



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**TUESDAY 5TH APRIL 2011 AT 5.30 P.M.**

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

**MEMBERS:** Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman), R. J. Deeming, Mrs. R. L. Dent, Mrs. J. M. L. A. Griffiths, J. A. Ruck, C. R. Scurrrell, Mrs. C. J. Spencer, C. B. Taylor, C. J. Tidmarsh and L. J. Turner

### **AGENDA**

1. Apologies for Absence
2. Declarations of Interest and Whipping Arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 1st March 2011 (Pages 1 - 6)
4. Community Involvement in Local Democracy - Presentation (including 12 Month Review)
5. Enforcement and Fixed Penalty Notices for Environmental Services - Briefing Paper (Pages 7 - 16)
6. Council Plan 2011-2014 Report (Pages 17 - 54)
7. Alternative Arrangement to the Place Survey - Verbal Update
8. Minutes of the Meeting of the Older People's Task Group 12 Month Review held on 9th March 2011 (Pages 55 - 62)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes

9. Overview and Scrutiny Board Quarterly Recommendation Tracker (Pages 63 - 92)
10. Forward Plan of Key Decisions 1st April to 31st July 2011 (Pages 93 - 106)
11. Overview and Scrutiny Board Work Programme (Pages 107 - 116)
12. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

25th March 2011

# Agenda Item 3

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW AND SCRUTINY BOARD

TUESDAY, 1ST MARCH 2011 AT 6.00 P.M.

PRESENT: Councillors S. R. Colella (Chairman), D. L. Pardoe (Vice-Chairman), R. J. Deeming, J. A. Ruck, C. R. Scurrall, C. B. Taylor, C. J. Tidmarsh and L. J. Turner

Officers: Ms. J. Pickering, Mr. J. Godwin and Ms. A. Scarce

#### 13/10 APOLOGIES

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

#### 14/10 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest or whipping arrangements.

#### 15/10 MINUTES

The minutes of the Overview and Scrutiny Board meeting held on 1st February 2011 were submitted.

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

The Board was provided with updates on the matters arising from Minute No. 9/10 and Members asked to be provided with the following additional information.

- Car parking over spend relating to staff overtime - The Head of Environmental Services had advised officers that during 2011/12 a complete review of this service (including civil parking enforcement) would be carried out. Members would have an opportunity to be included within that review and Officers agreed to provide Members with details of the expected timetable for this. The Board continued to be concerned as to how the overspend had arisen and requested further clarity on this issue. Members also asked for further information on the value of penalty charges imposed after 6.00 p.m.
- The Board were advised that in respect of abandoned vehicles, the Council had a joint contract, which was subject to a full tender process, with Redditch Borough Council, Wyre Forest District Council and Worcester City Council. A £10 inspection charge per vehicle was made under the terms of the relevant

legislation and £30 for the removal of the vehicle, there was no storage charge. Members were advised that the Council had a duty to remove abandoned vehicles but were able to reclaim disposal costs from the County Council (the waste disposal authority) under an SLA. Members asked for the income and expenditure figures to be provided when available.

16/10 **REVIEW OF THE ANNUAL CIVIC BONFIRE EVENT**

The Chairman introduced this item and reminded Members that the topic had been re-visited on a number of previous occasions, and it was therefore important that some positive outcomes were put forward by Members.

Members received a presentation from the Head of Leisure and Cultural Services which provided a summary of the financial position relating to the Civic Bonfire Event. The Board discussed, with the Head of Leisure and Cultural Services, the following areas in more detail:

- Access points to the event being reduced.
- Weather conditions and the effect these had had on the event in the past.
- Lessons Learnt (including timing of the Bonfire and procurement)
- Car parking and the calculation of any increase in revenue
- Pre-sale of tickets and increased sponsorship from local dealerships/newspapers (for example banners attached to the stall for the weeks leading up to the event)
- Alternative arrangements (for example extending the Street Theatre programme as an alternative to holding the Bonfire.)

The Executive Director, Finance and Corporate Resources informed the Board that the funding was in place for this year's event, however, Members would be given the opportunity in June 2011 to re-assess and prioritise services and options for future civic events, for consideration in the context of budget constraints.

Members asked if there was any mechanism in place which would determine which parts of the district attendees came from, as it was felt that not all of the district benefitted from the event. The Head of Leisure and Cultural Services confirmed that it would be possible, particularly with the pre-sale tickets to undertake a post code sampling survey. After further discussion it was

**RECOMMENDED:**

- (a) that sponsorship of the Civic Bonfire Event be further investigated with a target of 50%, through the avenues referred to in the above pre-amble;
- (b) that a postal code sampling survey be carried out at this year's event; and
- (c) that the holding of the Civic Bonfire Event in future years be reviewed in the context of budget constraints.

17/10 **COUNCILLOR CALL FOR ACTION PROCEDURE**

The Board considered a report on the Councillor Call for Action Procedure. Members were informed that Councillor Call for Action was a legislative procedure which was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 and came into force on 1st April 2009.

Officers informed Members that the Community Involvement In Local Democracy Task Group had also recommended that a procedure for dealing with Councillor Call for Action be put in place. The procedure was discussed in detail and it was explained that a Councillor Call for Action was a place of last resort, after all other options to resolve an issue had been exhausted.

**RESOLVED:**

- a) that the requirements and role of Councillor Call for Action be noted; and
- b) that the Councillor Call for Action Guidelines attached at Appendix 1 of the report be agreed.

18/10 **OVERVIEW AND SCRUTINY INQUIRY/TASK GROUP PROCEDURE**

The Board considered a report on Overview and Scrutiny Inquiry and Task Group procedure guidelines. Officers explained to Members that the Task Group Procedure Notes had been removed from the Council's Constitution following the review of the Committee Structure, as in practice these had been found to be too prescriptive and rigid, and adherence to the process had caused delays in establishing task groups. The new guidelines were more informal and flexible and also took into account the recent, successful use of short, sharp inquiries. After further discussion it was

**RESOLVED** that the Overview and Scrutiny Inquiry and Task Group Guidelines be noted and endorsed.

19/10 **ALTERNATIVE ARRANGEMENTS TO THE PLACE SURVEY - VERBAL UPDATE**

Officers informed the Board that the Director of Policy, Performance and Partnerships would attend the Board meeting to be held on 5th April 2011 and would provide an update in respect of this item at that meeting. After discussion, Members asked that the Director of Policy, Performance and Partnerships provide answers to the following questions:

- What, if any, would be the alternatives to the Place Survey?
- Do we need to do a survey and if so what areas would it cover?
- How much would a survey cost?

20/10 **FORWARD PLAN OF KEY DECISIONS 1ST MARCH TO 30TH JUNE 2011**

The Board considered the Forward Plan of Key Decisions. Members requested sight of the report on Enforcement and Fixed Penalty Notices for Environmental Services for pre-scrutiny at the meeting to be held on 5th April 2011.

**RESOLVED** the Forward Plan of Key Decisions be noted, subject to the above request.

21/10 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and discussed the Community Involvement in Local Democracy Task Group in detail. Officers explained that this was due for 12 month review by the Board in June 2011; however, as the Democracy Year campaign was coming to a close it was thought to be an appropriate point for Members to be made aware of the work that had been covered by the campaign. The Head of Legal, Equalities and Democratic Services had therefore requested to attend the meeting on 5th April 2011 to up date Members on the work of the campaign and it was agreed that the 12 month review of the Task Group would also be included within that presentation.

After further discussion it was agreed that all Councillors should be invited to the presentation on Local Democracy and in view of the number of items on the agenda for the 5th April 2011 meeting, that the start time be brought forward to 5.30 p.m.

Members also discussed the following items on the Work Programme for the meeting to be held on 5th April 2011 in detail:

- The Council Plan
- Performance Management Strategy
- Older Peoples' Task Group 12 Month Review
- Hot Food Takeaways Investigation 12 Month Review

**RESOLVED** that the Work Programme be noted, subject to the above amendment.

22/10 **QUESTIONS TO WITNESSES**

The Chairman of the Board reminded Members that this was an example of questions that could be put to witnesses, this list was not exhaustive and if Members wished to ask further questions these should be provided to Officers as soon as possible.

23/10 **SILVERDALE PLAY AREA PETITION**

The Board considered a petition entitled "Potential Closure of Silverdale Play Area". After discussion Members asked that a report be prepared by the Head

of Leisure and Cultural Services for consideration at the meeting to be held on 13th June 2011. It was agreed that the Head of Leisure and Cultural Services together with the Portfolio Holder for Community Services be asked to attend that meeting to answer any questions from the Board.

**RESOLVED** that an in depth report be provided by the Head of Leisure and Cultural Services to the Board meeting to be held on 13th June 2011 for further consideration.

The meeting closed at 7.22 p.m.

Chairman

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## **Briefing Paper for Meeting of Overview & Scrutiny Board 5<sup>th</sup> April 2011**

### **Introduction of Enforcement & Fixed Penalty Notices within Environmental Services**

1. A detailed report outlining the issues relating to the use of enforcement action to tackle environmental problems like littering, dog fouling and fly-tipping was presented to Cabinet on 2<sup>nd</sup> February. The report outlined the opportunities for improving environmental enforcement within Bromsgrove District. With the addition of an Environmental Enforcement Officer, Bromsgrove District Council will be in a position to continue improving Street Cleansing performance.
2. At that time Members requested further details, in particular a Strategy to set out the Council's aims and objectives in using environmental enforcement and how this work would be carried out. A revised report will be presented to Cabinet on 1<sup>st</sup> June 2011. As Redditch has undertaken this kind of enforcement activity for a number of years, Members expressed a desire to see this run as a shared service across Bromsgrove and Redditch.
3. A draft joint Environmental Enforcement Strategy has now been produced and is attached for Members' consideration. Also attached is an appendix to the June report which details the level of Fixed Penalty Notices that for the various environmental crimes, and a recommended approach in terms of amounts levied and discount for early payment.
4. Attached are two appendices to the June report for Members' consideration:
  - Joint Environmental Enforcement Strategy for Bromsgrove District Council and Redditch Borough Council (appendix B)
  - Suggested level of Fixed Penalty Notices and discounts for early payment (appendix C)

#### **Report Authors:**

Sue Horrobin, Environmental Services Manager for Bromsgrove District and Redditch Borough Council

Anna Wardell-Hill, Waste & Street Scene Policy, Publicity and Performance Manager for Bromsgrove District and Redditch Borough Council

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## **Joint Environmental Enforcement Strategy**

### **Bromsgrove District Council & Redditch Borough Council**

#### **1.0 Introduction – Why do we need a Strategy?**

- 1.1 In order to reduce crime and the fear of crime within a neighbourhood, signs of even low level crimes such as environmental crimes, need to be removed or reduced, as litter and dirty streets, graffiti, dumped rubbish and cars all give a feeling of unease whilst at the same time encouraging similar criminal behaviour. Environmental crimes have an adverse impact on the local environment and quality of life.
- 1.2 To mitigate against environmental crime, this Strategy focuses on not only the traditional aspects of environmental management, such as litter picking and sweeping and enforcement but also the softer elements such as advice giving and education (including both perpetrators and observers). However, by ensuring cases which do lead to enforcement are well publicised, a clear message will be sent out to other potential perpetrators of environmental crime.
- 1.3 Under the Environmental Protection Act (EPA) 1990, the Council has a duty to keep streets and public spaces clean and clear of litter and refuse. A range of powers for local authorities came into effect under the Clean Neighbourhoods and Environment Act (CNEA) 2005. The CNEA has extended local authority powers to deal with issues that are considered environmental crime.
- 1.4 This Strategy supports Bromsgrove District Council's priorities of economic development, town centre and one community and all three Redditch Borough Council priorities – i.e. enterprising, safe and clean and green.

#### **2.0 What is classed as 'environmental crime'?**

- 2.1 The following are classed as environmental crimes and powers are given to Local Authorities to tackle these primarily through the EPA 1990, the CNEA 2004 and include:

##### **2.2 Litter**

Includes the offence of dropping litter as well as litter emanating from a business or littered private land which is open to the public such as a retail park or train station. Litter can also emanate from a premises which is not containing refuse correctly.

##### **2.3 Fly-tipping**

Varies in size from a single mattress or black bin bag to large-scale truck loads of construction, demolition and excavation waste. Some illegal dumps, whilst small in size, can be serious particularly if hazardous waste is involved. Waste is classed as a fly-tip if it is too large to be removed by a normal hand sweeping barrow. In simple terms, a single full bin bag upwards would constitute a fly-tip. Similarly several carrier bags full of rubbish dumped together would also constitute a single fly-tip. The majority of fly-tipping in Redditch is small amounts of domestic waste. In the more rural areas of Bromsgrove there are more instances of commercial loads of fly-tipping such as tyres, business or construction waste.

### **2.3 Dog fouling**

Offences whereby owners allow their dogs to foul on public open spaces. Please note that this enforcement activity does not include dog control orders or stray dogs, these are dealt with by Regulatory Services.

### **2.4 Abandoned vehicles and nuisance vehicles**

Councils have a duty to deal with abandoned vehicles and can issue Fixed Penalty Notices for the offence. Please note that this enforcement activity does not carry out enforcement activities in relation to parking offences. In Redditch there is also a local policy which deals with the problem of untaxed nuisance vehicles which are parked on Council land which can be extended across Bromsgrove.

### **2.5 Graffiti and fly-posting**

We are currently working on a cross service/partnership approach to tackling graffiti and fly-posting where the responsibilities of the different agencies and land owners will be clarified. However, environmental enforcement officers and Anti Social Behaviour Officers will take enforcement action in relation to these issues.

### **2.6 Waste**

Covers offences in relation to waste receptacles, such as leaving bins permanently on public land, and non compliance with the Statutory Notice issued to all householders in relation to the household waste service. Covers both household and commercial waste issues, e.g. checking on waste transfer notes or waste carrier's licences

## **3.0 Levels of Enforcement**

3.1 The interface between giving advice and more serious enforcement action is critical. In Bromsgrove and Redditch a staged approach is used as outlined below:

Stage 1	Advice given
Stage 2	Verbal caution
Stage 3	Written caution
Stage 4	Fixed penalty notice
Stage 5	Court proceedings

3.2 Environmental Enforcement Officers are given complete discretion towards the severity of the penalty. It should also be noted it is not necessary to progress through the stages and offences can be taken to stage 5 on a first account if this is considered appropriate.

3.3 The authorities will use the power whereby a discount on a FPN can be offered for early payment – full details of the amounts for the various offences are set out in appendix C. The standard period for payment of fixed penalties is set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

**4.0 Awareness raising**

- 4.1 An important part of the role of enforcement officers is to carry out proactive visible enforcement to tackle problems like littering and dog fouling.
- 4.2 Campaigning and the use of good quality promotional materials – statutory notices, standard letters, stickers, cards etc. plays an important part of this enforcement strategy. Additionally, regular publicity to promote our enforcement activities will take place, and we will ensure that we publicise successful outcomes in relation to a specific event.

**5.0 Partnerships across the Council and with other Agencies**

- 5.1 Environmental enforcement work supplements and forms part of our street cleaning and waste collection services. It supplements the schedules which are in place to keep the streets and other public open spaces clean and tidy and household waste collection services.
- 5.2 Working together with other service areas and agencies like social landlords is a critical part of the approach to tackling environmental crime. For example, in Redditch there are regular walkabouts in conjunction with tenancy and ASB officers as well as community support officers and police. Support of and attendance at events like PACT meetings is also an important part of our Strategy.

**6.0 How do we check that what we are doing is working?**

- 6.1 We will provide regular updates to Members on enforcement work and also report activities in relation to fly-tipping through the Flycapture database and any other such reporting systems that are required in the future.

