



**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE OVERVIEW BOARD**

**TUESDAY 29TH JUNE 2010, AT 6.00 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

MEMBERS: Councillors S. R. Colella (Chairman), Mrs. M. Bunker (Vice-Chairman), Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, Mrs. C. J. Spencer and L. J. Turner

**AGENDA**

1. Apologies
2. Declarations of Interest and whipping arrangements
3. Minutes (Pages 1 - 4)
4. Garden Waste Services - Future Developments (Pages 5 - 6)  
(Briefing Paper attached and Head of Service to attend)
5. Worcestershire Older Peoples' Strategy - Presentation (Pages 7 - 16)
6. Forward Plan of Key Decisions 30th June to 31st October 2010 (Pages 17 - 26)
7. Work Programme 2010/11 (Pages 27 - 38)
8. 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 considers to be of so urgent a nature it cannot wait until the next meeting

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

22nd June 2010

# Agenda Item 3

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW BOARD

TUESDAY, 1ST JUNE 2010 AT 6.00 P.M.

PRESENT: Councillors S. R. Colella, Mrs. M. Bunker, Mrs. J. M. L. A. Griffiths and L. J. Turner

Observers: Councillor D. L. Pardoe and Councillor C. R. Scurrall

Invitees: Ms. A. Jones (Cluster Manager, Extended Services, Worcestershire County Council)

Officers: Mr. J. Godwin, Mr. M. Carr and Ms. A. Scarce

1/10 **ELECTION OF CHAIRMAN**

**RESOLVED** that Councillor S. R. Colella be elected as Chairman of the Board for the ensuing municipal year.

2/10 **ELECTION OF VICE CHAIRMAN**

**RESOLVED** that Councillor Mrs. M. Bunker be elected Vice-Chairman of the Board for the ensuing municipal year.

3/10 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. R. Dent and Mrs. C. J. Spencer. It was noted that a nomination to the Board had not yet been received from the Labour Group.

4/10 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

No declarations of interest or whipping arrangements were received.

5/10 **MINUTES**

The minutes of the Overview Board held on 27th April 2010 were submitted. Members referred to Minute No. 71/09 and asked whether a response to the questions asked, had been received from Worcestershire County Council and Network Rail. Officers confirmed that questions had been submitted but that a response had not yet been received through the Executive Director for Planning and Regeneration, Regulation and Housing Services (PRRH).

**RESOLVED** that the minutes be approved as a correct record.

6/10 **PPG17 OUT-TURN - BRIEFING PAPER**

The Chairman reminded Members that at the Overview Board meeting held on 2nd June 2009 a report was received on PPG17 Out-Turn and that it had been resolved that the item be referred back to the Overview Board in 12 months' time in order to assess the delivery of services in respect of PPG17.

The Head of Leisure and Cultural Services presented an update and responded to Member questions, with particular reference to:

- The works undertaken in respect of parks and gardens.
- Outdoor sports facilities

After discussion it was

**RESOLVED** that the report be noted.

7/10 **ANTI-SOCIAL BEHAVIOUR AND ALCOHOL FREE ZONES TASK GROUP REVIEW**

The Board considered the Anti-Social Behaviour and Alcohol Free Zones Task Group 12 month review report.

The Head of Leisure and Cultural Services provided additional information and answered Member questions on the recommendations, and in particular on the following areas:

- The effectiveness of Designated Public Place Orders (DPPOs) and available alternatives.
- The use of CCTV and the restrictions of the Code of Practice.
- Preventative actions and partnership working.
- The work of the Crime and Disorder Reduction Partnership (CDRP).
- Communicating to residents the positive actions the Council has taken.

The Board discussed the difficulty in the implementation and measurability of recommendations 2, 3 and 4. Members agreed that residents' concerns in respect of Anti-Social Behaviour could be addressed through the Joint Overview and Scrutiny Board. After further discussion it was

**RESOLVED** that the update report be noted.

8/10 **COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GROUP DRAFT REPORT (TASK GROUP CHAIRMAN: COUNCILLOR L. J. TURNER)**

The Chairman welcomed Ms. Allie Jones, Cluster Manager (East Worcestershire) Extended Services, Worcestershire County Council, who confirmed that she had been involved in the Task Group and her team would be happy to working in partnership with the Council and co-ordinate the work required under recommendations 8 and 9.

Councillor L. J. Turner, the Chairman of the Community Involvement in Local Democracy Task Group presented the draft report to the Board setting out the aims and objectives of the Task Group, evidence and witnesses and topics covered by the recommendations. The Chairman of the Task Group informed Members that the over all financial cost of implementation of the recommendations had been kept to a minimum. The Chairman of the Task Group responded to questions from Members. It was also highlighted that, together with the 16 recommendations, the Task Group had included within the report suggested improvements that could be made to enhance the recommendations further. The Task Group had recommended that a steering group be set up in order to ensure the implementation of the recommendations throughout the year and to maintain the momentum in involving the community in local democracy.

After lengthy discussion, Members agreed that the suggestion for procedures to be considered to allow members of the public to participate at committee meetings, paragraph 4.6 of the report, should be emphasised.

The Board thanked the Task Group Chairman, Members and Scrutiny Officer for producing an excellent report, covering this extensive subject in such a short period of time.

**RESOLVED:**

- (a) that subject to the minor amendments, requested during the meeting, the report and recommendations be approved; and
- (b) that the report be submitted to Cabinet for approval of the report recommendations.

9/10

**WORCESTERSHIRE OLDER PEOPLES' STRATEGY**

The Board were advised that a representative from Worcestershire County Council (WCC) would be attending the meeting on 29th June 2010 to give a presentation on the WCC Older Peoples' Strategy and were asked to consider key questions Members would wish to put forward to the representative.

