



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY 2ND NOVEMBER 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. To receive apologies for absence
2. Declarations of Interest and whipping arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview Board held on 31st August 2010 (Pages 1 - 6)
4. Pay On Foot Car Parking Scheme - Verbal Update
5. Bromsgrove Railway Station Development - Verbal Update
6. Local Food Economy Task Group (Pages 7 - 20)
7. Overview Board Quarterly Recommendation Tracker (Pages 21 - 44)
8. Forward Plan of Key Decisions 1st November 2010 to - 28th February 2011 (for information only) (Pages 45 - 50)
9. Work Programme and Meeting Schedule 2010/11 (for information only) (Pages 51 - 62)
10. Discuss Questions for Witnesses at meeting to be held on 4th January 2011 (Pages 63 - 64)
(example questions attached for guidance)

11. 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 October 2010

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 31ST AUGUST 2010 AT 6.30 P.M.

PRESENT: 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

Observers: Councillor G. N. Denaro

Officers: Ms. J. Pickering, Mrs. C. Felton, Mr. G. Revans, Mr. M. Carr and Ms. A. Scarce

21/10 **APOLOGIES**

There were no apologies for absence.

22/10 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillors Mrs. J. M. L. A. Griffiths and Mrs. C. J. Spencer declared a personal interest in the Artrix/Right of Way – Blue Light Centre (agenda item 8, item no. 1 on the Forward Plan of Key Decisions).

23/10 **MINUTES**

The minutes of the meeting of the Overview Board held on 27th July 2010 were submitted.

RESOLVED that the minutes be approved as a correct record.

24/10 **CABINET RESPONSE TO THE COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GROUP REPORT**

The Board considered the Cabinet Response to the Community Involvement in Local Democracy Task Group and invited Councillor L. J. Turner, Chairman of the Task Group to comment on the Cabinet Response. Councillor Turner advised that he was disappointed with the implementation dates of several of the recommendations as the Task Group's understanding had been that many of these would be introduced prior to the elections in 2011 and work could in fact already be under way in some areas.

The Head of Legal, Equalities and Democratic Services explained that she expected as many as possible of the recommendations to be in place before the implementation date, but also had to take into account any financial constraints which may arise.

Councillor Turner asked whether consideration had been given to a member of the Task Group being on the Steering Group and the Head of Legal, Equalities and Democratic Services explained that it was unlikely that the Steering Group would meet on a regular basis and that it would be more appropriate for her to report back to the Board each month on progress being made. The Steering Group consisted of a large number of partners and at the initial meeting each took away actions which they needed to carry out. The work to be done by the TRUNK was already underway and the work with schools was also in place. The Elections Team had also been pro-active over the summer promoting their work through street theatre and stalls in the High Street.

The Head of Legal, Equalities and Democratic Services was asked whether she had enough officer support to carry out the recommendations and she responded that she did not have as much as she would like, but would work within the constraints that she had to make the project as successful as possible. She also informed the Board that the Council's partners had become aware of the work that was being done due to the Task Group and were enthusiastic about it, which had enable the Council to take the lead on the work that was being carried out.

The Board thanked the Chairman, Members of the Task Group and the Head of Legal, Equalities and Democratic Services for their hard work in carrying the work of the Task Group forward.

25/10 **RECYCLING QUERIES RAISED AT CLIMATE CHANGE MEETING - BRIEFING PAPER**

The Board considered the briefing paper which had been put together following queries raised by Members when they had held an informal meeting to consider the Draft Climate Change Strategy.

Members were concerned at the high rejection rate at the recycling plant and asked what had caused this. The Head of Environmental Services advised this was due to plant failure and not contamination. As it was a new plant, during the commissioning phase it was found that the "screening bed" was allowing too much material through too early in the process. This had been replaced and the rejection rate was now just over 10% (rather than the 22% reported) and this was expected to further reduce to about 5%. The Council was working with Worcestershire County Council to reduce the contamination rate, although historically this was already quite low across the county.

Members discussed the following issues with the Head of Environmental Services:

- The proportion of garden waste and how the overall percentage figures were calculated.
- That 90% of green waste in Worcestershire was being recycled.

- Encouraging people to buy products which contained less packaging and how pressure could be put on Government to take this up with supermarkets for example.
- Promotion of positive information and statistics which related to the district.

The Head of Environmental Services advised Members that many of these issues were being taken up through the Joint Waste Forum, who were lobbying Government in respect of excess packaging and promoting the reduction in the tonnage of waste collected in Worcestershire.

The Board asked the Head of Environmental Services what action was being taken in respect of the remainder of the waste produced. He confirmed that this was removed by Severn Waste, who was then responsible for its reprocessing. The website, www.envirosort.co.uk provided useful information on this process. It was also confirmed that the overall cost of recycling was less than the cost of landfill. Members also discussed the trade waste that was created by the Council buildings and the Head of Environmental Services confirmed that currently this was dealt with by Lawrences of Stourport, who guaranteed to recycle 25% of the waste removed. The disposal of trade waste was being reviewed and may be linked in with a contact being negotiated for Redditch Borough Council.

Members asked why residents living in flats were not provided with green bins and the Head of Environmental Services advised that a list of properties would be circulated shortly to Members where recycling facilities would be provided. He also confirmed that this already happened at Redditch Borough Council and was quite successful. The Council would also be working with Bromsgrove District Housing Trust (BDHT) to look at collections from their properties and the infrastructure necessary to put this in place.

26/10 **DRAFT JOINT CLIMATE CHANGE STRATEGY**

The Board considered the Draft Joint Climate Change Strategy and covering report. Members were concerned that the report indicated that there was no specific budget for climate change activity. The Executive Director for Finance and Resources informed Members that she was currently looking at “invest to save” projects with the Climate Change Manager and that there was a small budget available at Redditch Borough Council (RBC) for promotional work to be carried out. The Head of Environmental Services confirmed that savings made would not just be in respect of the Council’s carbon foot print but also monetary savings, which would then be re-invested. RBC had already implemented several schemes with money from the Carbon Trust. This money was paid back from any savings that were made by implementation of the schemes.

Members agreed that climate change should feed into all areas within the Council. The appropriateness of national indicators was also discussed and the possible amendments to these which may be implemented by the new Government. It was agreed that it was important that whatever elements were measured, they should make a difference. After further discussion it was

RESOLVED:

- (a) that the notes of the informal meeting on the Draft Joint Climate Change Strategy be agreed; and
- (b) that the Board recommend that Cabinet adopt the strategy.

RECOMMENDED:

- (i) that the Joint Climate Change Strategy be commended to Cabinet for approval;
- (ii) that the Council bring the Climate Change agenda to the forefront and act as a community leader to champion the reduction of carbon emissions;
- (iii) that the Council ensure that Climate Change is embedded in strategic planning policies, (specifically the development of the Core Strategy) and all future policies;
- (iv) that internal action to reduce the Council carbon footprint and increase recycling within Council offices be prioritised;
- (v) that the Cabinet identify and support spend to save initiatives to reduce the Council's carbon emissions;
- (vi) that information for residents on the "turn off in winter" campaign be included in the autumn edition of Together Bromsgrove;
- (vii) that the Council highlight concern over excess winter deaths through the Local Strategic Partnership and local media and support partners wherever possible in reducing this; and
- (viii) that the Council celebrate successes in projects to reduce carbon emissions and other climate change initiatives, both through the local media and to staff in the organisation.

27/10 **YOUNG PEOPLE - TASK GROUP**

Officers advised the Board that when the Young People's Task Group was agreed they had been unaware of the changes that the new Government were considering. After discussion, the Board agreed that a decision on the commencement of the Young People's Task Group should be deferred until the next meeting of the Overview Board on 2nd November 2010 when further information should be available.

28/10 **FORWARD PLAN OF KEY DECISIONS - 1ST SEPTEMBER TO 31ST DECEMBER 2010**

Members discussed the following items on the Forward Plan of Key Decisions:

- Arts and Events Strategy 2010/11 to 2013/14
- Garden Waste Service - Future Developments (officers confirmed that this item would be considered at the next meeting of the Overview Board to be held on 2nd November 2010)
- Review of Pay-on-Foot Car Parking – Members were concerned that there had been "teething problems" with the new scheme and asked for the Portfolio Holder to be invited to the next meeting to give the Board a progress report.

The Executive Director for Finance and Resources confirmed that the Joint Overview and Scrutiny Board would receive a more detailed workshop on the Budget over two evenings, on dates to be agreed in October and November 2010.

