussion must take place following every period of absence.
- In coming to a decision the Manager must consider all the information supplied and options available.
- There is a right of Appeal at all formal stages – to the Chief Executive for Dismissal or to the Head of Service for action less than dismissal.
- Employees have the right to representation at all formal stages
- Records of all decisions made must be kept at each stage

SHORT TERM SICKNESS ABSENCE – FLOWCHART



8.0 Informal Action

- 8.1 Where a trigger point has been reached, or where an employee's record of attendance is giving cause for concern, informal action should be taken and a meeting held. This is an informal part of the sickness management process and the main purpose of the meeting is to help improve attendance by reiterating the Council's policy on sickness attendance and to remind the employee of their individual absence record.
- 8.2 This meeting should seek to explore any possible underlying medical or work-related reasons for the level of sickness absence, including any relation to a disability and any assistance that may be required. Any patterns of absence, which might be evident, will be discussed. The meeting is not designed to challenge whether the sickness absence is genuine or not but to focus on the level of sickness absence.
- 8.3 The meeting should conclude with an explanation as to the future procedure, where appropriate, if there is no improvement in the sickness absence and a review date will be set.

For further information on informal action, please refer to the full policy document.

9.0 Formal Sickness Absence Review Meetings (Stages One, Two & Three)

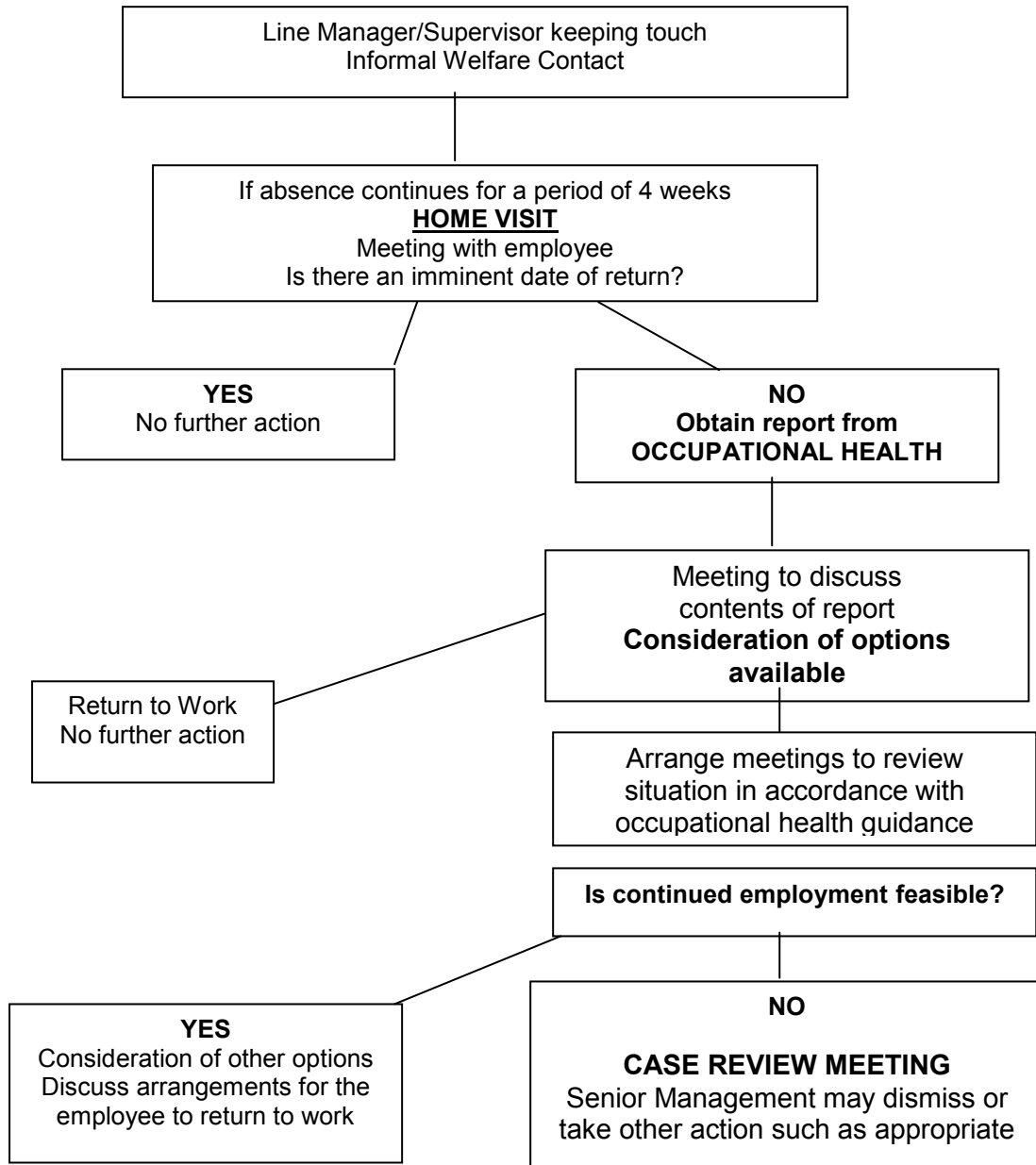
- 9.1 Where there are continuing management concerns relating to persistent and/or intermittent sickness absences and informal mechanisms for dealing with the problem have proved unsatisfactory or have been exhausted, formal Sickness Absence Review Meetings will be conducted over three stages.
- 9.2 The employee will be advised of their right to be accompanied/represented by a Trade Union representative or a work colleague.
- 9.3 These review meetings will consider the levels of absence and/or the pattern of the individual and the reasons given for absence. The reasons will be discussed in an attempt to identify any underlying causes. The employee will be advised that level of attendance is considered to be unsatisfactory and that improvement is needed over a relevant and reasonable review period.
- 9.4 The outcomes of all review meetings held will be confirmed in writing.
- 9.5 If monitoring during the review period shows that the employee's attendance is no longer a cause for concern, the employee will be notified of this *in writing* at the end of the review period.
- 9.6 If at any stage within the review period, there has been insufficient improvement in the employee's attendance and there are no exceptional circumstances meriting extensions to the review periods, the matter will be referred to the next stage of the procedure, until the third and final sickness review meeting.
- 9.7 At this third stage meeting, if there is no sustained improvement, then a possible recommendation to dismiss on grounds of capability could be made to the Head of Service and a Case Review Hearing convened.

