



BROMSGROVE DISTRICT COUNCIL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at The Council House, Burcot Lane, Bromsgrove at 6.00 p.m. on Wednesday 18th July 2012, when the business referred to below will be brought under consideration:-

The formal business will be preceded by a prayer.

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **To confirm the accuracy of the minutes of the Extraordinary Meeting of the Council held on 19th June 2012 (Pages 1 - 8)**
4. **To receive any announcements from the Chairman, Civic Head and/or Head of Paid Service**
5. **To receive any announcements from the Leader**
6. **Recommendations from the Cabinet (Pages 9 - 10)**

To consider recommendations from the meetings of the Cabinet held on 6th June and 4th July 2012 on the following items (*the full Cabinet reports are enclosed for information at the back of the white pages of the Council agenda book*)

- Financial Reserves Statement – 2011/2012
- Income Management and Payment Card Industry Compliance

7. **To receive the minutes of the meetings of the Cabinet held on 6th June and 4th July 2012 (Pages 11 - 22)**

8. **Annual Report of the Overview and Scrutiny Board** (Pages 23 - 58)

To receive the report for information.

9. **Changes to the Constitution - Timetable of Council Meetings** (Pages 59 - 62)

To consider the report of the Head of Legal, Equalities and Democratic Services

10. **Joint Health and Well-Being Strategy - Consultation** (Pages 63 - 82)

To consider the attached consultation document from the Worcestershire Well Being Board on the Worcestershire Joint Health and Well Being Strategy.

11. **Appointments to Outside Bodies** (Pages 83 - 90)

To consider the report of the Head of Legal, Equalities and Democratic Services

12. **Disabled Persons' Parking Badges Private Members' Bill** (Pages 91 - 100)

To consider whether to support the "Disabled Persons" Parking Badges Bill of Simon Kirby MP (information attached)

13. **Local Government Pension Scheme 2014 - Employer Consultation on Revisions to Scheme** (Pages 101 - 110)

To consider the attached information from the Local Government Association and to make any comment on the proposed revision to the Local Government Pension Scheme 2014

14. **Questions on Notice**

To deal with any questions on notice from Members of the Council, in the order in which they have been received.

15. **Motions (To follow, if any)**

16. **Recommendation from the Appointments Committee**

To receive a verbal update following the meeting of the Appointments Committee held on 10th July 2012 regarding the appointment of independent persons for the new Standards regime

Background information on recommendations from the Cabinet - Financial Reserves Statement - 2011/2012 (Pages 111 - 118)

Background Information on recommendation from the Cabinet - Income Management and Payment Card Industry Compliance (Pages 119 - 122)

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

TUESDAY, 19TH JUNE 2012 AT 6.00 P.M.

PRESENT: Councillors Mrs. J. M. L. A. Griffiths (Chairman), R. J. Laight (Vice-Chairman), Mrs. S. J. Baxter, C. J. Bloore, Dr. D. W. P. Booth JP, Mrs. J. M. Boswell, J. S. Brogan, M. A. Bullivant, Ms. M. T. Buxton, R. A. Clarke, S. R. Colella, Dr. B. T. Cooper, R. J. Deeming, Mrs. R. L. Dent, K. A. Grant-Pearce, Miss P. A. Harrison, R. Hollingworth, Mrs. H. J. Jones, P. Lammas, L. C. R. Mallett, Mrs. C. M. McDonald, P. M. McDonald, E. J. Murray, J. A. Ruck, C. R. Scurrall, Mrs. E. M. Shannon, R. J. Shannon, S. P. Shannon, Mrs. C. J. Spencer, C. B. Taylor, C. J. Tidmarsh, L. J. Turner, M. J. A. Webb and P. J. Whittaker

11/12 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J. R. Boulter, S. J. Dudley, B. Lewis F.CMI, Mrs M. A. Sherrey JP and C. J. K. Wilson.

The Chairman asked that the Council's good wishes be conveyed to Councillor Lewis and his wife following her recent accident.

12/12 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

13/12 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 16TH MAY 2012**

The minutes of the Annual Meeting of the Council held on 16th May 2012 were submitted.

With reference to Minute No. 10/12 (a), Councillor P. M. McDonald referred to the delegation within the Scheme of Delegations regarding the programming of Council and Committee Meetings and noted that the Chairman's comments in response to his query had not been recorded.

The Chairman indicated that there had been an omission of her comments and the minutes would be amended as necessary.

RESOLVED that the minutes be approved as a correct record, subject to the amendment to Minute No. 10/12 (a).

14/12 **STANDARDS REGIME**

A report of the Head of Legal, Equalities and Democratic Services on fundamental changes to the system of regulation of the standards of conduct for elected and co-opted Councillors had been circulated with the agenda for the meeting.

Subsequent to the circulation of the agenda, the Council had received notification of the Government Regulations on disclosable pecuniary interests and the Ten General Principles of Public Life. As a consequence, supplementary papers were tabled which included a number of changes proposed to the recommendations included within the main agenda pack.

The Chairman proposed that the meeting be adjourned for a short period to allow Members the opportunity to consider this new information and the meeting was consequently adjourned at 6.10pm.

