



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY 4TH JANUARY 2011, AT 5.30 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 2nd November 2010 (Pages 1 - 4)
4. Civil Parking Enforcement Proposals - Verbal Update
5. Briefing Paper - Garden Waste Future Developments (Pages 5 - 6)
6. Verbal update - Local Food Economy Task Group (Task Group Chairman: Councillor L. J. Turner)
7. Quarterly Recommendation Tracker (Pages 7 - 34)
8. Forward Plan of Key Decisions - 1st January to 30th April 2011 (Pages 35 - 48)
9. Questions for Witnesses at meeting to be held on 1st February 2011 (Pages 49 - 50)

10. 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

17th December 2010

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW BOARD

TUESDAY, 2ND NOVEMBER 2010 AT 6.00 P.M.

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

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

31/10 APOLOGIES

Apologies for absence were received from Councillors Mrs. R. L. Dent and Mrs. J. M. L. A. Griffiths.

32/10 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

No declarations of interest or whipping arrangements were received.

33/10 MINUTES

The minutes of the meeting of the Overview Board held on 31st August 2010 were submitted.

RESOLVED that the minutes be approved as a correct record.

34/10 PAY ON FOOT CAR PARKING SCHEME - VERBAL UPDATE

The Head of Environmental Services and the Portfolio Holder for Community Services had sent their apologies as they were unable to attend the meeting. The Executive Director, Finance and Resources gave a detailed explanation of the current position in respect of the Pay On Foot Scheme. Members were informed that a report would be presented at the Cabinet meeting to be held on 3rd November 2010 which would ask Cabinet to make recommendations to Full Council.

The Board noted that the Council's charges were comparable with other districts and that Wychavon Council had recently increased car parking charges. Officers were not aware of any other operator currently using an incremented tariff. Members were of the view that, as the losses were significant and that in light of the Comprehensive Spending Review, it would be inappropriate for the Council to meet this from balances for 2010/11. It was also felt that, if an increase in charges was anticipated for 2011/12, this should be included within the VAT increase which would take effect from 1st January 2011. The Executive Director, Finance and Resources undertook to feedback the Board's views to the Cabinet meeting to be held on 3rd November 2010.

RECOMMENDED:

- (a) that the Cabinet do not implement the incremented car parking tariff; and
- (b) that the Council incorporate any increased charges within the VAT increase to take effect from 1st January 2011.

35/10 **BROMSGROVE RAILWAY STATION DEVELOPMENT - VERBAL UPDATE**

The Chairman advised that the Executive Director, Planning and Regeneration, Regulation and Housing Services had sent his apologies but had provided the following information:

“The County Council received a letter from the Department of Transport on Wednesday (27th October 2010) informing us that there would be no capital funding for the Bromsgrove railway station project from the Department of Transport. We are welcome to bid for funding from future funds released by the Department for Communities and Local Government but there is no guidance on any of these funds at the current time and competition is likely to be intense for any limited funds released. As a result no further work is to be done on the railway station project until such time as any funding is available.”

The Board was disappointed that the letter from the Department of Transport appeared to preclude development of the Railway Station in the future. The possibility of funding being available through the Local Enterprise Partnership (LEP) was discussed. Officers agreed to ask the Executive Director, Planning and Regeneration, Regulation and Housing Services, whether this had already been explored.

Members queried whether there would be any implications for the Core Strategy of the Local Development Framework, as the Railway Station was an integral part of the Town Centre Redevelopment, and what effect this would have on the Council's priorities.

Officers reminded Members that at the Joint Overview and Scrutiny Board meeting to be held on 23rd November 2010, Members were due to receive a further presentation from the Head of Planning and Regeneration and that this matter could be discussed in more detail at that meeting.

36/10 **LOCAL FOOD ECONOMY TASK GROUP**

The Chairman invited Councillor L. J. Turner, as Chairman of the Task Group, to introduce this item. Councillor Turner gave background information on the Transition Town Bromsgrove group and explained that he had attended one of their meetings and felt that the work that they hoped to do was of a similar nature to that of the Task Group. It was felt that it would be useful to co-opt two members of Transition Town Bromsgrove on to the Task Group. An informal meeting of the Task Group had been held, to which the potential co-optees had been invited and it was felt that they were enthusiastic and committed to the work and would be an asset to the Task Group. Councillor

Turner confirmed that the first meeting of the Task Group would take place on 11th November 2010.