**RESOLVED:**

- (a) That the following questions be raised:
  - 1. Who is the strategy aimed at and what are the priorities?
  - 2. What organisations are involved in the delivery of the strategy?  
To what extent is district level delivery included in the strategy?  
How does this relate to Bromsgrove?
  - 3. What are the key targets and performance indicators of the strategy, including LAA targets? What is the current performance trend against these?
  - 4. What is the consultation plan for the strategy? How are district councils involved?
  - 5. What are the funding streams for delivery of the strategy?
  - 6. What is the needs assessment by geographical area?
  - 7. How is housing provision included within this strategy?

8. The Hub is being provided with access to an online directory "Carewise". What information is available in the community and will this include district level information?
- (b) that the relevant Portfolio Holder be invited to attend the Board meeting on 29th June 2010, for this item.

10/10 **GARDEN WASTE SERVICES - FUTURE DEVELOPMENTS**

The Board were advised that the Head of Environmental Services had been asked to attend the meeting on 29th June 2010 to discuss future developments of the Garden Waste Services and it was felt appropriate for Members to prepare a series of questions that they would like the Head of Environmental Services to answer.

**RESOLVED:**

- (a) that the following questions be raised:
1. What consultation arrangements are planned before any decisions are made on future developments?
  2. What is the optimum take up of these services? How many households?
  3. What are the marginal costs of increased take up? Are there any economies of scale?
  5. Can you provide details of the Income and Expenditure of green waste service?
  6. Are there national targets for green waste services which we have to achieve and if so how are we performing against these?
  7. Is there any customer satisfaction feedback for these services?
- (b) that the relevant Portfolio Holder be invited to attend the Board meeting on 29th June 2010, for this item.

11/10 **FORWARD PLAN OF KEY DECISIONS 1ST JUNE TO 30TH SEPTEMBER 2010 (FOR INFORMATION ONLY)**

The Board considered the Forward Plan. Members raised concerns over the apparent slippage which had occurred with the Arts and Events Strategy. Officers advised Members that the strategy had been reviewed by the Scrutiny Board at a meeting earlier in the year and the cause of the slippage was outside of the Council's control. Officers undertook to provide Members with a copy of the relevant minute for information.

The meeting closed at 8.15 p.m.

Chairman

## **Overview Board Meeting – 29th June 2010** **Briefing Paper**

### **Garden Waste Services – Future Development**

The following brief report provides answers to a series of questions provided by the Overview Board at their meeting held on 1<sup>st</sup> June 2010.

#### ***What consultation arrangements are planned before any decisions are made on future developments?***

So far this year there has not been any consultation with the public regarding the garden waste service. There are no major changes planned to the basic operation of the Garden waste service.

Possible alterations to the service that are due to be considered by members later this year are as follows

- The introduction of Direct Debits as an additional payment method
- A proposal to investigate various methods of bin identification for the future.
- To assure that the Garden Waste Service is financially viable and sustainable
- Working with Redditch Borough Council to develop the possibility of a shared garden waste collection service
- To work with the county council to provide a local tipping facility for garden waste, that will allow for a change to rear loading collection vehicles.

It is however our intension later this year to undertake a customer satisfaction survey which will be taken from a random sample of our existing customers.

#### ***What is the optimum take up of these services? How many households?***

At this point in time we are operating the service utilising three vehicles and crews and collect 16500 bins over a two week period. At full capacity at present the service could handle between 19000 and 20000 bins depending on the spread of customers throughout the district. After this it will be necessary to increase the number of vehicles to four and employ additional staff.

#### ***What are the marginal costs of increased take up? Are there any economies of scale?***

Based on and up to the optimum number of bins that can be collected by the existing operation apart from the proportional cost of additional fuel and maintenance there would not be an increase in operating costs. Once the

number of bins exceeded the optimum the cost of an additional vehicle and crew would need to be taken into account.

However for each new customer gained we have to purchase and deliver a wheelie bin at a current cost of £ 26.75 plus delivery this takes up a large proportion of the customer's initial payment of £30. Over subsequent years this balance is redressed, if they remain a customer. For this reason we would not advocate reducing the charge for people requesting more than one bin. The cost of replacement bins through damage or loss needs to be taken into consideration.

***Can you provide details of the Income and Expenditure of green waste service?***

The income from the service is straight forward in that the current charge for the service is £30 and we have 16500 customers to date which provides an income of £495,000

It is difficult at present to discuss the costs of the service when the expenditure has not previously been separated from the general refuse service. We are at present waiting for the first quarter's figures from the finance service that members have already requested. With these figures it will be possible to project the year's expenditure.

***Are there national targets for green waste services which we have to achieve and if so how are we performing against these?***

There are not any national indicators for the collection of Garden Waste the only indicator is NI192 measuring the percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion. Currently Bromsgrove achieve approx 38%

However within Bromsgrove we do have a very high take up of the service compared with other councils within the county who offer the service.

Bromsgrove	48%
Wychavon	17%
Redditch	17% (Trail)
Malvern	6%

***Is there any customer satisfaction feedback for these services?***

No customer surveys have been carried out on the Garden Waste Service however it is our intension later this year to undertake a customer satisfaction survey that will be taken from a random sample of our existing customers.



