



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 4TH NOVEMBER 2009, AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

SUPPLEMENTARY DOCUMENTATION

The attached papers were specified as "to follow" on the Agenda previously distributed relating to the above mentioned meeting.

5. Minutes of the meeting of the Local Development Framework Working Party held on 15th October 2009 (Pages 1 - 6)
9. Minutes of the meeting of the Shared Services Board held on 27th October 2009 (Pages 7 - 10)

K. DICKS
Joint Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

30th October 2009

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY

THURSDAY, 15TH OCTOBER 2009 AT 2.00 P.M.

PRESENT: Councillors S. R. Colella, Mrs. R. L. Dent, R. Hollingworth,
Mrs. J. D. Luck, E. J. Murray, S. R. Peters, Mrs. M. A. Sherrey JP,
E. C. Tibby, P. J. Whittaker and C. J. K. Wilson

Officers: Mr. D. Hammond, Mr. M. Dunphy, Mrs. R. Williams, Ms. J.
Carstairs, Ms. C. Biolcati, Mr. A. Harvey, Ms. S. Lai and Ms. R. Cole

1/09 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor Mrs. J. Dyer M. B. E. be elected Chairman of the Working Party for the ensuing municipal year.

2/09 **ELECTION OF VICE CHAIRMAN**

RESOLVED that Councillor P. J. Whittaker be elected Vice Chairman of the Working Party for the ensuing municipal year. In the absence of Councillor Mrs. Dyer, Councillor Whittaker then took the Chair.

3/09 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. M. Bunker, G. N. Denaro and Mrs. J. Dyer M. B. E.

4/09 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/09 **MINUTES**

The minutes of the meeting of the Local Development Working Party held on 16th March 2009 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/09 **REGIONAL SPATIAL STRATEGY - EXAMINATION IN PUBLIC PANEL REPORT**

The Working Party considered a report which set out the key findings from the Regional Spatial Strategy (RSS) Phase 2 revision Examination in Public (EIP) Panel Report.

The Strategic Planning Manager briefly reminded Members of the background to this item and reported that the EIP hearing sessions had taken place during May and June 2009. Officers had actively participated in two sessions and had attended and submitted evidence for other key sessions.

Members' attention was drawn to the findings of the Panel on a number of issues which had an impact on the Bromsgrove District.

Additional Birmingham Growth

It was reported that at present additional Birmingham growth had been ruled out by the Panel. The only reference to cross boundary growth was in relation to the 700 units already agreed as part of the Longbridge Area Action Plan and therefore there was no additional growth in Bromsgrove required for Birmingham's needs.

Accommodating Redditch Growth

Clearly this had been a key issue for this Council which had been given detailed consideration by the Panel in view of the controversy surrounding the matter. The outcome was that the overall housing figure for Redditch had increased to 7000 units with the level to be provided within Bromsgrove decreasing to 3000. The Panel had concurred with the view of this Authority that the choice of the location of development around the boundary of Redditch should be determined by the two Authorities working closely together. It was also clear that the timetables for the two Core Strategies would need to be closely aligned.

It was also noted that the Panel had concluded that the area around Studley could take housing growth without having a significant impact on rural character and had recommended that further work be undertaken to improving the A435 south east of Redditch in order to open up the possible growth in this area.

Bromsgrove's Housing Allocation

It was reported that a strong case had been made to the Panel that the preferred option housing allocation for Bromsgrove of 2100 units was wholly inadequate and that the figure should be increased to enable the Council the opportunity to address the housing imbalance whilst not significantly eroding the green belt. The Panel had agreed with this view and recommended an increased housing target of 4000 units, with reference being made to the possibility of an additional 2000 to 3000 dwellings after 2021 subject to the review of the Core Strategy.

The Panel had also endorsed and recommended to other Authorities, the Council's proposed approach to housing supply in targeting provision at the types and sizes that would address locally generated need for small low cost houses.

The Strategic Planning Manager also referred to other significant recommendations from the Panel which were set out in section 3.21 of the report.

It was reported that the findings of the Panel would now be reviewed by the Government Office West Midlands and the Department for Communities and Local Government and it was anticipated any proposed changes to these findings would be published for consultation by the end of 2009. It was intended to report to the Working Party further when this information had been received.

Members expressed their appreciation of the work undertaken by Officers in the preparation and presentation of the Council's case to the EIP which had led to the outcomes reported.

RESOLVED:

- (a) that the report be noted; and
- (b) that thanks be expressed to Officers for the work which had been undertaken in developing and presenting the evidence to the EIP.

7/09

DRAFT CORE STRATEGY CONSULTATION FEEDBACK

Consideration was given to a report on the outcome of the consultation process undertaken on the Draft Core Strategy. It was noted that 135 representations had been received from organisations, companies and individuals during the consultation period.

The report summarised the key points of objection to the various policies within the Draft Core Strategy. Policy CP 2 relating to Distribution of Housing had generated the most comments and obviously the outcome of the RSS EIP had not been known at the time of the consultation process. It was now intended to produce a revised version of the Core Strategy taking account of the implications of the RSS EIP Panel and including Strategic Site Allocations.