RESOLVED:

- (a) that Councillors S. R. Colella, C. R. Scurrill and D. McGrath be appointed as members of the Task Group;
- (b) that Ms. A. Horton and Mr. M. Draper be co-opted as members of the Task Group;
- (c) that the terms of reference of the Local Food Economy Task Group as submitted now be agreed; and
- (d) that the Task Group commence its investigation as soon as possible.

37/10 **OVERVIEW BOARD QUARTERLY RECOMMENDATION TRACKER**

The Board considered the Quarterly Recommendation Tracker report and was disappointed that detailed updates had not been received from Officers. Members agreed that it was important that recommendations, which had been agreed by Cabinet, were tracked to find out what outcomes had been achieved and when the agreed recommendations (Cabinet decisions) had been implemented, and that officers and relevant Portfolio Holders were requested to provide details of these. The Executive Director, Finance and Resources advised Members that she would bring the Overview Board Recommendation Tracker Report to the attention of the Corporate Management Team at their next meeting and ensure that responses were brought back to the next meeting of the Board to be held on 4th January 2011.

It was noted that an action update had been received in respect of the Community Involvement In Local Democracy Task Group, but unfortunately this was not in the required format and did not cover all aspects of the recommendations. It was noted that Councillor G. Denaro had been suggested as the Council's Democracy Champion. The Board felt that in view of his heavy workload as Portfolio Holder for Finance and Resources and Deputy Leader, the Vice Chairman of the Council would be a more appropriate candidate as Democracy Champion.

38/10 **FORWARD PLAN OF KEY DECISIONS 1ST NOVEMBER 2010 TO - 28TH FEBRUARY 2011**

The Board considered the Forward Plan of Key Decisions and discussed the following items in more detail:

- Garden Waste Service - Future Developments.
- Worcestershire 'Single Conversation' and Investment Plan.
- Longbridge – Memorandum of Understanding.

39/10 **WORK PROGRAMME AND MEETING SCHEDULE 2010/11**

The Board considered the Work Programme and Meeting Schedule and agreed that the item on Garden Waste – Future Developments and Civil Parking Enforcement Part 1 be carried over to the meeting to be held on 4th January 2011 and if a further meeting was required for the Implementation of

Civil Parking Enforcement, this would be carried over to the 1st February 2011 meeting if necessary.

40/10

QUESTIONS FOR WITNESSES AT MEETING TO BE HELD ON 4TH JANUARY 2011

The Board considered the strategic questions which had been provided as a guide for Members to ask witnesses at the meeting to be held on 4th January 2011.

Members asked for the following points/questions to be put to the Head of Service and Portfolio Holder in respect of the Civil Parking Enforcement topic:

- Key deliverables
- Level of service
- Would the same service be delivered throughout the district?
- What was the deadline, if any, for this service to be in place?
- Was it possible to broaden the remit of the enforcement officers' role i.e. to include litter, dog fouling and fly tipping.

The meeting closed at 7.15 p.m.

Chairman

Garden Waste Briefing Report

Overview Board

4th January 2011

The purpose of the report is to update Councillors on the 2010 collection service and to brief Councillors on developments for the 2011 collections and the future years.

2010 Service

The Council's paid for garden waste service went from strength to strength in 2010.

In order to transfer the service in 2010 new brown bins were delivered to customers from October 2009. The new brown bins were required as the new co-mingled recycling service was utilising the existing green bins.

16,756 brown bins were delivered to customers between 12 October 2009 and 30 September 2010.

By the end of the 2010 collection season, the total number of bins was 16,756, an increase of 1,119 on 2009.

The service generated £502,000 (figure to be confirmed by financial services that will be reported to Councillors at the overview board meeting) during the 2010/11 financial year.

Bromsgrove DC now has one of the largest paid for garden waste service in the Country and is being looked at by other councils who are considering moving away from a free collection.

2011 Service

The cost of the service has increased by the rate of inflation from £30.00 to £31.00.

A project team chaired by Kevin Hiron, including representatives from Financial Services, Customer Services, IT, the Communications Team and officers from Environmental Services, was established early in the year to ensure that everything is in place to ensure a smooth process for engaging and billing our customers.

Specifically tailored bills have been sent out by Financial Services and as of the 13th December 2010, 6690 payments had been received with a value of £207,390.00. 232 Direct debits mandates received as of the 13th December 2010.

The Customer Service Centre are now dealing with the vast majority of customer contact – to streamline customer contact.

The Business Support Team at the depot have sent out stickers for customers to put on their bins so that our crews can identify all those who have paid for the 2011 service.