## BROMSGROVE DISTRICT COUNCIL

### **OVERVIEW BOARD**

29th June 2010

#### **Development of New Worcestershire Older People's Strategy**

Relevant Portfolio Holder	Councillor Margaret Sherrey - Portfolio Holder for Children and Young People, Older People and the Vulnerable.
Head of Service for Overview and Scrutiny	Claire Felton - Head of Legal, Equalities and Democratic Services
Relevant Head of Service	Hugh Bennett - Director of Policy, Performance and Partnerships
Key Decision / Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

- 1.1 Worcestershire's Joint Commissioning Unit for adult services is leading on development of a new Older People's Strategy for the county. The strategy will cover the period 2010-15 and will consider the needs and aspirations of people aged 50 years plus. The successful delivery of this strategy will be dependent on the active engagement of District Councils working in partnership with other key statutory, voluntary and private sector agencies.

#### **2. RECOMMENDATIONS**

- 2.1 That Members of the Overview Board consider how the District Council can support delivery of the outcomes, objectives and priority actions proposed for the new Older People's Strategy for the county.
- 2.2 That Members support officer representation from Bromsgrove District Council on the countywide groups shaping development of the new strategy, to be representative of the district perspective.

#### **3. BACKGROUND**

- 3.1 There are currently two countywide strategies that relate to the care and support needs of older people:
- Joint Commissioning Strategy for Older People – focus on dedicated health and social care services (2005-09)
  - Older People's Strategy – wider focus on a broader range of services such as those delivered by District Councils, Cultural and Community services and the Voluntary Sector (2006-10)
- 3.2 The scope of the new single strategy will extend beyond dedicated health and social care to cover services such as those provided by District

## **OVERVIEW BOARD**

**29th June 2010**

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- Councils that have a direct impact on the quality of life or health and wellbeing of older people, but this scope will be narrow enough to enable effective evaluation of the strategy's impact.
- 3.3 The strategy will be 'high level' and draw together the aims and objectives (direction of travel) of relevant service strands but will not address in detail their delivery or commissioning intentions as these will be covered in separate plans or strategies eg. for older people's housing, supporting people services, transport, and dementia.
- 3.4 The strategy will be shaped by the Older People's Consultative Group, given it's formal links with joint commissioning governance structures, and it's detail informed by a smaller Project Group of key representatives. District Council representation on both of the groups needs to be reviewed to ensure we have suitable membership.
- 3.5 The draft strategy has been developed in the following way:
- membership of Consultative Group enhanced
  - Project Group established to inform detail of the strategy
  - review of existing strategies to identify progress and gaps
  - consultation with older people's forums, representatives from BME communities, and the Older People's Voluntary Sector Services Network
  - workshop with consultative group members to identify objectives and priority actions
  - first draft of strategy reviewed by Project Group and Consultative Group
- 3.6 A number of key themes have emerged from the work completed.

### Target Audience

- those aged 50 years plus ie prevention agenda
- self funders and those with needs below eligibility thresholds where they apply ie information and advice
- harder to reach groups ie isolated older people in rural areas

### Strategic Outcomes and Objectives

- quality of life / health & wellbeing
- maintaining independence in the home
- prevention

## **OVERVIEW BOARD**

29th June 2010

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- offering choice
- personal responsibility

### Structure of Support

- mix of low level preventative support, short term rehabilitation support, and long term care and support
- develop social or community capital as well as service delivery
- deliver targeted short term personalised support based on the assessed needs of people rather than offering one size fits all long term care

### Partnership Working

- complement other strategies
- focus on joined up working at strategic and operational levels between housing, social care, health, district council and voluntary sector agencies

### Evaluation

- detail the framework and agree measurable outcomes to enable assessment of quality and impact over its duration

3.7 The next stage is to secure approval for the direction of travel recommended from key commissioning groups within the County Council and NHS Worcestershire. We will then firm up the detail of the strategy with partners to develop a revised draft for further review by the Project Group and Consultative Group in September. We will then seek formal sign off before the end of the calendar year with public consultation planned for early 2011. The aim is to launch the strategy in April 2011.

## **4. KEY ISSUES**

4.1 Consultation on the new draft Older People's Strategy for the county.

## **5. FINANCIAL IMPLICATIONS**

5.1 None.

## **6. LEGAL IMPLICATIONS**

6.1 None.

**OVERVIEW BOARD**

29th June 2010

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**7. POLICY IMPLICATIONS**

- 7.1 The development of new county wide strategy for services to older people, including consideration of how Bromsgrove District Council can support the strategy.

**8. COUNCIL OBJECTIVES**

- 8.1 Objective 3: One Community.

**9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

- 9.1 None.

**10. CUSTOMER IMPLICATIONS**

- 10.1 The delivery of services to older people in the District.

**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 11.1 The consideration of how the county strategy will impact on older people in the District.

**12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

- 12.1 None.

**13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

- 13.1 None.

**14. HUMAN RESOURCES IMPLICATIONS**

- 14.1 None.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

- 15.1 None.

**OVERVIEW BOARD**

29th June 2010

**16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

16.1 None.

**17. HEALTH INEQUALITIES IMPLICATIONS**

17.1 None.

**18. LESSONS LEARNT**

18.1 None.

**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 Consideration of how District Councils are being consulted on the draft Old Peoples' Strategy for the County.

**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	NO
Chief Executive	NO
Executive Director (S151 Officer)	NO
Executive Director – Leisure, Cultural, Environmental and Community Services	NO
Executive Director – Planning & Regeneration, Regulatory and Housing Services	NO
Director of Policy, Performance and Partnerships	YES
Head of Service	NO
Head of Resources	NO
Head of Legal, Equalities & Democratic Services	NO

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW BOARD**

29th June 2010

Corporate Procurement Team	NO
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**21. WARDS AFFECTED**

All.