Members asked why Cabinet would make recommendations to the full Council in respect of item 11, Statement of Licensing Policy. This was not clear and the Executive Director for Finance and Resources said she would look into this and advise Members accordingly.

RESOLVED that the Portfolio Holder for Community Services be asked to provide an update report on the Pay-on-Foot Car Parking scheme to the Overview Board meeting to be held on 2nd November 2010.

29/10 **OVERVIEW BOARD MEETING SCHEDULE**

The Board considered the Meeting Schedule and it was noted that the items on Garden Waste Services – Future Developments and Implementation of the Civil Parking Enforcement proposals had been deferred until the meeting to be held on 2nd November 2010.

The meeting closed at 7.30 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2nd November 2010

LOCAL FOOD ECONOMY TASK GROUP

| | |
|--|--|
| Relevant Portfolio Holder | Councillor Mrs. J. Dyer – Portfolio Holder for Planning & Regeneration |
| Relevant Head of Service for Overview and Scrutiny | Claire Felton – Head of Legal, Equalities and Democratic Services |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 At the meeting of the Overview Board held on 27th July 2010 a Task Group on the Local Food Economy was established. The Task Group is to consider the importance of the local food economy in the Bromsgrove District.

2. RECOMMENDATIONS

- 2.1 Members are requested to:

- (a) consider and agree the membership of the Task Group (completed membership forms are attached at Appendix 1);
- (b) invite Ms. A. Houghton and Mr. M. Draper of Transition Town Bromsgrove, to become co-opted Members of the Task Group (completed membership forms are attached at Appendix 2);
- (c) agree the terms of reference of the Local Food Economy Task Group (as set out in 3.6 of this report); and
- (d) request the Task Group to commence its investigation as soon as possible.

3. BACKGROUND

- 3.1 At the meeting of the Overview Board held on 27th July 2010, the Local Food Economy Task Group was established.

Membership

- 3.2 Under the Constitution, up to seven Members of the Council may participate in a Task Group. As requested by the Board at its last meeting, Task Group Membership Forms were sent out to all Members of the Council (with the exception of Members of the Cabinet) inviting anyone who had an interest in becoming a Member of the Task Group to complete a membership form.

OVERVIEW BOARD

2nd November 2010

- 3.3 Group Leaders were informed of the new Task Group and were asked if they could encourage their Members to complete a membership form if they had an interest in the topic and/or had relevant skills and knowledge which would be useful for the investigation.
- 3.4 Three membership forms have been completed and submitted. They are attached at Appendix 1.

Co-optees

- 3.5 It is suggested that Ms. A. Horton and Mr. M. Draper, of Transition Town Bromsgrove, are invited to sit on the Task Group as co-opted members. (Please note: Co-optees are non-voting members.)
- 3.6 For the Board's information, Ms. Horton and Mr. Draper are two of the founder members of Transition Town Bromsgrove (TTB), a growing community initiative. A Transition Town considers the challenges posed by peak oil and climate change. TTB was formed in August 2010 and through themed working groups they hope to plan a transition to a better low energy future in food, health, work and culture. There are over 140 Transition Town local groups throughout the country and 7 within Worcestershire. The work of the Transition Towns within the district is supported by the Head of Centre at Worcestershire County Council, Bishops Wood Environmental Centre.
- 3.7 Ms. Horton and Mr. Draper have completed and submitted Co-optee Membership Forms and these are attached at Appendix 2 for information.

Chairman

- 3.8 At the meeting of the Overview Board on 27th July 2010, Councillor L. J. Turner was appointed as Chairman of the Task Group.

Terms of Reference

- 3.9 The proposed terms of reference for the Local Food Economy Task Group are:

Aim

To investigate the importance of developing the local food economy in the Bromsgrove District and what can be done to support this sector of the local economy.

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2nd November 2010

Objectives

The Task Group will investigate:

- i. the definition of the “local food economy”,
- ii. the costs and benefits of the local food economy,
- iii. who and where the local food suppliers are for the Bromsgrove District,
- iv. the local food distribution networks for the Bromsgrove District,
- v. what can be done locally to support the local food economy, and
- vi. best Practice elsewhere for local food economy policies and partnerships.

Length of investigation

3.10 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigation within four months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.

3.11 It is anticipated that the first meeting of the Task Group will take place in early November (date to be arranged). It is anticipated that the Task Group will report back to the Overview Board on 2nd February 2011.

4. KEY ISSUES

4.1 There are no financial implications directly relating to this report.

5. FINANCIAL IMPLICATIONS

5.1 There are no financial implications directly relating to this report.

6. LEGAL IMPLICATIONS

6.1 There are no legal implications directly related to this report.

7. POLICY IMPLICATIONS

7.1 There are no policy implications directly related to this report.

8. COUNCIL OBJECTIVES

8.1 Council Objection Three – One Community.
CO3 – One Community

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2nd November 2010

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 None for the purposes of this report.

10. CUSTOMER IMPLICATIONS

10.1 Effective services for young people.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

11.1 There are no implications directly relating to this report for the Council's Equalities and Diversity Policies.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

12.1 None for the purposes of this report.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

13.1 None for the purposes of this report.

14. HUMAN RESOURCES IMPLICATIONS

14.1 None for the purposes of this report.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

15.1 None for the purposes of this report.

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

16.1 None for the purposes of this report.

17. HEALTH INEQUALITIES IMPLICATIONS

17.1 None for the purposes of this report.

18. LESSONS LEARNT

18.1 None for the purposes of this report.

OVERVIEW BOARD

2nd November 2010

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

19.1 None for the purpose of this report.

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 | Yes |
| Director of Policy, Performance and Partnerships | Yes |
| Head of Service | Yes |
| Head of Resources | No |
| Head of Legal, Equalities & Democratic Services | Yes |
| Corporate Procurement Team | No |

21. WARDS AFFECTED

All wards

22. APPENDICES

Appendix 1 – Completed Membership Forms

Appendix 2 – Completed Co-optee Membership Forms

23. BACKGROUND PAPERS

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2nd November 2010

None

24. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce, Committee Services Officer
E Mail: a.scarce@bromsgrove.gov.uk
Tel: (01527) 881443



TASK GROUP MEMBERSHIP FORM

Please complete the following:

| | |
|---|--|
| Name of Board: | Overview Board |
| Name of Task Group: | The Local Food Economy |
| Chairman of Task Group: | Councillor L. Turner |
| Issues to be scrutinised: | To investigate the availability of locally sourced foods in local shops, supermarkets, restaurants, and in schools and elderly care homes, day centres etc. To actively promote local food. To ascertain the viability of encouraging additional Local Food/Farmers Markets in District Wards other than Bromsgrove Town. Reduction of carbon footprint in the local food economy. |
| Note: The minimum number of Members on a Task Group is 3 and the maximum is 7 | |

Name: CHRIS SCARSEL

Why are you interested in becoming a member of this particular Task Group?

As Cinema Critique Corporation
Tills as a Reviewer Zone

What skills and knowledge would you bring to the Task Group?

Some sales experience

Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? Yes / No / Unsure*
If "Yes" or "Unsure", please state why?

No

What days of the week are you generally available to attend a meeting at 6pm?

| | | | | |
|---|--|--|--|--|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Yes/No* <input checked="" type="radio"/> No | Yes / No* <input checked="" type="radio"/> Yes | Yes / No* <input checked="" type="radio"/> Yes | Yes / No* <input checked="" type="radio"/> Yes | Yes / No* <input checked="" type="radio"/> Yes |

Please state if you are available at any other times:

Days Days

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

Have you booked any holidays during the next 3-6 months? Yes / No* No
If "Yes", please state the dates you will be away:



TASK GROUP MEMBERSHIP FORM

Please complete the following:

| | |
|---------------------------|--|
| Name of Board: | Overview Board |
| Name of Task Group: | The Local Food Economy |
| Chairman of Task Group: | Councillor L. Turner |
| Issues to be scrutinised: | To investigate the availability of locally sourced foods in local shops, supermarkets, restaurants, and in schools and elderly care homes, day centres etc. To actively promote local food. To ascertain the viability of encouraging additional Local Food/Farmers Markets in District Wards other than Bromsgrove Town. Reduction of carbon footprint in the local food economy. |

Note: The minimum number of Members on a Task Group is 3 and the maximum is 7

> Name: DAVID McINTYRE

> Why are you interested in becoming a member of this particular Task Group?
I Believe in Health & Healthy eating & helping to promote this

> What skills and knowledge would you bring to the Task Group?
doing Done a Catering Course some years ago & enjoying life as a Market I feel ready to start the night Market

> Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? Yes / No / Unsure*
If "Yes" or "Unsure", please state why? NO

> What days of the week are you generally available to attend a meeting at 6pm?