The full Sickness Absence Policy outlines in more detail the procedure for the Review meetings with further help, advice and guidance available from Human Resources in relation to the application of the policy.

10.0 Long-term Sickness Cases

10.1 Continuous absence for more than 4 weeks (28 days) is classified as long-term and will be managed accordingly.

LONG TERM SICKNESS ABSENCE – FLOWCHART



Notes on Flow Chart:

- This is a simplified representation of the Process, for full details refer to the full Policy Document
- Line Managers must ensure that the departmental sickness absence administrator is informed of the employee's absence on the first day of sickness
- Contact must be maintained with the employee during the absence.
- In coming to a decision the Manager must consider all the information supplied and options available.
- There is a right of Appeal at all formal stages – to the Chief Executive Officer for Dismissal or to the Head of Service for action less than dismissal.
- Employees have the right to representation at all formal stages
- Records of all decisions made must be kept at each stage

- 10.2 Where an employee is absent for 4 continuous weeks or more, the line manager/supervisor will meet with the employee *normally* at home to discuss the absence and the prospect of a return to work. This meeting will facilitate consideration of the following points:-
- What progress the employee is making in terms of becoming well enough to return to work. In some circumstances, where it is clearly evident that the employee will not return to work in the near future, the discussion may focus on the general well-being of the employee; progress to date, sick pay benefits and medical evidence.
 - Whether the absence is influenced by working conditions or arrangements, together with an examination of whether any changes can take place which might help the employee return to work. This will be particularly relevant where absences are related to disability;
 - Whether the Council can in any way assist with or influence any external contributors to the employee's absence.
 - In the event that the employee does not return to work in the next two weeks, i.e., after 6 weeks' absence, the likelihood of a referral to the Council's Occupational Health Adviser who will, in turn, advise the Council accordingly.
- 10.3 The line manager/supervisor will maintain regular contact with an employee who is absent due to long-term sickness. The frequency and form of this contact e.g., telephone calls; home visits will depend on the circumstances and the health requirements of the individual and may vary from case to case.
- 10.4 A home visit will normally be carried out before a referral to the Occupational Health Adviser is recommended. Depending on the circumstances, however, this may not always be practicable, and in some cases referral to Occupational Health may be recommended earlier or later.
- 10.5 Any action taken regarding a long-term absent employee will be with due regard to the advice from Occupational Health and Human Resources and will depend on the individual circumstances of the case.
- 10.6 Even where absence is clearly genuine, long-term absence cannot be sustained indefinitely and where there is no reasonable prospect of a return to work in the foreseeable future; if after following the procedure and all available options for the employee to return to work have been exhausted, the manager will usually need to recommend a Case Review Hearing to consider termination of employment.
- 10.7 Where decisions are made to terminate employment under this procedure the employee has the right of appeal to the Council's Appeal Panel. Further details can be found in the full policy document.

11.0 The Role of Occupational Health

- 11.1 The Council has an occupational health contract with Performance Through Health Group Limited (PTH). Appointments with the OH Nurse are normally held at Banham Court, Hanbury Road, Stoke Prior, Bromsgrove, B60 4JZ. Generally, referrals to Occupational Health have a dual purpose:-
- To support the employee by providing specialist medical advice with regard to protecting their health in relation to their job (rather than the more general role of a GP)

- To provide managers with information to enable decision-making with regard to what action and support is required or reasonable adjustments

11.2 Referrals to Occupational Health will normally occur when one of the following applies:

- Where an employee is indicating that they are having particular problems affecting their job, which are related to a medical condition, *referrals can be made immediately*. The employee may not necessarily have had any sickness absence and this referral will be proactive;
- Where an employee is on long-term absence, *a referral will normally take place after 4-6 weeks' continuous absence*. However, if the absences are related to major surgery, serious fracture, etc., and the expected absence exceeds 4 weeks, a referral at 4 weeks would be unlikely to provide any useful information. It may be appropriate to make the referral at a later date or if the employee does not return to work after the expected recovery period.
- Where it is indicated that an employee may not be able to resume normal work activities due to a period of illness or medical treatment, *a referral should be made*.
- Where there is a problem of persistent short-term absence and the employee or manager knows or suspects that an underlying medical problem is a contributory factor, then *a referral is likely to follow one of the meetings held under the procedure for return to work discussions or the management of short-term sickness absence*.

11.3 The question of whether a referral takes place depends on the circumstances of the individual case and will be discussed with the employee prior to the referral being made.