**22. APPENDICES**

Appendix 1 - Bromsgrove District Council Scrutiny Panel Questions with Answers

**23. BACKGROUND PAPERS**

Worcestershire Older People Strategy (Draft).

**AUTHOR OF REPORT**

Name: Keith Hoare - Joint Commissioning Officer - Joint Commissioning Unit, Worcestershire County Council.

E Mail: [khoare@worcestershire.gov.uk](mailto:khoare@worcestershire.gov.uk)  
Tel: 01905 822631

Name: Michael Carr – Scrutiny Officer  
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Tel: 01527 881407

Appendix 1 - Bromsgrove District Council Scrutiny Panel Questions with Answers

**Scrutiny Panel Questions - June 2010**

**1. Who is the strategy aimed at ? What are the priorities?**

Who

- older people within the county
- representative groups and individuals for older people
- commissioners of services that impact on the quality of life / health and wellbeing of older people
- providers of services that impact on the quality of life / health and wellbeing of older people

Priorities

- information and advice
- self care and community support
- low level support in the home
- supported housing
- rehabilitation support
- mental wellbeing and dementia
  
- develop partnership working to meet agreed outcomes
- meet outcomes set by older people – quality of life / health and wellbeing
- shift resources to early intervention and low level support
- maintain or enhance independence at home
- offer information and advice to all older people to inform choices
- ensure equity of provision where required and tackling of inequality of outcomes

**2. What organisations are involved in the delivery of the strategy? To what extent is district level delivery included in the strategy? How does this relate to Bromsgrove?**

Organisations

- County Council - Adult Social Care, Culture and Learning, and Community Safety/Supporting People services
- Primary Care Trust
- Acute Hospitals Trust
- Public Health
- District Councils
- Strategic Housing Authorities
- Voluntary Sector
- Community Groups
- Public and Community Transport

District Council / Bromsgrove Involvement

- to be determined but a clear role is envisaged given the importance of the services that Districts deliver for older people eg leisure and community
- while we want to ensure equity of service provision where necessary there is a need for a district dimension to the strategy to ensure that local needs are addressed
- we are particularly keen to work with Bromsgrove given the positive steps you have already taken to review your services and how they support delivery of the previous older people's strategy

**3. What are the key targets and performance indicators of the strategy, including**

**LAA targets? What is the current performance trend against these?**

Targets and Indicators

- these will be determined once the outcomes and objectives for the strategy have been finalised but supporting older people to maintain their independence at home and keeping them out of care homes and hospital will be key
- the strategy will be largely focused on achievement of outcomes that will be determined by the views of older people, although indicators will inform our assessment of whether objectives have been met

Trends

- over recent years downward pressure has been successfully applied on the number care home placements and the number of older people supported to live independently at home has increased
- we have not collated outcomes based information to date but this will be a focus of the new strategy

**4. What is the consultation plan for the strategy? How are district councils involved?**

- Older People's Forums, Voluntary Sector partners and BME community representatives – consultation completed to inform the draft strategy
- Consultative Group and Project Group – wide range of stakeholders engaged in development of the strategy (including representatives from Chief Housing Officers Group) but membership of District Councils needs reviewing
- District Councils – need to engage with all councils over coming few months to inform detail of the strategy
- Joint Commissioning Group / Health and Social Care Partnership Board – to sign off draft December 2010
- Public Consultation – projected for early 2011

**5. What are the funding streams for delivery of the strategy?**



- these will be numerous since successful delivery of the strategy's objectives and outcomes is dependent on the active engagement of a number of key commissioning organisations, including the County Council, NHS Worcestershire, Public Health, and District Councils

**6. What is the needs assessment by geographical area?**

- A Joint Strategic Needs Assessment has been undertaken by the County Council and NHS Worcestershire for the past three years, and each has had a focus on older people
- demographic data from the Projecting Older People Population Information (POPPI) system has also been collated
- the recent research project into housing support needs has also been used to inform the draft

**7. How is housing provision included within this strategy?**

- the role of supported housing and in particular extra care housing is identified as one of the key priorities for the strategy
- the dual aim of supporting as many people as possible to retain independence at home and keeping them out of registered care homes is reliant on having a healthy supported housing supply

**8. The Hub is being provided with access to an online directory “Carewise”.**

**What**

**information is available in the community and will this include district level information**

- the Carewise directory can be accessed by individuals at home, via local libraries, voluntary organisations such as Age Concern or CAB, and at the Hubs
- the information contains details of services that are available at a district, county, regional, or national level, and there is a search facility for geographical area

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## FORWARD PLAN OF KEY DECISIONS

30 JUNE TO 31 OCTOBER 2010

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 30 June to 31 October 2010. **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. 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 Policy, Performance, Partnerships and Economic Development
Councillor G. N. Denaro	Deputy Leader and Portfolio Holder for Resources (including Customer Services, Legal, Equalities, Democratic Services and Human Resources)
Councillor M. J. A. Webb	Portfolio Holder for Community Services (including Leisure, Cultural Services, Environmental Services and Crime and Disorder/CCTV)
Councillor Mrs. J. Dyer M.B.E.	Portfolio Holder for Planning and Regeneration
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation with special responsibility for the Town Centre Regeneration
Councillor P. J. Whittaker	Portfolio Holder for Regulatory Services and Strategic Housing
Councillor Mrs. M. A. Sherrey	Portfolio Holder for Older People, the Young and Vulnerable People
Councillor R. D. Smith	Portfolio Holder for Community Cohesion and Engagement