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|------------------------------------|------------------------------------|------------------------------------|
| Yes / No* <input checked="" type="checkbox"/> | Yes / No* <input checked="" type="checkbox"/> | Yes / No* <input type="checkbox"/> | Yes / No* <input type="checkbox"/> | Yes / No* <input type="checkbox"/> |

> Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

> Have you booked any holidays during the next 3-6 months? Yes/~~No~~ October x 3 weeks
If "Yes", please state the dates you will be away:
last 3 weeks in October

TASK GROUP MEMBERSHIP FORM

Please complete the following:

| | |
|---------------------------|---|
| Name of Board: | Overview Board |
| Name of Task Group: | The Local Food Economy |
| Chairman of Task Group: | Councillor L. Turner |
| Issues to be scrutinised: | To investigate the availability of locally sourced foods in local shops, supermarkets, restaurants and in schools and elderly care homes, day centres etc. To actively promote local food. To ascertain the viability of encouraging additional local food/farmers markets in district wards other than Bromsgrove town. Reduction of carbon footprint in the local food economy. |

Note: The minimum number of Members on a Task Group is 3 and the maximum is 7

➤ Name: **Councillor Steven Colella**

➤ Why are you interested in becoming a member of this particular Task Group?

The newly appointed coalition Government is promoting the Localism agenda and the Big Society. This is an ideal task group to begin to embrace these themes and bring benefits and cohesion to our local communities.

➤ What skills and knowledge would you bring to the Task Group?

Interviewing witnesses. Analysis. Knowledge of the community.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? ~~Yes/ No /Unsure*~~
If "Yes" or "Unsure", please state why?

No

➤ What days of the week are you generally available to attend a meeting at 6pm?

| | | | | |
|--------|-----------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| No* | yes / No* | Yes* | Yes * | No* |

➤ Please state if you are available at any other times:

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? Yes / No*
If "Yes", please state the dates you will be away:

Once complete, please return to: Scrutiny Officer, Committee Section,
Legal, Equalities and Democratic Services, no later than

Email: scrutiny@bromsgrove.gov.uk

* Delete as appropriate

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TASK GROUP MEMBERSHIP FORM (Co-optees)

Please complete the following:

| | |
|---------------------------|---|
| Name of Board: | Overview Board |
| Name of Task Group: | The Local Food Economy |
| Chairman of Task Group: | Councillor L. Turner |
| Issues to be scrutinised: | To investigate the availability of locally sourced foods in local shops, supermarkets, restaurants and in schools and elderly care homes, day centres etc. To actively promote local food. To ascertain the viability of encouraging additional local food/farmers markets in district wards other than Bromsgrove town. Reduction of carbon footprint in the local food economy. |

Note: The minimum number of Members on a Task Group is 3 and the maximum is 7

➤ Name and contact details:

Marcus Draper

➤ Why are you interested in becoming a member of this particular Task Group?

The globalised food economy, which is currently the dominant model, leaves us extremely vulnerable to the effects of both peak oil and climate change. It is therefore imperative that communities start to explore viable mitigation strategies now, before the affects of these problems start to impinge upon our ability to respond positively and effectively.

➤ What skills and knowledge would you bring to the Task Group?

I am a member of the Transition movement in Bromsgrove, which aims to re-localise our economies, thus making them more resilient to external shocks. In doing so I have gained a very comprehensive understanding of the problems we face but also the potential solutions we could employ. I actively practice many of these solutions.

I also have a degree in Human Ecology, which is the study of human interaction with the natural, social and made environments. As well as studying food policy, this has provided me with the ability to evaluate issues in a holistic manner, to look at things as a whole, not just the constituent parts. This is a vital skill when trying to make sense of something as complex as the food system.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? Yes / No / Unsure*
If "Yes" or "Unsure", please state why?

No

➤ What days of the week are you generally available to attend a meeting at 6pm?

* Delete as appropriate

| | | | | |
|--------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Yes | No* | Yes | Yes * | Yes |

➤ Please state if you are available at any other times:

Weekends

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? **No***
If "Yes", please state the dates you will be away:

Once complete, **please return to:** Amanda Scarce, Committee Section,
Legal, Equalities and Democratic Services, **no later than 15th October 2010**
Email: scrutiny@bromsgrove.gov.uk

* Delete as appropriate



TASK GROUP MEMBERSHIP FORM (Co-optees)

Please complete the following:

| | |
|---------------------------|---|
| Name of Board: | Overview Board |
| Name of Task Group: | The Local Food Economy |
| Chairman of Task Group: | Councillor L. Turner |
| Issues to be scrutinised: | To investigate the availability of locally sourced foods in local shops, supermarkets, restaurants and in schools and elderly care homes, day centres etc. To actively promote local food. To ascertain the viability of encouraging additional local food/farmers markets in district wards other than Bromsgrove town. Reduction of carbon footprint in the local food economy. |

Note: The minimum number of Members on a Task Group is 3 and the maximum is 7

➤ Name and contact details:

Alison Horton,

➤ Why are you interested in becoming a member of this particular Task Group?

This Task Group interests me because, as a co-founder of Transition Town Bromsgrove, I believe that one of the key issues currently facing Bromsgrove is our lack of resilience to the town's food network being disrupted (primarily due to the effects of Peak Oil), but other economic factors may be important too). Membership of this TG will enable me, as a member of Transition Town Bromsgrove, to evaluate the level of food resilience in the town and to ensure that necessary steps are taken to facilitate the eventual relocation of our food network, either by ourselves or by the relevant body or authority or a combination of all of these. I believe that this is a common interest with the Council.

➤ What skills and knowledge would you bring to the Task Group?

I am a Science teacher and a registered Environmental Health Officer. I have a good knowledge of the issues of Peak Oil and local food resilience and am currently undertaking a qualification in Permaculture. I started Transition Town Bromsgrove in April 2009 to deal with the impending global issue of Peak Oil. I am a good researcher and am able to analyse data quickly and effectively. My written work is of a good standard and I am also a good verbal communicator. I have excellent IT skills and have good interpersonal skills.

➤ Would membership of this Task Group raise any conflicts of interest which would prevent you from participating in meetings of this Task Group? No
If "Yes" or "Unsure", please state why?

N/A

* Delete as appropriate

➤ What days of the week are you generally available to attend a meeting at 6pm?

| | | | | |
|--------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| Yes | No | Yes | Yes | No |

➤ Please state if you are available at any other times:

| |
|-----|
| No. |
|-----|

(Note: All meetings will commence at 6pm unless ALL Members of a Task Group agree they are ALL available to attend at a different time)

➤ Have you booked any holidays during the next 3-6 months? No
If "Yes", please state the dates you will be away:

| |
|-----|
| N/A |
|-----|

Once complete, **please return to:** Amanda Scarce, Committee Section,
Legal, Equalities and Democratic Services, **no later than 15th October 2010**
Email: scrutiny@bromsgrove.gov.uk

* Delete as appropriate

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

2nd November 2010

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview Board (including Task Group recommendations) until implementation is complete. The Recommendation Tracker should for each recommendation detail the following information:

- whether the recommendation was agreed by Cabinet (the Cabinet Decision),
- the relevant Cabinet Portfolio Holder,
- which department or agencies will be implementing the agreed recommendations;
- when the agreed recommendations are expected to be implemented by; and
- key outcomes resulting from implementation.

Supplementary evidence to show the outcomes achieved, such as exhibits, photographs, commentary or testimony from external agencies and service users is encouraged to be presented to the Board as a presentation.

The recommendations are grouped in date order and by topic.

2. RECOMMENDATIONS

- 2.1 That the Board notes the Quarterly Recommendation Tracker and agrees to the removal of any items which have been completed.