12.0 Acting on Medical Advice

12.1 Some of the key potential outcomes in relation to acting on medical advice can be found in the full policy document. These include:

- Rehabilitation to work within the current role – general
- Phased Return to work
- Reasonable adjustments to the post
- Redeployment to alternative work within the Council
- Permanent Ill-health

13.0 Summary of Key Responsibilities

13.1 Employees

Employees are expected to:-

- Attend work unless unfit to do so.
- Raise concerns with their manager or HR Advisor if they believe that their job is making them ill or contributing to illness.
- Report sickness absences promptly, in accordance with the sickness notification procedure.
- Ensure that the appropriate certifications are completed, in accordance with the procedure.
- Accept contact with their manager during periods of sickness absence.
- Cooperate fully with the Council when medical advice is required from the Occupational Health
- Ensure that medical advice and treatment is received as quickly as possible in order to facilitate a return to work

- In the case of long-term sickness absence, receive a visit at home or at a neutral venue from their line manager/supervisor or an alternative line manager/supervisor if it is not possible to come to work.

13.2 Line manager/supervisors

It is a line manager/supervisor's responsibility to actively manage attendance and to address absences. If absence is not addressed early then it may become a problem. The key responsibilities are summarised below:-

- **Maintain accurate records:** sickness reports for a manager to work from can only be produced if records are accurate. Managers must ensure that procedures are in place to record and report to Human Resources each occasion of absence. Ensuring that departmental sickness absence administrators are notified.
- **Maintain contact:** When an employee is absent from work due to sickness, it is important that regular contact is maintained between the manager and the employee.
- **Regular monitoring:** Monitoring sickness absence levels is an integral part of the line management process
- **Undertake return to work discussions** with employees after every incident of sickness absence
- **Communicate** to employees the existence of the sickness absence management policy and procedure
- **Encourage** a positive attitude to attendance at work
- **Seek help, guidance and support from the HR service** in interpreting sickness figures and finding solutions, which are consistent and fair while allowing for flexibility to individually tailor responses.

13.3 Heads of Service

- Provide clear leadership for the reduction of sickness absence levels and ensure this policy is implemented within the service
- Encourage the production of action plans to deal with areas of high sickness absence and support managers in achieving defined standards
- Receive regular information on sickness absence levels and understand its cost implications.

13.4 Human Resources

The Human Resources Division is responsible for:

- Reviewing the overall effectiveness of this policy and procedure
- Promoting health awareness
- Providing advice and support on all procedural aspects of sickness absence
- Managing the process of occupational health referrals
- Providing regular sickness absence reports

OVERVIEW AND SCRUTINY BOARD

27th February 2012

SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder	Councillor M. Webb
Portfolio Holder Consulted	No
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 An Overview and Scrutiny Topic Proposal Form relating to discounted parking charges, has been completed by a resident, Mr. C. Bateman and which the Board needs to consider.

2. RECOMMENDATIONS

- 2.1 That the Board considers the completed proposal form (at Appendix 1), and agrees to one of the following:
- (a) that the topic is included on the work programme and the Board undertakes the investigations, discuss broad terms of reference and set a time scale for completion of the investigation;
 - (b) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation, appoint a Chairman for the Task Group and set a time scale for completion of the investigation;
 - (c) that further information be requested from a relevant source before deciding whether or not further investigation is required;
or
 - (d) decide to take no further action.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

Legal Implications

- 3.2 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

Service/Operation Implications

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to Discounted Parking Charges has been completed by a resident, Mr. C. Bateman which the Board needs to consider.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation as part of the Planning Investigation currently being carried out or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

Customer / Equalities and Diversity Implications

3.7 N/A

4. RISK MANAGEMENT

4.1 N/A

5. APPENDICES

Appendix 1 – Overview and Scrutiny Proposal Form

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce – Committee Services Officer
E Mail: a.scarce@bromsgroveandredditch.gov.uk
Tel: 01527 881443



Bromsgrove
District Council
www.bromsgrove.gov.uk

OVERVIEW AND SCRUTINY TOPIC PROPOSAL

Name of Proposer: <u>Charles Bateman</u>	
Tel No: <u>01527875092</u> Email: <u>charlie23589@aol.com</u>	
Date: <u>13/01/2012</u>	
Title of Proposed Topic:	Discounted Parking Charges
Specific subject areas to be investigated:	All Bromsgrove car parks
Reasons why this subject should be considered:	Importance to the regeneration of Bromsgrove
Evidence to support the need for this particular investigation:	Attached e-mail
Council priorities it links to:	
Possible key outcomes: (i.e. what do you anticipate could be achieved?)	Discounted parking – leading to a greater number of cars parking

Please indicate if any of the following apply to the proposed subject area:

CRITERIA	Q2	Q3A	Why?
Is it a priority issue for the Council or the Local Strategic Partnership?		+	Refer to e-mail
Is it an important issue for local residents?		+	"
Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations?		+	"
Is it a topic where external review would be helpful?			N/A
Is it a topic where a review could be made in time to make recommendations for the executive decision making process?		+	We would hope!
Is it a poorly performing service?			N/A
Is it a review that could render significant savings or value for money?			Not the object – refer to e-mail

Please return completed forms to: Committee Section, Legal, Equalities and Democratic Services, Bromsgrove District Council
Email: scrutiny@bromsgrove.gov.uk

Amanda Scarce

From: Charlie23589@aol.com
Sent: 13 January 2012 09:30
To: Amanda Scarce
Cc: Kevin Dicks; Roger Hollingworth; John Staniland; Snowcar111@aol.com
Subject: Car Parking / Regeneration

Dear Amanda,
Would you please put the attached proposal to the Overview and Scrutiny Board.
Kind regards,
Charlie Bateman - on behalf of the Bromsgrove Older People's Forum.

Dear Councillor,

Britain's high streets have reached a "crisis point" and will "disappear forever" as shopping destinations unless they are urgently regenerated. Mary Portas has warned.