## 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: [k.firth@bromsgrove.gov.uk](mailto:k.firth@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 30 June 2010		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council that evening
2	Cabinet 30 June 2010	<b>Cabinet 3 March 2009</b>	Benefit Take-Up Strategy	Non-Key	Councillor G. N. Denaro	Delayed by officers for consultation with Equalities & Diversity Forum
3	Cabinet 30 June 2010	<b>Cabinet 28 April 2010</b>	Community Involvement in the Democratic Process – Overview Board/Task Group report	Non-Key	Councillors G. N. Denaro & R. D. Smith	Delayed by officers for further consultations
4	Cabinet 30 June 2010	<b>Cabinet 2 June 2010</b>	Improving Residents Satisfaction - Scrutiny Board/Task Group Report	Non-Key	Councillor R. D. Smith	Delayed for further consideration by Task Group
5	Cabinet 30 June 2010		National Indicator Outturns 2009/10	Non-Key	Councillor R. Hollingworth	
6	Cabinet 30 June 2010		New Improvement Plan 2010/11	Non-Key	Councillor R. Hollingworth	
7	Cabinet 30 June 2010		Performance Monitoring – May 2010	Non-Key	Councillor R. Hollingworth	
8	Cabinet 4 August 2010		Financial Outturn 2009/10	Non-Key*	Councillor G. N. Denaro	* Cabinet to make any recommendations to the full Council
9	Cabinet 4 August 2010	<b>Cabinet 2 December 2009</b>	Arts and Events Strategy 2010/11 to 2013/14	<b>Key</b>	Councillor M. J. A. Webb	Delayed by officers for further consideration

10	Cabinet 4 August 2010	<b>Cabinet 2 June 2010</b>	Garden Waste Service – Future Development	<b>Key</b>	Councillor M. J. A. Webb	Delayed by Members for further financial information
11	Cabinet 4 August 2010		Artrix/Right of Way – Blue Light Centre	Non-Key	Councillor G. N. Denaro	
12	Cabinet 4 August 2010		Building Control Fees	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
13	Cabinet 4 August 2010		Finance & Performance Monitoring Report - Quarter 1 2010/11	Non-Key	Councillor R. Hollingworth	
14	Cabinet 4 August 2010		Improvement Plan Exception Report – Quarter 1 2010/11	Non-Key	Councillor R. Hollingworth	
15	Cabinet 1 September 2010		Annual Report 2009/10	Non-Key*	Councillor R. Hollingworth	* Cabinet to make any recommendations to the full Council
16	Cabinet 1 September 2010		Council Plan 2011-14 Part 1	Non-Key*	Councillor R. Hollingworth	* Cabinet to make any recommendations to the full Council
17	Cabinet 1 September 2010	<b>Cabinet 4 November 2009</b>	Community Engagement Strategy Review	Non-Key	Councillor R. D. Smith	Deferred to take account of new business plans
18	Cabinet 1 September 2010		Improvement Plan Exception Report – July 2010	Non-Key	Councillor R. Hollingworth	
19	Cabinet 1 September 2010		Performance Monitoring – July 2010	Non-Key	Councillor R. Hollingworth	
20	Cabinet 1 September 2010		Designation of New Conservation Area - Hewell	Non-Key	Councillor Mrs. J. Dyer M.B.E.	

21	Cabinet 6 October 2010		Community Strategy Annual Report 2010/11	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council
22	Cabinet 6 October 2010		Communications Strategy Review	Non-Key	Councillor R. Hollingworth	
23	Cabinet 6 October 2010		Improvement Plan Exception Report – August 2010	Non-Key	Councillor R. Hollingworth	
24	Cabinet 6 October 2010		Performance Monitoring – August 2010	Non-Key	Councillor R. Hollingworth	

**NOTE: There will be no Cabinet meetings in July 2010**

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**KEY DECISION**

Proposed to be made by the Cabinet  
on 4 August 2010

<p><b>LEAD MEMBER/PORTFOLIO HOLDER</b></p> <p>Cllr Mike Webb</p>	<p><b>ITEM</b></p> <p>Arts and Events Strategy 2010 – 2013</p>	<p><b>WARDS AFFECTED</b></p> <p>All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Deputy Head of Street Scene and Community</p> <p><b>REPORT AUTHOR –</b> Huw Moseley Arts Development and Special Events Officer 01527 881381</p>	<p><b>SUMMARY</b></p> <p>The Arts and Events Strategy will outline the future delivery of Arts and Events through out the District, defining partnerships, identifying future priority areas for both investment and development, and will be supported by a comprehensive action plan detailing key future projects and areas of delivery. The Arts and Events strategy will include identification of significant partnerships and define key objectives linked to Worcestershire Arts Partnership. The Arts and Events Strategy will be a key document in guiding the districts investment in Arts and Events, and Bromsgrove Arts Alive! Arts Forum will be a key partner in delivering the strategy. Artrix assisting to shape the vision of the residents.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant effect on the future delivery of Arts and Events across the district.</p>

<b>CONSULTATION DETAILS</b>		
<b>Stakeholders</b>	<b>Method of Consultation</b>	<b>Consultation Period or Dates</b>
<p>Worcestershire Arts Partnership</p> <p>Bromsgrove Arts Alive – Arts Forum</p> <p>Artrix – Bromsgrove Arts Centre</p> <p>Youth Service, Children’s Services, Worcestershire CC</p> <p>Celebratory Events and Sponsor ship Group</p> <p>Community Safety</p> <p>Arts Practitioners</p> <p>Chair persons of Community Events</p>	<p>Draft document including Action Plan provided for comments to all Stakeholders. Draft document amended accordingly. Format of consultation will be through questionnaires, group meetings and key partner meetings.</p>	<p>1<sup>st</sup> August through to 16<sup>th</sup> October 2009.</p>

