



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 23RD JANUARY 2012**  
**AT 6.00 P.M.**

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

**MEMBERS:** Councillors P. J. Whittaker (Chairman), P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, R. J. Laight, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer 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 21st November 2011 (Pages 1 - 4)
4. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 3rd January 2012 (Pages 5 - 8)
5. Presentation - Town Centre Capital Budget Bid and Progress Update
6. George House - Overview and Scrutiny Topic Proposal Report (Pages 9 - 12)
7. Overview and Scrutiny Board Quarterly Recommendation Tracker (Pages 13 - 32)
8. Forward Plan of Key Decisions 1st February to 31st May 2012 (Pages 33 - 44)
9. Overview and Scrutiny Board Work Programme (Pages 45 - 46)

10. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, 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

13th January 2012



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District Council  
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# Declaration of Interests - Explained

## Definition of Interests

A Member has a **PERSONAL INTEREST** if the issue being discussed at a meeting affects the well-being or finances of the Member, the Member's family or a close associate more than most other people who live in the ward affected by the issue.

Personal interests are also things relating to an interest the Member must register, such as any outside bodies to which the Member has been appointed by the Council or membership of certain public bodies.

A personal interest is also a **PREJUDICIAL INTEREST** if it affects:

- The finances, or
- A regulatory function (such as licensing or planning)

Of the Member, the Member's family or a close associate **AND** which a reasonable member of the public with knowledge of the facts would believe likely to harm or impair the Member's ability to judge the public interest.

## Declaring Interests

If a Member has an interest they must normally declare it at the start of the meeting or as soon as they realise they have the interest.

### **EXCEPTION:**

If a Member has a **PERSONAL INTEREST** which arises because of membership of another public body the Member only needs to declare it if and when they speak on the matter.

If a Member has both a **PERSONAL AND PREJUDICIAL INTEREST** they must not debate or vote on the matter and must leave the room.

### **EXCEPTION:**

If a Member has a prejudicial interest in a matter being discussed at a meeting at which members of the public are allowed to make representations, give evidence or answer questions about the matter, the Member has the same rights as the public and can also attend the meeting to make representations, give evidence or answer questions **BUT THE MEMBER MUST LEAVE THE ROOM ONCE THEY HAVE FINISHED AND CANNOT DEBATE OR VOTE.**

However, the Member must not use these rights to seek to improperly influence a decision in which they have a prejudicial interest.

**For further information** please contact Committee Services, Legal, Equalities and Democratic Services, Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, B60 1AA

Tel: 01527 873232 Fax: 01527 881414

Web: [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk) email: [committee@bromsgrove.gov.uk](mailto:committee@bromsgrove.gov.uk)

## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY, 21ST NOVEMBER 2011 AT 6.00 P.M.**

PRESENT: Councillors P. J. Whittaker (Chairman), P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, R. J. Laight, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer and L. J. Turner

Observers: Councillor S. R. Colella

Officers: Ms. J. Pickering, Mrs. C. Felton, Mrs. A. Heighway, Mr. C. Santoriello-Smith and Ms. A. Scarce

#### 64/11 **APOLOGIES**

Apologies for absence were received from Councillors K. A. Grant-Pearce and Mrs. J. M. L. A. Griffiths.

#### 65/11 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

#### 66/11 **MINUTES**

The Minutes of the Overview and Scrutiny Board meeting held on 24th October 2011 were submitted.

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

#### 67/11 **12 MONTH REVIEW OF THE ALVECHURCH MULTI USE GAMES AREA (MUGA) INVESTIGATION**

The Chairman invited the Head of Community Services and the Senior Community Safety Project Officer to introduce the Alvechurch Multi-Use Games Area (MUGA) Inquiry 12 Month Review Report. For the benefit of new Members of the Board, the Senior Community Safety Project Officer provided background information as to why the investigation had been carried out. The Review had been carried out in order to up date Members on the implementation of the 11 recommendations which had been considered and agreed (subject to minor amendments) by Cabinet at its meeting held on 3rd November 2010.

Members were informed that recommendations 9 and 11 (removal of the perimeter wall and the seating panels) had not been completed. This was a decision made by the Parks and Recreation team, who had suggested that the

relocation of the street lighting and the removal of the basket swing in conjunction with other measures had significantly reduced the Anti-Social Behaviour (ASB) in Swanslength.

The Chairman invited Councillor S. R. Colella, as Chairman of the MUGA Investigation, to comment on the report. The Chairman thanked officers for the update and asked for it be noted that, should the circumstances at the MUGA site change, then the implementation of recommendations 9 and 11 be reconsidered.

The Board discussed the following areas in more detail:

- The youth services provided by the Lounge and funding provided by the Local Strategic Partnership (the Executive Director, Finance and Resources to clarify details of the grant referred to in the appendix to the report).
- The reduction in ASB in Swanslength, the sustainability of the reduction and the extra resources put in place.
- The changes to the recording of ASB and a comparison of the changes to the categories used by the Police in recording ASB (the Senior Community Safety Project Officer agreed to provide this information for Members).

**RESOLVED** that the Alvechurch Multi-Use Games Area Inquiry 12 month Review report be noted.

68/11     **PLANNING ENFORCEMENT BOARD INVESTIGATION INTERIM REPORT**

Officers informed Members that the Head of Planning and Regeneration was preparing a report which responded to the issues raised at the informal Board meeting held on 27th July 2011. It had been expected that this report would have been available for Members, however due to the complexity of the issues raised, the report had not been finalised, and Officers apologised for this.