Main recommendations -

Improve management of High Streets with new "town teams"

Affordable town centre car parking

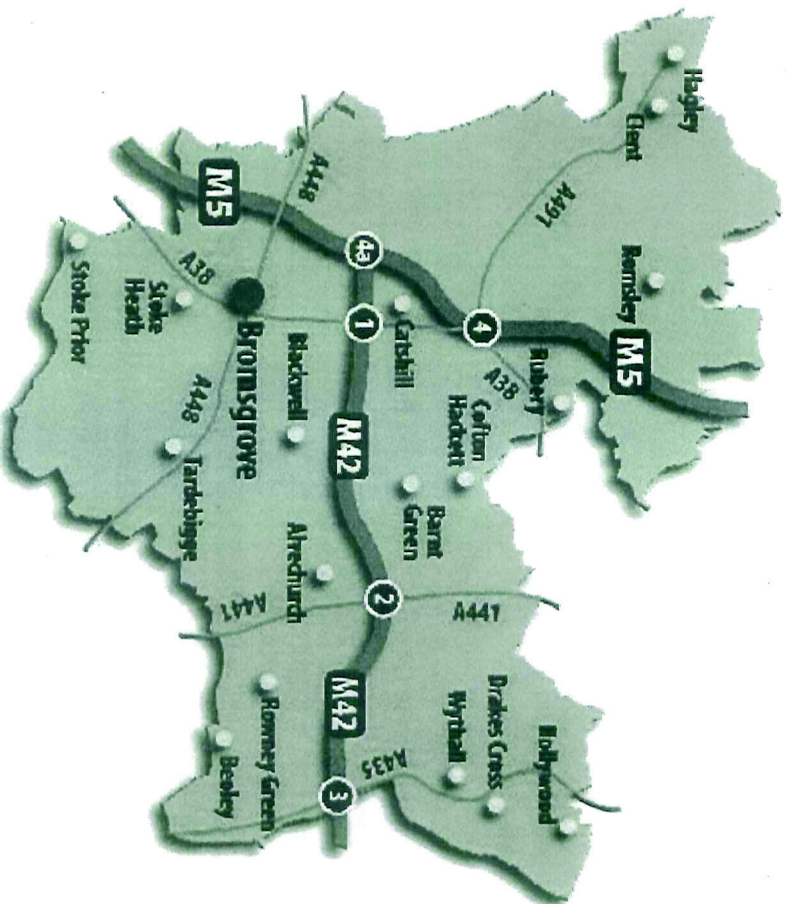
"Town centre first" approach in planning

Disincentives for landlords who leave shops empty

Greater inclusion of the High Street in neighbourhood planning

Whilst all these are important, 'affordable' car parking is the one that would give an immediate boost to the 'health' of the town, giving a little time for the other regeneration measures to be put in place.

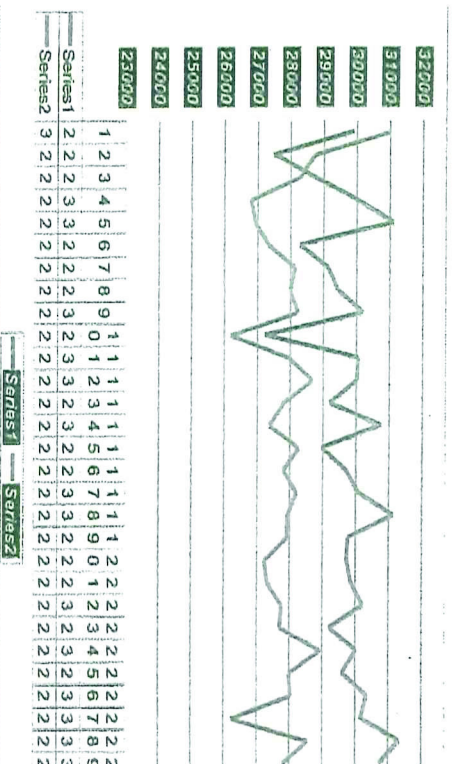
Bromsgrove is a town for regular shoppers who are very unlikely to have travelled much more than a mile or so to shop. Our research shows that over 90% have either a B60 or B61 post code, just over 5% have a B45 code.



Given the size of the Bromsgrove District and the distance from Bromsgrove of the rural villages this is not surprising ! not to mention they are nearer to larger towns that may have more choice for shoppers.

Graph - showing the effect of increasing charges on numbers of tickets sold -

Tickets Sold Bromsgrove Car Parks
 First 29 weeks of 2010 and 2011
 Series 1 = 2010 Series 2 = 2011



Average tickets sold per week for 2010 (first 29 weeks) = 29742
 Average tickets sold per week for 2011 (first 29 weeks) = 27903

Parking in Bromsgrove is now no longer affordable for some!

The ideal would be to have free parking for all -

In a recent survey, the Federation of Small Businesses (FSB) found that 50% of their members said the lack of

affordable town centre parking had a detrimental effect on their business.

John Walker, chairman of the FSB, said: *"Putting in place free controlled parking schemes and introducing a parking league table could go some way in [addressing] this."*

This will be resisted -

" retail workers could end up taking all the free spaces before shoppers got to the town centre. It sounds a like a good idea, but isn't going to help"
Shona Johnson - Local Government Association.

Proposal -

Discount parking (not free) for any regular Bromsgrove shopper.