**DECISIONS TO BE MADE IN PARTNERSHIP WITH**

N/A

**KEY DECISION**

Proposed to be made by  
the Cabinet on  
**4 August 2010**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Mike Webb</p>	<p><b>ITEM</b></p> <p>GARDEN WASTE SERVICE REPORT</p>	<p><b>WARDS AFFECTED</b></p> <p>All wards affected</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Garden Waste Service report and any attached appendices</p> <p><b>REPORT AUTHOR</b></p> <p>Guy Revans Head of Environmental Services 01527 881703</p>	<p><b>SUMMARY</b></p> <p>The report requires members to make decision on financial, strategic and operational matter that will directly affect the future of the garden waste service. Decisions need to be made over the cost of the service for future years; development of customer payment methods; customer identification methods to allow accurate recording and control of customers and non customers; bin sizes; communicating to our customers year on year; development of a trading account for the service; budget for ongoing brown bin provision; move to rear end loaders and use of a new composting facility. Some of the issues will have a substantial financial impact on the service, both in set up and operational costs however will enhance the experience of the customer however it will enable the service to be managed effectively.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>The areas outlined in the summary will have a direct affect on the future of the garden waste service, its ability to generate income and to operate as a commercial operation.</p> <p>As at 1st April 2010 15,169 households have applied for this service and these customers are spread across all wards within the district.</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<b>Stakeholders</b> NA		

**DECISION TO BE MADE IN PARTNERSHIP WITH**  
Redditch Borough Council

## BROMSGROVE DISTRICT COUNCIL

### OVERVIEW BOARD

29th June 2010

#### OVERVIEW BOARD WORK PROGRAMME 2010-2011

Responsible Portfolio Holder	Cllr G. N. Denaro
Responsible Head of Service	Claire Felton – Head of Legal, Equalities and Democratic Services
Non-Key Decision	

#### 1. SUMMARY

- 1.1 This report presents the new Overview Board Work Programme arising from the Joint Overview and Scrutiny Board Work Planning on 15th June 2010 and outlines the process and rationale for the Overview and Scrutiny Work planning process for 2010-2011.
- 1.2 Overview and Scrutiny is a vehicle for non-executive elected Members of the Council to engage in the local decision making process. The objective of the work planning process is to identify key issues for consideration where Overview and Scrutiny can make a constructive impact upon the local democratic decision making process, to help the Council and its community partners achieve their vision and objectives and promote community well being.

#### 2. RECOMMENDATIONS

- 2.1 Members of the Overview Board are requested to:
- note the Overview and Scrutiny work planning process for 2010-2011;
  - agree the Overview Board Work Programme for 2010-2011 (as set out in Appendix 1);
  - identify evidence to be considered for each item on the agreed work programme;

#### 3. BACKGROUND

- 3.1. The role of the Overview Board is to take an overview of council and community services and make recommendations for improvement. The Overview Board is forward looking and contributes to policy and service development. The Board is made up of 7 elected councillors, which currently includes one vacancy.
- 3.2. The Council Constitution requires that the Overview Board agree its own work programme and the topics prioritised by Members at the Joint Overview and Scrutiny Board 15<sup>th</sup> June 2010 are now presented to the Overview Board for ratification.

## **OVERVIEW BOARD**

**29th June 2010**

- 3.3. The Overview and Scrutiny Work Programme for the remainder of 2010/2011 has now been drawn up and scheduled around the remaining meetings for this municipal year.
- 3.4. In order to identify the key issues for Overview and Scrutiny and to make the process inclusive, possible items for future scrutiny work have been identified in a variety of ways:
- ❖ Members of the Board have been asked to submit proposals for Overview and Scrutiny
  - ❖ The Corporate Management Team (CMT) have been asked to identify key issues for Overview and Scrutiny,
  - ❖ The LSP have been asked to identify key issues for Overview and Scrutiny,
  - ❖ The Overview Board and the Scrutiny Board have considered their work programmes and identified topics
  - ❖ The Council's Forward Plan and has been taken into account.
- 3.5. Suggested topics have been put forward by elected members, by CMT and by the Bromsgrove Partnership. No topics have been submitted recently by members of the public. Members of the public and elected Councillors may also submit proposals at any time during the year.
- 3.6. The Joint Overview and Scrutiny Board on 15th June 2010 were asked to consider the suggested topics and to prioritise them. The priority topics identified will be scheduled and timetabled around the scheduled meetings for 2010/2011, according to available time and resources.

### **Prioritising topics**

- 3.7. It is important for Overview and Scrutiny Members to carefully prioritise the issues that they wish to include on the scrutiny work programme. The Joint Overview and Scrutiny Board 15th June 2010 discussed the suggestions and prioritised them according to the guidance criteria.
- 3.8. The following queries were used as guidance criteria:
- ❖ Is it a priority issue for the Council or the Local Strategic Partnership?
  - ❖ 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?