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Appendix C – Overview of FPNs

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
1	Nuisance Parking	Amount fixed at £100	Local authority authorised officers	s.6(1) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> <li>• functions under Refuse Disposal (Amenity) Act 1978</li> <li>• functions under sections 99-102 Road Traffic Regulation Act 1984</li> <li>• enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>Fixed £100</b>	<b>n/a</b>
2	Abandoning a vehicle	Amount fixed at £200	Local authority authorised officers	s.2A(1) Refuse Disposal (Amenity) Act 1978	<ul style="list-style-type: none"> <li>• Functions under the Refuse Disposal (Amenity) Act 1978</li> <li>• functions under sections 99-102 Road Traffic Regulations Act 1984</li> <li>• enforcement of sections 3 and 4 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>Fixed £200</b>	<b>n/a</b>
3	Litter	Can be set at local level (between £50-£80). Default £75	Litter authority <sup>2</sup> authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s.88(1) Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• Litter-related functions under Part 4, Environmental Protection Act 1990</li> <li>• Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003</li> <li>• Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>£75 (currently set at £50 in RBC)</b>	<b>£50</b>
4	Street litter control notices and litter clearing notices	Can be set at local level (between £75-110). Default £100	Principal Litter authority authorised officers	s.94A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• Litter-related functions under Part 4, Environmental Protection Act 1990</li> <li>• Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003</li> <li>• Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>£100 (currently set at £50 in RBC)</b>	<b>£75</b>
5	Unauthorised distribution of	Can be set at	Principal litter	Schedule 3A, para. 7(2)	<ul style="list-style-type: none"> <li>• Litter-related functions under Part 4, Environmental Protection Act 1990</li> </ul>	<b>£75</b>	<b>£50</b>

Appendix C – Overview of FPNs

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
	literature on designated land	local level between £50-£80). Default £75	authority authorised officers, including persons not directly employed by the authority	Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003</li> <li>• Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005</li> </ul>		
6	Graffiti and fly-posting	Can be set at local level (between £50-£80). Default £75	Local authority <sup>2</sup> authorised officers, including persons not directly employed by the authority such as Police Community Support Officers	s. 43 Anti-social Behaviour Act 2003	<ul style="list-style-type: none"> <li>• Litter-related functions under Part 4, Environmental Protection Act 1990</li> <li>• Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003</li> <li>• Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>£75 (currently set at £50 in RBC)</b>	<b>£50</b>
7	Failure to produce authority (waste transfer notes)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 5B(2) Control of Pollution (Amendment Act 1989	<ul style="list-style-type: none"> <li>• functions, including enforcement concerning offences, under section 5 Control of Pollution (Amendment) Act 1989</li> </ul>	<b>Fixed £300</b>	<b>n/a</b>
8	Failure to furnish documentation (waste carrier's licence)	Amount fixed at £300	Officers of Waste collection authorities/ Environment Agency	s. 34A(2) Environmental Protection Act 1990	<ul style="list-style-type: none"> <li>• functions including enforcement concerning offences, under Part 2 Environmental Protection Act 1990</li> </ul>	<b>Fixed £300</b>	<b>n/a</b>
9	Offences in relation	Can be	Waste	s.47ZA(2)	<ul style="list-style-type: none"> <li>• Functions, including enforcement concerning</li> </ul>	<b>£100</b>	<b>£75</b>

Appendix C – Overview of FPNs

	Offence	Amount	Who can issue FPNs	Section & Legislation	Qualifying functions for which receipts may be used*	Recommended level of FPN	Amount if paid within 10 days*
	to waste receptacles	set at local level (between £75-£110). Default £100	collection authority authorised officers	Environmental Protection Act 1990	offences, under Part 2 Environmental Protection Act 1990	<b>(currently set at £50 in RBC)</b>	
10	Offences under Dog Control Orders	Can be set at local level (between £50-£80). Default £75	Authorised officers of primary and secondary authorities, including persons not directly employed by the authority such as Police Community Support Officers	s. 59(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> <li>Litter-related functions under Part 4, Environmental Protection Act 1990</li> <li>Graffiti and fly-posting functions under section 43 Anti-social Behaviour Act 2003</li> <li>Dog Control Orders functions under Part 1, Chapter 6 Clean Neighbourhoods and Environment Act 2005</li> </ul>	<b>£50 (currently set at £50 in RBC)</b>	<b>£75</b>
11	Failure to nominate key-holder (within an alarm notification area) or to notify local authority in writing of nominated key-holder's details	Can be set at local level (between £50-£80). Default £75	Local authority authorised officers, including persons not directly employed by the authority	s. 73(2) Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> <li>Functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005</li> <li>functions under the Noise Act 1996</li> <li>functions under sections 79 to 82 of the Environmental Protection Act 1990, in connection with statutory nuisances and noise</li> </ul>	<b>Dealt with by Regulatory Services</b>	
12	Noise from dwellings	Can be set at local level (between	Local authority officers	s. 8 noise Act 1996	<ul style="list-style-type: none"> <li>functions under the Noise Act 1996</li> <li>functions under Chapter 1, Part 7 Clean Neighbourhoods and Environment Act 2005</li> <li>functions under sections under 79 to 82 of the</li> </ul>	<b>Dealt with by Regulatory Services</b>	

Appendix C – Overview of FPNs

	<b>Offence</b>	<b>Amount</b>	<b>Who can issue FPNs</b>	<b>Section &amp; Legislation</b>	<b>Qualifying functions for which receipts may be used*</b>	<b>Recommended level of FPN</b>	<b>Amount if paid within 10 days*</b>
	Noise from licensed premises	£75-110). Default £100  Amount fixed at £500	Local authority officers		Environmental Protection Act 1990, in connection with statutory nuisances and noise.		

\* The CNEA introduced a power for authorities to offer a discount for early payment of a fixed penalty. There is a standard period for payment of fixed penalties, set in the legislation at 14 days. Once a FPN has been issued, an authority cannot prosecute for the alleged offence if the fixed penalty is paid within this period and this must be stated on the notice itself. For this reason, the period during which a discount for early payment is offered, must be less than 14 days and to avoid confusion, guidance recommends that it should not be more than 10 days.

## **OVERVIEW AND SCRUTINY BOARD**     5<sup>th</sup> April 2011

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### COUNCIL PLAN 2011-14

Relevant Portfolio Holder	Councillor Roger Hollingworth, Leader of the Council
Relevant Head of Service	Hugh Bennett, Director of Policy, Performance and Partnerships
Key Decision	

#### **1.     SUMMARY OF PROPOSALS**

To consider the proposed Council Plan for 2011-2014 including the action plan which sets out how the Council’s priorities will be delivered.

#### **2.     RECOMMENDATIONS**

- 2.1     **Members are asked to note the proposed Council Plan 2011-2014 attached at Appendix 1 and consider any comments they may wish to make to the Cabinet.**

#### **3.     BACKGROUND**

- 3.1     Last year Members considered the Council Plan Part 1 report which set out the Council’s vision and priorities. The vision and priorities were recommended to be reconfirmed and this was subsequently approved by Full Council.
- 3.2     The Council’s vision is “Working together to build a district where people are proud to live and work, through community leadership and excellent services”.

#### **4.     KEY ISSUES**

- 4.1     The Council Plan has been developed to reflect the strategic focus presented in the Council Plan Part 1 report and considers the national, regional and local context in which the Council operates.
- 4.2     The Council Plan sets out what each priority aims to achieve through a number of key deliverable, and the actions that will take place to support each of the key deliverables.
- 4.3     A range of performance indicators have been developed which will assist in monitoring progress within each priority area and these will form the basis for quarterly performance reporting to Cabinet during 2011/2012.

**5. FINANCIAL IMPLICATIONS**

- 5.1 The Medium Term Financial Plan approved at Full Council has clear links with the delivery of the Council Plan. Agreed budget bids for specific key deliverables are detailed throughout the action plan.

**6. LEGAL IMPLICATIONS**

- 6.1 There are no legal implications arising directly from this report.

**7. POLICY IMPLICATIONS**

- 7.1 The Council Plan 2011-14 will replace the current Plan and will require full Council approval.

**8. COUNCIL OBJECTIVES**

- 8.1 The Council's priorities are supported by a range of Council wide and service specific key deliverables and associated actions which are detailed in the Council Plan.

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

- 9.1 The Council Plan is supported by the corporate risk register. Proactive risk management features as an action within the Governance key deliverable.
- 9.2 This report does not identify any Health and Safety Considerations.

**10. CUSTOMER IMPLICATIONS**

- 10.1 The actions and key deliverables are set out in the Council Plan to enhance the quality of services provided to customers.
- 10.2 Improved customer experience is proposed as a specific key deliverable, incorporating actions from the Customer Experience Strategy which Full Council has approved.
- 10.3 The Council Plan, when approved, will be published on the Council's website and staff intranet.

**11. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 11.1 None arising directly from this report; however the Council Plan contains actions and performance indicators in relation to equalities and diversity.

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

12.1 No direct implications although the Council Plan contains actions relating to shared services, service transformation and efficiencies.

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

13.1 The Council's priority 'Climate Change' aims to support measures to tackle climate change.

13.2 There is a specific key deliverable proposed to reduce the Council's carbon emissions.

**14. HUMAN RESOURCES IMPLICATIONS**

14.1 Actions to reduce staff sickness and improve the employee climate and organisational culture are detailed within the Council Plan.

**15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

15.1 The Council plan is a key component of the Council's governance and performance management arrangements. Associated actions are set out under the priority 'Value for Money'.

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

16.1 The Council's priority 'One Community' covers community safety and community cohesion.

**17. HEALTH INEQUALITIES IMPLICATIONS**

17.1 The Council's priority 'One Community' covers health.

**18. LESSONS LEARNT**

18.1 The Council Plans for both Bromsgrove District and Redditch Borough Councils are now aligned in terms of format and production which has streamlined the strategic planning process.

**19. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 None directly in relation to this report, but the Budget Jury were engaged in discussions around the Council's priorities and proposed key deliverables.

**OVERVIEW AND SCRUTINY BOARD** 5<sup>th</sup> April 2011

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**20. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	At Portfolio Holder's Briefing
Chief Executive	At CMT
Executive Director (S151 Officer)	At CMT
Deputy Chief Executive/Executive Director – Leisure, Environment and Community Services	At CMT
Executive Director – Planning & Regeneration, Regulatory and Housing Services	At CMT
Director of Policy, Performance and Partnerships	Yes
Head of Service	At CMT
Head of Resources	At CMT
Head of Legal, Equalities & Democratic Services	At CMT
Corporate Procurement Team	No

**21. WARDS AFFECTED**

All Wards

**22. APPENDICES**

Appendix 1 - Council Plan 2011-2014

**23. BACKGROUND PAPERS**

Council Plan 2010-2013  
Council Plan Part 1  
Service Business Plans 2011

**AUTHOR OF REPORT**

Name: Rebecca Dunne  
E Mail: r.dunne@bromsgrove.gov.uk  
Tel: 01527 881616



# Bromsgrove District

## Council Plan 2011-2014

“Working together to build a district where people are proud to live and work, through community leadership and excellent services”.



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



**EQUALITY**  
FRAMEWORK  
FOR LOCAL  
GOVERNMENT  
ACHIEVING



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## 1. Foreword from the Leader

Welcome to the Bromsgrove District Council Plan. The Plan sets out a “road map” for the Council’s work between now and 2014.



The Council operates in a complex environment, having to balance public expectation of the Council’s services alongside the Government’s shared priorities for local government and statutory obligations, as well as understanding the demographic issues we face, in particular, a commuting workforce and an ageing population. The current climate of economic uncertainty has impacted on all public services; whilst we seem to be over the worst, there has been a year on year reduction in grants from central Government, as well as a loss in interest and significant reduction in turnover. The Council has a clear plan for addressing the current situation and was one of the first councils in the UK to pursue a single management team and shared services through our partnership with Redditch Borough Council. Shared Services is not just about saving money; it is about providing efficient and more cost effective services for our customers while keeping the uniqueness and political sovereignty of both Councils. What this means for customers is that we are giving ourselves the greatest possible opportunity of maintaining the best offer to the public.

The Council has managed to set a balanced budget in very difficult circumstances and a zero increase in Council Tax. However, the Revenue Support Grant from the Government has fallen by 27.7%. Over the next three years the Council will need to find £1,800,000. £200,000 will be found from additional income, £300,000 from various proposed savings, leaving an additional £1,300,000 to be found from shared services, transformation and alternative delivery.

As a Council, we recognise the issues that face the District and are working hard to tackle them. The need to regenerate our town centre is a key priority, with a super store and the Area Action Plan- the master plan for town centre regeneration- all planned for the next few years. We also need to ensure that we have sufficient affordable housing and that we meet the needs of our ageing population.

The Council Plan brings together all the different information that influences Council services and articulates our ambitions for the Council and the District into measures of success we understand and can work toward. The Council Plan is the starting point for driving the Council’s performance management framework, medium term financial plan, annual budgets and corporate risk register. As a result, we do not expect the Plan to be left on a shelf, but to be a living document, that decision-makers refer to in order to provide an effective strategic direction for the Council.

The Council Plan was developed by Members and officers considering a range of information from residents including customer surveys and focus groups, as well as considering our current performance, national legislation, the County and District Community Strategies and our financial position. I very much hope that the Plan reflects the best part of local, county, regional and national aspirations for our District. Every year we will refresh the Council Plan to ensure we are listening and reflecting the views of our communities.

**Roger Hollingworth**  
Leader of the Council

**Kevin Dicks**  
Joint Chief Executive of Bromsgrove  
District & Redditch Borough Councils

An electronic version of this plan can be found on our website:  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

## 2. What is the Council Plan?

The Council Plan forms one link in a chain of plans and strategies that link to each other to achieve a vision for the County of Worcestershire. The priorities set out in each plan contribute to and complement those set in the level above them in the hierarchy.

### *The hierarchy of plans and strategies*



Bromsgrove District Council Plan for 2011 to 2014 is effectively the business plan for the Council and demonstrates how the Council will work towards achieving the overall vision for the District set out in the Sustainable Community Strategy which was developed on the basis of extensive consultation with our residents.

The Council Plan identifies our contribution to this vision, and gives firm commitments on how the Council will deliver on its vision. The Council has six priority areas:

- ⇒ Economic Development
- ⇒ Town Centre
- ⇒ Value for Money
- ⇒ One Community
- ⇒ Housing
- ⇒ Climate Change

It also explains what the Council will be doing to keep its own house in order, to ensure we continue to be a well managed organisation.

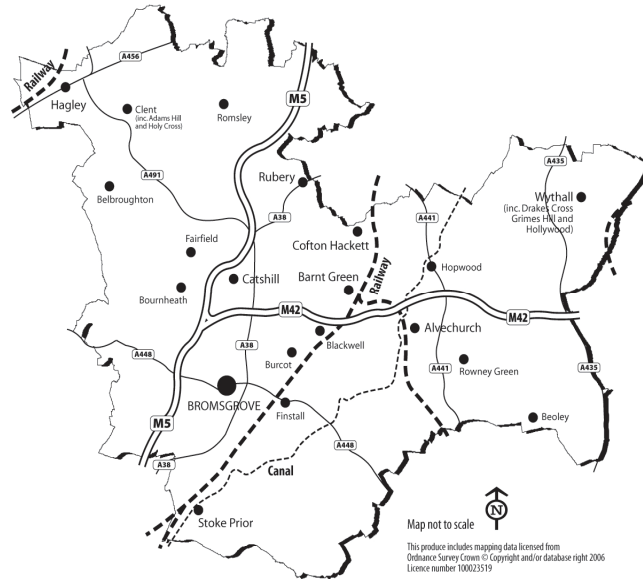
The Council Plan will be updated on an annual basis. A separate Annual Report will report on our performance demonstrating how well we are doing - our 'direction of travel' against our priorities. The Plan sets out actions over one to three years, demonstrating that continued improvement of the District is not a quick fix, but the result of focussed, long-term ambition.

In developing the Council Plan, we have taken into account not only the Bromsgrove Sustainable Community Strategy (SCS), but also the aspirations of our residents and the particular features of Bromsgrove as a District.

The Council Plan predominantly addresses the short and medium term (up to three years) aims and objectives of the District Council, but recognises where issues are likely to be ongoing in the long term. The Plan also outlines how the Council will proactively manage its resources in order to achieve its objectives. The Medium Term Financial Plan (MTFP) sets out the funding arrangements for the Council's priorities. The Plan seeks throughout to address the issues and views of a wide variety of stakeholders, including residents, Members of the Council and partner organisations.