- 1, Pay a small fee to register the vehicle, a smart card will be issued.
- 2, On entering the car park the gate will automatically open, park the vehicle.
- 3, On completion of shopping insert the smart card in pay station machine. You will be charged for the time spent parked less 1 hour. 1/2 hour minimum will be charged.
- 4, On leaving, the gate camera will recognise payment has been made and will automatically open.

This system works very well for blue badge holders.

For use on car parks that are not pay on foot, a council issued card (registration number and date of expiry) would be displayed on the dash board with the purchased ticket.

The advantages to Bromsgrove would be,

- 1, Having 'paid' a registration fee the shopper would be less likely to shop elsewhere.
- 2, The 'free' hour's parking might encourage the shopper to spend a little more time shopping.

No advantage to retail workers, they would be better off purchasing a yearly/quarterly permit.

Is the provision of car parks -

For the benefit of shoppers to the town? or to make a profit for the council ? Maybe a little sacrifice is required for the good of the town!

We would also support the proposal for free evening and Sunday parking.

Yours faithfully,
Charles Bateman (for and on behalf of the OPF)

OVERVIEW & SCRUTINY BOARD

27th February 2012

Planning Policy Task Group – Interim Report

Relevant Portfolio Holder	Councillor C. B. Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Legal, Equalities and Democratic Services
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The purpose of this report is to provide the Overview and Scrutiny Board with an update on the progress of the Planning Policy Task Group's investigations and to inform Members that the Task Group's final report will be presented to the Board at its meeting on 26th March 2012.

2. RECOMMENDATIONS

- 2.1 That the Board note this report.

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications for the purpose of this report.

Legal Implications

- 3.2 There are no legal implications for the purpose of this report.

Service / Operational Implications

- 3.3 At the meeting of the Overview and Scrutiny Board on 27th September 2011 and following a request from full Council, it was agreed that a Task Group would be established to scrutinise issues relating to Planning Policy. The Task Group Chairman and membership were agreed by the Board at its meeting held on 12th October 2011. Following discussions at the Board meeting held on 21st November 2011 it was further agreed that the work of the Board Investigation into Planning Enforcement would be amalgamated within the scope of the Planning Policy Task Group.

OVERVIEW & SCRUTINY BOARD 27th February 2012

- 3.4 The full terms of reference are detailed in the Overview and Scrutiny Exercise Scoping Checklist, attached at Appendix 1.
- 3.5 The first meeting of the Task Group took place on 1st November 2011 where Members discussed the terms of reference of the Task Group, the timetable and witnesses they wished to call to give evidence.
- 3.6 A further eight meetings of the Task Group have taken place, together with a site visit. Evidence has been received from the following witnesses:

Head of Planning and Regeneration
Head of Legal, Equalities and Democratic Services
Development Control Manager (Operations)
Planning Enforcement Officer
Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing
Customer First Officer
Lead Auditor

A number of residents from the vicinity of the Former Landfill Site, Alvechurch Highway, Lydiate Ash also attended a meeting, together with the Ward Councillor, as part of the evidence gathering process.

- 3.7 At the time of writing this report arrangements are still being made to interview a representative from the Environment Agency and a further two meetings of the Task Group have been planned. The Chairman and Vice Chairman of the Planning Committee have also been invited to give evidence to the next meeting.
- 3.8 The Task Group has carried out case studies in respect of the Former Landfill Site, Alvechurch Highway, Lydiate Ash and Longbridge East and Part River Arrow, Groveley Lane, Cofton Hackett.
- 3.9 Members have also investigated in detail the Council's Enforcement Policy and Customer Feedback Policy.

Customer / Equalities and Diversity Implications

- 3.10 N/A

4. RISK MANAGEMENT

- 4.1 N/A

5. APPENDICES

Appendix 1 – Overview and Scrutiny Exercise Scoping Checklist

OVERVIEW & SCRUTINY BOARD 27th February 2012

6. **BACKGROUND PAPERS**

Planning Policy Task Group Investigation papers

7. **KEY**

None

AUTHOR OF REPORT

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E Mail: a.scarce@bromsgroveandredditch.gov.uk
Tel: 01527 881443

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OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the overview and scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

- Topic: Planning Policy Task Group

- Specific subject areas to be investigated:

- To review the remit of Planning Conditions and their effectiveness.
- To review the Council's activity in terms of Planning Enforcement, to identify strengths and weaknesses and to make recommendations for improvements where necessary.
- To review the way in which the Council respond to enforcement issues and where these can be improved.

- Possible key outcomes:

(i.e. please state what Members hope to achieve through this investigation):

- Recommendations which lead to a more rigorous and consistent implementation of the Enforcement Policy through out the District.
- Recommendations which lead to an improved process for setting realistic and enforceable Planning Conditions.
- A more robust process for managing public concern about enforcement issues.

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**

- Which officers should be invited to give evidence?

(Please state name of officer and/or job title)

Head of Planning and Regeneration
Enforcement Officer
Member of Legal Team
Customer First Officer

- Should any external witnesses be invited to give evidence? **YES**

If so, who and from which organisations?

Ward and Parish Councillors
Local Residents (in respect of Marlbrook Tip area)

- What key documents/data/reports will be required?

Planning Enforcement Policy
Planning Conditions

- Is it anticipated that any site visits will be required? **YES ***
If so, where should members visit?

In respect of the Marlbrook Tip site.

- Should a period of public consultation form part of the exercise? **YES/NO***
If so, on what should the public be consulted?

(Please Note: A separate press release requesting general comments/suggestions from the public will be issued in the normal way at the beginning of the investigation.)

- Have other authorities carried out similar overview and scrutiny exercises? **YES**
If so, which authorities?

Not recently, however Borough of Pendle carried out an exercise in March 2006 and Ealing in February 2006.