Members were informed that several of the areas covered in the Planning Enforcement Board Investigation would also be covered within the Planning Policy Task Group's investigation. The Board was concerned that this would lead to duplication of work. After further discussion it was

**RESOLVED** that the work of the Planning Enforcement Board Investigation be amalgamated within the work of the Planning Policy Task Group.

69/11     **PLANNING POLICY TASK GROUP**

The Chairman invited Councillor S. R. Colella, as Chairman of the Planning Policy Task Group, to give an update on its investigations to date. The Task Group Chairman informed Members that at its initial meeting it had received a presentation from the Head of Planning and Regeneration. This had covered, the Planning Process, Planning Conditions, Enforcement and Conditions and Retrospective Planning. It had become clear to Task Group Members who

had also been involved in the initial Planning Enforcement Board Investigation meeting that the work of the Task Group would duplicate some of that Investigation's work. A further meeting of the Task Group had been arranged for 30th November 2011.

Some Members felt that a written update on the work of the Task Group would have been more helpful and the Head of Legal, Equalities and Democratic Services explained the Task Group process and guidelines. It was explained that the Board would only receive a written report for consideration when the Task Group's investigations had been completed.

70/11 **JULY TO SEPTEMBER (QUARTER 2) FINANCE MONITORING REPORT 2011/12**

The Board considered the Quarter 2 Finance and Monitoring Report for 2011/12. It was requested that further information be provided where necessary on the following items:-

- The role of the Audit Board in relation to Finance Monitoring.
- Savings from Regulatory Services
- Under spend on vacancies, vacancy management, use of temporary agency staff and consultancy fees.
- The accuracy of the budget process
- The delay in resurfacing the High Street (further detailed explanation to be provided by Executive Director, Finance and Corporate Resources)
- Shortfall in Car Parking income
- Streets and Grounds Maintenance – concerns were raised that such a large saving would impact on services and the condition of the footpaths surrounding the Council House were discussed. (Head of Environmental Services be asked to attend a future meeting of the Board in order to provide Members with more detailed information).
- Employment of agency staff and vacant post in Environmental Services (Executive Director, Finance and Corporate Resources to seek clarification on details of vacant post).
- A Member also commented on the response time to a telephone call, which he had made to the Customer Service Centre (and difficulties in contacting Regulatory Services). He was concerned that this may have been due to staffing issues (Executive Director, Finance and Corporate Resources to take up with relevant Heads of Service).
- An overspend on the Bonfire Event in comparison with previous years.
- Leisure and Cultural Services – scheme for Alvechurch Lions football pitch (Executive Director, Finance and Corporate Resources to seek further details).
- The availability of grants.
- Benefit subsidies
- Costs and underspend on Elections and Electoral Services
- Sundry debtors and description used for age of debt.
- Details of developers' contributions to 106 monies (Executive Director, Finance and Corporate Resources to provide further details).
- Process for the monitoring of investments

The Executive Director, Finance and Corporate Resources informed the Board that in future, where there was areas of concern in the Finance and Monitoring Report the relevant Heads of Services would be asked to attend to discuss any concerns raised by Members. After further discussion it was

**RESOLVED** that the current financial position for Revenue and Capital as detailed in the report be noted, subject to the requests for further information as detailed in the preamble above.

71/11    **SICKNESS ABSENCE AND PERFORMANCE AND HEALTH REPORT**

The Executive Director, Finance and Resources introduced the report and apologised for the discrepancies which had necessitated a revised report being issued in respect of this item.

The Board discussed the following areas in detail:

- Areas of concern – Environmental Services and the use of “typically” in respect of sickness rates.
- The availability of comparable data with other authorities and at national levels.
- Authorised and non authorised absence.
- The Council’s sickness absence policy.

After further discussion it was

**RESOLVED** that the Board receive a more detailed report covering some of the areas detailed above.

72/11    **WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Officers informed Members that Councillor Mrs. J. M. L. A. Griffiths had resigned as the District representative on the Worcestershire County Council Health Overview and Scrutiny Committee (HOSC) and Councillor Dr. B. T. Cooper had been appointed at full Council on 16th November 2011. Officers would liaise with Councillor Cooper in order to ensure that regular, written, updates on the work of HOSC were provided to the Board in future.

73/11    **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

**RESOLVED** that the Work Programme be noted.

The meeting closed at 7.42 p.m.

Chairman



## **BROMSGROVE DISTRICT COUNCIL**

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

**TUESDAY, 3RD JANUARY 2012 AT 5.00 P.M.**

PRESENT: Councillors P. Lammas (Vice-Chairman), C. J. Bloore, J. S. Brogan, Dr. B. T. Cooper, Mrs. R. L. Dent, K. A. Grant-Pearce, Mrs. J. M. L. A. Griffiths, R. J. Laight, P. M. McDonald, S. P. Shannon, Mrs. C. J. Spencer and L. J. Turner

Observers: Councillor S. R. Colella, Councillor L. C. R. Mallett and Councillor M. J. A. Webb

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

#### 75/11 **APOLOGIES**

An apology for absence was received from Councillor P. J. Whittaker.