Now that the system is more improved and processes are working, IT Services are in the process of developing the functionality of the Uniform system so that in future years the system can be automated far more to limit officer time required to process annual payments..

Members are aware that we want to have a more standardised fleet. Officers are currently working with the County Council to agree new local tipping arrangements for 2011, which will mean that the problematic side arm collection vehicles can be replaced with new rear loaders, similar to those used for the recyclable and non recyclable waste collections. This will also mean that we should be able to extend the coverage of the garden waste collection to some of the properties who at present are not offered the service.

Future developments

During the first half of the 2011/12 financial year the head of service will be carrying out a full review of the 2010/11 collection year and will at the request of the portfolio holder be taking a report to cabinet regarding the future options for future service enhancements and efficiencies.

Cllr Mike Webb, Portfolio Holder

Guy Revans Head of Environmental Services

BROMSGROVE DISTRICT COUNCIL

OVERVIEW BOARD

4th January 2011

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 GOUP
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	Ongoing		
	<table border="1"> <tr> <td>Cabinet Decision:</td> <td>AGREED by Cabinet</td> </tr> </table>			Cabinet Decision:	AGREED by Cabinet
	Cabinet Decision:			AGREED by Cabinet	
<p><u>Outcomes</u> We will start doing this in the next edition (March 2011); however, through the Older Person’s Directory “Together Bromsgrove Plus” we demonstrated the civic role that residents can play. We did this through a case study of a local councillor Janice Boswell who is also a community champion. We also encouraged older residents to ‘Make a Difference’ and get involved in local democracy.</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"> <tr> <td>Cabinet Decision:</td> <td>AGREED by Cabinet</td> </tr> </table>			Cabinet Decision:	AGREED by Cabinet
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<p><u>Outcomes</u> This will be considered within the annual review of the procedure in April 2011.</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> <table border="1" data-bbox="353 363 1543 424"> <tr> <td data-bbox="353 363 734 424">Cabinet Decision:</td> <td data-bbox="734 363 1543 424">AGREED by Cabinet</td> </tr> </table> <p>Outcomes We are proposing to hold a Democracy Week from 28th February to 5th March 2011 (see action 11) which will include a stall at the Saturday market, a presence at the International Women's Day event in the Spadesbourne Suite and hopefully stalls at local supermarkets.</p>	Cabinet Decision:	AGREED by Cabinet	April 2011	Ongoing
Cabinet Decision:	AGREED by Cabinet				
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> <table border="1" data-bbox="353 868 1543 928"> <tr> <td data-bbox="353 868 734 928">Cabinet Decision:</td> <td data-bbox="734 868 1543 928">AGREED by Cabinet</td> </tr> </table> <p>Outcomes <i>See Item 17 of the attached Democracy Campaign Action Update</i></p>	Cabinet Decision:	AGREED by Cabinet	April 2011	Ongoing
Cabinet Decision:	AGREED by Cabinet				
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> <table border="1" data-bbox="353 1193 1543 1254"> <tr> <td data-bbox="353 1193 734 1254">Cabinet Decision:</td> <td data-bbox="734 1193 1543 1254">AGREED by Cabinet</td> </tr> </table> <p>Outcomes The Senior Policy & Performance Officer is having Web Editor training in the first week of January so that the Consultation Portal content can be linked to the website. The members of the Community Engagement group that meet quarterly are also going to look at how we utilise and promote the resource.</p>	Cabinet Decision:	AGREED by Cabinet	April 2011	Ongoing
Cabinet Decision:	AGREED by Cabinet				

*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 fun and exciting content, explaining the democratic process and how to get involved.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes The provisional copy for the webpages has been produced, but it is hoped that members of the Children & Young People's Shadow Board (potentially to be called Youth Voice) will take on the development of the website as a project for which they could receive accreditation. It is likely that this would be possible in 2011/12, as we want to give the young people enough time to engage with the project. Being produced with young people will give the content more relevance and credibility.</p>	April 2011	Ongoing
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes This has been put in place and e petitions are now available on the website.</p>	July 2010	✓
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes The Senior Policy & Performance Officer has been out to Haybridge High School</p>	April 2011	Ongoing