- Will the investigation cross the District boundary? **NO***
If so, should any other authorities be invited to participate? **YES/NO***
If yes, please state which authorities:

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

- What do you anticipate the timetable will be for the Overview and Scrutiny exercise?

Anticipated Task Group Report to be presented to February 2012 Overview and Scrutiny Board meeting.

(*Delete as appropriate)

FORWARD PLAN OF KEY DECISIONS

1 MARCH TO 30 JUNE 2012

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 March to 30 June 2012. **Key Decisions** are executive decisions which must be taken or delegated by the Council's Cabinet and relate to matters which fall within the Council's agreed Budget and Policy Framework.

Key Decisions are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

Further details of each Key Decision are appended to the Forward Plan. To assist with internal forward planning, this Plan also lists other non-key decisions which the Cabinet is expected to make during the specified four month period. It also includes decisions to be taken over a longer period where these are known. The Forward Plan is updated and published on the Council's website on a monthly basis.

CABINET MEMBERSHIP

Councillor R. Hollingworth	Leader of the Council and Portfolio Holder for Finance, Partnerships and Economic Development
Councillor Mrs. M. A. Sherrey	Deputy Leader of the Council and Portfolio Holder for Community Services, Older People, the Young and Vulnerable People
Councillor M. J. A. Webb	Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation (including ICT) with special responsibility for the Town Centre Regeneration and Special Projects
Councillor C. B. Taylor	Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing
Councillor M. A. Bullivant	Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources

CONSULTATION AND REPRESENTATIONS

For **Key Decisions** the summary document appended to the Forward Plan sets out details of any proposed consultation process. Any person/organisation not listed who would like to be consulted or who wishes to make representations on the proposed decision are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided.

Alternatively you may write to The Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove B60 1AA or email: committee@bromsgrove.gov.uk

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 7 March 2012		<i>No items are currently listed</i>			
2	Cabinet 4 April 2012		Longbridge – Statement of Principles regarding Affordable Housing Provision	Key	Councillor C. B. Taylor	
3	Cabinet 4 April 2012		Worcestershire Extra Care Housing Strategy 2011- 2026	Key	Councillor C. B. Taylor	
4	Cabinet 4 April 2012		Overview & Scrutiny Board/Task Group Planning Policy Report	Non-Key	Councillor C. B. Taylor	
5	Cabinet 4 April 2012		Performance Monitoring Quarter 3 2011/12	Non-Key	Councillor M. A. Bullivant	
6	Cabinet 4 April 2012		Review of RIPA Policy (annual operational review)	Non-Key	Councillor M. A. Bullivant	
7	Cabinet 6 June 2012	Cabinet 7 March 2012	Countywide Homelessness Strategy	Key	Councillor C. B. Taylor	Deferred by officers for further consideration
8	Cabinet 6 June 2012		Tenancy Strategy	Key	Councillor C. B. Taylor	
9	Cabinet 6 June 2012		Performance Monitoring Quarter 4 2011/12	Non-Key	Councillor M. A. Bullivant	

10	Cabinet 6 June 2012		Recycling Bank Provision in Bromsgrove	Non-Key	Councillor M. A. Webb	
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Note: There is no Cabinet meeting scheduled for May 2012

Item No.2

KEY DECISION

Proposed to be made by
the Cabinet on
4th April 2012

LEAD MEMBER/ PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Kit Taylor</p>	<p>Statement of Principles regarding Affordable housing Provision at Longbridge.</p>	<p>ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY</p> <p>The report proposes the adoption of a jointly agreed Statement of Principles regarding the provision of affordable housing at Longbridge. The Statement is designed to guide the approach of Birmingham City Council and Bromsgrove District Council throughout the regeneration of Longbridge sites in respect of the provision of affordable housing.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>DECISION TO BE MADE IN PARTNERSHIP WITH Birmingham City Council.</p>	<p>The statement of Principles has been developed from ongoing discussions between Housing and Planning officers at Birmingham and the BDC Strategic Planning Manager and Strategic Housing Manager. At this stage the report is designed to seek Member views before further consultation is undertaken.</p>	

Item No.3

KEY DECISION

Proposed to be made by
the Cabinet on
4th April 2012

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Kit Taylor</p>	<p>ITEM Worcestershire Extra Care Housing Strategy 2011 - 2026</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY Worcestershire CC with District and Borough Councils has developed a strategy setting out a framework for the development of Extra Care Housing that covers all areas of Worcestershire. The strategy estimates that an additional 4,651 units of extra care housing are required across Worcestershire by 2026 to reflect the growing population of older people and the desire for people to continue to live in their own homes rather than residential care. The strategy which aims to make Extra Care Housing an increasingly well known and chosen form of accommodation for people that want to buy or rent, identifies local authorities as taking the leading role in encouraging providers from the social, charitable and private sectors to deliver the extra care housing required across Worcestershire. The strategy comes forward for the endorsement and approval of Members.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Commissioners with an interest in Extra Care. Supporting People RSLs Providers of Extra Care Groups of senior citizens with an interest in housing.</p>	<p>The strategy has taken 'The Housing and Support Needs of Older Persons Assessment' that was carried out in 2009/10 and been developed through the involvement of a broad range of partners and stakeholders which included two focus groups of older people that were held in Bromsgrove Town and Alvechurch.</p>	<p>Dec 2011 – April 2012</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH All district and Borough Councils within Worcestershire.</p>		

DECISION TO BE MADE IN PARTNERSHIP WITH

All six districts are adopting individual Tenancy Strategies. However an approach is being undertaken whereby there is a Countywide framework developed to achieve a degree of uniformity across the County but still allowing for individual authority strategies to reflect the more localised detail necessary. The Bromsgrove strategy is being developed in collaboration with Redditch BC to achieve maximum uniformity.