#### 76/11 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

#### 77/11 **REVENUE AND CAPITAL BUDGET BIDS 2012/13**

The Board received a presentation on the Revenue and Capital Budget Bids for 2012/13 from the Executive Director, Finance and Resources. The Board was informed that any recommendations that were made in respect of the Bids would be fed into the Cabinet meeting to be held on 4th January 2012.

During the meeting Members referred to the following particular items, which were discussed in detail:

- Revenue Bid for Housing – Members discussed how the funding would be allocated, homeless prevention and funding provision provided by both District and County Councils.
- Maintenance and replacement of the Ledger system – Members discussed any benefit to having a single system across the Shared Service and the need for further information to be provided before any decision was made on these bids.
- Revenue Bid for Leisure Feasibility options appraisal – Members queried the purpose of this appraisal, the areas that it would cover and the possibility of it being carried out by the Council's own staff.
- Capital Bid to provide a grant to Registered Housing Landlord for affordable housing – Members discussed the need for one bed roomed accommodation and accommodation for families within the district. Any

claw back provision in new agreements and the need to ensure that the Registered Housing Landlord provided the appropriate accommodation. Members also raised concerns over the sale of particular properties.

- Capital Bid for a new toilet block at Bromsgrove Cemetery - the Chairman invited the Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning to provide Members with an update on this Bid.
- Capital Bid for Depot Security – Members were informed that the latest vehicles to be purchased did have tracking and safety cameras fitted. The Capital Bid would enable 18 of the Council's other vehicles to be fitted with a similar system.
- Capital Bid for Fleet replacement – Members were informed that consideration was given to the condition and history of individual vehicles when they reached the end of their expected life and was taken into consideration when deciding whether or not to replace the vehicle. Costs and information from the mechanics were also taken into consideration.
- Capital Bid for improved parking at Sanders Park – the Head of Leisure and Cultural Services advised Members of the Health and Safety concerns and general issues in respect of car parking at Sanders Park.
- Capital Bid for allotment extension – Members discussed the location and number of plots available, the number of residents on the waiting list within the district as a whole and for the area where the new plots would be made available.

After further discussion it was

**RESOLVED:**

- (a) that all Members receive a detailed briefing following the Government response in relation to the Resource Review to include localisation of business rates and Council Tax benefits;
- (b) that the Board receive an update on the work of the Town Centre Steering Group and progress on the Town Centre improvements and regeneration at the meeting to be held on 23rd January 2012; and
- (c) that the Board receive a presentation on the Loans to Businesses scheme facilitated by Finance Birmingham.

**RECOMMENDED:**

- (a) that the Revenue Bid in respect of an Energy Advisor be reduced to a Low priority;
- (b) that the Revenue Bid in respect of Data Analysis for procurement be reduced to a Low priority;
- (c) that the Capital Bid in respect of the toilets in Bromsgrove Cemetery be rated to a High priority;
- (d) that the Capital Bid in respect of parking facilities at Sanders Park be rated as a High priority;
- (e) that the Capital Bid in respect of replacement Christmas Lights following the High Street refurbishment be rated as a High priority;

- (f) that the Capital Bid in respect of improvements to infrastructure at Battlefield Brook be rated as a Medium priority; and
- (g) that the Capital Bid for the Allotment Extension be increased to a High priority.

The meeting closed at 6.47 p.m.

Chairman

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## **OVERVIEW AND SCRUTINY BOARD**

23rd January 2012

### **SCRUTINY INVESTIGATION PROPOSAL**

Relevant Portfolio Holder	Councillor Del Booth
Portfolio Holder Consulted	No
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

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

- 1.1 An Overview and Scrutiny Topic Proposal Form relating to the purchase of George House, has been completed by Councillor P. McDonald and which the Board needs to consider.

### **2. RECOMMENDATIONS**

- 2.1 That the Board considers the completed proposal form (at Appendix 1), and agrees to one of the following:
- (a) that the topic is included on the work programme and the Board undertakes the investigation, discuss broad terms of reference and sets a time scale for completion of the investigation;
  - (b) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation, appoint a Chairman for the Task Group and set a time scale for completion of the investigation;
  - (c) that further information be requested from a relevant source before deciding whether or not further investigation is required; or
  - (d) decide to take no further action.

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Legal Implications**

- 3.2 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

## **OVERVIEW AND SCRUTINY BOARD**

23rd January 2012

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### **Service/Operation Implications**

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to the purchase of George House has been completed by Councillor P. McDonald, which the Board needs to consider.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

### **Customer / Equalities and Diversity Implications**

- 3.7 N/A

## **4. RISK MANAGEMENT**

N/A

## **5. APPENDICES**

Appendix 1 – Overview and Scrutiny Proposal Form

## **6. BACKGROUND PAPERS**

None

## **7. KEY**

None

### **AUTHOR OF REPORT**

Name: Amanda Scarce – Committee Services Officer  
E Mail: [a.scarce@bromsgroveandredditch.gov.uk](mailto:a.scarce@bromsgroveandredditch.gov.uk)  
Tel: 01527 881443

# Overview and Scrutiny

## Topic Proposal Form

Date: 14th December 2011

<b>Name of Proposer:</b> Peter McDonald <b>Telephone number:</b> _____ <b>E Mail:</b> p.mcdonald@bromsgrove.gov.uk		<b>Contact Address:</b> 10 Waseley Road, Rubery, Nr Birmingham, B45 9TP
<b>Title of Proposed Topic:</b>	Review of the purchase of George House	
<b>Specific subject areas to be investigated:</b>	The analysis, research preparation prior to the purchase	
<b>Reasons why this subject should be considered:</b>	Financial, liability, effects the future development of the site	
<b>Evidence to support the need for this particular investigation:</b>	Lack of clear policy, emergency purchase meant normal procedures and guidelines were by-passed, leaving the purchase vulnerable.	
<b>Council priorities it links to:</b>	Financial, equality and wellbeing	
<b>Possible key outcomes: (i.e. what do you anticipate could be achieved?)</b>	To ensure that all purchases are well thought-out with a professional analysis and survey of buildings carried out. That the Councils processes are followed through to ensure the Council realises the full potential of any purchase.	