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed				
	with District and County Councillors to do presentations and workshops as part of their citizenship curriculum. It is hoped this will be taken up by other schools and that the proposed Democracy Week will support the citizenship curriculum. Meetings with both Haybridge and Woodrush High Schools are scheduled for the start of January to look at how they can support Democracy Week.						
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> <table border="1" data-bbox="353 555 1543 895"> <tr> <td data-bbox="353 555 734 603">Cabinet Decision:</td> <td data-bbox="734 555 1543 603">AGREED by Cabinet</td> </tr> <tr> <td colspan="2" data-bbox="353 603 1543 895"> <p>Outcomes The secondary schools in the District will be approached as part of the establishment of the Children & Young People's Shadow Board (potentially to be called Youth Voice) so the they are represented on the group and can bring forward / take back relevant issues. The Senior Policy & Performance Officer is hoping to meet with the County youth worker that supports the development of School Councils in the New Year.</p> </td> </tr> </table>	Cabinet Decision:	AGREED by Cabinet	<p>Outcomes The secondary schools in the District will be approached as part of the establishment of the Children & Young People's Shadow Board (potentially to be called Youth Voice) so the they are represented on the group and can bring forward / take back relevant issues. The Senior Policy & Performance Officer is hoping to meet with the County youth worker that supports the development of School Councils in the New Year.</p>		April 2011	Ongoing
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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> <table border="1" data-bbox="353 1082 1543 1394"> <tr> <td data-bbox="353 1082 734 1129">Cabinet Decision:</td> <td data-bbox="734 1082 1543 1129">AGREED by Cabinet</td> </tr> <tr> <td colspan="2" data-bbox="353 1129 1543 1394"> <p>Outcomes As the national funding which was administered by the County Council has been un-ring fenced and as such will not be available for 2011 onwards, we are exploring the possibility of running a U Decide 'Youth Bank'. It is hoped that this will be a major project for the Youth Voice members, who could take on the role of Bankers.</p> </td> </tr> </table>	Cabinet Decision:	AGREED by Cabinet	<p>Outcomes As the national funding which was administered by the County Council has been un-ring fenced and as such will not be available for 2011 onwards, we are exploring the possibility of running a U Decide 'Youth Bank'. It is hoped that this will be a major project for the Youth Voice members, who could take on the role of Bankers.</p>		April 2011	Ongoing
Cabinet Decision:	AGREED by Cabinet						
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*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
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> <table border="1" data-bbox="353 363 1543 422"> <tr> <td data-bbox="353 363 734 422">Cabinet Decision:</td> <td data-bbox="734 363 1543 422">AGREED by Cabinet</td> </tr> </table> <p>Outcomes The Democracy Year Campaign is underway- a logo has been produced and it has been promoted through Together Bromsgrove. We have undertaken a Community Clean-up in Sanders Park with young people, held sessions at Haybridge High School with around 140 students and continued to develop a young persons Democracy publication. It has also been proposed that we hold a Democracy Week from 28th February to 5th March 2011 to promote democracy in its widest sense across the district. Officers have met and the Senior Policy & Performance Officer has meetings scheduled with the Community Engagement Officer for Worcestershire County Council, NEW College, Haybridge High School, Woodrush Community High School, Extended Services, the Trunk and Worcestershire Participation & Engagement Team. There have also been provisional meetings to arrange a promotional market stall during the week, consultation with the Equality & Diversity Forum and Children & Young People's Theme Group and around the International Women's Day celebrations, and how they can contribute to the campaign. We also hope to produce displays about U Decide 2010 and the Budget Jury 2010, which were very well received examples of the public being directly involved in democracy, and were covered by the local media.</p>	Cabinet Decision:	AGREED by Cabinet	April 2011	Ongoing
Cabinet Decision:	AGREED by Cabinet				
12	<p>A Democracy Champion That a Member of the Council be nominated Democracy Champion for one year to Champion local democracy.</p> <table border="1" data-bbox="353 1299 1543 1358"> <tr> <td data-bbox="353 1299 734 1358">Cabinet Decision:</td> <td data-bbox="734 1299 1543 1358">AGREED by Cabinet</td> </tr> </table> <p>Outcomes</p>	Cabinet Decision:	AGREED by Cabinet	April 2011	
Cabinet Decision:	AGREED by Cabinet				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<i>See item 2 of the attached Democracy Campaign Action Update</i>		
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u> The logo has been designed and used in publications.</p>	April 2011	✓
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u> The steering group has been formed and have met on several occasions and set up an action plan.</p>	July 2010	Ongoing
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p><u>Outcomes</u> The proposed Democracy Week will incorporate the International Women's Day 2011, and displays around democracy will be produced for display in the Council House and potentially at other events.</p>	April 2011	Ongoing