KEY DECISION

Proposed to be made by
the Cabinet on
6th June 2012

<p>LEAD MEMBER/ PORTFOLIO HOLDER Kit Taylor</p>	<p>ITEM COUNTY HOMELESSNESS STRATEGY</p>	<p>WARDS AFFECTED All</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER The County Homelessness Strategy</p> <p>REPORT AUTHOR Andy Coel Strategic Housing Manager</p>	<p>SUMMARY The report introduces a revised and updated County Homelessness Strategy for approval. The Strategy sits under the County Homelessness Strategy and sets out the County's goals and aspirations for preventing homelessness or meeting the needs of those who become homeless. The Strategy will be in two parts – the Countywide element and then a series of local Action Plans for each partner local authority.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN The Strategy is relevant for anyone who is facing homelessness or actually homeless across this District.</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders Service users, partners and other stakeholders</p>	<p>Paper and telephone survey of those who have accessed housing options services across the County. Interviews of homeless households. Countywide Home Truths event for stakeholders.</p> <p>Draft report circulated to partners and stakeholders</p>	<p>July – Sept 2011</p> <p>Oct – Nov 2011</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

Other local authorities across the County.

Item No.8

KEY DECISION

Proposed to be made by
the Cabinet on **6th June 2012**

LEAD MEMBER/ PORTFOLIO HOLDER	ITEM	WARDS AFFECTED
<p>Councillor Kit Taylor</p> <p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>A Tenancy Strategy for Bromsgrove and Redditch</p> <p>SUMMARY</p> <p>The Localism Act 2011 introduces a number of housing reforms including the ability for local authorities and social landlords to grant fixed term tenancies with limited security of tenure and changes to the allocation of housing and the law relating to homelessness.</p> <p>The Localism Act places a duty on the Local Authority to prepare and publish a Tenancy Strategy by November 2012.</p> <p>A Strategy has been developed collaboratively between Bromsgrove and Redditch Councils in their strategic role by working in close consultation with our Registered Providers, stakeholders and the Housing Management Department of Redditch Borough Council.</p> <p>The strategy will come forward, following the close of the consultation period, for approval by Members.</p>	<p>ALL</p> <p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSLs Homes and Communities Agency GOWM OT Service PCT</p>	<p>A multi agency consultation event was hosted by Bromsgrove on the 18th November 2011 for authorities across Worcestershire that enabled all parties to contribute through a workshop approach.</p> <p>A draft Tenancy Strategy is being circulated to stakeholders for comments to be returned by the 29th February 2012.</p>	<p>Last week of January - 29th February 2012</p>
<p>DECISION TO BE MADE IN PARTNERSHIP WITH</p> <p>All six districts are adopting individual Tenancy Strategies. However an approach is being undertaken whereby there is a Countywide framework developed to achieve a degree of uniformity across the County but still allowing for individual authority strategies to reflect the more localised detail necessary. The Bromsgrove strategy is being developed in collaboration with Redditch BC to achieve maximum uniformity.</p>		

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2011-12

This Work Programme consists of two sections: Items for future meetings (including updates) and Task Group Reviews.

RECOMMENDATION:

(a) To consider and agree the work programme and update it accordingly.

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Other Information
27th February 2012	Review of Fly Posting Policy Report	
	Homelessness Grants – Performance 2011/12 and Proposed Funding Schemes for 2012/13.	
	Sickness and Absence Report	
	Quarter 3 Finance & Performance Monitoring Report	
	Planning Policy Task Group Interim Report	
	Forward Plan of Key Decisions	
	WCC Health Overview & Scrutiny Committee – Update	
	Overview & Scrutiny Work Programme 2011-12	
26th March 2012	Council Plan	
	Planning Policy Task Group Report	
	Forward Plan of Key Decisions	
	WCC Health Overview & Scrutiny Committee – Update	
	Overview & Scrutiny Work Programme 2011-12	

23rd April 2012	Enforcement and Fixed Penalty Notices for Environmental Services	Review following implementation of new scheme.
	Burglary and Vehicle Crime In Bromsgrove – 6 month update report from West Mercia Police/Community Safety Partnership	Update following initial report received 24th October 2011.
	Annual Review of Call In	
	Quarterly Recommendation Tracker	
	Forward Plan of Key Decisions	
	WCC Health Overview & Scrutiny Committee – Update	

Scrutiny of Crime & Disorder Partnership Meeting Dates

TBC

Reports not allocated

Improvement Plan (annual)

Write Off of Debts – Quarterly Report

Sustainable Community Strategy Annual Report (September 2012)

OVERVIEW & SCRUTINY TASK GROUP/INQUIRY REVIEWS 2011-12

Investigation/Task Group	Date of Review
Recreation Road South Car Park Task Group	September 2012
Reduction in Bus Services Task Group	October 2012



Health Overview and Scrutiny Committee Tuesday, 21 February 2012 (2.00pm), County Hall, Worcester

Membership

Worcestershire County Council Mr A C Roberts (Chairman), Mr M H Broomfield,
Mrs M Bunker, Mr B F Clayton, Mr A P Miller,
Mrs P J M Morgan, Mr J W Parish, Mr T Spencer.