### 3. Bromsgrove- Introducing the District

Figure 1: Map of Bromsgrove District



The town of Bromsgrove accounts for just over a third of the total population of the District, with other population clusters including Hagley, Rubery and Wythall. Data suggests that 16,643 people travel into the District for work, with 26,112 (29%) of the population travelling out, a net commute out of 9,469.<sup>1</sup> There are congestion issues along the A38 to the M42 and the railway station does not have capacity to cope with demand. The District has no wards in the top 20% most deprived in England, in fact, there are a number of areas in Bromsgrove that fall within the least deprived 20% across the country, highlighting that the District is overall fairly affluent.

<sup>1</sup> ONS 2001 Census

### Population

The population of the District is estimated to be approximately 93,400 and there is a fairly even split between male and female inhabitants with 50.5% female and 49.5% male.<sup>2</sup> 92.5% of Bromsgrove residents are White British or White Irish and of the remaining 7% of the population, the ethnic group with the largest population size is White Other (1.6%), a group which includes people of Eastern European origin. 5.9% of the population is from other ethnic minority groups.<sup>3</sup>

A defining characteristic of the District is its ageing population. The District has slightly more people aged over 40 than the average for the County. Currently, approximately 20% of the population are aged over 65 and this proportion is set to increase around 30% by 2026.<sup>4</sup> It is expected that this increasing ageing population will have a significant impact on policy and planning for the District, with specific regard to community safety, health and the strength of communities.

### Economy

The economic picture of the District is comparatively positive despite the current economic downturn. The mean annual household income is approximately £41,000, which is the highest in the County (the County average is approximately £37,000).<sup>5</sup> Whilst the average household income is high at District level, it is significantly lower in Charford, Sidemoor, Catshill and St Johns Wards. Unemployment, whilst comparatively low, has risen from 1.4% a year ago to 3.7% in June 2009.<sup>6</sup> This rate refers to the proportion of the working age population (based on the 2001 census) claiming Jobseekers Allowance. Data from May 2010 indicates that just 7.3% of the working age population (based on

<sup>2</sup> ONS Mid-2009 estimates

<sup>3</sup> ONS mid-2007 population estimates

<sup>4</sup> ONS projections - Research and Intelligence Unit, Worcestershire County Council

<sup>5</sup> PayCheck 2010

<sup>6</sup> Monthly Economic Assessment, Research and Intelligence Unit, Worcestershire County Council.

mid-2007 population estimates) claim key out of work benefits<sup>7</sup> which is the lowest rate in Worcestershire.<sup>8</sup> VAT registrations have fallen slightly<sup>9</sup> and are consistent with the national trend away from manufacturing, towards more service based industries.

There are three major areas of economic regeneration within the District: the Longbridge site, Bromsgrove town centre and Bromsgrove railway station. The area action plan for the Longbridge is in place, but delayed due to the changing economic conditions. Bromsgrove town centre needs a major overhaul to encourage local shopping and to be able to compete with neighbouring shopping centres. Bromsgrove station's funding remains an issue- a new station would have a significant impact on Bromsgrove town, due to the planned Cross City Line electrification being extended to Bromsgrove and as a result bringing the town more into Birmingham City's economic orbit.

## Housing

One of the biggest issues facing the District is affordable housing: 33.4% of households are owner occupied,<sup>10</sup> the 11<sup>th</sup> highest figure in England and Wales, and as of the summer of 2010 the mean average house price was £237,536.<sup>11</sup> This figure is only slightly below the 2007 annual house price of £237,599. The target for affordable housing, as stated in the Bromsgrove District's Housing Strategy for 2006-2011, is 400 over the 5 year period, equating to 80 units of affordable housing per year. The Council and Bromsgrove District Housing Trust will tackle this issue by ensuring the new developments (such as the Longbridge site, the town centre and any future housing allocation the District has to take as a result of future housing policy) have an appropriate mix of housing, for example, outright ownership, shared ownership

<sup>7</sup> Key income related benefits include Jobseekers Allowance, Lone Parent on Income Support and Incapacity Benefits

<sup>8</sup> Department for Works and Pensions 2010

<sup>9</sup> ONS 2010- Worcestershire County Economic Assessment 2010-11

<sup>10</sup> ONS 2001 Census

<sup>11</sup> Land Registry 2010 - Worcestershire County Economic Assessment 2010-11

schemes, low cost home ownership and rented accommodation.

Whilst ensuring we provide enough affordable housing, we will also need to take increasing account of the expansion of our older population. A housing market survey, commissioned by BDHT and the Council, suggests an estimated need of 7,350 properties across all tenures. To date the debate has tended to focus on affordable housing; however, the survey has also identified the need for housing for older people. Meeting the needs of the rising 85+ population will require a good supply of sheltered, care at hand and extra care housing.

The need to keep our young people in our communities and our older people cared for within our communities applies not just to planned big developments (like Longbridge), but also our existing urban and rural communities. We will also ensure an adequate supply of good quality temporary accommodation to ensure there is a safety net for those people made homeless through difficult circumstances.

## Education, Deprivation and Health

The overall proportion of the District's population (16-74) with no qualifications is lower than both the County and national averages at 26.1% compared to 28.1% and 28.9% respectively. Furthermore, the percentage of the population qualified to NVQ Level 4/5 is also higher than the regional and national averages.<sup>12</sup> GCSE results gained at local authority schools and colleges in Worcestershire in 2010 were amongst the highest in the country (64% achieved five or more GCSEs at A\*-C including English & Maths).<sup>13</sup> The District ranks 299th out of 354 councils on the national index of multiple deprivation 2007 (where 1 is the most deprived), making the District one of the least deprived nationally.<sup>14</sup> It is also the only district in

<sup>12</sup> ONS 2011 Census

<sup>13</sup> EPAS 2010- Worcestershire County Economic Assessment 2010-11

<sup>14</sup> DCLG Indices of Multiple Deprivation 2007

Worcestershire to have become less deprived since 2004.<sup>15</sup> As a result, identifying the vulnerable within our communities is more difficult than a district with geographic areas of deprivation.

Overall, the District's population is healthier than the England average. Hip fractures in the over-65s are the one indicator which is worse than the England average. Some key points relating to the health of people in Bromsgrove are: early death rates from heart disease and stroke and from cancer are lower than both the regional and England average; levels of deprivation and children in poverty are lower than the England average; and teenage pregnancy rates remain below national levels; however, there is a concern that lifestyles are becoming less healthy and potentially, we could be storing up problems for the future. For example, obesity in both adults and children is seen by NHS Worcestershire as major concern for Bromsgrove.<sup>16</sup>

### Crime and Fear of Crime

Bromsgrove is known to be a low crime area and since 2008/09, total crime has reduced in the District, with British Crime Survey (BCS) Comparator Crime reducing by 12%;<sup>17</sup> however, despite an overall reduction in actual crime, the fear of crime remains an issue. In general, 76% of residents have felt fearful about the possibility of any crime happening to them in the last 12 months, which is a small decrease on the 2008 figure of 80%.<sup>18</sup> The crimes which residents fear the most are: house burglary and vandalism or damage to property. The issues of concern that were identified were: speeding traffic; groups of people loitering/hanging around in public places; and underage drinking<sup>19</sup>.

<sup>15</sup> Ibid

<sup>16</sup> Department of Health – Bromsgrove Health Profile 2010

<sup>17</sup> British Crime Survey 2009/10

<sup>18</sup> West Mercia Crime and Safety Annual Survey 2009

<sup>19</sup> Ibid

### Climate Change and Sustainable Development

The Council shares a Climate Change Officer with Redditch Borough Council and agreed a Joint Climate Change Strategy in December 2010. In addition, the Council works with Act on Energy through the Bromsgrove Partnership. The Council is therefore well placed to respond to this agenda. Although there has been a change in national government, the desire to see our carbon emissions reduced remains a national priority and one that we want to play our part in locally.

The Climate Change Act (2008) requires an 80% reduction in our CO2 emissions by 2050. The Council measures the emissions from its operations every year and those of the Bromsgrove District as a whole. Through measuring our emissions, we have discovered that approximately 80% comes from our buildings and the rest from our fleet or business mileage. A key area of focus will therefore be our property assets. Where possible, we are installing energy saving technology in our buildings that will save us money and reduce our carbon emissions and using new technology, like solar panels, to generate energy. Unfortunately, we cannot progress this as quickly as we would like, as we need to make decisions on the future of our two main buildings – the Council House and the Dolphin Centre/Customer Service Centre – as part of the town centre regeneration project. Our Climate Change Officer is working closely with our town centre project team to ensure future plans town centre buildings are consistent with the climate change agenda.

Through the Bromsgrove Partnership Better Environment Theme Group, chaired by Act on Energy we are working in the community on fuel poverty, home insulation and micro-generation. At a strategic planning level, the Core Strategy, which is currently being consulted on, identifies the strategic issues the District faces over the next 15 years and how we aim to tackle these. The mitigation and adaptation of climate change issues is a key part of this document.

## 4. Who Are We?

We are a District-level authority within the county of Worcestershire and work closely with neighbouring Redditch Borough Council with a shared Corporate Management Team.

The Council has a majority Conservative administration, with twenty-five Conservatives, six Labour, six Independents & Wythall Residents' Association and one unaffiliated. There is one vacant Ward seat due to a resignation at the start of 2011. The Council operates a modernised political structure with the Leader/Cabinet model, supported by two non-Executive Boards: Audit Board and Overview & Scrutiny Board. There is also a Planning Committee, Standards Committee and Licensing Committee. The Council has a Corporate Management Team (CMT) and a Chief Executive, Kevin Dicks.

Page No. 28  
Currently, eight Councillors sit on the Cabinet, each of whom have a set of responsibilities referred to as a "Portfolio". Portfolio Holders are appointed annually by the Council and between them cover all areas of the Council's work and responsibility. "Portfolio" indicates a specified area of responsibility allotted by formal resolution, for the purposes listed below:

- Monitor Council performance.
- Monitor the implementation of Council policy and decisions.
- Act as consultee for Members and Officers.
- Act as "Spokesperson" for the Council (but not exclusively).
- Act as "Rapporteur" to Overview and Scrutiny and as a channel for feedback from representatives of outside bodies.
- Undertake a higher level of involvement with the Local Strategic Partnership.

The eight Portfolios are:

- **Policy, Performance, Partnerships and Economic Development**  
– Cllr R. Hollingworth – Leader of the Council
- **Resources (including Finance, Customer Services, Legal, Equalities, Democratic Services and Human Resources)**  
– Cllr G. N. Denaro – Deputy Leader of the Council
- **Community Services (including Leisure, Cultural Services, Environmental Services and Crime and Disorder/CCTV)**  
– Cllr M. J. A. Webb
- **Planning and Regeneration**  
– Cllr Mrs. J. Dyer M.B.E
- **Business Transformation with special responsibility for Town Centre Regeneration**  
– Cllr Dr. D. W. P. Booth
- **Regulatory Services and Strategic Housing**  
– Cllr P. J. Whittaker
- **Older People, the Young and Vulnerable People**  
– Cllr Mrs. M. A. Sherrey
- **Community Cohesion and Engagement**  
– Cllr R. D. Smith

## Shared Services and Transformation

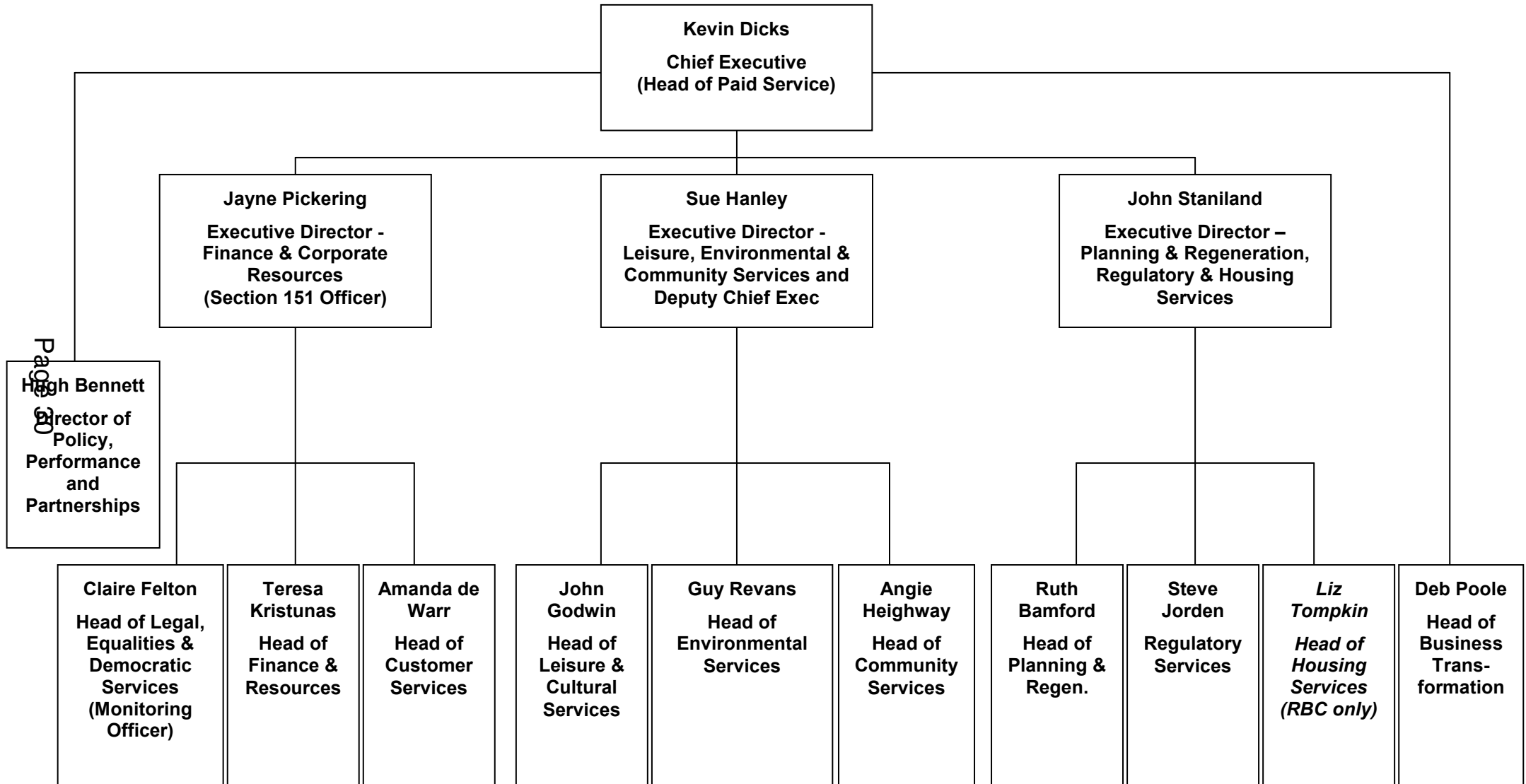
The Council has had a Shared Chief Executive with Redditch Borough Council on a trail basis since August 2008, an arrangement which was formalised in September 2009.

The formal appointment of a shared Chief Executive for the two councils has led to the subsequent appointment of a single management team for both councils. Four services are already shared: community safety, elections, CCTV and ICT.

A full transformation programme for both councils is currently being delivered, including a major review of the Revenues and Benefits service. The councils are also the host of the single county wide Regulatory Services function as part of the Worcestershire Enhanced Two Tier programme, while internal audit and property services have transferred to other hosts in the county. During 2011 a single North Worcestershire Economic Development Unit will be established, covering Bromsgrove, Redditch and Wyre Forest.

By pursuing Shared Services at a time when funding from Government for local authorities is being reduced, it will assist in providing a financially safer environment for both Councils to operate in. It will also give us a stronger voice both regionally and nationally.

# CORPORATE MANAGEMENT TEAM STRUCTURE



5. Our Priorities 2011-2014

Bromsgrove District Council

# our Vision our Values and Objectives

## Vision

Working together to build a district where people are proud to live and work, through community leadership and excellent services

## Values

Leadership  
Partnerships,  
Customer First and  
Equality,  
Value for Money

The flowchart consists of two rows of four boxes each. The top row boxes are labeled 'Council Objective One' through 'Council Objective Four'. The bottom row boxes are labeled 'C01 Priorities' through 'C04 Priorities'. Green arrows point from each objective box to its corresponding priority box below it. Horizontal arrows also connect the objective boxes from left to right.