## **OVERVIEW BOARD**

**29th June 2010**

- ❖ Is it a topic where a review could be made in time to make recommendations for the executive decision making process?
  - ❖ Is it a poorly performing service?
  - ❖ Is it a review that could render significant savings or value for money?
  - ❖ Is the topic strategic in scope?
- 3.9. Selected topics do not need to answer “yes” to all of these criteria, but they should be used as a way of determining priorities.
- 3.10. Members are also asked to consider the objectives of the topic, i.e. what the Overview and Scrutiny investigation is trying to achieve and is it achievable within the timescale available.
- 3.11. The Overview and Scrutiny Work Programme should include a balance of different types of topics, including short, medium and long term investigations. Some topics could be considered at one-off, 'select committee' style meetings; others may be more in-depth investigatory scrutiny exercises. There should ideally be a mix of topic themes across the Council and community partner services and reflecting the different Council and LSP priority areas.
- 3.12. Using the criteria above, Members were asked to prioritise the topics as:
- ❖ “**High**”,
  - ❖ “**Medium**” or
  - ❖ “**Low**”.
- 3.13. Members were asked to identify no more than **8 “High”** priority topics. These were divided between the Overview Board, the Scrutiny Board and the Joint Overview and Scrutiny Board (see Allocation of Topics below). These topics will be given greatest priority and will definitely be scheduled.
- 3.14. The remaining topics will be scheduled in order of priority. As it will not be possible to consider all topics during the year, the prioritised topics will tend to be scheduled first and lower priority topics will be held in reserve. Topics not considered in 2010-2011 may be scheduled for 2011-2012 or reconsidered in the work planning process.

### **Allocation of Topics**

- 3.15. Topics are allocated to the Overview Board, the Scrutiny Board or the JOSB. Overview and Scrutiny investigations may be carried out through Task Group working groups, which meet outside of the formal committee

## **OVERVIEW BOARD**

**29th June 2010**

process to investigate particular issues and report back to one of the main Overview and Scrutiny Boards with a report and recommendations.

- 3.16. Topics vary in size and scope, but it is advised that generally no more than 1 in depth investigation be allocated to each Board. Members will need to take a realistic view as to how many in depth investigations it is possible to operate at one time given the level of resources needed both in terms of Member time and officer support. It is suggested that any issues relating to the number of topics be addressed by consultation between the Chairmen of the Boards and the Head of Legal Equalities and Democratic Services.
- 3.17. The allocation of topics should allow room for additional items to be added during the municipal year, although it is advised that this be avoided as far as possible and key issues identified in advance. Additional items may arise from a Call In of a Cabinet Decision, a Councillor Call for Action, a topic proposal submission, referral from The Council or Leader and Cabinet, petitions or a joint overview and scrutiny committee proposal from another local authority's scrutiny committee.
- 3.18. The Overview and Scrutiny Boards will ratify their work programmes at the Scrutiny Board 13<sup>th</sup> July 2010, the Overview Board 29<sup>th</sup> June 2010 and the Joint Overview and Scrutiny Board in July 2010.

### **Scoping and Planning Topics**

- 3.19. The issues identified for consideration should also be defined to give a precise definition of the area for review. Suggested topics may be rationalised where there are similar themes in two or several suggestions or where a suggested topic may contain more than one issue for consideration.
- 3.20. Initially, Members are asked to consider the *title* and *description* of the topics.
- 3.21. Secondly, Members are asked to consider and identify the precise aims and objectives for review, as well as possible outcomes, evidence to be considered and other details for each topic.
- 3.22. This is an opportunity for Members to identify what evidence they wish to consider for each chosen topic. Evidence may include:
  - ❖ Witnesses – people who can talk to the committee about the chosen topic. These may be service users, interest groups, voluntary groups,



## **OVERVIEW BOARD**

**29th June 2010**

other service providers, partner agencies, experts in the field or officers of the Council.

- ❖ Documentary evidence – this may include background papers, written testimonials, academic research, government guidance, officer reports etc.
- ❖ Site visits – places where Members should visit as part of their investigation, e.g. looking at service delivery on the ground, visiting other service providers, looking at physical environments and places etc.

3.23. In planning their Work Programme Members should also consider and identify:

- **Key stakeholders**
  - Decision makers (e.g. the Cabinet)
  - Partner Agencies
  - Lead Officers and Department
  - Service user representatives
  - Voluntary groups
  - Minority groups
- **Council / LSP Targets** – Any strategic targets that the issues relate to including CAA targets and LAA targets and any other corporate or community targets which may be relevant.
- **Key Background Papers** – Strategic plans, Government legislation or guidance, Council policies etc that are relevant to the policy and services concerned.

3.24. Priority topics will be scheduled with the meetings for the 2010/2011 municipal year and in line with resources. It is suggested that topics be planned over 2-3 Board meetings to allow for a structured “beginning”, “middle” and “end” for each topic.

## **4. FINANCIAL IMPLICATIONS**

4.1 There are no budgetary implications arising from the recommendations in this report.

## **5. LEGAL IMPLICATIONS**

5.1. The Local Government Act 2000 requires Councils operating Executive Arrangements to include one or more Overview and Scrutiny Committees

## **BROMSGROVE DISTRICT COUNCIL**

### **OVERVIEW BOARD**

29th June 2010

within their Constitution, which may be composed of any councillors who are not on the Executive Committee of the Council.

- 5.2. Executive arrangements by a local authority must ensure that their overview and scrutiny committee has power (or their overview and scrutiny committees have power between them) to:
- a) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
  - b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
  - c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
  - d) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,
  - e) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area.

### **6. POLICY IMPLICATIONS**

- 6.1. This process concurs with existing council policy for the overview and scrutiny work planning process as outlined in Part 4 of the Council Constitution.

### **7. COUNCIL OBJECTIVES**

- 7.1 Overview and Scrutiny links to Council Objective Two: Improvement and Council Objective Three: One Community.

### **8. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

There are no direct risks associated with this report. Any risks associated with topics selected by the Overview Board will be addressed as part of the scrutiny exercises.