It was also reported that as part of the process of producing the Core Strategy, the Authority had participated in the Spatial Planning Peer Programme. Draft feedback had been received on how the process of producing the Core Strategy could be improved and developed and the main points were set out in section 4.4 of the report.

There was discussion on how the Members of the Working Party could participate more fully in the development of the revised Core Strategy policies at an earlier stage, possibly by way of establishing small informal workshops or topic groups on a number of key issues in accordance with a suggestion of the Spatial Planning Peer Programme. The revised Draft Core Strategy would then be submitted to a future meeting of the Working Party.

RESOLVED:

- (a) that the contents of the report including the responses to the Core Strategy consultation be noted;
- (b) that following the suggestions arising from the Spatial Planning Peer Programme, informal Member workshops be held to discuss and develop individual Core Strategy policies prior to consideration by the Working Party.

8/09 **DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

Consideration was given to a report on a Draft Affordable Housing Supplementary Planning Document (SPD).

It was reported that in the light of the outcome of the RSS panel report and the identification through a number of surveys of a significant level of need for affordable housing in the Bromsgrove district, it was considered to be appropriate to progress the production of an Affordable Housing SPD which would address this need. Following the consultation procedure and the approval of a final version by Members, the SPD would be linked to the Draft Core Strategy.

The proposed thresholds for provision of affordable housing as set out in section 5.4 of the draft SPD were discussed and it was felt that the threshold should be 5 dwellings for all sites whether in Bromsgrove Town or other settlements.

RESOLVED:

- (a) that authority be delegated to the Head of Planning and Environment Services in consultation with the responsible Portfolio Holder to revise the draft SPD as appropriate and to publish the document for formal consultation; and
- (b) that following the consultation process and the inclusion of any revisions arising from the responses received, a version to be adopted be submitted for approval by Members by early 2010.

9/09 **JOINT BROMSGROVE AND REDDITCH PLANNING ADVISORY BOARD**

It was reported that in view of the need for the Core Strategies of this Council and Redditch Borough Council to be closely linked it was intended to establish further joint working arrangements. At present the details of the arrangements had not been finalised and these would be reported to a future meeting of the Working Party.

RESOLVED that the position be noted.

10/09 **TOWN CENTRE CONSERVATION AREA APPRAISAL**

The Working Party considered a report on a Conservation Area Character Appraisal which had been undertaken as part of a review of the Bromsgrove Town Conservation Area.

The report sought approval to commence public consultation based on the draft Character Appraisal, proposed boundary revisions and management proposals. It was intended to review all of the other Conservation Areas in the District over a period of time.

Members felt it would be appropriate for Local Ward Members to have the opportunity to have an input into any proposed changes to the Conservation Area prior to further consideration by the Working Party.

RESOLVED that further consideration of the proposed changes to the Town Centre Conservation Area be deferred and in the meantime, the Local Ward Members meet on site with the Conservation Officer to discuss the issue further.

11/09 **TOWN CENTRE HEALTH CHECK**

Consideration was given to a report on progress made on preparation of the draft Bromsgrove Town Centre Health check. It was noted that the findings of the Health Check would be an important feature of the evidence base required to support the regeneration of the town centre.

RESOLVED that the progress made on the preparation of the draft Bromsgrove Town Centre Health Check be noted.

12/09 **LONGBRIDGE DEVELOPMENT**

(The Chairman agreed to the consideration of this item as a matter of urgency as a decision was required thereon before the next meeting of the Working Party)

The Leader referred to an issue which had been raised with him regarding the Longbridge Development. The Strategic Planning Manager responded and explained the potential implications of the issue. It was

RESOLVED that the position be noted.

The meeting closed at 4.40 p.m.

Chairman

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Agenda Item 9

BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL

SHARED SERVICES BOARD

27th OCTOBER 2009 at 6.00pm

THE COUNCIL HOUSE, BROMSGROVE

PRESENT:

Councillors Carole Gandy (Chairman), Bill Hartnett and Malcolm Hall (Redditch Borough Council)

Councillors Steve Colella, Geoff Denaro and Jean Luck (Bromsgrove District Council)

Officers in Attendance: Kevin Dicks, Sue Hanley, Deb Poole, Jackie Smith and Karen Firth.

1. WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting, particularly Councillors Steve Colella and Geoff Denaro who were attending their first meeting as new members of the Board.

2. APOLOGIES

Apologies for absence were received from Councillors Roger Hollingworth and Colin MacMillan.

3. MINUTES OF LAST MEETING AND MATTERS ARISING

The minutes of the meeting of the Board held on 8th September 2009 were confirmed as a correct record.

There were no matters arising.

4. COST SHARING PRINCIPLES AND ACTIVITY BASED COSTING FOR ICT AND CCTV/LIFELINE BUSINESS CASES

Mr. Dicks reminded the Board that when it had approved the Business Cases for ICT and CCTV/Lifeline in principle, this had been subject to further work being undertaken with regard to core principles for costs/savings arising from Shared Services and Activity Based Costing.