The meeting reconvened at 6.27pm. The tabled recommendations were moved by Councillor M. A. Bullivant and seconded by Councillor Dr. D. W. P. Booth JP. At the invitation of the Chairman, Councillor P. M. McDonald raised queries on three of the recommendations. In response to Councillor P. M. McDonald's question in relation to Paragraph 11(2) of the Code of Conduct the Head of Legal, Equalities and Democratic Services confirmed that Members would not be required to declare their school governorships unless the matter was deemed prejudicial on a case by case basis. Councillor P. M. McDonald proposed an amendment, seconded by Councillor Mrs C. M. McDonald, that the arbitrary lower limit of £25 for any gift or hospitality be removed and all gifts and hospitality, within reason, be recorded in the publically available register. Councillor R. Hollingworth, Leader of the Council indicated his support for this amendment.

Councillor P. M. McDonald proposed a further amendment, seconded by Councillor L. C. R. Mallett, that the Chief Whip of any Group on the Council should not be appointed to the Standards Committee. Councillor R. Hollingworth responded that the Council should ensure that the most appropriate people should be appointed to the Committee regardless of whether they were a party Whip. Having been put to the vote, the amendment was lost and it was consequently

RESOLVED:

- (a) that Members agree the creation of a new Standards Committee to enable the Council to discharge its duty to promote high standards of behaviour in public life and approve the terms of reference of the Committee as tabled at the meeting.
- (b) that Members agree that the new Standards Committee comprise nine elected district councillors and that two Parish representatives be co-opted onto the Committee as non voting co-optees.

- (c) that Members consider and approve the final version of the Code of Conduct, as tabled at the meeting.
- (d) that Members consider and approve the process for managing standards complaints at Appendix 3 to the report and delegate authority to the Standards Committee and the Monitoring Officer to administer complaints in accordance with the agreed process.
- (e) that Members agree the proposals for discharging the requirement under the Localism Act for an Independent Person (s) and delegate authority to the Monitoring Officer to carry out the recruitment and selection process in readiness for interviewing and selection of Independent Persons by the Appointments Committee and final approval by Full Council of the appointments at their meeting in July 2012.
- (f) that Members approve the payment of £1000 per annum to each Independent Person recognising that this payment can be met from existing Member Allowance budgets.
- (g) that Members consider and approve the proposals for managing dispensations and delegate options 1 to 5 on pages 12 and 13 of this report to the Standards Committee. Further that Members note that in relation to option 4 which concerns Cabinet decisions, that the Leader would have an ability to make a decision based on his authority as a Strong Leader and that the delegation to Standards Committee will therefore only be required when the Leader himself is unable to act.
- (h) that Members delegate authority to the Monitoring Officer to make any additional consequential amendments to the Constitution that are required in order to implement the new arrangements set out in this report.
- (i) that Members agree that a Special Responsibility Allowance of £1218 be payable to the Chairman of the new Standards Committee.
- (j) that Members agree to continue the practice of registering gifts and hospitality on a publically available register recognising that they continue to have a duty to act with openness and honesty and integrity, and in order to comply with the requirements of the Council's Anti-Bribery Policy

Councillor J. Ruck requested that Officers provide Members with new forms upon which they might declare their disclosable interests.

15/12 **APPOINTMENT OF COMMITTEES 2012/13**

Members considered a report of the Head of Legal, Equalities and Democratic Services detailing the appointment and composition of the Council's Boards and Committees for the 2012/13 Municipal Year. Councillor P. M. McDonald referred to the constitution of the Board of the Artrix, to which the Leader

responded that the matter of the Council's Outside Bodies would be reported to the next ordinary meeting of the Council.

Having been moved by Councillor R. Hollingworth and seconded by Councillor Dr. D. W. P. Booth JP, it was

RESOLVED

- (a) that for the remainder of the Municipal Year, the Committees set out in the table in Appendix 1 of the report be appointed and that the representation of the different political groups on the Council on those Committees be as set out in that table until the next Annual Meeting of the Council, or until the next review of political representation under Section 15 of the Local Government and Housing Act 1989, whichever is the earlier;
- (b) that Members be appointed to the Committees in accordance with nominations to be made by Group Leaders; and
- (c) that the Head of Legal, Equalities and Democratic Services be authorised to make any consequential changes to the Council's Constitution arising from (a), above.

16/12 **CONSTITUTION CHANGES AND SCHEME OF DELEGATIONS**

Members considered a report that detailed a number of proposed amendments to the Council's Constitution and which sought approval of the Officer Scheme of Delegations.

Councillor M. A. Bullivant proposed a recommendation that would remove the practice of allowing supplementary questions from section 9.8 of the Council Procedure Rules, this being seconded by Councillor Dr. D. W. P. Booth JP. Councillor M. A. Bullivant stated that this was no more than bringing the Council's practice in line with that of Parliament.