Please indicate if any of the following apply to the proposed subject area:

CRITERIA	NO	YES	Why?
Is it a priority issue for the Council or the Local Strategic Partnership?			
Is it an important issue for local residents?		*	Regarding value for money
Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations?		*	
Is it a topic where external review would be helpful?			Not sure
Is it a topic where a review could be made in time to make recommendations for the executive decision making process?		*	
Is it a poorly performing service?			Maybe part of the outcomes
Is it a review that could render significant savings or value for money?		*	Yes, regarding value for money
Is the topic strategic in scope?		*	Maybe



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## **BROMSGROVE DISTRICT COUNCIL**

### **OVERVIEW & SCRUTINY BOARD**

**January 2012**

#### **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.

Recommendations by the Overview Board: 1st June 2010	
<b>TOPIC:</b>	COMMUNITY INVOLVEMENT IN LOCAL DEMOCRACY TASK GROUP
<b>PORTFOLIO HOLDER:</b>	Cllr Mark Bullivant – Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human 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	<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.	April 2011	Scheduled to appear in the June/July edition
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010		
	<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. <b><u>Update January 2012</u></b> Awaiting Officer response.		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
9	<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.	April 2011	Ongoing
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 30th June 2010		
	<b><u>Outcomes</u></b> The secondary schools in the District will be approached as part of the establishment of the Children & Young People's Shadow Board (potentially to be called Youth Voice) so the they are represented on the group and can bring forward / take back relevant issues. The Senior Policy & Performance Officer is hoping to meet with the County youth worker that supports the development of School Councils in April, subject to changes to youth services at WCC. <b><u>Update January 2012</u></b> Awaiting Officer response		
10	<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.	April 2011	Postponed
	<b>Cabinet Decision:</b> <b>AGREED</b> by Cabinet 2010		
	<b><u>Outcomes</u></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 group will not be in position after March 2011 due to major restructuring of youth		

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p>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.</p> <p><b><u>Update January 2012</u></b></p> <p>Awaiting Officer response</p>		

## Recommendations by the Scrutiny Board: 10th June 2010

<b>TOPIC:</b>	Improving Residents' Satisfaction Task Group
<b>PORTFOLIO HOLDER:</b>	Councillor Mark Bullivant - Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources
<b>HEAD OF SERVICE:</b>	

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
7	<p>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</p> <p>(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.</p> <p><b>Outcomes</b> June 2011 – An internal assessment against the Customer Service Excellence Accreditation criteria has been carried out and this shows that good progress has been made against the various elements of the standard. Due to the ambitious shared service and transformation programme it has been considered sensible to defer going the formal assessment for 12-18 months. This will not stop the Council from pursuing excellent customer service and the transformation methodology will ensure that truly excellent customer service is provided through services which meet the demands of customers.</p>	<p>2011/12</p> <p>(a) September 2011</p> <p>Deferred until 2012/13</p>	

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p>At the meeting of the Overview and Scrutiny Board held on 13th June 2011 it was agreed that this item should remain on the tracker.</p> <p><b><u>October 2011</u></b> – a further update will be given in early 2012.</p> <p><b><u>Update – January 2012 (Head of Customer Service)</u></b> Please see appendix 1 attached.</p>		

Recommendations by the Overview and Scrutiny Board: 5th April 2011	
<b>TOPIC:</b>	OLDER PEOPLES' TASK GOUP – 12 MONTH REVIEW The following recommendations were in addition to those originally set by the Task Group and were as a consequence of the Task Group reconvening for the 12 month review.
<b>PORTFOLIO HOLDER:</b>	Cllr Mrs M. A. Sherrey JP – Portfolio Holder for Community Services, Older People, the Young and Vulnerable People.
<b>HEAD OF SERVICE:</b>	

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
c	That the Director of Policy, Performance and Partnerships continues 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.			
	Decision:	AGREED by Overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
d	That the Portfolio Holder for Older People, the Young and Vulnerable, the Director of Policy, Performance and Partnerships and the Age Well Co-ordinator promote the activities offered for the over 50s via the Parish Council Forum.			
	Decision:	AGREED by Overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			
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 considers involving the Parish Council Forum when undertaking this exercise.			
	Decision:	AGREED by Overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			
f	That the Director of Policy, Performance and Partnerships contact the Older People's Forum regarding its help with a mystery shopping exercise specifically on older people's services.			
	Decision:	AGREED by Overview and Scrutiny Board 5th April 2011		