Recommendations by the Overview Board: 1st June 2010

| | |
|--------------------------|---|
| TOPIC: | COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GROUP |
| PORTFOLIO HOLDER: | Cllr G Denaro – Finance and Resources |
| HEAD OF SERVICE: | Claire Felton – Head of Legal Equalities and Democratic Services |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed | | |
|--------------------------|--|---------------------------------|--------------------------|--|--|
| 1 | <p>An Invitation to Attend That the publication of meeting times and venues of the Council, the Cabinet, Overview and Scrutiny and other statutory public meetings be enhanced, with an invitation for the public to attend, including a regular slot publicising meetings in the Together Bromsgrove magazine.</p> | April 2011 | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Cabinet Decision:</td> <td>AGREED by Cabinet</td> </tr> </table> | Cabinet Decision: | AGREED by Cabinet | | |
| Cabinet Decision: | AGREED by Cabinet | | | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | | | |
| 2 | <p>Councillor Calls for Action That the Council adopt a procedure for dealing with Council Calls for Action to work in concert with the procedures for Councillor Casework Enquiries and providing recourse to Overview and Scrutiny.</p> | April 2011 | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">Cabinet Decision:</td> <td>AGREED by Cabinet</td> </tr> </table> | Cabinet Decision: | AGREED by Cabinet | | |
| Cabinet Decision: | AGREED by Cabinet | | | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 3 | <p>Promoting Democracy That event stalls be more widely used to promote democracy, to become registered to vote and get involved, including a stall to be set up in the Bromsgrove High street market, in supermarkets and community events.</p> | July 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 4 | <p>Cyber Democracy That the local democracy pages of the Council website be reviewed to improve the content and to add summary information on how local democracy works in Bromsgrove and how people can get involved, with a special webpage site for the Democracy Year Campaign.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 5 | <p>Consultation Portals That the Council's website use consultation portals to gauge opinion on topics of local interest and local decisions and a means to engage and consult the public in the local democratic decision making process.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 6 | <p>Young Citizens Webpage That a Young Citizen page be included on the Council Internet site specifically aimed at young people, with fund and exciting content, explaining the democratic process and how to get involved.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 7 | <p>Public Petitions That the Council adopt a petitions scheme, procedure and guidance to set out how petitions and e petitions will be dealt with and the arrangements for receiving petitions.</p> | July 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 8 | <p>Citizenship That the Head of Legal, Equalities and Democratic Services be asked to liaise with Bromsgrove secondary schools to co-ordinate with the Citizenship curriculum being followed in the respective schools to find ways in which the District Council can support the curriculum.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 9 | <p>School Councils That the Council work in partnership with Bromsgrove secondary schools to facilitate the Schools Councils' constitutional arrangements and arrangements for making recommendations to the appropriate local decision making bodies.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 10 | <p>U Decide That the Council investigate the possibility of running a further U Decide or similar event in 2011 to involve young people in making decisions on local projects.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 11 | <p>A Democracy Year Campaign That there be a Democracy Year Campaign to link together all the events for democracy year under the banner of promoting and involving people in local democracy.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 12 | <p>A Democracy Champion That a Member of the Council be nominated Democracy Champion for one year to Champion local democracy.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 13 | <p>Democracy Campaign Emblem That an emblem be designed for the Democracy Year Campaign to be used as a part of a democracy year campaign and used on all communications for Democracy Year.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |
| 14 | <p>Democracy Year Campaign Steering Group That there be convened a Democracy Year Campaign steering group, to meet at least 4 times a year during 2010-11, to co-ordinate the Democracy Year Campaign events and activities.</p> | July 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u> <i>See attached Democracy Campaign Action Update</i></p> | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 15 | <p>Celebrating Democracy That Democracy Year include programmed events to concord with other relevant events in the Council events programme, including International Women's Day 2011, including a celebration of women's suffrage and the history of women's suffrage and Black History Month 2010 celebrating the history and achievements of the black civil rights movement in the USA, South Africa, the British Commonwealth and other parts of the world.</p> | April 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p>Outcomes</p> <p><i>See attached Democracy Campaign Action Update</i></p> | | |

Recommendations by the Overview Board: 2nd February 2010

| | |
|--------------------------|--|
| TOPIC: | OLDER PEOPLE TASK GOUP |
| PORTFOLIO HOLDER: | Cllr Mrs M Sherrey – Older People, the Young and Vulnerable People. |
| HEAD OF SERVICE: | Hugh Bennett - Director of Policy, Performance and Partnerships |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 1 | <p>UK Older People's Day (a) that the Council be requested to build on the success and continue to promote and celebrate UK Older People's Day throughout the Council and via the Council's Communications Plan; and that a Member/officer working group be developed to drive future promotions/events and provide an ongoing focus on older people. (b) That the Portfolio Holder for Older People, the Young and Vulnerable People be requested to investigate funding opportunities for future events to be held throughout the District.</p> | October 2010 | |