### **9. CUSTOMER IMPLICATIONS**

## **OVERVIEW BOARD**

**29th June 2010**

9.1 Overview and Scrutiny will contribute to improvement of service provision and community well being through the review of local council and community services. It will also aid accountability of local services to service users, council tax payers and other local residents through elected Members as Overview and Scrutiny is led by elected councillors.

### **10. EQUALITIES AND DIVERSITY IMPLICATIONS**

10.1 Overview and Scrutiny will consider the equality and diversity implications of topics chosen for the Overview and Scrutiny Work Programme.

### **11. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

11.1 Value for money will be considered and encouraged through the Overview and Scrutiny process in the scrutiny review of local services.

### **12. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

12.1 There are no direct climate change, carbon implication and biodiversity issues arising from this report, although these issues may be considered in relation to overview and scrutiny investigations undertaken.

### **13. HUMAN RESOURCES IMPLICATIONS**

13.1 There are no HR implications arising from this report.

### **14. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

14.1 The identification of worthwhile topics for consideration through the overview and scrutiny process in line with council and LSP objectives will help to improve the governance of the council and help to focus on performance improvement.

### **15. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

15.1 Overview and scrutiny committees now have the power and responsibility of scrutinising the Crime and Disorder Reduction Partnership. This function is undertaken by the Joint Overview and Scrutiny Board (JOSB). Suggestions for key crime and disorder issues will be useful in informing the work of the JOSB.

### **16. HEALTH INEQUALITIES IMPLICATIONS**

## **OVERVIEW BOARD**

**29th June 2010**

16.1 There are no health inequalities implications arising from this report.

### **17. LESSONS LEARNT**

17.1 Evidence suggests that overview and scrutiny committees that are more focused on corporate and community objectives with worthwhile topics are able to make more of an impact and play a useful role in policy development and review.

### **18. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

18.1 Overview and scrutiny investigations can play a useful role of involving and consulting the public and community stakeholders in the development and review of council and community services.

### **19. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	NO
Chief Executive	NO
Executive Director (S151 Officer)	NO
Executive Director – Leisure, Cultural, Environmental and Community Services	NO
Executive Director – Planning & Regeneration, Regulatory and Housing Services	NO
Director of Policy, Performance and Partnerships	NO
Head of Service	YES
Head of Resources	NO
Head of Legal, Equalities & Democratic Services	YES
Corporate Procurement Team	NO

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW BOARD**

29th June 2010

**20. WARDS AFFECTED**

All Wards

**21. APPENDICES**

Appendix One            Overview Board Work Programme

**22. BACKGROUND PAPERS**

None

**AUTHOR OF REPORT**

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**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW BOARD**

29th June 2010

Appendix One

**OVERVIEW BOARD**

**WORK PROGRAMME**

**29TH JUNE 2010**

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

**RECOMMENDATION:** To consider and agree the work programme.

**ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)**

<b>Subject</b>	<b>Date of Consideration</b>	<b>Other Information</b>
Forward Plan of Key Decisions and Anticipated Cabinet Reports (Split into 2 items) - <i>Permanent Items</i> -	Every Meeting of the Overview Board	The Forward Plan consists of Key Decisions which it is proposed will be taken over forthcoming months. Additional information is also supplied in relation to anticipated reports due to be considered by the Cabinet during 2009/2010.
Recommendation Tracker - <i>Permanent Item</i> -	Quarterly	A quarterly report monitoring the implementation of overview recommendations. The next tracker report will be due April 2010.
Overview Board Work Programme 2010-2011	Quarterly	This is to consider the agreed Overview Board Work Programme to anticipate how to approach the investigations.
The Worcestershire Older Peoples' Strategy	<del>27<sup>th</sup> April 2010</del> 29 <sup>th</sup> June 2010 (written report)	

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW BOARD**

**29th June 2010**

Garden Waste Services – Future Developments	29 <sup>th</sup> June 2010	
Implementation of the Civil Parking Enforcement proposals	<del>27<sup>th</sup> April 2010</del> 27 <sup>th</sup> July 2010 (written report)	At the meeting of the Overview Board 7 <sup>th</sup> July 2009 a draft Cabinet report on Civil Parking Enforcement was considered and it was resolved that the Head of Street Scene and Community be requested to report back to a future meeting on the implementation of the Civil Parking Enforcement proposals upon the conclusion of the Agency Agreement with the County Council.
Railway Station Development	TBA	Proposal by Cllr Mrs Griffiths
Local Food	TBA	Proposal by Cllr Turner
Bromsgrove Planning Policy	<del>30<sup>th</sup> March 2010</del> <del>27<sup>th</sup> April 2010</del> 27 <sup>th</sup> July 2010	
Licensing Policy in Bromsgrove (link with Bromsgrove Planning Policy)	<del>30<sup>th</sup> March 2010</del> <del>27<sup>th</sup> April 2010</del> TBA	
Railway Station Development	TBA	
Community Involvement in the Democratic Process	27 <sup>th</sup> July 2010	

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW BOARD**

29th June 2010

Task Group Cabinet Response		
Engaging With Young People in Bromsgrove / Every Child Matters Strategy, 5 key themes	TBA	
The work of Countywide Home Improvement Agency & Countywide Housing Strategy	TBC	Report from the Strategic Housing Manager requested following Overview Board meeting on 2nd March 2010.

**CURRENT OVERVIEW TASK GROUPS**

<b>Current Task Groups</b>	<b>Date Report Due</b>	<b>Other Information</b>
TBA		

**OVERVIEW TASK GROUP REVIEWS**

<b>Task Group</b>	<b>Date of Review (when Task Group is due to reconvene)</b>
Older People Task Group	March 2011