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	Ongoing		
	<table border="1"> <tr> <td>Cabinet Decision:</td> <td>AGREED by Cabinet</td> </tr> </table>	Cabinet Decision:	AGREED by Cabinet		
Cabinet Decision:	AGREED by Cabinet				
	<p><u>Outcomes</u> Building on the Older Person’s Services Directory, the Council launched the Directory on Older People’s Day and had a stall at the market in Bromsgrove Town. Further funding is always being sought, but no funding opportunities have been successfully identified at this stage.</p>				

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
2	<p>Free Swimming at the Dolphin Centre</p> <p>(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.</p> <p>(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			
	<table border="1"> <tr> <td data-bbox="353 687 734 743">Cabinet Decision:</td> <td data-bbox="734 687 1547 743">AGREED by Cabinet</td> </tr> </table>			Cabinet Decision:	AGREED by Cabinet
	Cabinet Decision:			AGREED by Cabinet	
<p><u>Outcomes</u></p> <p><i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>					
3	<p>Gym Facilities at the Dolphin Centre</p> <p>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			
	<table border="1"> <tr> <td data-bbox="353 1158 734 1206">Cabinet Decision:</td> <td data-bbox="734 1158 1547 1206">AGREED by Cabinet</td> </tr> </table>			Cabinet Decision:	AGREED by Cabinet
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<p><u>Outcomes</u></p> <p><i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>					

*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>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></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>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></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> <table border="1" data-bbox="353 507 1547 552"> <tr> <td data-bbox="353 507 734 552">Cabinet Decision:</td> <td data-bbox="734 507 1547 552">AGREED by Cabinet</td> </tr> </table> <p>Outcomes Meetings have been held with the County Council on this agenda, in particular, around developing the Older Person's Services Directory. We intend to meet again in the New Year to identify what next.</p>	Cabinet Decision:	AGREED by Cabinet	May 2010	✓
Cabinet Decision:	AGREED by Cabinet				
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> <table border="1" data-bbox="353 1177 1547 1251"> <tr> <td data-bbox="353 1177 734 1251">Cabinet Decision:</td> <td data-bbox="734 1177 1547 1251">AGREED by Cabinet</td> </tr> </table> <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>	Cabinet Decision:	AGREED by Cabinet	August 2010	Ongoing
Cabinet Decision:	AGREED by Cabinet				

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<p><u>Outcomes</u> Anne Sowton (BARN) always struggled to complete this work due to a lack of resource. The Older Person's Services Directory has in many ways mapped what is available to residents in the District. We recognise that the Directory is too Bromsgrove town centric at the moment. Work in the New Year will involve building up knowledge on services available in the more rural parts of the District, so that a new edition, funding permitting, will be more Bromsgrove District wide.</p>		
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>	(a) March 2011 (b) October 2010	Ongoing
	Cabinet Decision: AGREED by Cabinet		
	<p><u>Outcomes</u> Directory completed, but needs to be made available on the Internet.</p>		

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
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> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	(a) October 2010 (b) TBC	
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	Ongoing
	<p><u>Outcome</u> It was agreed with the Portfolio Holder to defer this and concentrate on the production of the Older Person's Services Directory. We intend to meet in the New Year to start work on the idea of "older people's champions".</p>		

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
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 We are due to meet early in the New Year.</p>	March 2011	Ongoing
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 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>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	March 2011	
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</p>	October 2010	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<p>equipment available and that the quarterly lifeline newsletter be used to promote and inform residents of other services and benefits available.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	March 2011	
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes Further action is required on this, but we made a start by putting an article in the Older People’s Directory, featuring none other than the Director of PPP himself</p>	March 2012	Ongoing

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	and his Dad! This focused on the advice given by Dad to son about joining the Local Government Pension Scheme. Although a start, we need to find ways of communicating with a younger audience.		
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	October 2010	
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> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes We have an SLA with BARN and BARN use a database called "Grant Finder".</p>	TBC	✓
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> <p>Cabinet Decision: AGREED by Cabinet</p>	April 2010	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<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>Outcomes <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>		
19	<p>Future Vision</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(d) That as part of the Council's decision to pilot Mosaic, it is used to target relevant marketing materials to older people.</p> <p>(e) That older people be considered as a possible priority in the Corporate Communications Strategy.</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes</p> <p>B) Formal engagement is likely to focus on the idea of older people's champions. This will start in the New Year. <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	November 2010	Ongoing