| *Rec. No. | Detail of Recommendation and Updates | | Implementation to take place by | Tick if completed |
|-----------|---|--------------------------|---------------------------------|-------------------|
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| 2 | <p>Free Swimming at the Dolphin Centre (a) That following the expiry of the Grant funded Free of Charge (FOC) swimming scheme for 60 plus residents, the Deputy Head of Street Scene and Community be requested to review the impact the service has had on the health of those participating. (b) That in partnership with NHS Worcestershire and other key members of the Local Strategic Partnership (LSP), Health and Well Being Theme Group, the Deputy Head of Street Scene and Community be requested to produce a report for Members to identify the key successes and failures of the scheme, make recommendations for the future provision to include additional funding opportunities, changes to the structure of the provision, key performance indicators required moving forward and, if required, alternative methods of service delivery.</p> | | June 2011 | |
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| 3 | <p>Gym Facilities at the Dolphin Centre That the Portfolio Holder for Community Services and the Deputy Head of Street Scene and Community be requested to scope the possibility of introducing a dedicated gym session programme for the 50+ age group to encourage greater use from this market segment and report back to the Older People Theme Group within 6 months.</p> | | December 2012 | |
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 4 | <p>Community Transport Services (BURT) (a) That the Portfolio Holder for Community Services and the Head of Community Services be requested to assess the service after one year, using the Council's project management framework, to determine usage, costs and feedback from users of the scheme in order to ensure continuous improvement. (b) That the Portfolio Holder for Community Services and the Head of Community Services when assessing feedback from users establish if there is a need to expand the Community Transport Service to a wider area and that the Head of Community Services be requested to continue to raise awareness and promotion of the service.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u></p> | September 2010 | |
| 5 | <p>The TRUNK That Members continue to work with the TRUNK and utilise future developments at the Centre – drop in sessions, surgeries and the core group of (resident) advocates as a means of communicating, informing and updating residents on the Council's service provision.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u></p> | March 2011 | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 6 | <p>Older People's Strategy for Worcestershire That the Portfolio Holder for Older People, the Young and Vulnerable People and the Director for Policy, Performance and Partnerships be requested to continue to work with the Worcestershire County Council, Joint Commissioning Officer on the revised Older People's Strategy for Worcestershire, with Bromsgrove as a possible pilot district, to ensure there is a Bromsgrove District dimension and that the services provided by the Council and its partners are responsive to the emerging challenges of the changing demographics.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u></p> | May 2010 | |
| 7 | <p>Mapping Exercise (a) The Older People Theme Group Chairman be requested to develop the mapping exercise currently being undertaken in liaison with the Health and Well Being Team, Worcestershire County Council to identify any gaps and complete the mapping exercise by 31st July 2010. (b) That the Director for Policy, Performance and Partnerships and the Older People Theme Group Chairman continue to continue to liaise with the Health and Well Being Team, Worcestershire County Council to promote existing services offered and to take an active role in the development of future scheme and re-commissioning of low level services for Bromsgrove District and work with community groups to set up sustainable initiatives with partner agencies.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><i>It was noted that whilst the Older People Theme Group was no longer in existence, the work would be undertaken across the other Local Strategic Partnership Theme Groups and in conjunction with the Champion for Older People.</i></p> <p><u>Outcomes</u></p> | August 2010 | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|---|--|-------------------|
| 8 | <p>A – Z Directory (a) That the Portfolio Holder for Older People, the Young and Vulnerable People and the Director for Policy, Performance and Partnerships be requested to scope funding to publish an A-Z directory of services available for older people in the Bromsgrove District, to be sustainable so as to keep it up to date. That the Director for Policy, Performance and Partnerships be tasked to produce the directory within 12 months and report back to the Cabinet. (b) That the A-Z directory be made available on the Council's Internet and Intranet Sites, a copy to be held at the Customer Service Centre and that Customer Service Centre advisors be requested to use the directory to signpost older people.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u></p> | (a) March 2011 (b) October 2010 | |
| 9 | <p>Information Management (a) That the Council's website and Connect site be regularly reviewed and updated with service information, contact details and particularly when staff changes occur and that consideration be given to a dedicated page for older people with links to related internet sites. (b) That any future mystery shopper exercises include a test of services to older people.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u></p> | (a) October 2010 (b) TBC | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 10 | <p>Older People's Champions That a Member/officer working group comprising the Director of Policy, Performance and Partnerships and the Portfolio Holder for Older People, the Young and Vulnerable People be established to further explore Age Concern's, Best Practice and scope working with partner agencies to promote the introduction of "Older People's Champions" in each Parish who can disseminate information on available services and accessibility to residents in the Town Centre and surrounding areas within the Bromsgrove District.</p> <p>Cabinet Decision: AGREED by Cabinet</p> | October 2010 | |
| 11 | <p>Older People's Housing Strategy for Worcestershire That the Director for Policy, Performance and Partnerships and the Strategic Housing Manager be requested to ensure that any opportunities to assist in meeting the aims and objectives being developed for the newly revised Older People's Housing Strategy for Worcestershire be explored at a local level.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes</p> | March 2011 | |
| 12 | <p>Housing That the Portfolio Holder for Regulation, Strategic Housing and Climate Change and the Strategic Housing Manager be requested to ensure there is an appropriate housing mix and that older people's needs are catered for within the housing market as identified in the Bromsgrove Sustainable Community Strategy 2010-2013, Stronger Communities and the Bromsgrove Housing Market Assessment 2008.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p><i>The Cabinet endorsed the desire to ensure there is an appropriate housing mix in the District and that older people's needs are catered for but felt that the limitations on the Council's ability to achieve this must be recognised and</i></p> | Market 2011 | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| | <p><i>requested the Portfolio Holders, the Strategic Housing Manager and the Strategic Planning Manager to ensure that all appropriate steps were taken to achieve the aim of the recommendation.</i></p> | | |
| | <p><u>Outcomes</u></p> | | |
| 13 | <p>Lifeline That the Head of Street Scene and Waste Management be requested to continue to promote the Lifeline Service, including the range of monitoring equipment available and that the quarterly lifeline newsletter be used to promote and inform residents of other services and benefits available.</p> | October 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |
| 14 | <p>Benefit Service (a) That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to raise awareness of the Benefit Service and proactively engage or seek elderly residents who are not claiming benefits by attending residents meetings, providing information surgeries and use of other service area meetings to find out how to reach or inform residents of the benefit service. (b) That the Portfolio Holder for Resources and the Benefit Service Manager be requested to continue to work with the relevant service areas within the Council to issue information to residents in receipt of council tax benefit.</p> | March 2011 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 15 | <p>Employment (a) That the Portfolio Holder for Community Services and the Director of Policy, Performance and Partnerships be requested to explore opportunities to inform and educate young people regarding pension information. (b) That the Director of Policy, Performance and Partnerships be requested to liaise with the Local Strategic Partnership – Partners to explore opportunities of raising employees’ awareness on pension information.</p> | March 2012 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |
| 16 | <p>Adult Learning Opportunities That the Portfolio Holder for Older People, the Young and Vulnerable People be requested to work closer with the Adult Learning Team, Worcestershire County Council in order to be familiar with and to promote the adult learning packages available.</p> | October 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |
| 17 | <p>Funding Opportunities That the Director for Policy, Performance and Partnerships be requested to investigate ways in which officers can keep up to date with funding developments and utilise the skills of officers to bid for future funding when appropriate.</p> | TBC | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| 18 | <p>Worcestershire County Council Highways Department That the Head of Street Scene be requested to liaise with and obtain information from Worcestershire County Council, Highways Department on the current work programme and future work schedule for Bromsgrove District regarding renewal and repairs of pavements and the identification of areas requiring additional dropped curbs within Bromsgrove District, more specifically the Town Centre and areas around sheltered accommodation.</p> | April 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><i>It was also requested that this Council's representatives on the Highways Partnership Forum be requested to raise the issues with the Forum.</i></p> | | |
| | <p><u>Outcomes</u></p> | | |
| 19 | <p>Future Vision (a) That the Portfolio Holder for Older People, the Young and Vulnerable People be requested to ensure that the views of older people in Bromsgrove are valued, shared and promoted within all service areas of the Council and negative perceptions of older people are challenged. (b) That the Director for Policy, Performance and Partnerships be requested to ensure that the Council achieves more formal engagement with Bromsgrove Older People's Forum. (c) That officers take into account the Communities and Local Government, Lifetime Homes, Lifetime Neighbourhoods strategy and other relevant evidence and strategies when formulating new policies. (d) That as part of the Council's decision to pilot Mosaic, it is used to target relevant marketing materials to older people. (e) That older people be considered as a possible priority in the Corporate Communications Strategy.</p> | November 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>Outcomes</u></p> | | |

| *Rec. No. | Detail of Recommendation and Updates | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 20 | <p>Older People's Strategy for Worcestershire – Phase 2 That the Overview Board be tasked with initiating, when appropriate, an investigation on the revised Older People's Strategy for Worcestershire, Levels of Inclusion, Levels 3, 4 and 5, which deals with dependency created by older age.</p> | May 2010 | |
| | <p>Cabinet Decision: AGREED by Cabinet</p> | | |
| | <p><u>OUTCOMES</u></p> | | |

Recommendations by the Overview Board: 3rd November 2009

| | |
|--------------------------|--|
| TOPIC: | THE COMMUNICATIONS STRATEGY REVIEW 2009 |
| PORTFOLIO HOLDER: | Cllr Mike Webb – Community and Customer Engagement |
| HEAD OF SERVICE: | Hugh Bennett - Director of Policy, Performance and Partnerships |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| i | that the Mosaic system be employed to inform targeted messages to different groups of residents across the District; | 31 July 2010 | |
| | Cabinet Decision: AGREED by Cabinet | | |
| | <u>Outcomes</u> | | |
| ii | that a simple easy to read breakdown of BDC's responsibilities and service provision be provided periodically at key times of the year to residents to communicate how BDC allocates spending according to residents' priorities and BDC budget allocations, emphasising value for money; | 30 November 2010 | |

| *Rec. No. | Cabinet Decision / Recommendations | | Implementation to take place by | Tick if completed |
|-----------|--|--------------------------|---|-------------------|
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| iii | that more focus be given on communications to local neighbourhoods and communities outside the town centre, including schemes such as the events stalls in town centres and similar to the Bromsgrove District Housing Trust bus, to ensure that BDC communications reach all sections of the community across the District; | | 30 June 2010 | |
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| iv | that linkages are enhanced between the Communications Strategy and council services communications needs and other strategic service plans to ensure that council services communications are fully supported through the Communications Strategy and vice versa; | | On-going. Communications Strategy update November 2010. | |
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| v | that defined strategic communications processes are established to enhance and facilitate appropriate communications for shared services, including appropriate shared costs and service to service arrangements. | | On-going 30 April 2010. | |

| *Rec. No. | Cabinet Decision / Recommendations | | Implementation to take place by | Tick if completed |
|-----------|---|--------------------------|---------------------------------|-------------------|
| | Cabinet Decision: | AGREED by Cabinet | | |
| | <u>Outcomes</u> | | | |
| | RESOLVED that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics. | | November 2010 Cabinet | |
| | Cabinet Decision: | N/A | | |
| | <u>Outcomes</u> | | | |

Recommendations by the Overview Board: 6th January 2009

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|--------------------------|---|
| TOPIC: | Air Quality Strategy and Planning Protocol |
| PORTFOLIO HOLDER: | Cllr Peter Whittaker – Portfolio Holder for Environment and Climate Change |
| HEAD OF SERVICE: | Hugh Bennett - Director of Policy, Performance and Partnerships |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|--|---------------------------------|-------------------|
| | It was recommended that the Cabinet be requested to approve and adopt the Air Quality Strategy and Planning Protocol for Herefordshire and Worcestershire. | 4th March 2009 | ✓ |
| | Cabinet Decision: AGREED by Cabinet | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|------------------------------------|---------------------------------|-------------------|
| | <u>Outcomes</u> | | |

| Recommendations made by the Overview Board 3rd February 2009 | |
|--|--|
| TOPIC: | THE ANTI-SOCIAL BEHAVIOUR AND ALCOHOL FREE ZONES TASK GOUP |
| PORTFOLIO HOLDER: | Cllr J. Webb – Portfolio Holder for Community Safety |
| HEAD OF SERVICE: | Angie Heighway – Head of Community Services |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed |
|-----------|---|---------------------------------|-------------------|
| 1 | <u>Recommendation 1</u> - (Enhance lines of communication with partners) | | |
| | Cabinet Decision: AGREED by Cabinet | | |
| | <u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i> | | |
| 2 | <u>Recommendation 2</u> - (Visible policing within the local community). | | |
| | Cabinet Decision: AGREED by Cabinet | | |
| | <u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i> | | |

| *Rec. No. | Cabinet Decision / Recommendations | Implementation to take place by | Tick if completed | |
|-----------|--|---------------------------------|-------------------|---------------------------------------|
| 3 | <u>Recommendation 3</u> - (Introduction of Fixed Penalty Notices as a means of tackling Anti-Social Behaviour). | Not to be implemented | X | |
| | Cabinet Decision: | | | AGREED by Cabinet |
| 4 | <u>Recommendation 4</u> - (Maximise use and effectiveness of CCTV). | | | |
| | Cabinet Decision: | | | AMMEDED by Cabinet (see below) |
| | The Cabinet requested a review of lighting around CCTV installations to identify if there were any issues and to report back to Cabinet; however, there would be no funding available for additional lighting / CCTV cameras. | | | |
| | <u>Outcomes</u> <i>A review of the implementation of this investigation will take place in March 2010.</i> | | | |