Bromsgrove District Council Dr B T Cooper
Malvern Hills District Council Mrs J Marriott
Redditch Borough Council Mrs B Quinney
Worcester City Council Mr R Berry
Wychavon District Council Mr G O'Donnell
Wyre Forest District Council Mrs F M Oborski

Agenda

Item No	Subject	Page Nos
1	Apologies	-
2	Declarations of Interest and of any Party Whip	-
3	Public Participation <i>Members of the public wishing to take part should notify the Director of Resources in writing or by e-mail indicating the nature and content of their proposed participation no later than 9.00am on the working day before the meeting (in this case 20 February 2012). Enquiries can be made through the telephone number/e-mail address below.</i>	-
4	Confirmation of Minutes – 24 January 2012	Previously circulated
5	Joint Services Review – The Future Configuration of Acute Services in Worcestershire Supporting Information: <ul style="list-style-type: none"> Worcestershire Joint Services Review, Report to Tripartite Board 	1

Agenda produced and published by the Director of Resources, County Hall, Spetchley Road, Worcester WR5 2NP

To obtain further information or copies of this agenda, please contact Sandra Connolly:
 ☎ Worcester (01905) 76 6606 (direct) or Worcester (01905) 763763, Kidderminster (01562) 822511
 or minicom: Worcester (01905) 766399 email: sconolly@worcestershire.gov.uk

The above reports and supporting information can be accessed via the Council's website at
<http://www.worcestershire.gov.uk/cms/democratic-services/minutes-and-agenda.aspx>

Date of Issue: 10 February 2012

	Meeting, 27 January 2012 – Appendix 1	
6	Health Overview and Scrutiny Committee Round-up	32

HEALTH OVERVIEW AND SCRUTINY COMMITTEE ROUND-UP

Summary

1. To receive a round-up of information on:
 - County Council activities in relation to health;
 - District Council activities in relation to health;
 - NHS Board Meetings;
 - Consultations in Worcestershire;
 - Urgent health issues in Worcestershire; and
 - Items for future meetings of the Scrutiny Committee.

Background

2. In order to ensure that Members of the Scrutiny Committee are fully informed about issues relating to health scrutiny in Worcestershire, communication will be essential. To assist in this, an item will be placed on the agenda for each meeting of the Scrutiny Committee to consider consultations, County Council activities, District Council activities, urgent health issues arising in Worcestershire and future agenda items.

3. Regard for the Council's statutory requirements in relation to access to information will be critical.

County Council Activities in Relation to Health

4. A range of County Council services can impact upon and also be impacted upon by health services. Recognising that the health-related work of the County Council will be of interest to the District Councillors on the Health Overview and Scrutiny Committee, an oral update on such activities, and on other matters the Chairman has been involved in, will be provided at each meeting by the Committee Chairman at each meeting of the Scrutiny Committee.

District Council Activities in Relation to Health

5. The statutory power of health scrutiny, including the power to require an officer of a local NHS body to attend before the Council, rests with the County Council. However, it is recognised that a number of District Councils within Worcestershire are undertaking work in relation to local health issues, under their duty to promote the economic, social or environmental well-being of their area.

6. Recognising that the work of the District Councils will be of value and interest to the wider Health Overview and Scrutiny Committee, an oral update will be provided on such activities by District Councillors at each meeting of the Scrutiny Committee.

NHS Board Meetings

7. To help the Scrutiny Committee Members to keep up-to-date and maintain their knowledge of health issues around the County, it was agreed that a 'lead Member' would be identified for each of the local NHS bodies to attend their Board

Consultations in Worcestershire

Meetings and then provide an oral update at each meeting of the Scrutiny Committee.

8. The Health Overview and Scrutiny Committee has a duty to respond to local Health Trusts' consultations on any proposed substantial changes to local health services.

9. An oral update will be provided at each meeting of the Scrutiny Committee on both developments relating to consultations previously undertaken and forthcoming consultations.

Urgent Health Issues in Worcestershire

10. Worcestershire County Council's constitution makes provision for urgent items to be considered. Standing Order 12.2 specifies that the Chairman of the Scrutiny Committee "may bring before the meeting and cause to be considered an item of business not specified in the summons or agenda where the Chairman is of the opinion, by reason of special circumstances (which shall be specified in the minutes) that the item should be considered at the meeting as a matter of urgency".

11. Additionally, Standing Order 9.4.2 allows for the Chairman of the Scrutiny Committee at any time to call a special meeting of the Scrutiny Committee. Standing Order 9.4.3 allows for at least one quarter of the members of the Scrutiny Committee to requisition a special meeting of the Scrutiny Committee. Such a requisition must be in writing, be signed by each of the Councillors concerned, identify the business to be considered and be delivered to the Director of Resources. In accordance with Access to Information Rules, the Council must give five clear days notice of any meeting.

Items for Future Meetings

12. It is necessary that the Scrutiny Committee's ability to react to emerging health issues in a timely manner and the public's expectation of this is balanced against Worcestershire County Council's statutory duty to ensure that meetings and issues to be considered are open and transparent and meet legislative requirements. This agenda item must not be used to raise non-urgent issues. Any such issues should be raised with Democratic Services Unit at least two weeks in advance of a scheduled meeting of the Scrutiny Committee.

Contact Points

County Council Contact Points

Worcester (01905) 763763, Kidderminster (01562) 822511
Or Minicom: Worcester (01905) 766399

Specific Contact Points for this Report

Sandra Connolly, Overview and Scrutiny Officer, Resources Directorate (Ext 6606);
Email: sconnolly@worcestershire.gov.uk

Background Papers

In the opinion of the proper officer (in this case the Director of

Resources) the following are the background papers relating to the subject matter of this report:

- Worcestershire County Council Procedural Standing Orders, September 2009

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