In this regard it was proposed that any severance costs be split 50/50 between the two Councils, as had been the practice up to this point, but that Pay in Lieu of Notice and accrued annual leave be met by the current employing authority. It was further proposed that up front investment costs (that were required to enable a Shared Service to be implemented) be split 50/50 between the two Councils. However, where one Council had already invested significant amounts in order to improve service delivery, the costs associated with the other Council reaching that same level be deducted from the investment costs with the remaining costs then split equally.

With regard to Activity Based Costing, Mr. Dicks emphasised that the proposals set out in the report were preliminary as much more detailed work would be needed. At this stage it was proposed to base these on the principles of direct costs (salaries and direct related expenditure) for each service area which would then be apportioned between the two Councils based on a unit cost. Support services and capital costs would be excluded for the calculation of the cost pending further detailed work.

It was noted that if these cost sharing principles were agreed, the cost sharing model for payroll, elections and community safety would need to be revisited.

During the discussions a further guiding principle was proposed that any income already achieved by each Council in relation to service delivery be retained by that Council but that any additional income generated by a shared service be shared equally between both Councils.

With regard to the ICT Business Case, the Board considered the breakdown of direct costs for this shared service as detailed in the report which were based on the principles in relation to Activity Based Costing as referred to above. In response to a Member's query, explanations were provided on why the costs for ICT equipment, applications and technical support/maintenance differed between the two Councils.

With regard to the CCTV/Lifeline Business Case, the Board considered the breakdown of direct costs for this shared service as detailed in the report which were based on the principles in relation to Activity Based Costing as referred to above. A further explanatory summary of the current budgets, proposed new service costs/savings, shown split between the two Councils was tabled and Members received a verbal explanation of how the direct costs figures had been calculated. Councillor Denaro drew the Board's attention to the views expressed by Councillor Hollingworth with regard to the direct costs/savings figures presented and in his absence suggested that this matter be deferred for further consideration at the next meeting. Mr. Dicks emphasised the point that it would not be possible to generate savings without a shared service.

It was AGREED:

- (1) that the Shared Services Board recommends to Bromsgrove District Council and Redditch Borough Council:**
 - (a) that approval be given to the principles for the sharing of cost/savings arising from Shared Services/Joint Working initiatives between the two Councils as referred to above and set out in the report;**
 - (b) that approval be given to the additional principle that any additional income generated by a shared service be shared equally between both Councils;**

(c) that approval be given to the sharing of savings for ICT as set out in the report;

(2) that consideration of the directs costs and sharing of savings with regard to CCTV/Lifeline be deferred to the next meeting of the Board.

5. **PROGRESS REPORT**

Member received a progress report on the overall Shared Services project including quick wins, medium term wins, progress with regard to the single management team proposals, the Worcestershire Enhanced Two Tier (WETT) Programme and other areas of joint working. Mr Dicks highlighted key points and responded to Members' comments and questions.

Mr Dicks advised that Wyre Forest District Council had appointed a new Chief Executive and it was hoped that this would assist future engagement with that authority on joint working.

Single Management Team

Mr Dicks advised that he would shortly meet with the two companies he had shortlisted out of the five who had been invited to submit proposals regarding the provision of external support in the recruitment process, and he would then decide which to engage. A mock assessment centre would be arranged for the benefit of managers who lacked experience of these and appropriate Member training provided. With regard to the financial implications it was proposed that a capitalisation direction be pursued with regard to the potential expenditure on severance costs, although a successful outcome could not be guaranteed.

WETT Programme

Mr Dicks advised that the Business Cases for Regulatory Services, Property Services and Internal Audit were almost complete and that the Redditch/Bromsgrove bid to host Regulatory Services was in 'pole' position but this was subject to detailed consideration of the Business Case.

Financial Implications

Mr Dicks referred to the savings detailed in this section of the report and reiterated that the position with regard to payroll, elections and community safety would need to be revisited in light of the cost/savings principles endorsed earlier in the meeting.

Human Resources Implications

Mr Dicks tabled an update on progress with regard to the harmonisation of terms and conditions of employment project and advised that Members could contact him outside the meeting if they had any queries.

Concordat

It was noted that the Concordat would need to be amended to reflect the proposed intention for the Shared Services Board to deal with setting joint targets for the Joint Chief Executive.

Community Safety

In response to a Member's query, further details were provided on the position with regard to the staffing situation.

Member Development

Reference was made to the intention to provide Gender Awareness training from councillors from both Councils but it appeared that no invites had yet been received by Redditch Members.

Payroll

In response to a Member's query, further details were provided with regard to issues which had arisen but had now been addressed. The question of long term continuity/resilience would need to be reported back to the Corporate Management Teams of both Councils in due course.

It was AGREED:

(1) that the report be noted; and

(2) that the Shared Services Board recommends to Bromsgrove District Council and Redditch Borough Council that a capitalisation direction be pursued with regard to expenditure on potential severance costs associated with the single management team proposals.

6. DATE OF NEXT MEETING

It was noted that the next meeting would be held on Monday 9th November 2009 at 5.15 pm at Redditch Borough Council.

The Meeting closed at 7.15 pm