*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			
g	That the Director of Policy, Performance and Partnerships engages with the Portfolio Holder and the Older People's Forum to look at the possibility of championing a 'Village Agents' project for 2011.			
	Decision:	AGREED by Overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			
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.			
	Decision:	AGREED by overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
i	That the Director of Policy, Performance and Partnerships and Climate Change manager look at ways of engaging with specific partner agencies, for information and promoting energy saving ideas for older people and to use any future Older People's events to promote these ideas.			
	Decision:	AGREED by overview and Scrutiny Board 5th April 2011		
	<u>Outcomes</u>  <u>Update January 2012</u> Awaiting Officer response			

Recommendations by the Overview and Scrutiny Board: 25th August 2011	
<b>TOPIC:</b>	REVIEW OF RECREATION ROAD SOUTH CAR PARK TASK GOUP
<b>PORTFOLIO HOLDER:</b>	Cllr Mike Webb – Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
<b>HEAD OF SERVICE:</b>	Sue Hanley – Executive Director, Leisure, Environment and Community Services


*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
1	That a PR exercise be carried out to promote the Recreation Road South Car Park (and all other car parks) and to highlight the qualities of the car parks and the benefits of the Pay on Foot system.		March 2012	
	Decision:	AGREED by Cabinet 7th September 2011		
	<p><u>Cabinet Response</u> <i>That officers be requested to report back on the publicity and promotion currently being planned over the next twelve months in relation to encouraging use of Council owned car parks together with the benefits of the Pay on Foot system. It was felt this programme could be reviewed and amended if necessary in the light of the findings of the task group.</i></p> <p><b><u>Outcomes – Update January 2012 (Environmental Business Development Manager)</u></b></p> <p>The transfer of the management of the parking section to Wychavon District Council has been delayed by two months and as such discussion with Wychavon</p>			

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
	over a publicity campaign has also been delayed. However, it is hoped to have a 12 month publicity and promotion plan for members by the end of April 2012.			
2	That the Standard letter templates used by the Car Parking Team be reviewed to ensure they are in line with the Customer Service Strategy Guidelines.		November 2011	
	Decision:	AGREED by Cabinet 7th September 2011		
	<u>Cabinet Response</u> <i>That the recommendation be agreed and as part of the review to be undertaken, and in line with best practice from other Authorities, an explanation for the issue of the Fixed Penalty Notice be provided to the recipient of the Notice in each case.</i>  <u>Outcomes – Update January 2012 (Environmental Business Development Manager)</u> The Standard letter templates have been forwarded to the Customer First Officer to enable her to review them in line with our customer service guidelines. We are also reviewing them with Wychavon District Council who have their own templates as a comparison. It is anticipated that amended standard letters will be in use by the end of January 2012.			
3	That the Pay on Foot system be expanded to other car parks wherever possible.		Refused by Cabinet - No action to be taken	
	Decision:	REFUSED by Cabinet 7th September 2011		
	<u>Cabinet Response</u> <i>That the benefits of the Pay on Foot system be fully acknowledged, however in</i>			

*Rec. No.	Cabinet Decision / Recommendations		Implementation to take place by	Tick if completed
	view of the Town Centre regeneration project which includes a comprehensive traffic management review, it would be premature to consider the introduction of a Pay on Foot system on other car parks at this stage. <b><u>Outcomes</u></b> N/A			
4	That free car parking be provided (in all car parks) all day on a Sunday in order to encourage people to visit the Town Centre.		Refused by Cabinet - No action to be taken	
	<b>Decision:</b>	<b>REFUSED</b> by Cabinet 7th September 2011		
	<u>Cabinet Response</u> That the operation of the car parking service would be reviewed as part of the Shared Services and Transformation Programme and matters such as the structure of car parking fees would be considered as part of that review. It was acknowledged however that the financial implications of this recommendation would inevitably be a significant issue. <b><u>Outcomes</u></b> N/A			
5	That free car parking be provided (in all car parks) after 7.00 p.m. in order to encourage people to visit the Town Centre.		Refused by Cabinet - No action to be taken	
	<b>Decision:</b>	<b>REFUSED</b> by Cabinet 7th September 2011		
	<u>Cabinet Response</u> That the operation of the car parking service would be reviewed as part of the Shared Services and Transformation Programme and matters such as the structure of car parking fees would be considered as part of that review. It was			

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p><i>acknowledged however that the financial implications of this recommendation would inevitably be a significant issue.</i></p> <p><b><u>Outcomes</u></b> N/A</p>		

Recommendations by the Overview and Scrutiny Board: 27th September 2011	
<b>TOPIC:</b>	REDUCTION IN BUS SERVICES TASK GROUP
<b>PORTFOLIO HOLDER:</b>	Cllr Margaret Sherrey – Portfolio Holder Community Services, Older People, the Young and Vulnerable People
<b>HEAD OF SERVICE:</b>	N/A

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed		
1	<p>That, within the Council Constitution, the Corporate Delegations in respect of Consultation documents be amended as follows: <i>“Detail 2. To respond to consultations by the County Council. <u>Delegated to 2.</u> Those consultations routinely go to full Council for debate. However, where there are timescales or other issues which would prevent this, then the Chief Executive responds, in consultation with the relevant Ward Members.”</i> In order to ensure that any future consultations undertaken at County Council level receive a co-ordinated response from the Council.</p> <table><tr><td><b>Decision:</b></td><td><b>AGREED</b> by Cabinet 5th October 2011</td></tr></table> <p><u>Cabinet Response</u></p> <p>(a) <i>that the spirit of the recommendation be approved but that officers be requested to report back to Overview and Scrutiny Board with suitable wording in order to amend the Constitution; and</i></p> <p>(b) <i>that it be ensured that the amendment to the Constitution recognises that there may be occasions when this Council is not consulted formally by the</i></p>	<b>Decision:</b>	<b>AGREED</b> by Cabinet 5th October 2011		
<b>Decision:</b>	<b>AGREED</b> by Cabinet 5th October 2011				