Democracy Campaign

BDC Officer Meeting 21st September 2010

Present: Becky Dunne, Claire Felton, Karen Firth, Sue Mould and Lizzie Tovey

ACTION UPDATE

| ACTIONS | When? | Action By |
|---|---|---|
| <p>1. Link Democracy Campaign to Community Events</p> <p>Stall to be sited in High Street for Older People's Day to launch directory. Agreed to use stall to promote community engagement, elections/register & Overview & Scrutiny. .</p> | 1 Oct 2010 | Becky Dunne |
| <p>2. Democracy Champions</p> <p>Cllr Geoff Denaro suggested for BDC. Need to agree with him & Leader; then announce at November Council</p> | Late Sept 2010 | Claire Felton |
| <p>3. Engagement programme with schools and young people</p> <p>Electoral Services have supplied material to high schools/colleges to promote Electoral Register.</p> <p>Agreed to tie in with County's planned visits to schools (i.e. include district councillors subject to prior approval with Cllr Geoff Denaro). Session at Haybridge High School, Hagley arranged for Cllr Scurrall, with County Cllr Moore. Becky met with Hazel Robinson 15/10/10 to discuss presentation content. If it proves a success, we could incorporate it into Democracy Week.</p> <p>Agreed to identify dates & programme for stalls/events for a Democracy Week in Spring 2011 (pre purdah /local elections) to include local supermarket; school in Wythall, the TRUNK; Rubery venue.</p> | <p>Oct/Nov 2010</p> <p><i>Mar 2011 provisionally</i></p> <p>Early March 2011 (28th Feb- 4th Mar 2011 provisionally)</p> | <p>Claire Felton</p> <p>Becky Dunne</p> |
| <p>4. Debbie Roberts at the TRUNK and youth services need to be linked in.</p> <p>(see 3. above)</p> | | |
| <p>5. Link with Bryony Almond and Worcestershire Youth Cabinet and Youth Parliament.</p> <p>Becky to arrange meeting with Bryony Almond &</p> | Nov 11 | Becky Dunne |

| | | |
|--|---------------------------------|-------------------------------------|
| Kirsty Fraser (Youth Parliament) in November to discuss links and support for Democracy Week. | | |
| <p>6. Need to link in with the Children and Young People Plan consultation and with CYP Theme Group.</p> <p>Becky and Electoral Services to work together on contents of new youth pages on BDC/RBC websites including review of material already produced on behalf of young people.</p> <p>Children and Young People Plan is no longer required by government- Becky to raise how links can be made with the theme group at their next meeting (18th Nov)</p> | <p>Nov 2010</p> <p>Nov 2010</p> | <p>Lizzie Tovey Becky Dunne</p> |
| <p>7. Budget bid to the Equality and Diversity Forum on the basis of including young people in civic and democratic engagement.</p> <p>Agreed need to discuss further with Hugh Bennett as to whether to pursue. It was felt that it was not appropriate for this round of funding.</p> | Late Sept 2010 | Becky Dunne |
| <p>8. The Young Advisors project allows us to put in a bid – investigate new bid this year.</p> <p>No action taken in time to meet deadline so to be tied in with 7. above. This is not feasible for this year- Becky to discuss possible ways forward with Claire.</p> | Nov 2010 | Becky Dunne |
| <p>9. Tie in with WCC programmed visit to schools.</p> <p>(see 3. above)</p> | Nov 2010 | Becky Dunne |
| <p>10. Involve GCSE students at N. Bromsgrove and S. Bromsgrove High Schools (eg website design or research etc)</p> <p>To be picked up as part of action on 6. above</p> | Oct 2010 | Becky Dunne |
| <p>11. Activities with young people and in schools - to ask young people what they want to influence. see the Pershore “Wishes and Worries” activities.</p> <p>Becky to pursue this in the new year, to tie in with Democracy Week. Will explore in partnership with Extended Services (possible budget from them)</p> | Jan 2011 | Becky Dunne |
| 12. Need to define activities. Other activities to | | |

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| <p>include civic involvement eg litter picking, volunteering etc.</p> <p>Agreed to tie in with 'Make a Difference Day'. Separate meeting to be fixed for Guy Revans, Claire Felton & Becky to pursue. Meeting was successful- Community Clean-up arranged for Sat 30th Oct in Sanders Park. Becky and Claire met with Anna Wardell-Hill and Becky met with Jackie Boreham. Colleagues from environmental services and parks to support.</p> | <p>Oct 2010</p> | <p>Becky Dunne</p> |
| <p>13. Link in with Budget Jury in October 2010. Include young people as observers.</p> <p>Budget Jury was postponed due to delays with the budget setting process (due to national changes). Possibility of observers to be raised with budget jurors at next meeting (19th Oct)</p> | <p>Oct / Nov 2010</p> | <p>Becky Dunne</p> |
| <p>14. Youth Democracy page on Council website – identify young people to be involved.</p> <p>(covered by 6. above)</p> | | <p>Becky Dunne</p> |
| <p>15. A "Community Involvement Day" to engage with people on who is interested in getting involved, as parish councillor, district councillor, county councillor, volunteer, school governor etc.</p> <p>To be discussed further with Hugh Bennett who has some ideas. Possibly tie in with Democracy Week events referred to under 3. above.</p> <p>(NB. Sue Mould to arrange separate meeting between herself ,Jayne Pickering & Claire Felton on Budget/Council Tax referendum issues)</p> | <p>March 2011?</p> | <p>Claire Felton Becky Dunne</p> |
| <p>16. Inform stakeholders of what is happening and inviting them to get involved – inc parish councils.</p> <p>Pick up at Monitoring Officer meetings with Parish Clerks then follow up at Parish Forum in December to promote the plans for the spring Democracy Week</p> | <p>Oct & Dec 2010</p> | <p>Claire Felton</p> |
| <p>17. Promotion of Democracy Year</p> <p>Agreed that Becky and Electoral Services to work together to promote Democracy Year via dedicated pages on websites including links to youth pages. Also need to co-ordinate with Communications Manager to produce a double page spread in</p> | <p>Oct 2010</p> | <p>Lizzie Tovey Becky Dunne</p> |

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| <p>November issue of Bromsgrove Together under banner of Democracy Year to include community engagement, how to be a councillor, profile of chairman etc. Pages are under development, as is a 'Democracy Year' stamp which can be used for branding and promoting democracy related activities.</p> | | |
| <p>18. Effectiveness of Democracy Year</p> <p>Agreed need to identify a key question to use at end of year to gauge effectiveness of campaign to improve democracy</p> | <p>March 2011</p> | <p>Lizzie Tovey</p> |

FORWARD PLAN OF KEY DECISIONS

1 NOVEMBER 2010 TO 28 FEBRUARY 2011

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 November 2010 to 28 February 2011. **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

| 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 3 November 2010 | | Bromsgrove Town Centre Regeneration - Redevelopment of the Public Realm/Resurfacing in the High Street | Non-Key* | Councillor Dr. D. W. P. Booth | * Cabinet will make recommendations to the full Council on 17 November 2010 |
| 2 | Cabinet 3 November 2010 | | Improvements to Charford Recreation Ground – Skate Park | Non-Key* | Councillor M. J. A. Webb | * Cabinet will make recommendations to the full Council on 17 November 2010 |
| 3 | Cabinet 3 November 2010 | | Medium Term Financial Plan (to review the position) | Non-Key* | Councillor G. N. Denaro | * Cabinet will make any recommendations to the full Council meeting |
| 4 | Cabinet 3 November 2010 | Cabinet 2 December 2009 | Arts and Events Strategy 2010/11 to 2013/14 | Key | Councillor M. J. A. Webb | Delayed by officers as awaiting countywide strategy. Recently delayed by Members |
| 5 | Cabinet 3 November 2010 | | Alvechurch Multi Use Games Area (MUGA) Inquiry – Report from the Joint Overview & Scrutiny Board | Non-Key | Councillor M. J. A. Webb | |
| 6 | Cabinet 3 November 2010 | | Bromsgrove Museum | Non-Key | Councillor R. Hollingworth | |
| 7 | Cabinet 3 November 2010 | | Finance & Performance Monitoring Report - Quarter 2 2010/11 | Non-Key | Councillors R. Hollingworth and G. N. Denaro | |