<b>Council Objective One</b> Regeneration	<b>Council Objective Two</b> Improvement	<b>Council Objective Three</b> One Community	<b>Council Objective Four</b> Environment
<b>C01 Priorities</b> Economic Development Town Centre	<b>C02 Priorities</b> Value for Money	<b>C03 Priorities</b> One Community Housing	<b>C04 Priorities</b> Climate Change

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**BUILDING PRIDE**

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## 6. What We Do

### *Our Services*

All District Councils provide services to the public – the Council is obliged to provide some of them but has a choice about whether or not it provides the others. The services provided by Bromsgrove District Council include:

- Environmental Health
- Homelessness and housing advice
- Licensing Services
- Planning Services
- Revenue Collection
- Waste Collection
- Street cleansing
- Working in partnership with the Police and other organisations to improve community safety and tackle anti-social behaviour
- Economic Development
- Contact Centre and Customer Service Centres to provide a single point of contact for Council Services ( telephone and face to face )
- A subsidised Bromsgrove Urban Rural Transport community transport scheme for those who have difficulty accessing public transport in the District.
- Shopmobility disability scooters and wheelchairs to enable disabled people to access the Town Centre
- Play Areas and multi activity play areas
- Playing pitches and associated changing facilities

- CCTV/Lifeline
- Community Services
- Landscape maintenance/improvements
- Market Services

The Council also has a community leadership role. This commits us to develop, together with our partners, a Sustainable Community Strategy. This sets out the key issues faced in the District and a plan to tackle them. The Government also places a responsibility on local authorities to shape their communities around the needs and aspirations of their residents.

## 7. Partnership Working

### Bromsgrove Partnership

The Bromsgrove Partnership (the District's Local Strategic Partnership) is an established partnership of the key public, private and voluntary sector organisations operating within the District. The purpose of the partnership is to work together on a range of issues that require joined up thinking in order to deliver on our residents' aspirations. For example, we cannot regenerate the town centre, working on our own. We need to work with other property owners, both public, private and voluntary to a joined up solution to the town centre.

The partnership operates a board, chaired by the Leader of the Council Councillor Roger Hollingworth and series of theme groups, which are the delivery arms of the partnership. A diagram of the partnership is set out overleaf.

The Sustainable Community Strategy is the business plan for the Bromsgrove Partnership and sets out a vision for the District and is concerned with addressing issues important to residents, the business community and visitors to the District. It is based on an understanding of the available evidence and focuses on the way in which services are delivered and how they can be improved for everyone's benefit. The Strategy is a developmental, rolling document and the priorities identified may change over time as improvements are realised and new issues emerge. The aims and objectives of the Strategy are to provide a co-ordinated approach to improving the quality of life for everyone in the District.

It is important that the Bromsgrove Partnership is accountable to Elected Members, so each year we produce an annual report on the partnership's work. Equally, every time the Sustainable Community Strategy is updated, it is agreed by Elected Members. The next update is due in 2013.

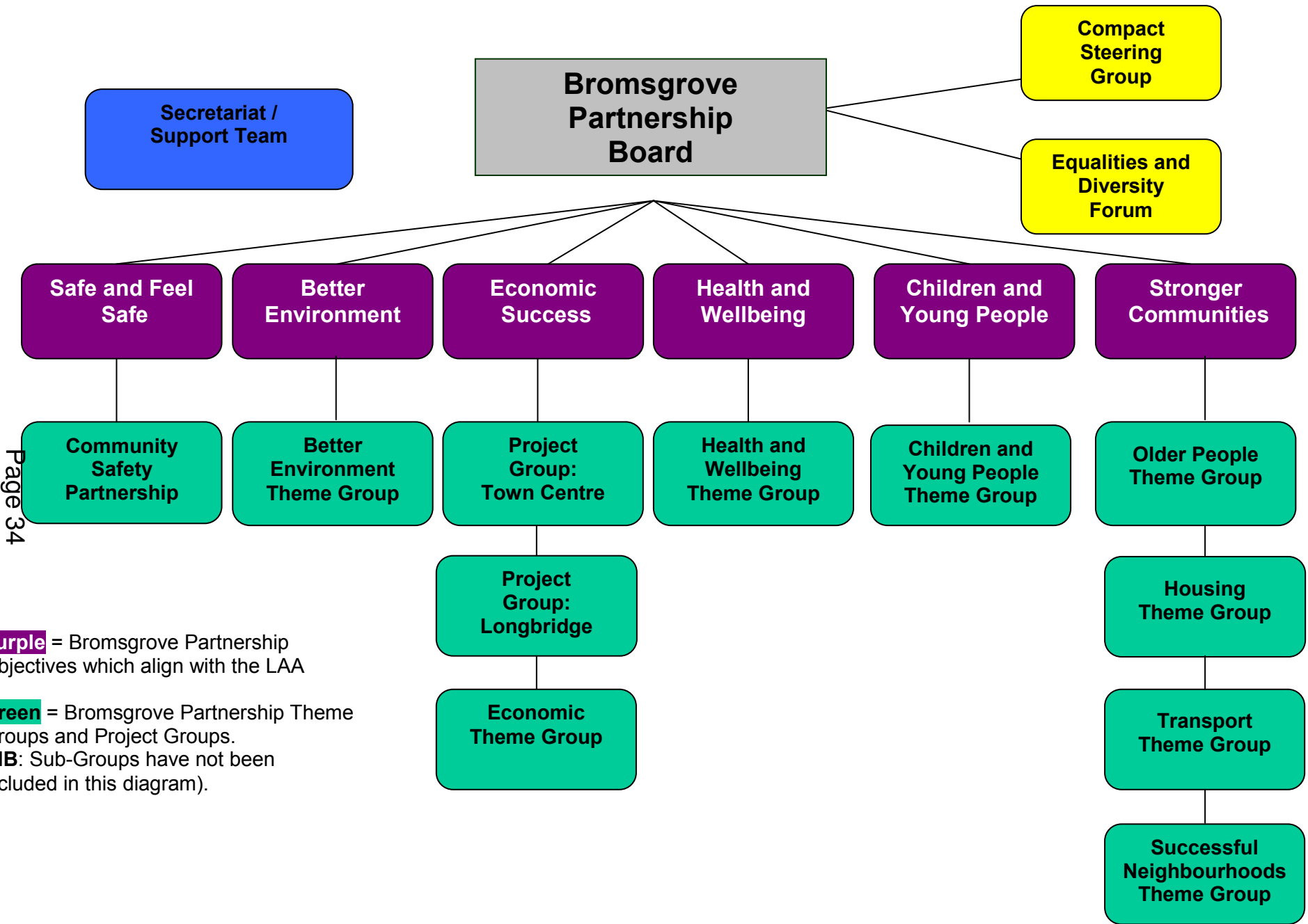
Bromsgrove Partnership **Your District Your Future**

**Bromsgrove**  
**Sustainable Community**  
**Strategy 2010-2013**

**Our Vision:** "We will make Bromsgrove District a better place to work, live and visit by driving forward change"

- Communities that are safe and feel safe
- Economic success that is shared by all
- Meeting the needs of children and young people
- Stronger communities
- A better environment for today and tomorrow
- Improving health and well being

**Bromsgrove**  
Your District Your Future **Partnership**



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**Purple** = Bromsgrove Partnership Objectives which align with the LAA

**Green** = Bromsgrove Partnership Theme Groups and Project Groups. (NB: Sub-Groups have not been included in this diagram).

## 8. How We Will Deliver Our Priorities

For each of the Council's priority themes, a set of key outcomes have been developed. Some of these are cross-cutting throughout the organisation whilst others are specific to a service. Key performance indicators have been developed where appropriate to measure progress and enable Councillors, residents and partners to track performance against the Council Plan.

Projects and tasks to support these key deliverables are included in the relevant Service Business Plans which are monitored by Departmental Management Teams.

The Council monitors and manages performance against a range of national and local performance indicators which are published on the Bromsgrove District Council website.

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The Council Plan includes high level actions and indicators with others being detailed in the relevant Service Business Plans.

The table shows, for each priority, the outcomes to be achieved; the key objectives that contribute to those outcomes; and the key actions needed to achieve the objectives.

<b>PRIORITY AREA:</b>	<b>Key Deliverables:</b>
<b>Economic Development (ED)</b>	<ul style="list-style-type: none"> <li>ED1: Improve the economic success of the district</li> </ul>

Key Deliverable: ED1	Community Strategy Impact?	Key Performance Indicators		
Improve the economic success of the district	✓	New business start-up rate for North Worcestershire		
Key Actions		Timescales	Resources Additional to Base Budget	Lead Officer
North Worcs EDU live		Jun 2011	1/3 North Worcs Manager	John Staniland
Bromsgrove Marketing Campaign		Mar 2012	£20,000	John Staniland
Supporting case for new train station		Ongoing	Subject to business case	John Staniland

<b>PRIORITY AREA:</b>  <b>Town Centre (TC)</b>	<b>Key Deliverables:</b> <ul style="list-style-type: none"> <li>• TC1: Regeneration of the Town Centre</li> </ul>
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Key Deliverable:TC1	Community Strategy Impact?	Key Performance Indicators		
Town Centre regeneration	✓	Number of vacant units in the town centre (as defined in the Area Action Plan)		
Key Actions		Timescales	Resources Additional to Base Budget	Lead Officer
• Agreement of Town Centre Area Action Plan		Mar 2012		John Staniland
• Sainsbury's- agree S106		Jun 2011		John Staniland
• Agreement on District Council's buildings- Dolphin Centre & Council House		Dec 2011		John Staniland
• High Street- work commenced?		Mar 2012	S106 Contributions	John Staniland

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<b>PRIORITY AREA:</b>  <b>Value for Money (VM)</b>	<b>Key Deliverables:</b> <ul style="list-style-type: none"> <li>• <b>VM 1: Transformation / Shared Services / WETT</b></li> <li>• <b>VM2: Corporate &amp; Financial Strategy</b></li> <li>• <b>VM3: Corporate &amp; Financial Management</b></li> <li>• <b>VM4: Corporate &amp; Financial Reporting</b></li> <li>• <b>VM5: Improved customer experience</b></li> <li>• <b>VM6: Engagement / Equalities / Communications</b></li> <li>• <b>VM7: Spatial planning</b></li> <li>• <b>VM8: Human resources</b></li> <li>• <b>VM9: Organisational Culture</b></li> <li>• <b>VM10: Employee Climate</b></li> <li>• <b>VM11: Governance</b></li> </ul>
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<b>Key Deliverable: VM1</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Transformation / Shared Services / WETT	✓	Savings achieved 2001/12 – 2013/14 - £1,300,000		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Shared services programme delivered		Jul 2012		Kevin Dicks
• Transformation programme completed		Dec 2012		Deb Poole
• WETT programme completed (Property, Regulatory Services & Internal Audit)		May 2011		Kevin Dicks

<b>Key Deliverable: VM2</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Corporate & Financial Strategy	✓	Overall savings achieved 2011/12 – 2013/14 - £1,800,000		

Key Actions	Timescales	Resources Additional to Base Budget	Lead Officer
• Council Plan 2011 – 14 approved and published	Apr 2011		Hugh Bennett
• Three Year Medium Term Financial Plan approved	Feb 2012		Teresa Kristunas
• Lessons Learned Exercise (budget setting process)	Mar 2012		Hugh Bennett

Key Deliverable: VM3	Community Strategy Impact?	Key Performance Indicators
Corporate & Financial Management	✓	<p><b>Additional procurement savings £50,000</b></p> <p><b>Percentage of invoices for commercial goods and services that were paid by the council within 30 days of receipt or within the agreed payment terms</b></p> <p><b>The percentage of council tax collected by the authority in the year</b></p> <p><b>The amount of housing benefit overpayments recovered as a percentage of all housing benefit overpayments</b></p>

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Key Actions	Timescales	Resources Additional to Base Budget	Lead Officer
• Development of systems thinking dashboard and quarterly reporting process	Dec 2011		Deb Poole Hugh Bennett
• Utilisation of procurement to deliver cashable savings	Mar 2012		Teresa Kristunas
• Freeze on non-essential expenditure through financial and scrutiny of vacancies	Mar 2012		Teresa Kristunas

Key Deliverable: VM4	Community Strategy Impact?	Key Performance Indicators
Corporate & Financial Reporting	✓	<b>External Audit approval of full accounts</b>

<b>Key Actions</b>	<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Statement of Accounts presented to Full Council	30 June 2011		Teresa Kristunas
• External audit	30 Sep 2011		Hugh Bennett Teresa Kristunas
• Annual Report published	31 Oct 2011		Hugh Bennett

<b>Key Deliverable: VM5</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>
Improved customer experience	✓	Percentage of customers satisfied with the service received Percentage of complaints handled within the agreed timeframes

<b>Key Actions</b>	<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Improve the Customer Service Centre experience	Dec 2011		Amanda De Warr
• Implement 1/3 Customer Experience Strategy Action Plan	Mar 2012		Amanda De Warr
• Increase the range of services offered in the Customer Service Centre	Mar 2012		Amanda De Warr

<b>Key Deliverable: VM6</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>
Engagement / Equalities / Communications	✓	Percentage of residents who believe that the Council provides value for money Percentage of people who believe people from different backgrounds get on well together in their local area Percentage of residents who have been involved in decisions that affect

		the local area in the past 12 months Percentage who agree that they can influence decisions in their local area		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Proactive management of communications		Mar 2012		Hugh Bennett
• Development of a joint Community Engagement Strategy		Dec 2011		Hugh Bennett
• Review changes to equalities legislation and assessment mechanisms		Sep 2011		Hugh Bennett
• Review engagement and equalities mechanisms		Sep 2011		Hugh Bennett

<b>Key Deliverable: VM7</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Spatial Planning	✓			
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Consultation and agreement of the Core Strategy		Mar 2012		Ruth Bamford
• Adoption of the Core Strategy		Mar 2013		Ruth Bamford

<b>Key Deliverable: VM8</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Human Resources	✓	Number of working days / shifts lost to the local authority due to sickness per full-time equivalent staff member		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>

• Job Evaluation process completed	Mar 2011*		Teresa Kristunas
• Harmonise Terms & Conditions	May 2011*		Teresa Kristunas
• Review human resources capacity for the delivery of the shared services / transformation agenda	Mar 2011		Teresa Kristunas
• Hold monthly sickness absence management meetings	Monthly		Teresa Kristunas

\*subject to collective agreement

<b>Key Deliverable: VM9</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Organisational Culture	✓	Employee Survey results		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
Management Development Strategy developed and implemented		Dec 2011		Teresa Kristunas
Training and Development Programme developed and implemented		Mar 2012	£13, 000	Teresa Kristunas
• Launch new Appraisal Scheme		Jan 2012		Teresa Kristunas

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<b>Key Deliverable: VM10</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Employee Climate	✓	Employee Survey results		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Employee survey		Sep 2011		Teresa Kristunas
• Staff forums at least every three months		Triannual		Kevin Dicks

Key Deliverable: VM11	Community Strategy Impact?	Key Performance Indicators		
Governance	✓	<b>Audit programme productive time 63%</b> <b>Election turnout 2011</b>		
Key Actions		Timescales	Resources Additional to Base Budget	Lead Officer
• District & Parish Election		5 May 2011		Claire Felton
• National Referendum		5 May 2011		Claire Felton
• Proactive Risk Management		Mar 2012		Teresa Kristunas
• Complete Internal Audit programme		Mar 2012		Teresa Kristunas

<b>PRIORITY AREA:</b>	<b>Key Outcomes:</b>
<b>One Community (OC)</b>	<ul style="list-style-type: none"> <li>• <b>OC1: Improve the quality of life for the areas of highest need</b></li> <li>• <b>OC2: Children &amp; Young People</b></li> <li>• <b>OC3: Older people</b></li> </ul>

<b>Key Objective: OC1</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Improve the quality of life for the areas of highest need	✓	<b>Basket of Indicators as per Areas of Highest Need Proposal</b>		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Exit strategy for The Trunk		Mar 2012		Angie Heighway
• Continued performance management of the Trunk contract		Ongoing		Angie Heighway
• Support for Stronger Communities Theme Group		Ongoing		Hugh Bennett