*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> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></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		
	Outcomes MOSAIC has been purchased and a pilot is currently taking place.		
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	✓
	Cabinet Decision: AGREED by Cabinet		
	Outcomes We provide information through the Annual Report, which has been designed especially for the Internet site, plus we put information in Together Bromsgrove. We also run a budget jury which was featured in regional TV.		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
iii	<p>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;</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes</p> <p>A concern was expressed at the time of this recommendation about the communications team's ability to deliver on this. The team have had a very busy year, as a result of projects like: the ORB (new joint RBC/BDC intranet function), Worcestershire Regulatory Services, North Worcestershire EDU, Older Person's Services Directory, in addition to all the regular communications.</p>	30 June 2010	
iv	<p>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;</p> <p>Cabinet Decision: AGREED by Cabinet</p> <p>Outcomes</p> <p>The Council operates a detailed communications planner. It is not possible to predict every story, but the planner includes an evaluation/lessons learnt section which is reported to Corporate Management Team.</p>	On-going. Communications Strategy update November 2010.	Ongoing
v	<p>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.</p>	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> The communications team is now subject to a shared service restructure, which will go live in April 2011. Members should be aware that there will be less resource for communications at both Bromsgrove and Redditch, as a result of the need to make corporate savings.			
	<u>RESOLVED</u> that the Communication Strategy be considered where appropriate during consideration of forthcoming Overview and Scrutiny topics.		November 2010 Cabinet	Ongoing
	Cabinet Decision:	<u>N/A</u>		
	<u>Outcomes</u> A Strategy update was deferred due to the workload of the team and a joint strategy will be produced once the team has become a shared service in April 2011.			

Recommendations by the Overview Board: 6th January 2009

TOPIC:	Air Quality Strategy and Planning Protocol
PORTFOLIO HOLDER:	Cllr Peter Whittaker – Portfolio Holder for Environment and Climate Change
HEAD OF SERVICE:	Steve Jordan – Head of Regulatory Services

*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		
	Outcomes The full adoption of this strategy and protocol has assisted in the amount of planning applications, when air quality impacts are relevant in some cases this has led to S106 agreement being agreed to address air quality issues arising from developments.		

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		
	<p><u>Outcomes</u> The Community Safety Team and Neighbourhood Wardens work closely with many partner agencies, including West Mercia Constabulary, Crime and Disorder Reduction Partnership and Local Strategic Partnership together with other groups throughout the district. The Council also has numerous links with schools and sports groups with a specific focus on activities, events and education for young people, all of which are promoted to encourage attendance, with press released issued by regularly to enhance the positive publicity.</p>		
2	<u>Recommendation 2</u> - Visible policing within the local community.		✓
	Cabinet Decision: AGREED by Cabinet		
	<p><u>Outcomes</u> There were 530 reported incidents of anti-social behaviour (AB) during April 2008 to March 2009, whilst during the same period for 2009/10 there were 370 – a reduction of approximately 30%. Furthermore, there has been a 17% reduction of reported ASB incidents in Charford during March 2010, together with a 15% reduction in the first four months of the year as a whole.</p>		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p>Whilst the Council has minimal direct input into the allocation of police resources, the figures appear to demonstrate that the West Mercia Constabulary are dealing with ABS in an effective manner and managing the problems associated with it. ASB cannot be eradicated completely so reductions in the number of reported incidents are a positive indication that the issue is being tackled effectively.</p>		
3	<p><u>Recommendation 3</u> - Introduction of Fixed Penalty Notices as a means of tackling Anti-Social Behaviour.</p> <p>Cabinet Decision: AGREED by Cabinet</p>	Not to be implemented	X
4	<p><u>Recommendation 4</u> - Maximise use and effectiveness of CCTV.</p> <p>Cabinet Decision: AMMEDED by Cabinet (see below)</p> <p>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.</p> <p>Outcomes Shortly after the Task Group published its report, a response was received from West Mercia Constabulary to say that no funding would be available for additional lighting/CCTV cameras. However, a planned upgrade to many of the CCTV cameras was underway during the early part of 2009 which modernised the camera system and improved the quality feedback to the Control Room.</p>		✓

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 <i>(28th Feb- 4th Mar 2011 provisionally)</i></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		

<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>

<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 JANUARY TO 30 APRIL 2011

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 January 2011 to 30 April 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 5 January 2011	Cabinet 6 October 2010	Bromsgrove Partnership Annual Report 2009/10	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on 19 January 2011. Delayed by officers for further consideration
2	Cabinet 5 January 2011		Economic Development Theme Group – funding for dedicated website to promote Bromsgrove	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on 19 January 2011
3 Page 37	Cabinet 5 January 2011		Medium Term Financial Plan 2011/12 – 2013/14 (to review the position of the draft Revenue and Cabinet Budgets)	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council after the February Cabinet meeting
4	Cabinet 5 January 2011		Human Resources & Organisational Development Shared Service Business Case <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council on 19 January 2011
5	Cabinet 5 January 2011		North Worcestershire Building Control Service <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor Mrs. J. Dyer M. B. E.	* Cabinet will make recommendations to the full Council on 19 January 2011
6	Cabinet 5 January 2011		North Worcestershire Economic Development and Regeneration Service <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on 19 January 2011