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| 8 | Cabinet 1 December 2010 | | Core Strategy | Non-Key* | Councillor Mrs. J. Dyer M.B.E. | * Cabinet will make recommendations to the full Council on 1 December 2010 |
| 9 | Cabinet 1 December 2010 | | Medium Term Financial Plan (to consider draft Revenue and Capital Budgets, funding requirements and Budget Jury results) | Non-Key* | Councillor G. N. Denaro | * Cabinet will make recommendations to the full Council after the February Cabinet meeting |
| 10 | Cabinet 1 December 2010 | Cabinet 6 October 2010 | Community Strategy Annual Report 2010/11 | Non-Key* | Councillor R. Hollingworth | * Cabinet will make recommendations to the full Council. Delayed by officers for further consideration |
| 11 | Cabinet 1 December 2010 | Cabinet 3 November 2010 | Climate Change Strategy | Key | Councillor P. J. Whittaker | Delayed by officers |
| 12 | Cabinet 1 December 2010 | Cabinet 2 June 2010 | Garden Waste Service – Future Development | Key | Councillor M. J. A. Webb | Delayed by Members for further financial information |
| 13 | Cabinet 1 December 2010 | | Council Tax Base Calculation 2011/12 | Non-Key | Councillor G. N. Denaro | |
| 14 | Cabinet 1 December 2010 | | Review of Pay-on-Foot Car Parking | Non-Key | Councillor M. J. A. Webb | |
| | | | | | | |
| 15 | Cabinet 5 January 2011 | | Medium Term Financial Plan 2011/12 – 2013/14 (to review the position of the draft Revenue and Cabinet Budgets further following earlier consideration at the December Cabinet meeting) | Non-Key* | Councillor G. N. Denaro | * Cabinet will make recommendations to the full Council after the February Cabinet meeting |

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|----|-------------------------------|---|--|------------|-------------------------------------|--|
| 16 | Cabinet 5 January 2011 | | Bromsgrove Private Sector Housing Strategy and Assistance Policy | Key | Councillor P. J. Whittaker | |
| 17 | Cabinet 5 January 2011 | | Countywide Housing Strategy 2011-14 | Key | Councillor P. J. Whittaker | |
| 18 | Cabinet 5 January 2011 | | Government Homelessness Grant and Support for Preventative Services | Key | Councillor P. J. Whittaker | |
| 19 | Cabinet 5 January 2011 | | Worcestershire 'Single Conversation' and Local Investment Plan | Key | Councillor P. J. Whittaker | |
| 20 | Cabinet 5 January 2011 | Cabinet 6 October 2010 | Communications Strategy Review | Non-Key | Councillor R. Hollingworth | Delayed by officers for further consideration |
| 21 | Cabinet 5 January 2011 | Cabinet 4 November 2009 | Community Engagement Strategy Review | Non-Key | Councillor R. D. Smith | Deferred to take account of new business plans |
| 22 | Cabinet 5 January 2011 | | Customer Experience Strategy | Non-Key | Councillor G. N. Denaro | |
| 23 | Cabinet 5 January 2011 | Cabinet 8 September 2010 | Longbridge – Memorandum of Understanding | Non-Key | Councillor Mrs. J. Dyer M. B. E. | Delayed by officers for further consideration due to ongoing negotiations |
| | | | | | | |
| 24 | Cabinet 2 February 2011 | | Medium Term Financial Plan 2011/12 – 2013/14 (to make recommendations on the Capital and Revenue Budgets and Council Tax Level for 2011/12) | Non-Key* | Councillor G. N. Denaro | * Cabinet to make recommendations to the full Council on 23 February 2011 |

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|----|-------------------------------|--|---|---------|----------------------------|--|
| 25 | Cabinet 2 February 2011 | | Integrated Performance and Finance Monitoring report – Quarter 3 2010/11 | Non-Key | Councillor G. N. Denaro | |
|----|-------------------------------|--|---|---------|----------------------------|--|

OVERVIEW BOARD WORK PROGRAMME AND MEETING SCHEDULE 2010/11

Updated: September 2010

The Overview Board (OB) is forward looking and plays a major part in the development of Council policy.

The Overview Board

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.

1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)

1.1 Schedule of meetings and agenda items

See Appendix 1 - Schedule of meetings and agenda items.

1.2 Standing Items

The following items will be considered at regular intervals, as indicated.

- The Forward Plan

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 2010/2011. The Forward Plan is to be considered at regular intervals, as indicated.

- Recommendation Tracker

A quarterly report monitoring the implementation of overview recommendations. Considered every quarter.

2. OVERVIEW BOARD TASK GROUPS

2.1 Current Overview Board Task Groups

See Appendix 2a - Current Overview Board Task Groups

2.2 Task Group Reviews

Consideration of the implementation progress of OB Task Group recommendations agreed by the Cabinet, considered by the reconvened Task Group.

See Appendix 2b - OB Task Group Reviews

3. RECOMMENDATIONS

- 3.1 That the Board notes the Work Programme and Meeting Schedule 2010/11 and agrees to the removal of any topics which have been completed and notes that the Young Peoples' Task Group has been discontinued.

Appendix 1 - Schedule of meetings and agenda items

| 2010/2011 MUNICIPAL YEAR | | | | |
|---|---|--|-----------|-----------------------------------|
| 2nd November 2010 | | | | |
| Agenda Item / Topic | Terms of Reference | Witnesses <i>Department and Lead Officers Community Partners etc</i> | Documents | Decision Maker(s) / Decision Date |
| Bromsgrove Railway Station Development | An update on the status of the proposed Bromsgrove Railway Station Development | <p>Lead Officer: John Staniland, Planning & Regeneration, Regulatory, Housing Services</p> <p>Portfolio Holder: Cllr Mrs J Dyer – Cabinet Member for Planning and Regeneration</p> <p>Executive Director: John Staniland, Planning & Regeneration, Regulatory, Housing Services</p> <p>Head of Dept:</p> <p>External Witnesses:</p> | | |
| Implementation of the Civil Parking Enforcement proposals1 UPDATE | To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council | <p>Lead Officer: Guy Revans, Head of Environment</p> <p>Portfolio Holder: Cllr M. Webb – Portfolio Holder for Community Services (incl car parking)</p> <p>Executive Director: Sue Hanley – Leisure, Environmental and Community Services</p> <p>Head of Dept: Guy Revans, Head of Environment</p> | | The Cabinet |

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| | | External Witnesses: | | |
| Garden Waste Services – Future Developments | To review the take up, performance and value for money of the Garden Waste Service and the proposals for future developments. | <p>Lead Officer: Guy Revans – Head of Environmental Services</p> <p>Portfolio Holder: Cllr Mike Webb – Portfolio Holder for Community</p> <p>Executive Director: Sue Hanley – Leisure, Environmental and Community Services</p> <p>Head of Dept: Guy Revans – Head of Environmental Services</p> <p>External Witnesses:</p> | A report of Head of Environmental Services | The Cabinet 4 th August 2010 |
| Recommendation Tracker - Permanent Item - Quarterly | A quarterly report monitoring the implementation of overview recommendations | <p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> <p>Head of Dept:</p> <p>External Witnesses:</p> <p>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</p> | | A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back to the decision maker |
| Local Food Economy Task Group | Elect Chairman Agree Terms of Reference and | | | |