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<b>Key Objective: OC2</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Children & Young People	✓	<b>% of Children &amp; Young People's Plan delivered / on target at year end</b>  <b>Number of locally delivered diversionary sessions</b>  <b>Numbers of users attending diversionary activities</b>		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Support Children & Young People's Theme Group		Ongoing		John Godwin

• Resolve young people's engagement as part of new Children & Young People's Partnership Arrangements	Sep 2011		Hugh Bennett
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Key Objective: OC3	Community Strategy Impact?	Key Performance Indicators		
Older people	✓	Number of people attending 'Age Well' scheme Number of over 60s swimming usage		
Key Actions		Timescales	Resources Additional to Base Budget	Lead Officer
• Ageing Well		Mar 2012		John Godwin

<b>PRIORITY AREA:</b>	<b>Key Outcomes:</b>
<b>Housing (H)</b>	<ul style="list-style-type: none"> <li>• H1: Home Improvement Agency</li> <li>• H2: Implement Countywide Housing Strategy Action Plan</li> <li>• H3: Homelessness</li> </ul>

<b>Key Objective: H1</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Home Improvement Agency	✓	Time taken to complete Category 1, 2 & 3 priority Disabled Facilities Grants		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Evaluation of year 1 performance		Jun 2011		Angie Heighway
• Specification and tendering		Feb 2012		Angie Heighway
• Evaluation and appointment		Jun 2012		Angie Heighway

<b>Key Objective: H1</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
Implement Countywide Housing Strategy Action Plan	✓	Net additional homes provided Number of affordable homes delivered Processing of planning applications (minor, major, other)		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Develop & implement local action plan		Jul 2011		Angie Heighway
• Gap analysis, review & evaluate		Mar 2012		Angie Heighway

• Delivery of 80 affordable housing units	Mar 2012	Angie Heighway
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Key Objective: H1	Community Strategy Impact?	Key Performance Indicators		
Homelessness	✓	Number of households living in temporary accommodation		
Key Actions		Timescales	Resources Additional to Base Budget	Lead Officer
• In conjunction with BDHT, review protocols and procedures relating to the homelessness service		March 2012		Angie Heighway
• Action plan of support measures to help improve the Housing Options Service		March 2012		Angie Heighway

<b>PRIORITY AREA:</b>  <b>Climate Change (CC)</b>	<b>Key Outcomes:</b> <ul style="list-style-type: none"> <li>• <b>CC1: To reduce CO2 emissions</b></li> </ul>
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<b>Key Objective: CC1</b>	<b>Community Strategy Impact?</b>	<b>Key Performance Indicators</b>		
To reduce CO2 emissions	✓	To reduce CO2 emissions from local authority operations Per capita emissions in the District		
<b>Key Actions</b>		<b>Timescales</b>	<b>Resources Additional to Base Budget</b>	<b>Lead Officer</b>
• Installation of Solar panels		Mar 2012	£20,000	Hugh Bennett
• Annual review of the Climate Change Strategy		Dec 2011		Hugh Bennett
• Improving the energy efficiency of buildings		Mar 2012	Interest free Salix loan of £37,000	Hugh Bennett

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## 9. Risk Management

In setting out our plans for the District we recognise, as a well managed organisation, that there are a number of risks that may impact on the Council achieving all we have set out in this Council Plan. We will monitor these risks and take mitigating actions, where practicable, to minimise the impact on the Council, but some risks are unavoidable.

The key risks are related to:

- Economic changes creating additional pressures on services and resources.
- The ability to deliver services when resources are restricted or systems fail.
- That service improvements do not result in positive changes for the community.
- The delivery of resilience and efficiencies through partnership working.
- That advances in technology are not utilised to deliver efficiencies and improvements for the customer.
- Managing performance to ensure that the right things are delivered, in the right way, for the right people.

The Council's Risk Management Policy requires effective management of all risks. The Policy relates to all risks both at strategic and service level. The Council will monitor progress on the action plans developed to manage all existing and emerging high level risks.

## 10. Community Engagement (including Equalities)

At the Council, we have a strong commitment to engaging with our communities and to making sure that we communicate with them on issues that are important to the District. We work to ensure that all voices have a chance to be heard.

We have a well established Equality and Diversity Forum, whose membership reflects a diverse cross section of our community and has been very active in both its engagement with the Council and its contribution to projects such as BURT (Bromsgrove Urban Rural Transport) and the town centre toilets. The Forum has also played a key role in Community Consultation Conferences we have held over recent years and members of the Forum have had the chance to bid for funding for relevant projects, with successful bids helping to launch several worthwhile projects and events. We are also proud to have reached the 'Achieving' level under the Equalities Framework for Local Government. As part of the shared services restructure, an Equalities post will be retained by Bromsgrove District Council and shared with Redditch Borough Council.

The opinions of residents are key to our decision making processes, with public consultation being fed through to management and political leadership of the Council. We also hold an annual Budget Jury, where a group of residents consider the issues that are affecting the district, the work that the Council does and what priorities should be for the following year. They return a few months later to look at proposals for spending and savings, mirroring the process that the elected Members go through, with their opinions

being an important point of reference when the Members make the actual decisions about the budget. The process received coverage on BBC Midlands Today in 2010, further raising the profile of the role of our residents in local decision making.

Last year we coordinated a 'U Decide' event, in partnership with Worcestershire County Council, which saw groups of young people presenting projects to a room full of their peers, who then voted as to which groups they felt most deserved funding. We hope to look at how we engage with young people over the next 12 months, building on activities and engagement undertaken during our 'Democracy Week' in March 2011.

We will be developing a joint Community Engagement Strategy and Toolkit for Bromsgrove and Redditch Councils during 2011, which will inform how we engage with communities and provide guidance for officers across all departments.



**U Decide 2010**

## 11. Budget and Value for Money

The Council has set a balanced budget with a zero increase in Council Tax for 2011/12. This year's budget deliberations have been particularly difficult due to the Budget Settlement from Central Government. The Council's Revenue Support Grant from Central Government will fall by 27.7% over the next two years. These are challenging times for the Council; however, the Council is well placed to respond to this reduction. With a Single Management Team across both Bromsgrove District Council and Redditch Borough Council, the Council is further advanced than most councils on its shared services agenda. A number of services are already being shared, for example, Community Safety, Elections, Payroll, ICT and we are also the host for Worcestershire Regulatory Services.

The Council's approach to delivering the required level of savings is seven fold:-

1. To bring forward the remaining shared services programme with the bulk of services being shared by the 31 March 2012;
2. Undertake more fundamental transformation work using a technique called systems thinking;
3. Pay restraint, for example, there will be no pay rise for staff in 2011/12 and through the harmonisation of terms of conditions across both councils we are proposing to reduce car mileage rates and end essential car user allowances for all staff;

4. Continue to focus on good procurement in order to drive out the maximum value from all contracts;
5. Continue to challenge and review all budgets down to a line by line by line level, including careful consideration of the need for various reserves and carry forwards;
6. Use of reserves; and
7. Additional income, where this is possible, for example, the New Homes Bonus.

The table overleaf sets out the planned savings as per the Medium Term Financial Plan.

## SAVINGS PROPOSED 2011/12 - 2013/14

Description	Department	2011/12 £'000	2012/13 £'000	2012/13 £'000
Vacant post within service - aim to absorb current workload and to address as part of shared service proposals	Legal & Democratic Services	-36	-36	-36
Release of budgets relating to Equality and Diversity Bids to be reallocated in high bids.	Legal & Democratic Services	-9	-10	-10
Increase income target to level generated in relation to Garden Waste collection	Environmental Services	-110	-110	-110
Environmental Services Review - savings realised	Environmental Services	-13	-13	-13
Trade Waste income received	Environmental Services	-10	-10	-10
Additional Income from County for running costs of the Customer Service Centre	Customer Services	-4	-4	-4
Renegotiate Strand Contract	Business Transformation	-13	-12	-12
Phone System Savings - call costs reduced	Business Transformation	-10	-10	-10
IT licences budget - to partially offset costs of MS office high bid	Business Transformation	-46	-46	-46
Savings from reducing car mileage rate to 40p - proposals under consultation	Council Wide	-18	-18	-18
Savings from withdrawing essential car user allowance - proposals under consultation	Council Wide	-89	-89	-89
Savings to be realised from Shared Services/ Transformation and efficiencies	Council Wide	-266	-934	-1,270
Improved procurement opportunities	Council Wide	-50	-50	-50
Reduction in Together Bromsgrove by one edition (£5k ) and misc saving (£20k)	Policy, Performance & Partnerships	-25	-25	-25
Reduction in budgets allocated to the museum on the basis that it is sold in 2011/12	Leisure & Cultural Services	0	-10	-10
Victoria Ground Rent from current occupiers	Leisure & Cultural Services	-12	-12	-12
Sanders Park Pavilion Rent	Leisure & Cultural Services	-12	-12	-12
Allotments - increase income target to meet realistic level	Leisure & Cultural Services	-4	-4	-4
Various income generated - increase target to meet realistic level	Leisure & Cultural Services	-9	-9	-9
Market Income - additional income received	Planning & Regeneration	-10	-10	-10
Development Control - pre application fees now charged	Planning & Regeneration	-8	-8	-8
George House rental Income (lease ending April 2012)	Finance & Resources	-45	0	0
Revenues - court cost recovery (net)	Finance & Resources	-28	-28	-28
Additional Benefits Admin Grant income for 11/12	Finance & Resources	-48	0	0
<b>TOTAL SAVINGS</b>		<b>-873</b>	<b>-1,458</b>	<b>-1,794</b>

## 12. Glossary

Term	Definition
Building Pride	The Council's transformation programme designed to make Bromsgrove District Council an excellent local authority.
Corporate Management Team (CMT)	The Council's officer management team made up of the Chief Executive, Executive Director Services, Executive Director Partnerships and Projects, Assistant Chief Executive and the seven Heads of Service and one deputy Head of Service.
Sustainable Community Strategy	A long-term vision for the District as a whole. The Strategy co-ordinates the actions of public, private and community organisations in meeting the needs and priorities of local communities. Under the Local Government Act 2000, all local authorities are required to work in partnership with the community, business, voluntary sector and other public sector partners to develop a long-term strategy to promote the social, economic and environmental well-being of their local communities.
Local Strategic Partnership (LSP)	A family of partnerships and organisations that is working to a common aim - to improve the quality of life in the District and deliver the Sustainable Community Strategy.
Medium Term Financial Plan	A three year budget for the Council's expenditure and income, linked to the Council's objectives and priorities.
Objectives	The broad goals for the Council, within which priorities are set.
Performance Development Review	A formal meeting between a member of staff and their line manager to review past work and agree future work, setting standards and targets.
Performance indicators	Yardsticks used to assess our achievements.
Performance Management Framework	Sets out the processes by which Elected Members, Officers and residents can monitor how the Council is performing.
Priorities	The four areas identified by Elected Members and Officers where we wish to make significant improvement in how we perform.
Service Business Plans	One year plans that set out what each department intends to deliver over the coming year.
Target(s)	A fixed goal or objective which results in improvements.
Values	The fundamental principles that guide the way we work.
Vision	The ideal of how we would like the District and the Council to be in the future.

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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OLDER PEOPLE TASK GROUP**

**WEDNESDAY, 9TH MARCH 2011 AT 6.00 P.M.**

PRESENT: Councillors Mrs. M. Bunker (Chairman), S. R. Colella, D. L. Pardoe, C. J. Tidmarsh, L. J. Turner and Ms. A. Sowton

Officers: Mr. H. Bennett and Ms. P. Ross

59/10 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor D. McGrath.

60/10 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

61/10 **PROGRESS UPDATE**

**Recommendation 1** (UK Older People's Day)

The Director of Policy, Performance and Partnerships informed Members that building on the Older Person's Services Directory, the Council had launched the Directory on Older People's Day 2010. Further funding was being sought, but no funding opportunities had been successfully identified at this stage. The Director of Policy, Performance and Partnerships had met with the GP Consortium who had expressed an interest in the Older Person's Services Directory and felt that a handbook for the services provided by both Bromsgrove and Redditch councils would be useful. The Director of Policy, Performance and Partnerships informed Members that, there was no funding for this in the 2011/2012 budgets at either councils, but an electronic version would be cheap to produce and may be a way forward. Ms. A. Sowton would be attending a Department of Health funding meeting and would look at possible funding opportunities for a handbook.

**Recommendation 2** (Free Swimming at the Dolphin Centre)

The Director of Policy, Performance and Partnerships informed Members that action was not due to be completed until June 2011. However, officers' view was that the free swimming scheme encouraged those already swimming to swim more, but did not really target non-swimmers. Reviewing the impact of the free swimming would be difficult as usage numbers only were available.

### Recommendation 3 (Gym Facilities at the Dolphin Centre)

The Task Group had recommended that the Portfolio Holder for Youth, Sports, Recreation and Culture 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.

The Council had not pursued this option. However, the Council had recruited an Age Well Coordinator who is coordinating a good range of activities for the over 50s. These included: postural stability instruction (to prevent falls), GP activity referral, mobility exercise, specialist MS support, table tennis, walks for health, over 50s badminton etc. The Director of Policy, Performance and Partnerships would also look into promoting these activities via the Parish Councils Forum along with the Older Person's Services Directory.

The Council had also gone out to consultation on what activities older people wanted. The results were due to be published in the March 2011 edition of Together Bromsgrove. The consultation asked those under 65 and those over 65 what they were looking for, 147 responses had been received. These results would help shape future facilities that the Council offered. The Council also offered retirement signposting and lifestyle advice.

### Recommendation 4 (Community Transport Services - BURT)

Members were informed that, as the current bus was 7 years old and had proved unreliable, a budget bid for a new bus had been submitted as part of the 2011/12 budget consideration. Revenue funding was available for 2011/12, but the service would need to be evaluated. This had been delayed due the Head of Community Services being unwell. With regard to the boundaries, the Portfolio Holder had agreed to the bus crossing the border to get to Webb's, but generally the District boundary had been the limit of BURT's radius. Usage levels had continued to increase and the Women's Royal Voluntary Service (WRVS) were of the view that BURT was now at capacity.

The Director of Policy, Performance and Partnerships informed Members that following a proposal by Councillor C. R. Scurrill the Scrutiny Board had considered the future of BURT during its meetings held on 13th July 2010 and 26th October 2010.

### Recommendation 5 (THE TRUNK)

The Trunk was undertaking a range of activities around health and older people. It had also undertaken inter-generational activities. Health activities were not specifically aimed at older people; however, people should benefit from these activities in later life. Health activities included smoking cessation, alcohol misuse, and healthy lifestyles including exercise classes, healthy eating and healthy cooking.

Ms. A. Sowton, Bromsgrove and Redditch Network (BARN) informed Members that THE TRUNK now had an older people's group and that the Age Well Scheme had secured funding to offer a cooking initiative using local produce.

Recommendation 6 (Older People's Strategy for Worcestershire)

Meetings had been held with Worcestershire County Council (WCC) on this agenda, in particular, around developing Bromsgrove District Council's, Older Person's Services Directory. No further meeting had been held since. The Bromsgrove District Council's, Older Person's Services Directory had been well received by WCC. WCC was currently consulting and completing an impact assessment on its draft Older People's Strategy.

The Director of Policy, Performance and Partnerships informed Members that it was important that the Council continued to engage with WCC on the draft Older People's Strategy to ensure a district dimension. Members agreed to recommend to the Overview and Scrutiny Board that a review of the draft WCC Older People's Strategy be included on the Overview and Scrutiny Board's Work Programme.

Recommendation 7 (Mapping Exercise)

Ms. A. Sowton, Bromsgrove and Redditch Network (BARN) had always struggled to complete this work due to a lack of resource. The Council's Older Person's Services Directory had in many ways mapped what was available to residents in the District. It was recognised that the Directory was too Bromsgrove town centric at the moment.

Work in 2011 would involve building up knowledge on services available in the more rural parts of the District, so that any future new edition of the Older Person's Services Directory would be more Bromsgrove District wide. The Director of Policy, Performance and Partnerships suggested involving the Parish Councils Forum when undertaking this exercise.