*Rec. No.	Cabinet Decision / Recommendations	Implementation to take place by	Tick if completed
	<p><i>County Council on proposals but which Members may still wish to debate at Council by way of a Notice of Motion.</i></p> <p><b>Outcomes</b>  <b>Update January 2012</b> – the relevant amendment to the Constitution will be processed through the Cabinet minutes submitted to the full Council to be held on 18th January 2012.</p>		
2	<p>That the Council support Worcestershire County Council by contacting the bus operators, Black Diamond and Johnsons Coaches, to make representations for the 204 service to be reinstated and for clarification on the future of the X50 service.</p>		
	<p><b>Decision:</b> <b>AGREED</b> by Cabinet 5th October 2011</p> <p><b>Cabinet Response</b>  <i>That the recommendation be supported but that in order that there is a specific point of contact on this matter, the letter be sent to the Portfolio Holder for Transport at the County Council rather than the bus operators.</i></p> <p><b>Outcomes</b>  January 2012 - Details to follow.</p>		



Resolved by the Overview and Scrutiny Board: 27th September 2011	
<b>TOPIC:</b>	FLY POSTING
<b>PORTFOLIO HOLDER:</b>	Cllr Margaret Sherrey – Portfolio Holder Community Services, Older People, the Young and Vulnerable People
<b>HEAD OF SERVICE:</b>	Sue Hanley – Executive Director, Leisure, Environment and Community Services

*Min. No.	Resolved	Implementation to take place by	Tick if completed
45/11	(a) That the Senior Community Safety Project Officer be formally asked to address the issue of fly posting in the district in line with the Council's policy and procedure; and (b) that the item be placed on the Overview and Scrutiny Board's Recommendation Tracker for monitoring purposes.	To be monitored through the Tracker on a 3 monthly basis.	
	<p><b><u>Outcomes</u></b> Update to be given to the Board meeting in January 2012.</p> <p><b><u>Update – January 2012 (Head of Community Services)</u></b></p> <p>The Enforcement Strategy Group has been considering this matter. The policy referred to in the Minutes is substantially out of date and the Senior Community Safety Project Officer has drafted an initial refresh which has identified a number of procedural gaps that will need to be resolved. Meetings with the Head of</p>		

*Min. No.	Resolved	Implementation to take place by	Tick if completed
	<p>Planning and Regeneration and the Environmental Services Manager have been set up to begin dealing with some of the issues identified. It should be noted that whilst this policy work is being carried out robust enforcement of fly posting is still taking place. Wardens continue to remove posters where there is no contact information available and where there is, the culprits are receiving verbal and written warnings and information about how to advertise businesses appropriately.</p> <p>A more detailed response will be available for the Board's February meeting if required.</p>		

**Overview and Scrutiny Board – Meeting 23rd January 2012**

**Briefing Note in respect of Quarterly Recommendation Tracker**

**Improving Residents' Satisfaction Task Group – outstanding recommendation**

At the Scrutiny Board meeting of 10<sup>th</sup> June 2010 it was agreed:

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

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.

In June 2011 it was reported that the Head of Customer Services had carried out an internal assessment against the Customer Service Excellence Accreditation criteria and this showed that good progress has been made against the various elements of the standard.

It was further reported at this time that due to the ambitious shared service and transformation programme it had been considered sensible to defer going for the formal assessment for 12-18 months.

It was not intended that the Council stop pursuing excellent customer service and the Every Customer, Every Time, Customer Experience Strategy set out both the Council's strategy in respect of improving the customer experience as well as the action plan for the coming years to develop customer care provision within the framework of the systems thinking transformation methodology which will ensure that truly excellent customer service is provided through services which meet the demands of customers.

The Strategy included continuing to develop many of the key elements still outstanding from the Customer First Programme and during 2011 significant progress has been made against the Every Customer Every Time action plan, including:-

- Customer care training for staff
- Customer centric writing skills training for staff, and
- The introduction of key customer care guidance for all staff.

## **Appendix 1**

In addition customer feedback mechanism, such as complaints and compliments, satisfaction surveys and customer calls backs have been strengthened or introduced.

At the meeting of the Overview and Scrutiny Board held on 13th June 2011 it was agreed that this item should remain on the tracker.

Since that time progress has been made in respect of various transformation reviews and importantly our thinking in terms of how we should use the transformation methodology has developed to the point that the Customer Service Excellence accreditation would no longer provide a suitable measure of performance in respect of customer service provision. Additionally, the transformation method used to conduct service reviews includes fully understanding what customers want and need from that service, the quality of service provision, and where services may need to be changed to meet customer demand.

It is therefore recommended that this item be removed from the Quarterly Recommendation Tracker.