7	Cabinet 5 January 2011		Policy, Performance & Partnership Shared Service Business Case (<i>this report will contain exempt information and be considered in private session</i>)	Non-Key*	Councillor R. Hollingworth	* Cabinet will make recommendations to the full Council on 19 January 2011
8	Cabinet 5 January 2011		Customer Experience Strategy	Non-Key	Councillor G. N. Denaro	
9	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
10	Cabinet 5 January 2011		Use of funds returned by Lickey End Parish Council	Non-Key	Councillor G. N. Denaro	
Page 38 11	Special Cabinet 19 January 2011	Cabinet 1 December 2010	Draft Core Strategy	Non-Key*	Councillor Mrs. J. Dyer M.B.E.	* Cabinet will make recommendations to the full Council on 19 January 2011. Delayed due to a recent legal case
12	Special Cabinet 19 January 2011	Cabinet 1 December 2010	Draft Town Centre Area Action Plan – Aims, Objectives and Policies	Non-Key*	Councillor Dr. D. W. P. Booth	* Cabinet will make recommendations to the full Council on 19 January 2011. Deferred as a consequence of the delayed draft Core Strategy
13	Special Cabinet 19 January 2011		Consultation on Local Transport Plan 3	Non-Key	Councillor Mrs. J. Dyer M.B.E.	

14	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
15	Cabinet 2 February 2011	Cabinet 6 October 2010	Communications Strategy Review	Non-Key	Councillor R. Hollingworth	Delayed by officers for further consideration
16	Cabinet 2 February 2011	Cabinet 4 November 2009	Community Engagement Strategy Review	Non-Key	Councillor R. D. Smith	Deferred to take account of new business plans
17	Cabinet 2 February 2011	Cabinet 1 December 2010	Fees and Charges 2011/12	Non-Key*	Councillor G. N. Denaro	
18	Cabinet 2 February 2011		Integrated Performance and Finance Monitoring report – Quarter 3 2010/11	Non-Key	Councillor G. N. Denaro	
19	Cabinet 2 February 2011		Shared Information Management & Records Management Strategy	Non-Key	Councillor Dr. D. W. P. Booth JP	
20	Cabinet 2 February 2011		Worcestershire Self Service Strategy	Non-Key	Councillor G. N. Denaro	
21	Cabinet 2 March 2011	Cabinet 5 January 2011	Bromsgrove Private Sector Housing Strategy and Assistance Policy	Key	Councillor P. J. Whittaker	Delayed pending clarity regarding future government funding

22	Cabinet 2 March 2011	Cabinet 5 January 2011	Countywide Housing Strategy 2011-14	Key	Councillor P. J. Whittaker	Delayed pending final consultants report
23	Cabinet 2 March 2011	Cabinet 5 January 2011	Government Homelessness Grant and Support for Preventative Services	Key	Councillor P. J. Whittaker	Delayed pending clarity regarding future government funding
24	Cabinet 2 March 2011	Cabinet 5 January 2011	Worcestershire 'Single Conversation' and Local Investment Plan	Key	Councillor P. J. Whittaker	Delayed pending clarity regarding future government funding
25	Cabinet 2 March 2011		Planning – Amendments to Scheme of Delegation	Non-Key*	Councillor Mrs. J. Dyer M.B.E.	Cabinet to make recommendations to the full Council on 16 March 2011
26	Cabinet 2 March 2011		Planning Enforcement Policy	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
27	Cabinet 2 March 2011		Planning – Member Involvement in Pre- application Advice	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
28	Cabinet 2 March 2011		Review of RIPA Policy (annual operational review)	Non-Key	Councillor G. N. Denaro	

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
2nd MARCH 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Bromsgrove Private Sector Housing Strategy and Assistance Policy</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The report brings back for re-approval the Council's Private Sector Housing Strategy following an update to reflect more recent housing needs data gathered through BRE and Thermal Fly over survey carried out since the existing strategy was approved in April 2009. The Housing Assistance Policy has been revised to reflect the creation of the new Countywide Home Improvement Agency, the implementation of the Kick Start Equity Release Scheme and the work of a cross authority working group that has achieved alignment of procedures.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM OT Service PCT</p>	<p>The revised strategy pick up on further consultation events that were held in Bromsgrove and Wychavon during September 2009 to inform the Countywide Housing Strategy and the multi agency working group that has been aligning private sector housing assistance policy across the county.</p> <p>Final circulation of a draft document will take place during 2010.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

All six districts are adopting a Housing Assistance Policy that is aligned.