Recommendation 8 (A - Z Directory)

The Older Person's Services Directory had been completed and included on the Council's Website in October 2010. The Leader of the Council had recently attended the Older Person's Forum where very positive comments regards the Directory had been received.

The Director of Policy, Performance and Partnerships informed Members that he would revisit and review the Older Person's Services Directory during 2012/2013 funding permitting.

Recommendation 9 (Information Management)

The Older Person's' Services Directory was now on the Council's website and had been included with the winter 2010 edition of Together Bromsgrove, as

'Together Bromsgrove Plus'. Staff at the Customer Service Centre had been made aware of the Directory for signposting purposes.

No mystery shopping had been undertaken as the Council now had a dedicated Head of Customer Service who would be launching a new Customer Experience Strategy. Ms. A. Sowton, Bromsgrove and Redditch Network (BARN) suggested approaching the Older People's Forum to see if their members would carry out a specific mystery shopping exercise regards the Older Person's Services Directory.

Recommendation 10 (Older People's Champions)

It had been agreed with the Portfolio Holder to defer this and concentrate on the production of the Older Person's Services Directory. The Director of Policy, Performance and Partnerships informed Members that the Policy, Performance and Partnerships department was currently undergoing a shared services restructure. Once the new structure was in place the Director of Policy, Performance and Partnerships intended to engage with the Portfolio Holder and the Older People's Forum to look at the possibility of championing a 'Village Agents' project for 2011.

Village Agents could provide support to the over 50's in the Bromsgrove District by:

- providing high quality information
- putting people in direct contact with the agencies that are available to provide the service they need
- carry out a series of practical checks
- help build communities

Recommendation 11 (Older People's Housing Strategy for Worcestershire)

The Council's Strategic Housing Manager, representatives from Bromsgrove District Housing Trust and the Leader and Portfolio Holders for Planning and Strategic Housing had met over the past 18 months ( Housing Choices for Older People Partnership Board) to develop a vision for housing for older people in the Bromsgrove District.

This partnership had met with Worcestershire County Council's key officers and was developing proposals for Extra Care and older persons housing. The aims and objectives of previous older people's strategies were considered by this Board which would review any newly developed aims and objectives that may be forthcoming.

Recommendation 12 (Housing)

The need to provide an appropriate mix to cater for the needs of older people had been highlighted in the newly developing Countywide Housing Strategy and identified within the priorities identified within the Local Investment Plan (LIP) currently in the process of being jointly developed with the Homes and Communities Agency.

Recommendation 13 (Lifeline)

In order to assist the elderly or vulnerable to live independently a range of activities to promote Telecare services had been undertaken.

Information had been produced in the form of promotional leaflets, posters and newsletters detailing the full range of telecare products and services available. These had been distributed to Lifeline Service Users and partner organisations including Age Concern, Social Services Teams for Older People and Hospitals, Doctors Surgeries, Church Halls and all District and County Council buildings.

Lifeline Installation Officers had attended community fairs and exhibitions, utilised market stalls, visited groups and promoted the service at the Fire Services Blanket testing days.

A comprehensive list of all organisations and partner agencies was maintained with contact being made on a regular basis to ensure there was a sufficient supply of posters and leaflets and that the current version was being displayed.

The Portfolio Holder for Older People, the Young and Vulnerable People informed Members that she had accompanied Lifeline Officers whilst they carried out their duties and had been impressed with their professionalism and the way in which they helpfully engaged with their clients.

Recommendation 14 (Benefit Service)

The Benefits Services Manager provided the following update: Meetings had been held with Dial and Bromsgrove and Redditch Network (BARN) to discuss closer working, with BARN providing a list of contacts. Both were keen to work with the Council on promoting and supporting Benefits, but neither had come back to the Council and the Council had not pursued this either. The Benefits Services Manager was hoping to pick this up again in the new financial year, once year end billing was out of the way.

A Benefit take up advert had been placed in the recent sport and leisure community publication. Also, although not specifically aimed at elderly customers, a targeted take up for Discretionary Housing Payments (DHP's) had been carried out in August 2010. This highlighted customers who had a shortfall between their Benefit and Rent/Council Tax charged and advised them of additional help that may be available (DHP's) and how to claim.

Members questioned benefit take up by older people. Following questions and suggestions from Members the Director of Policy, Performance and Partnerships agreed to look at the possibility of including benefits information with the leaflets produced and distributed by Lifeline Officers.

Recommendation 15 (Employment)

The Director of Policy, Performance and Partnerships informed Members that further action was required on this. An article had been included in the Older Person's Services Directory, featuring himself and his dad, which focused on the advice given by dad to son about joining the Local Government Pension Scheme. Although a start, the Council still needed to find ways of communicating with a younger audience. The proposed changes in national legislation around automatic opting in to pension schemes should help in this regard. Members queried the approximate implementation date of March 2012 shown for this recommendation. The Committee Services officer checked the information provided to the Overview Board during its meeting held on 30th March 2010. The approximate implementation date of March 2012 was correct.

Recommendation 16 (Adult Learning Opportunities)

THE TRUNK offered a range of adult learning opportunities with courses on "Get Back To Work", "Confidence Building" and ICT being offered. The courses were for all ages with take up by older people being good. THE TRUNK Manager was due to meet with Worcestershire County Council to look at the funding strategy for future years, given the current public spending environment. THE TRUNK was looking to roll out further computer courses via its Internet Cafe.

Recommendation 17 (Funding Opportunities)

The Director of Policy, Performance and Partnerships informed Members that the Council had a Service Level Agreement with Bromsgrove & Redditch Network (BARN) who used a database called "Funder Finder".

Members were informed that from May 2011 the Worcestershire Partnership, Funding Coordinator would assist the Council with any future funding bids.

Recommendation 18 (Worcestershire County Councils Highways Department)

Members were informed that, due to the last two very cold winters, pavement repairs and road repairs had become a national issue. Worcestershire County Council was responding; however, a key area of development would be the Area Action Plan for Bromsgrove town centre which was currently out to consultation. Community Infrastructure Levy monies should enable, in particular, the High Street to be improved which had been a particular issue for residents.

Recommendation 19 (Future Vision)

The Director of Policy, Performance and Partnerships informed Members that the Council probably needed to do more work in 2011, but the cover of the Older Person's Services Directory was a deliberately upbeat picture of older people. In addition, the Directory included information on the positive contribution older people made to the District, including Councillors. More

work could probably be done with the Older Person's Forum and this would be looked at following the Policy, Performance and Partnerships restructure. The Leader of the Council had recently attended an Older Person's Forum meeting. A range of residents had sat on the 2010 budget jury including a number of retired people. Officers would continue to take into account Lifetime Homes etc. through key policy documents e.g. core strategy etc. The Council was currently piloting Mosaic on Council Tax take up and benefits. If these pilots were suitable a joint budget bid with Redditch Borough Council was likely to be made for the 2012/13 budget round. The Corporate Communications Strategy was on hold, pending the forthcoming restructure, plus the Communications Team had agreement from the Chief Executive to focus on delivery; however, post restructure, the Strategy would be updated and the success of the Older Person's Services Directory would mean that we anticipated continuing a focus on older people, as they would be a significant feature of our future demographics.

Councillor D. L. Pardoe suggested looking at energy costs and energy savings for older people. Following further discussion the Director of Policy, Performance and Partnerships informed Members that along with the Climate Change Manager he would look at ways of informing and promoting energy saving ideas. Ms. A. Sowton, Bromsgrove and Redditch Network (BARN) suggested contacting Act on Energy Charity and Councillor C. J. Tidmarsh suggested contacting Central Networks who offered valuable energy saving information and 'warm packs' for older people. Members also suggested promoting energy saving ideas during any future events for Older People's Day.

The Director of Policy, Performance and Partnerships informed Members that he had looked at both Bromsgrove District Council and Redditch Borough Council's Core Strategies, both of which covered service delivery for older people.

#### Recommendation 20 (Older People's Strategy for Worcestershire – Phase 2)

The Director of Policy, Performance and Partnerships informed Members that a second Task Group review on Levels 3, 4 and 5 had not been undertaken, as Levels 3, 4 and 5 were not shown in Worcestershire County Council's (WCC) draft Older People's Strategy. However, Members agreed it would be an opportune time for the Overview Board to consider the WCC draft Older People's Strategy currently being developed.

#### **RECOMMENDED:**

- (a) that progress, as at February 2011 on the recommendations as set out in Appendix 1 of the report be noted;
- (b) that the Overview and Scrutiny Board review the Worcestershire County Council's draft Older People's Strategy;
- (c) that the Director of Policy, Performance and Partnerships continue to scope the possibility of a handbook for GPs on the health related services that the Council provides and to source possible funding for this;

- (d) that the Portfolio Holder for Older People, the Young and Vulnerable People, the Director of Policy, Performance and Partnerships and the Age Well Coordinator promote the activities offered for the over 50s via the Parish Councils Forum;
- (e) that the Director of Policy, Performance and Partnerships revisit and review the Older Person's Services Directory and mapping exercise during 2012/2013 and considered involving the Parish Councils Forum when undertaking this exercise;
- (f) that the Director of Policy, Performance and Partnerships contact the Older People's Forum regards their help with a mystery shopping exercise specifically on older people's services,
- (g) that the Director of Policy, Performance and Partnerships engage with the Portfolio Holder and the Older People's Forum to look at the possibility of championing a 'Village Agents' project for 2011;
- (h) that the Director of Policy, Performance and Partnerships and the Benefits Services Manager look at including benefits information in the leaflets produced and distributed by Lifeline Officers, and
- (i) that the Director of Policy, Performance and Partnerships and Climate Change Manager look at ways of engaging with specific partner agencies, (Act on Energy, Central Networks) for informing and promoting energy saving ideas for older people and to use any future Older People's events to promote these ideas.

The meeting closed at 7.21 p.m.

Chairman

**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW & SCRUTINY BOARD**

**April 2011**

**RECOMMENDATION TRACKER REPORT**

**1. SUMMARY**

This Recommendation Tracker lists all recommendations made by the Scrutiny 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.

**NB: Updated information to be provided at meeting on 5th April 2011**

Recommendations by the Joint Overview and Scrutiny Board: 5th October 2010	
<b>TOPIC:</b>	ALVECHURCH MULTI-USE GAMES AREA INQUIRY
<b>PORTFOLIO HOLDER:</b>	Cllr Mike Webb – Community Services
<b>HEAD OF SERVICE:</b>	Angie Heighway – Head of Community Services

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
1	That the Alvechurch MUGA be left in situ		
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 3rd November 2010		
	<b>Outcomes</b>		
2	That the Community Safety Officers for Alvechurch make periodic house calls to vulnerable residents living in close proximity to the MUGA.		
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010		
	<i>Cabinet response – That the Community Support Officers be requested to continue to make periodic house calls to vulnerable residents living in close proximity to the MUGA</i> <b>Outcomes</b>		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
3	That the Alvechurch Community Together (ACT) Trust consider extending the opening hours of the Alvechurch Youth Club until the later time of 10.00 p.m. in the evening for the older teenagers to actively discourage young people from socialising around the MUGA area late in the evening.				
	<table border="1"> <tr> <td data-bbox="315 480 703 539"><b>Cabinet Decision:</b></td> <td data-bbox="703 480 1536 539"><b>AGREED</b> by Cabinet 3rd November 2010</td> </tr> </table>			<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010
	<b>Cabinet Decision:</b>			<b>AGREED</b> by Cabinet 3rd November 2010	
<p><i>Cabinet Response – Agreed but wording to be amended to relate to “the Lounge” Drop in Centre.</i></p> <p><b><u>Outcomes</u></b></p>					
4	That the Alvechurch Youth Club carry out targeted outreach work on the MUGA itself to engage with the young people who use the site as a social meeting point in the evening after dusk.				
	<table border="1"> <tr> <td data-bbox="315 823 703 882"><b>Cabinet Decision:</b></td> <td data-bbox="703 823 1536 882"><b>AGREED</b> by Cabinet 3rd November 2010</td> </tr> </table>			<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010
	<b>Cabinet Decision:</b>			<b>AGREED</b> by Cabinet 3rd November 2010	
<p><i>Cabinet Response – Amend to “that ACT youth workers be requested to carry out targeted outreach work to positively engage young people and encourage them to join the youth club and that youth workers run organised activity sessions at the MUGA.”</i></p> <p><b><u>Outcomes</u></b></p>					
5	That the Performance Management Board monitors the levels and types of reported Anti-Social Behaviour at Swanslength over the next 12 months to assess the levels of reported ASB compared to the previous 12 months. This should also be compared to general ASB trends across the district.				
	<table border="1"> <tr> <td data-bbox="315 1273 703 1326"><b>Cabinet Decision:</b></td> <td data-bbox="703 1273 1536 1326"><b>AGREED</b> by Cabinet 3rd November 2010</td> </tr> </table>			<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
	<p><i>Cabinet Response – that the situation be monitored by the relevant Portfolio Holder rather than the Performance Management Board.</i></p> <p><b><u>Outcomes</u></b></p>				
6	<p>That Bromsgrove Community Safety Partnership monitors the levels of reported Anti-Social Behaviour around the MUGA to identify emerging issues of ASB and co-ordinate remedial action in partnership with the local police service and the Bromsgrove District Council Community Safety Team.</p> <table border="1" data-bbox="315 635 1536 695"> <tr> <td data-bbox="315 635 705 695"><b>Cabinet Decision:</b></td> <td data-bbox="705 635 1536 695"><b>AGREED</b> by Cabinet 3rd November 2010</td> </tr> </table> <p><i>Cabinet Response – amend to read “that Bromsgrove Community Safety Partnership continue to monitor”</i></p> <p><b><u>Outcomes</u></b></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010				
7	<p>That West Mercia Police allocate a higher level of uniformed presence of the Swanslength area between 9 p.m. and 1 a.m. at night.</p> <table border="1" data-bbox="315 938 1536 999"> <tr> <td data-bbox="315 938 705 999"><b>Cabinet Decision:</b></td> <td data-bbox="705 938 1536 999"><b>AGREED</b> by Cabinet 3rd November 2010</td> </tr> </table> <p><i>Cabinet Response – amend to read “that West Mercia Police be requested to continue monitoring the vicinity of the MUGA after 9 p.m. in the way they did in the summer.”</i></p> <p><b><u>Outcomes</u></b></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010				
8	<p>That the street lighting located near to the MUGA facility be relocated further away from the MUGA site to discourage this area from being a social meeting point for people in the evening.</p>				

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
	<b><u>Outcomes</u></b>			
9	That the full length of the perimeter wall running alongside Swanslength be removed and the ground re-banked to remove the makeshift seating that the wall provides for people using the MUGA area as a social meeting point in the evenings.			
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
	<b><u>Outcomes</u></b>			
10	That a programme of landscaping be completed to create an open space recreation ground to increase visibility of the site and reduce the number of ASB acts that are obscured by undergrowth.			
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
	<b><u>Outcomes</u></b>			
11	That the seating panels provided as part of the MUGA facility be removed and replaced with blank panels and that the swing frame and seat be removed altogether.			
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd November 2010		
	<b><u>Outcomes</u></b>			

## Recommendations by the Overview Board: 1st June 2010

<b>TOPIC:</b>	COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GOUP
<b>PORTFOLIO HOLDER:</b>	Cllr G. N. Denaro – Finance and Resources
<b>HEAD OF SERVICE:</b>	Claire Felton – Head of Legal Equalities and Democratic Services

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
1	<p><b>An Invitation to Attend</b> 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	Scheduled to appear in the June/July edition		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 30th June 2010</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010		
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010				
	<p><b><u>Outcomes</u></b> 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>				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
2	<p><b>Councillor Calls for Action</b> 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> <p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p> <p><b>Outcomes</b> This will be considered within the annual review of the procedure in April 2011. <u>Update March 2011</u> The Overview and Scrutiny Board received and agreed a report on the Councillor Call for Action Procedure Guidelines at its meeting held on 1st March 2011.</p>	April 2011	√
3	<p><b>Promoting Democracy</b> 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> <p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p> <p><b>Outcomes</b> We are proposing to hold a Democracy Week from 28<sup>th</sup> February to 5<sup>th</sup> March 2011 (see action 11) which will include a stall at the market, school and youth group based activities, a presence at the International Women's Day event in the Spadesbourne Suite and hopefully stalls at local supermarkets.</p>	July 2010	√ Successfully completed