Amanda de Warr  
Head of Customer Service  
January 2012

## FORWARD PLAN OF KEY DECISIONS

1 FEBRUARY TO 31 MAY 2012

This Forward Plan lists the **Key Decisions** which it is proposed to take during the period 1 February to 31 May 2012. **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. It also includes decisions to be taken over a longer period where these are known. 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 Finance, Partnerships and Economic Development
Councillor Mrs. M. A. Sherrey	Deputy Leader of the Council and Portfolio Holder for Community Services, Older People, the Young and Vulnerable People
Councillor M. J. A. Webb	Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
Councillor Dr. D. W. P. Booth	Portfolio Holder for Business Transformation (including ICT) with special responsibility for the Town Centre Regeneration and Special Projects
Councillor C. B. Taylor	Portfolio Holder for Planning, Core Strategy, Regulatory Services and Strategic Housing
Councillor M. A. Bullivant	Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources

## **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: [committee@bromsgrove.gov.uk](mailto:committee@bromsgrove.gov.uk)

<b>Item No.</b>	<b>Decision Taker &amp; Expected Date of Decision</b>	<b>Original Expected Date of Decision</b>	<b>Proposed Decision</b>	<b>Type of Decision (Key or Non-Key)</b>	<b>Lead Councillor/ Portfolio Holder</b>	<b>Comments</b>
1	Cabinet 1 February 2012		Medium Term Financial Plan 2012/13 – 2014/15 (to receive a further update prior to final consideration by the Cabinet on 22 February 2012)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations in due course to the full Council on 22 February 2012
2	Cabinet 1 February 2012		Homelessness Grant - Performance of 2011/12 Schemes and Proposed Funding of Schemes for 2012/13	<b>Key</b>	Councillor C. B. Taylor	
3 Page 33	Cabinet 1 February 2012		Private Sector Housing Enforcement Policy	<b>Key</b>	Councillor C. B. Taylor	
4	Cabinet 1 February 2012		Revision of Licence Standards and Conditions for Mobile Home and Caravan Sites	<b>Key</b>	Councillor C. B. Taylor	
5	Cabinet 1 February 2012		Fees & Charges 2012/13	Non-Key	Councillor R. Hollingworth	
6	Cabinet 1 February 2012		Financial Monitoring Report – Quarter 3, 2011/12	Non-Key	Councillor R. Hollingworth	
7	Cabinet 1 February 2012		Bromsgrove Town Centre Townscape Heritage Initiative – Draft Second Round Submission	Non-Key	Councillors Dr. D. W. P. Booth and C. B. Taylor	

8	Special Cabinet 22 February 2012		Medium Term Financial Plan 2012/13 – 2014/15 (to make recommendations on the Capital and Revenue Budgets and on the Council Tax Level for 2012/13)	Non-Key*	Councillor R. Hollingworth	*Cabinet will make recommendations to the full Council on 22 February 2012
9	Cabinet 7 March 2012		County Homelessness Strategy	<b>Key</b>	Councillor C. B. Taylor	
10	Cabinet 4 April 2012		<i>(There are no items at this stage)</i>			

**Note: There is no Cabinet meeting scheduled for May 2012**



## KEY DECISION

Proposed to be made by  
the Cabinet on  
**1<sup>st</sup> February 2012**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b></p> <p>Cllr Kit Taylor</p>	<p><b>ITEM</b></p> <p>HOMELESSNESS GRANT REPORT ON PERFORMANCE OF SCHEMES FUNDED 2011/12 AND PROPOSED FUNDING OF SCHEMES FOR 2012/13</p>	<p><b>WARDS AFFECTED</b></p> <p>All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b></p> <p>A report to confirm expenditure of grant for 2011/12 and request for homelessness grant funding of schemes for 2012/13</p> <p><b>REPORT AUTHOR</b> Andy Coel, Strategic Housing Manager and Amanda Glennie, Strategic Housing Officer</p>	<p><b>SUMMARY</b></p> <p>The report will provide Members with a progress report on schemes currently in place in the District for 2011/12 and seeks Members approval for the award of grant to specific schemes during 2012/13 recommended by the Homelessness Strategy Steering Group.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Significant effect on all wards</p>

CONSULTATION DETAILS	Method of Consultation	Consultation period or dates
<b>Stakeholders</b> Registered Housing Providers, Charities, CAB, Supporting People, Childrens Services, Specialist housing organisations.	Consultation with Homelessness Strategy Steering Group	Nov – Dec 2011

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

Proposed to be made by  
the Executive/Cabinet on  
**1<sup>st</sup> February 2012**

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b> Cllt Kit Taylor</p>	<p><b>ITEM</b> <b>A PRIVATE SECTOR HOUSING ENFORCEMENT POLICY FOR BROMSGROVE DC AND REDDITCH BC</b></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>Local authorities are required to produce and publish an Enforcement Policy to demonstrate how national regulation will be enforced at a local level.</p> <p>The responsibility for monitoring, maintaining and improving private sector housing standards and conditions remains within the Strategic Housing Section of Community Services which is now becoming a combined service for Bromsgrove DC and Redditch BC. The functions of this service includes licensing both Houses in Multiple Occupation and Caravan &amp; Mobile Home Sites, housing inspections and enforcement of the Housing, Health and Safety Rating System.</p> <p>The service previously provided in each council has operated under the respective Council's Environmental Health Enforcement Policy. However, since the recent formulation of the Worcestershire Regulatory Service (which has developed its own enforcement policy particular to the functions for which it has responsibility) it has become appropriate for an Enforcement Policy to be developed for the Private Sector Housing Service covering Bromsgrove and Redditch.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Affects two or more wards within the District</p>

	<p>This report will therefore seek Members approval for the adoption of the Private Sector Housing Enforcement Policy which is being developed to set out the legal responsibilities, policies, principles and priorities that the Private Sector Housing Service will follow when enforcing legislation.</p>	
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CONSULTATION DETAILS		Consultation period or dates
<b>Stakeholders</b> Private sector landlords Residents Groups Fire & police Neighbouring LAs Worcestershire Regulatory Service.	<b>Method of Consultation</b>  Officer liaison.	To be agreed.