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
2ND MARCH 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Countywide Housing Strategy for Worcestershire 2011 - 2014</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY</p> <p>The report will present a three year Housing Strategy for Worcestershire for approval. The new countywide strategy and action plan is being formulated to ensure strategic alignment with national and regional priorities and link with the Sustainable Community Strategy and County priorities.</p> <p>The cross authority integrated approach aims to provide more consistent, quality services that meet customer needs promoting innovation and more effective delivery.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM OT Service PCT</p>	<p>Two consultation events were held in Bromsgrove and Wychavon during September 2009.</p> <p>Focus groups covering the range of client groups have taken place between December 2009 and April 2010.</p> <p>A questionnaire survey was carried out in 2010-10-01</p> <p>A final consultation event and action planning event took place at Worcester on the 28th September 2011.</p> <p>Final circulation of a draft document will take place during 2010.</p>	<p>Ongoing since September 2009.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH

All district and Borough Councils within Worcestershire.

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
2ND MARCH 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Government Homelessness Grant and support of preventative schemes.</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY The report will update members upon the government grant that is allocated to support homelessness preventative services for the financial year 2011/2012, and make recommendations for application of grant for new or ongoing schemes to assist in preventing homelessness and reducing the use of temporary accommodation.</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils Supporting People RSL's CAB, BYHF</p>	<p>Consultation takes place through the Bromsgrove Homelessness Strategy Steering Group which jointly formulates recommendations for the appropriate development of homelessness preventative services.</p>	

DECISION TO BE MADE IN PARTNERSHIP WITH

N/A

KEY DECISION

Proposed to be made by
the Executive/Cabinet on
2ND MARCH 2011

<p>LEAD MEMBER/ PORTFOLIO HOLDER Councillor Peter Whittaker</p>	<p>ITEM Worcestershire 'Single Conversation' and Local Investment Plan.</p>	<p>WARDS AFFECTED ALL</p>
<p>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER 'Report of the Head of Community Services'</p> <p>REPORT AUTHOR Head of Strategic Housing</p>	<p>SUMMARY</p> <p>The Homes and Communities Agency (HCA) aims to connect local ambition with national targets by engaging local authorities in a 'single conversation' on all aspects of housing and regeneration. The Single Conversation is the way in which the HCA agrees and secures delivery at the local level in support of national objectives. The term 'Single' Conversation refers to its comprehensive coverage including the full range of housing, infrastructure, regeneration and community activities. It draws on the priorities for a local area as set out in key local plans and is an ongoing, evolving and dynamic process.</p> <p>In order to deliver the agreed vision for an area, the Single Conversation will be supported by a Local Investment Plan (LIP) for the place. The LIP will identify the needs to be addressed, based on robust evidence from local strategies, including the Sustainable Communities Strategy, Local Development Framework and the Local Economic Assessment (from April 2010).</p>	<p>REASONS FOR BEING ON THE FORWARD PLAN</p> <p>Affects two or more wards within the District</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<p>Stakeholders District Councils County Council Supporting People RSL's Homes and Communities Agency GOWM</p>	<p>The LIP is being developed in consultation with partners through a series of working groups that have been set up to facilitate the process The North Worcestershire Delivery Group, The North Worcestershire LIP Group Worcestershire Place Shaping Group to be Chaired by Kevin Dicks.</p> <p>Consultation upon the draft plan will be carried out in late 2010 into early 2011.</p>	<p>Ongoing since September 2009.</p>

DECISION TO BE MADE IN PARTNERSHIP WITH
All district and Borough Councils within Worcestershire.

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 To what extent 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 including Redditch Borough Council, Statistical Neighbours, and Bromsgrove District Council over past 2 years?
- Q What are the reasons for poor/high performance?

3. Customer Feedback

Customer feedback – including 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 e.g. Redditch Borough Council, Statistical Neighbours and Bromsgrove District Council over past 2 years?

6. Future Plans

- Q What are the future plans for the development of this service (including any new statutory requirements etc)?

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