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
4	<p><b>Cyber Democracy</b> 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	Ongoing
	<p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p>		
	<p><u><b>Outcomes</b></u> <i>See Item 17 of the attached Democracy Campaign Action Update</i></p>		
5	<p><b>Consultation Portals</b> 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	Ongoing
	<p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p>		
	<p><u><b>Outcomes</b></u> The Senior Policy &amp; 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>		
6	<p><b>Young Citizens Webpage</b> 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	Ongoing
	<p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p>		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p><b><u>Outcomes</u></b> The provisional copy for the webpages has been produced, but it is hoped that members of the Children &amp; 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> <p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p> <p><b><u>Outcomes</u></b> This has been put in place and e petitions are now available on the website.</p>		
8	<p><b><u>Citizenship</u></b> 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><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 30th June 2010</p> <p><b><u>Outcomes</u></b> The Senior Policy &amp; Performance Officer has been out to Haybridge High School 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 and both were involved in Democracy week.</p>	April 2011	√ <b>Completed</b>

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
9	<p><b>School Councils</b> 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="315 523 1536 568"> <tr> <td data-bbox="315 523 705 568"><b>Cabinet Decision:</b></td> <td data-bbox="705 523 1536 568"><b>AGREED</b> by Cabinet 30th June 2010</td> </tr> </table> <p><b>Outcomes</b> The secondary schools in the District will be approached as part of the establishment of the Children &amp; 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 &amp; Performance Officer is hoping to meet with the County youth worker that supports the development of School Councils in April, subject to changes to youth services at WCC.</p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010	April 2011	Ongoing
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010				
10	<p><b>U Decide</b> 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="315 1066 1536 1110"> <tr> <td data-bbox="315 1066 705 1110"><b>Cabinet Decision:</b></td> <td data-bbox="705 1066 1536 1110"><b>AGREED</b> by Cabinet 2010</td> </tr> </table> <p><b>Outcomes</b> 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 explored the possibility of running a U Decide 'Youth Bank'. It was hoped that this would be a major project for the Youth Voice members, who could take on the role of Bankers. However, the youth worker appointed to support the young people's</p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2010	April 2011	Postponed
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2010				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
	group will not be in position after March 2011 due to major restructuring of youth support at WCC. The project will be reviewed at the end of 2011, with the hope that something new could be developed for 2012/13.				
11	<p><b>A Democracy Year Campaign</b> 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="315 619 1536 678"> <tr> <td data-bbox="315 619 703 678"><b>Cabinet Decision:</b></td> <td data-bbox="703 619 1536 678"><b>AGREED</b> by Cabinet 30th June 2010</td> </tr> </table> <p><b>Outcomes</b> 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. We held a 28<sup>th</sup> February to 5<sup>th</sup> March 2011 to promote democracy in its widest sense across the district. Officers have met and the Senior Policy &amp; 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 &amp; Engagement Team. There was a promotional market stall during the week, consultation with the Equality &amp; Diversity Forum and Children &amp; Young People's Theme Group and around the International Women's Day celebrations. 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>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010	April 2011	√ Complete
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
12	<p><b>A Democracy Champion</b> That a Member of the Council be nominated Democracy Champion for one year to Champion local democracy.</p> <table border="1" data-bbox="315 475 1536 533"> <tr> <td data-bbox="315 475 703 533"><b>Cabinet Decision:</b></td> <td data-bbox="703 475 1536 533"><b>AGREED</b> by Cabinet 30th June 2010</td> </tr> </table> <p><b><u>Outcomes</u></b> <i>See item 2 of the attached Democracy Campaign Action Update</i></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010	April 2011	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010				
14	<p><b>Democracy Year Campaign Steering Group</b> 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> <table border="1" data-bbox="315 882 1536 940"> <tr> <td data-bbox="315 882 703 940"><b>Cabinet Decision:</b></td> <td data-bbox="703 882 1536 940"><b>AGREED</b> by Cabinet 30th June 2010</td> </tr> </table> <p><b><u>Outcomes</u></b> The steering group has been formed and have met on several occasions and set up an action plan.</p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010	July 2010	Ongoing
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010				
15	<p><b>Celebrating Democracy</b> 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 role in democracy, 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	√ Completed		

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 30th June 2010		
	<u><b>Outcomes</b></u> The Democracy Week incorporates the International Women's Day 2011, and displays around democracy were produced for display in the Council House and other events.			

**NB:** A full update on the Improving Residents' Satisfaction Task Group will be provided within the 12 Month Review Report which will be presented to the Board meeting to be held on 13th June 2011.

Recommendations by the Scrutiny Board: 10th June 2010	
<b>TOPIC:</b>	Improving Residents' Satisfaction Task Group
<b>PORTFOLIO HOLDER:</b>	Councillor R. D. Smith - Portfolio Holder for Community Cohesion and Engagement
<b>HEAD OF SERVICE:</b>	Hugh Bennett – Director of Policy, Performance and Partnerships

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*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
1	That Cabinet understand that achieving a high level of satisfaction is a combination of visible outcomes, good customer service, regular and clear communication and public engagement and requires all aspects of the Council to be fully committed and working to the same outcomes.	Ongoing	
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010		
	<b>Outcomes</b>		
2	That MORI be invited to present the findings of the Place Survey to Corporate management Team, Officers and all members to demonstrate what are the current perceptions of the Council's services, where they stand in relation to councils with similar demographic and geographic characteristics and where the Council should actually be.	No longer applicable.	
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<u>Outcomes</u>		
3	<p>That a small corporate working group (officers) be set up to support the delivery of corporate communications in a standard style, (including strict brand management and style guidelines), for the Council's priority campaigns and develop closer working with the lead teams so that the Communications Team are more involved from the beginning of campaigns.</p> <p><b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010</p> <p><u>Outcomes</u></p>	A full review will be carried out in January 2011.	
4	<p>That internal communication is kept high on the agenda, particularly in the light of the shared services and strict budget control. This should also include the regular communication of the Council's achievements to staff;</p> <p>(a) That in order to improve residents' satisfaction with the Council's services regular newsletters be provided to Parish Councils and businesses and Portfolio Holders along with Officers playing a greater visible role in their area of customer interface; and</p> <p>(b) That a web design style is created that is user friendly and embraces the principles of writing in "plain English".</p> <p><b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010</p> <p><u>Outcomes</u></p> <p>Each Staff Forum now includes a section on achievements and the Council has a separate Shared Services Communications Plan.</p> <p>(b) Customer First Part 4 training will concentrate on "plain English". Training to take place in 2011/12 (date to be confirmed).</p>	<p>Ongoing</p> <p>(a) December 2010</p> <p>(b) 2011/12</p>	

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed	
5	That a review of the use of the Council's crest and Building Pride logo be carried out in order to increase their useage and promote the message behind them throughout all Council departments and services.	January 2011		
	<b>Cabinet Decision:</b>			<b>AGREED</b> by Cabinet 30th June 2010
	<b>Outcomes</b>			
6	That the Communications Team work more closely with Cabinet, through the Communications Plan in order to identify any difficult decisions at an early stage in order to involve residents as soon as possible.	October 2010		
	<b>Cabinet Decision:</b>			<b>AGREED</b> by Cabinet 30th June 2010
	<b>Outcomes</b>			
7	That the Council Aim for Excellence with Customer Service, to include Customer First parts 4, 5 and 6 and by providing the relevant training to all staff; and (a) That the Director of Policy, Performance and Partnership and the new Head of Customer Service work together to co-ordinate detailed customer feedback on services from both external and internal customers, which will enable the Council to understand how they are doing, what they must do better, why particular services are not used or why customers may have stopped using the services.	2011/12  (a) September 2011		
	<b>Cabinet Decision:</b>			<b>AGREED</b> by Cabinet 30th June 2010
	<b>Outcomes</b>			

## Recommendations by the Scrutiny Board: 24<sup>th</sup> November 2009

<b>TOPIC:</b>	Hot Food Takeaways Investigation
<b>PORTFOLIO HOLDER:</b>	Councillor Mrs J. Dyer M.B.E. - Portfolio Holder for Planning and Regeneration
<b>HEAD OF SERVICE:</b>	Steven Jordan – Head of Regulatory Services

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed						
1	<p>That the Cabinet task the Strategic Planning Department to scope the extent to which the issues identified in this report contribute to the negative impact on sense of community and well being and the environment and how these issues can be addressed by the adoption of a Supplementary Planning Document on hot food takeaways and present a report detailing their findings and draft policy to the Cabinet.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 2nd December 2009</td> </tr> <tr> <td colspan="2"><b><u>Outcomes</u></b></td> </tr> <tr> <td colspan="2">Planning officers recommend that Hot Food Take Away SPD cannot be progressed.</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2nd December 2009	<b><u>Outcomes</u></b>		Planning officers recommend that Hot Food Take Away SPD cannot be progressed.		No implementation to take place due to inability to prepare SPD.	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2nd December 2009								
<b><u>Outcomes</u></b>									
Planning officers recommend that Hot Food Take Away SPD cannot be progressed.									
2	That the Cabinet refer consideration of the adoption of a draft Supplementary Planning Document on hot food takeaways to the Local Development Framework Working Party to be included as an agenda item and considered at the next scheduled meeting of the Local Development Framework Working Party.	No implementation to take place due to inability to prepare SPD.							

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed				
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;"><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 2nd December 2009</td> </tr> <tr> <td colspan="2"><b>Outcomes</b> SPD cannot be prepared; as such, no action for the LDF Working Party.</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2nd December 2009	<b>Outcomes</b> SPD cannot be prepared; as such, no action for the LDF Working Party.			
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<b>Outcomes</b> SPD cannot be prepared; as such, no action for the LDF Working Party.							
3	<p>That the Cabinet direct officers to carry out further research into healthy eating/ healthy lifestyles and the means by which through working with partners in the LSP the Council could contribute to delivering services to address the LAA targets on obesity in children, mortality rate from circulatory diseases for under 75s, adult participation in sport and children and young people's participation in high-quality PE and sport. The Board further recommends that a report detailing the findings of the research is presented to Cabinet by June 2010.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;"><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 2nd December 2009</td> </tr> <tr> <td colspan="2"><b>Outcomes</b> A bid was submitted to the Health Improvement Fund earlier this year for a nutritionist to work with selected takeaway outlets to improve the quality of food they offer and to promote a healthy choice on the menu. It was to be a short project of 6 months duration costing approximately £5,000. Unfortunately the bid was not successful. The TRUNK which currently serves the Charford and Sidemoor areas also has a Health and Wellbeing Action Plan.</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 2nd December 2009	<b>Outcomes</b> A bid was submitted to the Health Improvement Fund earlier this year for a nutritionist to work with selected takeaway outlets to improve the quality of food they offer and to promote a healthy choice on the menu. It was to be a short project of 6 months duration costing approximately £5,000. Unfortunately the bid was not successful. The TRUNK which currently serves the Charford and Sidemoor areas also has a Health and Wellbeing Action Plan.			
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**NB:** A full update on the outstanding recommendations has been provided in the 12 Month Review as a separate item on the Agenda for the Board meeting held on 5th April 2011.

Recommendations by the Overview Board: 2nd February 2010	
<b>TOPIC:</b>	OLDER PEOPLES' TASK GOUP
<b>PORTFOLIO HOLDER:</b>	Cllr Mrs M. A. Sherrey JP – Older People, the Young and Vulnerable People.
<b>HEAD OF SERVICE:</b>	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><b>UK Older People's Day</b>            (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><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				
	<p><b>Outcomes</b>            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</p>				

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
	been successfully identified at this stage.				
2	<p><b>Free Swimming at the Dolphin Centre</b></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="315 991 707 1023"><b>Cabinet Decision:</b></td> <td data-bbox="707 991 1536 1023"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
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	<p><b><u>Outcomes</u></b></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		
3	<p><b>Gym Facilities at the Dolphin Centre</b> 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> <table border="1" data-bbox="315 587 1536 639"> <tr> <td data-bbox="315 587 707 639"><b>Cabinet Decision:</b></td> <td data-bbox="707 587 1536 639"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table> <p><b>Outcomes</b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	December 2012	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				
4	<p><b>Community Transport Services (BURT)</b> (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> <table border="1" data-bbox="315 1206 1536 1265"> <tr> <td data-bbox="315 1206 707 1265"><b>Cabinet Decision:</b></td> <td data-bbox="707 1206 1536 1265"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table> <p><b>Outcomes</b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be</i></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	September 2010	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
	<i>provided within that report.</i>				
5	<p><b>The TRUNK</b> 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> <table border="1" data-bbox="315 635 1536 679"> <tr> <td data-bbox="315 635 707 679"><b>Cabinet Decision:</b></td> <td data-bbox="707 635 1536 679"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table> <p><b>Outcomes</b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	March 2011	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				
7	<p><b>Mapping Exercise</b> (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>	August 2010	Ongoing		

*Rec. No.	Detail of Recommendation and Updates		Implementation to take place by	Tick if completed
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
	<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><b>Outcomes</b>            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><b>A – Z Directory</b>            (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

*Rec. No.	Detail of Recommendation and Updates		Implementation to take place by	Tick if completed
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
	<b><u>Outcomes</u></b> Directory completed, but needs to be made available on the Internet.			
9	<b>Information Management</b> (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.		(a) October 2010  (b) TBC	
	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
	<b><u>Outcomes</u></b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i>			
10	<b>Older People's Champions</b> 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.		October 2010	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed						
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11	<table border="1" style="width: 100%;"> <tr> <td colspan="2"><b>Older People's Housing Strategy for Worcestershire</b> 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.</td> </tr> <tr> <td><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> <tr> <td colspan="2"><b>Outcomes</b> We are due to meet early in the New Year.</td> </tr> </table>	<b>Older People's Housing Strategy for Worcestershire</b> 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.		<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	<b>Outcomes</b> We are due to meet early in the New Year.		March 2011	Ongoing
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12	<table border="1" style="width: 100%;"> <tr> <td colspan="2"><b>Housing</b> 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.</td> </tr> <tr> <td><b>Cabinet Decision:</b></td> <td><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> <tr> <td colspan="2"><i>The Cabinet endorsed the desire to ensure there is an appropriate housing mix</i></td> </tr> </table>	<b>Housing</b> 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.		<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	<i>The Cabinet endorsed the desire to ensure there is an appropriate housing mix</i>		March 2011	
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*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	<p><i>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><b>Outcomes</b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>		
13	<p><b>Lifeline</b> 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> <p><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 3rd March 2010</p> <p><b>Outcomes</b> <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	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
14	<p><b>Benefit Service</b>            (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> <table border="1" data-bbox="315 699 1536 759"> <tr> <td data-bbox="315 699 707 759"><b>Cabinet Decision:</b></td> <td data-bbox="707 699 1536 759"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table> <p><b>Outcomes</b>  <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	March 2011	
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				
15	<p><b>Employment</b>            (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> <table border="1" data-bbox="315 1177 1536 1238"> <tr> <td data-bbox="315 1177 707 1238"><b>Cabinet Decision:</b></td> <td data-bbox="707 1177 1536 1238"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table> <p><b>Outcomes</b>            Further action is required on this, but we made a start by putting an article in the</p>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010	March 2012	Ongoing
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed
	Older People's Directory, featuring none other than the Director of PPP himself 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><b>Adult Learning Opportunities</b> 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><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 3rd March 2010</p> <p><b>Outcomes</b> <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	
18	<p><b>Worcestershire County Council Highways Department</b> 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><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 3rd March 2010</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>	April 2010	

*Rec. No.	Detail of Recommendation and Updates	Implementation to take place by	Tick if completed		
	<p><b><u>Outcomes</u></b>  <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><b>Future Vision</b></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>	November 2010			
	<table border="1"> <tr> <td data-bbox="315 1038 707 1094"><b>Cabinet Decision:</b></td> <td data-bbox="707 1038 1536 1094"><b>AGREED</b> by Cabinet 3rd March 2010</td> </tr> </table>	<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010		
<b>Cabinet Decision:</b>	<b>AGREED</b> by Cabinet 3rd March 2010				
	<p><b><u>Outcomes</u></b></p> <p>B) Formal engagement is likely to focus on the idea of older people's champions. This will start in the New Year.</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
20	<p><b>Older People's Strategy for Worcestershire – Phase 2</b> 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><b>Cabinet Decision:</b>      <b>AGREED</b> by Cabinet 3rd March 2010</p>		
	<p><b><u>OUTCOMES</u></b> <i>The Task Group is due to be reviewed in March 2011 and a full update will be provided within that report.</i></p>		