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

Proposed to be made by  
the Executive/Cabinet on  
**1<sup>st</sup> February 2012**

LEAD MEMBER/ PORTFOLIO HOLDER  Cllt Kit Taylor	ITEM REVISION OF LICENCE STANDARDS AND CONDITIONS APPLICABLE TO MOBILE HOME AND CARAVAN SITES.	WARDS AFFECTED  ALL
<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 provide Members with an update upon the Introduction of the Model Standard Licence Conditions for Caravan and Mobile Home sites that were approved for implementation by the Cabinet in September 2008.</p> <p>The report will detail the objection and concerns registered by both site owners and existing site residents with regard to the impact upon them of two specific requirements within the new Model Standard Licence Conditions that relate to the positioning of sheds, outhouses and other similar combustible structures within the separation zone between caravan and mobile home units and also the permitted height of fences and hedges forming the boundary between units.</p> <p>In response to the feedback received and ongoing consultation by the Council's Private Sector Housing Officers with site owners and residents, the Model Standard Conditions are being reviewed. In liaison with the Fire Service, the two specific conditions that have caused concern are being revised to address, as far as is</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b></p> <p>Affects two or more wards within the District</p>

	considered appropriate, the safety standards required that have caused distress to some residents and concern to site owners. The revised conditions, which will include 'Transitional Arrangements' for existing residents will, come before Members for approval for adoption.	
<b>CONSULTATION DETAILS</b>  <b>Stakeholders</b> Mobile Home residents Mobile Home Site Owners The Fire Authority	<b>Method of Consultation</b>  Officer liaison.	<b>Consultation period or dates</b>  Ongoing at present.
<b>DECISION TO BE MADE IN PARTNERSHIP WITH</b>  N/A		

## KEY DECISION

Proposed to be made by  
the Cabinet on  
2<sup>nd</sup> March 2012

<p><b>LEAD MEMBER/ PORTFOLIO HOLDER</b>  Kit Taylor</p>	<p><b>ITEM</b>  <b>COUNTY HOMELESSNESS STRATEGY</b></p>	<p><b>WARDS AFFECTED</b>  All</p>
<p><b>DOCUMENTS TO BE CONSIDERED BY THE DECISION TAKER</b> The County Homelessness Strategy</p> <p><b>REPORT AUTHOR</b> Andy Coel Strategic Housing Manager</p>	<p><b>SUMMARY</b>  The report introduces a revised and updated County Homelessness Strategy for approval.  The Strategy sits under the County Homelessness Strategy and sets out the County's goals and aspirations for preventing homelessness or meeting the needs of those who become homeless.  The Strategy will be in two parts – the Countywide element and then a series of local Action Plans for each partner local authority.</p>	<p><b>REASONS FOR BEING ON THE FORWARD PLAN</b>  The Strategy is relevant for anyone who is facing homelessness or actually homeless across this District.</p>





## **OVERVIEW & SCRUTINY BOARD**

### **WORK PROGRAMME**

#### **2011-12**

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

#### **RECOMMENDATIONS:**

(a) To consider and agree the work programme and update it accordingly.

#### **ITEMS FOR FUTURE MEETINGS**

<b>Date of Meeting</b>	<b>Subject</b>	<b>Other Information</b>
<b>23rd January 2012</b>	Presentation - Town Centre Capital Budget Bid and Progress Update	
	WCC Health Overview & Scrutiny Committee – Update	
	Quarterly Recommendation Tracker	
	Overview & Scrutiny Work Programme 2011-12	
<b>27th February 2012</b>	Quarter 3 Finance & Performance Monitoring Report	
	Planning Policy Task Group	
	Performance Management Strategy	
	WCC Health Overview & Scrutiny Committee – Update	
	Overview & Scrutiny Work Programme 2011-12	
<b>26th March 2012</b>	Council Plan	
	WCC Health Overview & Scrutiny Committee – Update	
	Overview & Scrutiny Work Programme 2011-12	
<b>23rd April 2012</b>	Enforcement and Fixed Penalty Notices for Environmental Services	Review following implementation of new scheme.
	Burglary and Vehicle Crime In Bromsgrove – 6 month update report from West Mercia Police/Community Safety Partnership	Update following initial report received 24th October 2011.
	Annual Review of Call In	
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – Update	

**Scrutiny of Crime & Disorder Partnership Meeting Dates**  
TBC

**Reports not allocated**

Improvement Plan (annual)  
Write Off of Debts – Quarterly Report  
Sustainable Community Strategy Annual Report (September 2012)

**OVERVIEW & SCRUTINY TASK GROUP/INQUIRY REVIEWS 2011-12**

<b>Investigation/Task Group</b>	<b>Date of Review</b>
Recreation Road South Car Park Task Group	September 2012
Reduction in Bus Services Task Group	October 2012