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| | Membership | | | |
| The Forward Plan | To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011 | <p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> <p>Head of Dept:</p> <p>External Witnesses:</p> | | The Cabinet |
| 4th Jan 2011 | | | | |
| Agenda Item / Topic | Terms of Reference | <p style="text-align: center;">Witnesses</p> <p style="text-align: center;"><i>Department and Lead Officers Community Partners etc</i></p> | Documents | Decision Maker(s) / Decision Date |
| Implementation of the Civil Parking Enforcement proposals² (written report) | To review the future implementation of the Civil Parking Enforcement proposals and the Agency Agreement with the County Council | <p>Lead Officer: <i>Guy Revans, Head of Environment</i></p> <p>Portfolio Holder: <i>Cllr Mike Webb, Portfolio Holder for Community Services (inc car parking)</i></p> <p>Executive Director: <i>Sue Hanley, Leisure, Environmental & Community Services</i></p> <p>Head of Dept: <i>Guy Revans, Head of Environment</i></p> <p>External Witnesses:</p> | <i>A report of the Head of Environmental Services</i> | The Cabinet |
| Local Food Economy Task Group Update | | Cllr Les Turner – Chairman of the Task Group | | |
| Recommendation Tracker <i>- Permanent Item -</i> | A quarterly report monitoring the implementation of overview | <p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> | | A recommendation may be deemed implemented and |

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| Quarterly | recommendations | <p>Head of Dept:</p> <p>External Witnesses:</p> <p><i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i></p> | | “case closed” or not implemented and referred to a future meeting of the OB for review or referred back to the decision maker |
| The Forward Plan | To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011 | <p>Lead Officer:</p> <p>Portfolio Holder:</p> <p>Executive Director:</p> <p>Head of Dept:</p> <p>External Witnesses:</p> | | The Cabinet |
| 1st Feb 2011 | | | | |
| Agenda Item / Topic | Terms of Reference | Witnesses <i>Department and Lead Officers Community Partners etc</i> | Documents | Decision Maker(s) / Decision Date |
| <p>Young People 1 (Every Child Matters Strategy, 5 key themes) To consider the development of the new Children and Young Peoples Plan and the ways in which Bromsgrove District Council and its community partners engage with young people.</p> | Elect Chairman and agree Terms of Reference and membership. | <p>Lead Officer: <i>Rebecca Dunne - Senior Corporate Policy & Performance Officer</i></p> <p>Portfolio Holder: <i>Cllr. M. Sherrey, Cabinet Member for Older People, the Young and Vulnerable People</i></p> <p>Executive Director: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i></p> <p>Head of Dept: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i></p> | | |

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| Task Group | | External Witnesses: | | |
| The Forward Plan | To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011 | Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses: | | The Cabinet |
| Local Food Economy Task Group Update | | | | |
| 5th April 2011 | | | | |
| Agenda Item / Topic | Terms of Reference | Witnesses <i>Department and Lead Officers Community Partners etc</i> | Documents | Decision Maker(s) / Decision Date |
| Older People Task Group Implementation Review | A report to consider the implementation of the Task Group recommendations agreed by the Cabinet | Lead Officer: <i>Hugh Bennett, Director of Policy, Performance & Partnerships</i> Portfolio Holder: <i>Cllr Mrs M. A. Sherrey Portfolio Holder for Children and Young People, Older People and the Vulnerable</i> Executive Director: Head of Dept: External Witnesses: | | The Cabinet 3 rd March 2010 |

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| Local Food Economy Task Group update | Update by the Chairman of the Task Group | | | |
| Young People Task Group Update | Update by the Chairman of the Task Group | | | |
| The Forward Plan | To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011 | Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses: | The Cabinet | |
| 26th April 2011 | | | | |
| Agenda Item / Topic | Terms of Reference | Witnesses <i>Department and Lead Officers Community Partners etc</i> | Documents | Decision Maker(s) / Decision Date |
| The Play Strategy | Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised. | Lead Officer: John Godwin – Head of Leisure and Cultural Services Portfolio Holder: Cllr Mike Webb – Portfolio Holder for Community Executive Director: Sue Hanley – Executive Director for Leisure, Environmental and Community Services Head of Dept: John Godwin – Head of Leisure and Cultural Services External Witnesses: | A report from the Head of Leisure and Cultural Services | |

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|--|---|---|--|---|
| <p>Recommendation Tracker - <i>Permanent Item</i> - Quarterly</p> | <p>A quarterly report monitoring the implementation of overview recommendations</p> | <p>Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses: <i>Head of Legal, Equalities & Democratic Services & Service Head(s) of relevant department(s)</i></p> | | <p>A recommendation may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back to the decision maker</p> |
| <p>Local Food Economy Task Group Report and Recommendations</p> | <p>To agree Task Group report and recommendations</p> | | | |
| <p>Young People 2 Task Group Report and Recommendations</p> | <p>To agree Task Group report and recommendations</p> | <p>Lead Officer: <i>Rebecca Dunne - Senior Corporate Policy & Performance Officer</i> Portfolio Holder: <i>Cllr. M. Sherrey, Cabinet Member for Children and Young People, Older People and the Vulnerable</i> Executive Director: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i> Head of Dept: <i>Hugh Bennett - Director Policy, Performance & Partnerships</i> External Witnesses: <i>Peter Sugg – Community Capacity Manager, Children’s Services, Worcester County Council</i></p> | | |

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|--|--|---|-------------------------|---|
| <p>Community Involvement in Local Democracy Task Group Review</p> | <p>To check the implementation and outcomes of the agreed O&S recommendations/Cabinet decisions</p> | <p>Lead Officer: Claire Felton - Head of Legal, Equalities and Democratic Services Portfolio Holder: Geoff Denaro – Portfolio Holder for Finance and Resources Executive Director: Head of Dept: External Witnesses:</p> | | |
| <p>The Forward Plan</p> | <p>To consider the Key Decisions that will be taken over forthcoming months with information on reports to be considered by the Cabinet during 2010/2011</p> | <p>Lead Officer: Portfolio Holder: Executive Director: Head of Dept: External Witnesses:</p> | | <p>The Cabinet</p> |
| <p>2011 - 2012</p> | | | | |
| <p>Agenda Item / Topic</p> | <p>Terms of Reference</p> | <p>Witnesses <i>Department and Lead Officers Community Partners etc</i></p> | <p>Documents</p> | <p>Decision Maker(s) / Decision Date</p> |
| | | | | |
| | | | | |

Appendix 2a - Current Overview Board Task Groups

| Current Task Groups | Date Report Due | Terms of Reference |
|---------------------|-----------------------------|--------------------|
| Local Food Economy | 26 th April 2011 | |
| Young People | 26 th April 2011 | |

Appendix 2b - OB Task Group Reviews

| Date | Topic | Terms of Reference | Witnesses <i>Department and Lead Officers Community Partners etc</i> | Decision Maker(s) / Decision Date | Possible Outcomes |
|-----------------|---|---|--|---|---|
| 5th April 2011 | Older People Task Group Review Recommendations Implementation Review | A report to consider the implementation of the Task Group recommendations agreed by the Cabinet | <i>Hugh Bennett Director of Policy, Performance & Partnerships</i> | <i>The Cabinet Cllr Mrs M. A. Sherrey Portfolio Holder for Children and Young People, Older People and the Vulnerable</i> | The recommendations may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker. |
| 26th April 2011 | Community Involvement in Local Democracy Task Group Review | To check the implementation and outcomes of the agreed O&S recommendations/Cabinet decisions | <i>Claire Felton – Head of Legal, Equalities and Democratic Services</i> | The Cabinet 30 th June 2010 Cllr Geoff Denaro – Portfolio Holder for Democratic Services Cllr Roger Smith – Portfolio Holder for One Community | The recommendations may be deemed implemented and “case closed” or not implemented and referred to a future meeting of the OB for review or referred back the decision maker. |

Overview and Scrutiny

Methodology and Approach

The following key questions should be asked in each scrutiny review.

1. Business Aims and Objectives

- Q What are the business aims and objectives of the service?
- Q How do these link with the Council's Vision and Objectives?

2. Performance

- Q What are the performance indicators for the service?
- Q How does the service perform against these performance indicators?
- Q How does performance compare to other councils inc, Redditch Borough Council, Statistical Neighbours, Bromsgrove District Council over past 2 years?
- Q What are the reasons for poor / high performance?

3. Customer Feedback

Customer feedback – inc The Place Survey, Focus Groups, Customer Complaints etc

4. Organisation

Q What is the organisational structure for delivering this service?

5. Budget

- Q What is the budget for this service? Total. Capital. Revenue.
- Q What were the budget and out-turn figures for this service over the past 2 years?
- Q How does budget compare to other councils eg, Redditch Borough Council, Statistical Neighbours, Bromsgrove District Council over past 2 years?

6. Future Plans

- Q What are the future plans for the development of this service (inc new statutory requirements etc).

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