## FORWARD PLAN OF KEY DECISIONS

1 APRIL TO 31 JULY 2011

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 April 2011 to 31 July 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](mailto:k.firth@bromsgrove.gov.uk)

Item No.	Decision Taker & Expected Date of Decision	Original Expected Date of Decision	Proposed Decision	Type of Decision  (Key or Non-Key)	Lead Councillor/ Portfolio Holder	Comments
1	Cabinet 6 April 2011		Council Plan 2011/14	Non-Key*	Councillor R. Hollingworth	Cabinet to make recommendations to the full Council on 20 April 2011
2	Cabinet 6 April 2011	<b>Cabinet 5 January 2011</b>	Bromsgrove Private Sector Housing Strategy and Assistance Policy	<b>Key</b>	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
3	Cabinet 6 April 2011	<b>Cabinet 5 January 2011</b>	Countywide Housing Strategy 2011-14	<b>Key</b>	Councillor P. J. Whittaker	Delayed pending final consultants report
4	Cabinet 6 April 2011	<b>Cabinet 5 January 2011</b>	Government Homelessness Grant and Support for Preventative Services	<b>Key</b>	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
5	Cabinet 6 April 2011	<b>Cabinet 5 January 2011</b>	Worcestershire 'Single Conversation' and Local Investment Plan	<b>Key</b>	Councillor P. J. Whittaker	Delayed due to need for clarity of future government funding
6	Cabinet 6 April 2011		Proposal for allocation of additional CLG Homelessness Grant Funding for 2010/11 <i>(this report will contain exempt information and be considered in private session)</i>	Non-Key	Councillor P. J. Whittaker	
7	Cabinet 6 April 2011	<b>Cabinet 2 March 2011</b>	Review of RIPA Policy (annual operational review)	Non-Key	Councillor G. N. Denaro	Delayed by officers for further consideration

8	Cabinet 1 June 2011	<b>Cabinet 6 April 2011</b>	Enforcement and Fixed Penalty Notices for Environmental Services	<b>Key</b>	Councillor M. J. A. Webb	Delayed by officers for further consideration
9	Cabinet 1 June 2011		Bromsgrove Town Conservation Area (amendment to Area boundary & designation of a separate St. John's Conservation Area)	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
10	Cabinet 1 June 2011		Hewell Grange Conservation Area (new Article 4 Direction)	Non-Key	Councillor Mrs. J. Dyer M.B.E.	
11	Cabinet 1 June 2011		Members ICT	Non-Key	Councillor Dr. D. W. P. Booth	
12	Cabinet 1 June 2011		Performance Monitoring Quarter 4 2010/11	Non-Key	Councillor R. Hollingworth	
13	Cabinet 29 June 2011		Statement of Accounts	Non-Key*	Councillor G. N. Denaro	* Cabinet will make recommendations to the full Council that evening

### Notes

- 1) There will be no Cabinet meeting in May 2011 due to the Local Elections
- 2) There is no Cabinet meeting scheduled for July due to the meeting at the end of June
- 3) There is no Cabinet meeting scheduled for August

**KEY DECISION**

Proposed to be made by  
the Executive/Cabinet on  
**6<sup>th</sup> APRIL 2011**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Councillor Peter Whittaker</p>	<p><b>ITEM</b> Bromsgrove Private Sector Housing Strategy and Assistance Policy</p>	<p><b>WARDS AFFECTED</b> <b>ALL</b></p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> 'Report of the Head of Community Services'</p> <p><b>REPORT AUTHOR</b> Head of Strategic Housing</p>	<p><b>SUMMARY</b> 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><b>REASONS FOR BEING ON THE FORWARD PLAN</b> Affects two or more wards within the District</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p><b>Stakeholders</b>            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  
**6<sup>th</sup> APRIL 2011**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Councillor Peter Whittaker</p>	<p><b>ITEM</b> Countywide Housing Strategy for Worcestershire 2011 - 2014</p>	<p><b>WARDS AFFECTED</b> <b>ALL</b></p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> 'Report of the Head of Community Services'</p> <p><b>REPORT AUTHOR</b> Head of Strategic Housing</p>	<p><b>SUMMARY</b></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><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Affects two or more wards within the District</p>

<b>CONSULTATION DETAILS</b>	<b>Method of Consultation</b>	<b>Consultation period or dates</b>
<p><b>Stakeholders</b>  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 28<sup>th</sup> 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  
**6<sup>th</sup> APRIL 2011**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Councillor Peter Whittaker</p>	<p><b>ITEM</b> Government Homelessness Grant and support of preventative schemes.</p>	<p><b>WARDS AFFECTED</b> <b>ALL</b></p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> 'Report of the Head of Community Services'  <b>REPORT AUTHOR</b> Head of Strategic Housing</p>	<p><b>SUMMARY</b> 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><b>REASONS FOR BEING ON THE FORWARD PLAN</b> Affects two or more wards within the District</p>

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

<b>DECISION TO BE MADE IN PARTNERSHIP WITH</b>
<p>N/A</p>

**KEY DECISION**

Proposed to be made by  
the Executive/Cabinet on  
**6<sup>th</sup> APRIL 2011**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Councillor Peter Whittaker</p>	<p><b>ITEM</b> Worcestershire 'Single Conversation' and Local Investment Plan.</p>	<p><b>WARDS AFFECTED</b>  <b>ALL</b></p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> 'Report of the Head of Community Services'</p> <p><b>REPORT AUTHOR</b> Head of Strategic Housing</p>	<p><b>SUMMARY</b></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><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Affects two or more wards within the District</p>

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

**KEY DECISION**

Proposed to be made by  
the Executive/Cabinet on  
**1 June 2011**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p>	<p><b>ITEM</b></p>	<p><b>WARDS AFFECTED</b></p>
<p>Councillor Mike Webb</p>	<p>ENFORCEMENT &amp; FIXED PENALTY NOTICES FOR ENVIRONMENTAL SERVICES</p>	<p>All Wards</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>Report of the Head of Environmental Services</p> <p><b>REPORT AUTHOR</b></p> <p>Name: Guy Revans E Mail: g.revans@bromsgrove.gov.uk Tel: (01527) 64252 ext 3292 or 881703</p> <p>Name: Anna Wardell - Hill E Mail: a.wardell@bromsgrove.gov.uk Tel: (01527) 64252 ext 3700 or 881715</p>	<p><b>SUMMARY</b></p> <p>Outlines the opportunities for improving environmental enforcement within Bromsgrove District. With the addition of an Environmental Enforcement Officer, Bromsgrove District Council will be in a position to continue improving Street Cleansing performance</p> <p>Comparisons with neighbouring Councils and in particular with Redditch Borough Council identify the importance and effectiveness of environmental enforcement.</p> <p>This report draws attention to the shift in environmental enforcement issues being dealt with at a local level within local authorities and moving away from the jurisdiction of the local police force through the amendments to legislation in the Clean Neighbourhoods and Environment Act (CNEA) 2005 and the Dogs (Fouling of Land) Act 1996.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>This report has a significant impact throughout the entire district covering issues such as the environmental quality of our customers environment and education and enforcement for perpetrators of environmental crime.</p>

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

**DECISION TO BE MADE IN PARTNERSHIP WITH**  
NA

## **OVERVIEW & SCRUTINY BOARD**

### **WORK PROGRAMME AND MEETING SCHEDULE 2010/11**

Updated: April 2011

#### **The Overview and Scrutiny Board**

##### **1. ITEMS FOR FUTURE MEETINGS (INCLUDING UPDATES)**

1.1 Schedule of meetings and agenda items

1.2 Standing Items

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

- Quarterly Recommendation Tracker

##### **2. OVERVIEW & SCRUTINY BOARD TASK GROUPS**

2.1 Current Overview & Scrutiny Board Task Groups - see Appendix 1

2.2 Task Group Reviews

A report presented to the Board which gives consideration to the implementation and progress of Overview & Scrutiny Board Task Group recommendations agreed by the Cabinet. – see Appendix 2

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.

**5th April 2011**

<b>Agenda Item / Topic</b>	<b>Terms of Reference</b>	<b>Witnesses</b> <i>Department and Lead Officers Community Partners etc</i>	<b>Documents</b>	<b>Decision Maker(s) / Decision Date</b>
<b>Community Involvement in Local Democracy Task Group – Presentation and Review</b>	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	<b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources <b>Head of Service:</b> Claire Felton, Head of Legal, Equalities & Democratic Services <b>Portfolio Holder:</b> Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.	
<b>Enforcement and Fixed Penalty Notices for Environmental Services</b>	Briefing paper for pre scrutiny of proposed fixed penalty notices and draft enforcement strategy.	<b>Executive Director:</b> Sue Hanley – Executive Director for Leisure, Environment and Community Services <b>Head of Service:</b> Guy Revans – Head of Environmental Services <b>Portfolio Holder:</b> Cllr M. Webb – Portfolio Holder for Community Services		
<b>The Council Plan</b>		<b>Portfolio Holder:</b> Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships <b>Lead Officer/Executive Director:</b> Hugh Bennett – Director of Policy, Performance and Partnerships		
<b>Updates –</b> 1. Alternative Arrangements for Place Survey		<b>Portfolio Holder:</b> Cllr R. Hollingworth – Portfolio Holder for Policy, Performance and Partnerships <b>Lead Officer/Executive Director:</b> Hugh Bennett – Director of Policy, Performance and Partnerships		

2. Performance Management Strategy				
<b>Older Peoples' Task Group Review</b>	To review the implementation of the Older People's Task Group report and recommendations	<b>Executive Director/Lead Officer:</b> Hugh Bennett – Director of Policy, Performance and Partnerships <b>Portfolio Holder:</b> Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People		
<b>Quarterly Recommendation Tracker</b>	A quarterly report monitoring the implementation of overview recommendations	<b>Executive Director:</b> Jayne Pickering – Executive Director for Finance and Corporate Resources <b>Head of Service:</b> Claire Felton, Head of Legal, Equalities & Democratic Services		These may be deemed implemented and "case closed" or not implemented and referred to a future meeting of the Board for review or referred back to the decision maker.
<b>The Forward Plan</b> (for information only)	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		The Cabinet	

## Items to be included within the Work Programme 2011/12

- Response to the MUGA Report from West Mercia Police and ACT.
- Joint Scrutiny in Worcestershire - Protocol
- Feedback from quarterly meeting of Worcestershire Scrutiny Chair/Vice Chair meetings
- Review of Call In Procedure
- Local Food Task Group – consideration of re-instatement

2011 - 2012				
Agenda Item / Topic	Terms of Reference	Witnesses <i>Department and Lead Officers Community Partners etc</i>	Documents	Decision Maker(s) / Decision Date
Report on the Silverdale Play Area Petition		<p><b>Head of Service/Lead Officer:</b> John Godwin – Head of Leisure and Cultural Services</p> <p><b>Portfolio Holder:</b> Cllr M. J. A. Webb – Community Services</p> <p><b>Executive Director:</b> Sue Hanley - Leisure Environment and Community Services</p> <p><b>External Witnesses:</b></p>		
Scrutiny of the Community Safety Partnership		<p><b>Head of Service/Lead Officer:</b> Angie Heighway – Head of Community Services</p> <p><b>Portfolio Holder:</b> Cllr M. J. A. Webb – Community Services</p> <p><b>Executive Director:</b> Sue Hanley - Leisure Environment and Community Services</p> <p><b>External Witnesses:</b></p>		

The Corporate Safeguarding Policy (Children and Vulnerable Adults)		<p><b>Head of Service/Lead Officer:</b> Angie Heighway – Head of Community Services  <b>Portfolio Holder:</b> Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People  <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental &amp; Community Services</p>		
The Play Strategy	Each district to pre-scrutinise the district version of the play strategy once the County version has been finalised.	<p><b>Head of Service/Lead Officer:</b> John Godwin – Head of Leisure and Cultural Services  <b>Portfolio Holder:</b> Cllr M. J. A. Webb – Portfolio Holder for Community Services  <b>Executive Director:</b> Sue Hanley – Executive Director for Leisure, Environmental &amp; Community</p>	A written report from the Head of Leisure and Cultural Services	
Alcohol and Anti-Social Behaviour		<p><b>Head of Service/Lead Officer:</b> Angie Heighway – Head of Community Services  <b>Portfolio Holder:</b> Cllr M. J. A. Webb – Portfolio Holder for Community Services  <b>Executive Director:</b> Sue Hanley – Executive Director Leisure, Environmental &amp; Community Services</p>		
Hot Food Takeaways Investigation	To review the implementation of the Hot Food Takeaways investigation report and recommendations	<p><b>Lead Officer:</b> Mike Dunphy – Strategic Planning Manager  <b>Portfolio Holder:</b> Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration  <b>Executive Director:</b> John Staniland, Planning &amp; Regeneration, Regulation &amp; Housing Services</p>	Cabinet Response to the Hot Food Takeaways Report	Cabinet January 2010

- **Appendix 1 - Current Overview & Scrutiny Board Task Groups/Inquiries**

<b>Current Task Groups</b>	<b>Date Report Due</b>	<b>Terms of Reference</b>

## Appendix 2 – Overview & Scrutiny Board Task Group/Inquiry Reviews

Date to be Reviewed	Decision Maker(s) / Decision Date	Agenda Item / Topic	Terms of Reference	Witnesses	Documents
March 2011	Cabinet 2nd December 2009	<b>Hot Food Takeaways Investigation</b>	To review the Hot Food Takeaways Investigation report and implementation of the recommendations	<b>Lead Officer:</b> Mike Dunphy - Strategic Planning Manager <b>Portfolio Holder:</b> Cllr Mrs. J. Dyer – Portfolio Holder for Planning and Regeneration	Cabinet Response to the Hot Food Takeaways Report.
April 2011	Cabinet 3rd March 2010	<b>Older Peoples' Task Group Review Recommendations Implementation Review</b>	A report to consider the implementation of the Task Group recommendations agreed by the Cabinet	<b>Executive Director/Lead Officer:</b> Hugh Bennett – Director of Policy, Performance and Partnerships <b>Portfolio Holder:</b> Cllr Mrs. M. A. Sherrey – Portfolio Holder for Older People, the Young and Vulnerable People	Cabinet Response to the Older Peoples' Task Group.
April 2011	Cabinet 28th June 2010	<b>Community Involvement in Local Democracy Task Group Review</b>	To check the implementation and outcomes of the agreed recommendations/ Cabinet decisions	<b>Lead Officer:</b> Claire Felton, Head of Legal, Equalities & Democratic Services <b>Portfolio Holder:</b> Cllr G. N. Denaro – Portfolio Holder Finance & Resources	Cabinet Response to the Community Involvement in Local Democracy Task Group.
June 2011	Cabinet	<b>Improving</b>	The review the	<b>Executive Director/Lead</b>	Cabinet Response to the

	28th June 2010	<b>Residents' Satisfaction Task Group Review</b>	implementation of the Task Group recommendations agreed by Cabinet 28 <sup>th</sup> June 2010	<b>Officer:</b> <i>Hugh Bennett – Director of Policy, Performance and Partnerships</i> <b>Portfolio Holder:</b> <i>Cllr R. D. Smith – Portfolio Holder for Community Cohesion and Engagement</i>	Improving Residents' Satisfaction Task Group Report.
November 2011	Cabinet 3rd November 2010	<b>Inquiry into the Alvechurch Multi-Use Games Area</b>	To review the Inquiry into the Alvechurch MUGA report and implementation of the recommendations	<b>Lead Officer:</b> <i>Angela Heighway, Head of Community Services</i> <b>Portfolio Holder:</b> <i>Cllr M. J. A. Web -, Portfolio Holder Community Services</i>	Cabinet Response to the Inquiry into the Alvechurch Multi-Use Games Area (MUGA)

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