Councillor P. M. McDonald raised concerns at this proposal, noting that supplementary questions were required to be on the same subject as the initial question and were often required to clarify the initial question or the answer provided. It was contended that the supplementary question added depth and value and, on a requisition under Council Procedure Rule 17.5, the following details of voting on the motion were recorded:

For the motion: Councillors Dr. D. W. P. Booth JP, Mrs J. M. Boswell, J. S. Brogan, M. A. Bullivant, R. A. Clarke, S. R. Colella, Dr B. T. Cooper, R. J. Deeming, Mrs R. L. Dent, K. A. Grant-Pierce, Miss P. A. Harrison, R. Hollingworth, Mrs H. J. Jones, R. J. Laight, P. Lammas, J. A. Ruck, C. R. Scurrall, Mrs C. J. Spencer, C. B. Taylor, C. J. Tidmarsh, M. J. A. Webb and P. J. Whittaker (22);

Against the motion: Councillors Mrs S. J. Baxter, C. J. Bloore, Ms M. T. Buxton, L. C. R. Mallett, Mrs C. M. McDonald, P. M. McDonald, E. J. Murray, Mrs E. M. Shannon, R. J. Shannon, S. P. Shannon and L. J. Turner (11);

Abstentions: 0

Accordingly the Chairman declared the motion to be carried.

Councillor M. A. Bullivant introduced a second recommendation removing the requirement in paragraph 5 of part 9 of the Constitution that the Chairman of the Audit Board shall not be a member of the controlling group. This was seconded by Councillor Dr. J. W. P. Booth JP. Councillor M. A. Bullivant declared it to be more democratic for the Chairman to be appointed by the Audit Board from amongst its number and noted that several other Worcestershire districts had no such requirement for their Audit Boards. Councillor J. S. Brogan supported this view, stating that it would allow the Board a wider field of candidates from which to choose the most appropriate Chairman.

Councillor P. M. McDonald declared that this proposal removed the independence of the Audit Board and any reassurance of transparency and accountability in its dealings. It was contended that most local authorities followed the practice of having a minority Chairman of such a body.

Councillor Mrs S. J. Baxter expressed her concern that the Constitution was undergoing change on the basis of political whims rather than through any review of best practice. Councillor C. J. Bloore declared the Audit Board to be one of the most effective bodies of the Council, with a very good Chairman and voiced his disquiet at the proposal before Members.

On a requisition under Council Procedure Rule 17.5, the following details of voting on the motion were recorded:

For the motion: Councillors Dr. D. W. P. Booth JP, Mrs J. M. Boswell, J. S. Brogan, M. A. Bullivant, R. A. Clarke, S. R. Colella, Dr B. T. Cooper, R. J. Deeming, Mrs R. L. Dent, K. A. Grant-Pierce, Miss P. A. Harrison, R. Hollingworth, Mrs H. J. Jones, R. J. Laight, P. Lammas, J. A. Ruck, C. R. Scurrrell, Mrs C. J. Spencer, C. B. Taylor, C. J. Tidmarsh, M. J. A. Webb and P. J. Whittaker (22);

Against the motion: Councillors Mrs S. J. Baxter, C. J. Bloore, Ms M. T. Buxton, L. C. R. Mallett, Mrs C. M. McDonald, P. M. McDonald, E. J. Murray, Mrs E. M. Shannon, R. J. Shannon, S. P. Shannon and L. J. Turner (11);

Abstentions: 0

Accordingly the Chairman declared the motion to be carried.

Approval of the Scheme of Delegation to Officers as set out in the report to the Council was moved by Councillor M. A. Bullivant and seconded by Councillor Dr. D. W. P. Booth.

A number of points were discussed and amendments made, as follows.

In respect of Business Transformation and the delegation of Street Naming, House Numbering and Locality Names it was made clear that the policy on naming remained the same as previously and that the Overview and Scrutiny Board could request to review the policy should it wish.

In respect of Community Services (Community Safety) and the Designation of Dispersal Areas, it was proposed by Councillor S. P. Shannon and seconded by Councillor R. J. Shannon that the delegation be amended to include consultation with local ward members. Having been put to the vote, it was

RESOLVED that the delegation to the Head of Community Services in respect of the designation of dispersal areas be amended to add a requirement for consultation with the ward members.

In respect of Community Services (Community Safety) and Alcohol Consumption in Public Places, it was noted that a change agreed by the Licensing Committee in 2010 had not subsequently been included in the Council's Constitution. It was agreed that this matter be reported once more to the Licensing Committee for that body to come to a view and not be included in the Scheme of Delegation at present.

In respect of Environment (Trees) and (i) the confirmation of and (ii) the revocation or variation of Tree Preservation Orders, it was agreed that a separate report be brought back to a subsequent meeting of the Council in order that the proper delegation of such functions by Council directly, rather than through a subsequent delegation by a subsidiary body, might be considered.

In respect of Legal, Equalities and Democratic Services (Democratic Services) and the Programming of Council and Committee meetings, it was agreed that a report be brought back to the following Ordinary meeting of the Council at which time the Council might consider any changes to the programme of meetings.

Having been put to the vote, and subject to the amendments as set out in the preamble, above, it was

RESOLVED that the current version of the Officer Scheme of Delegations as set out at Appendix 1 to the report be agreed.

17/12 **ESTABLISHMENT OF A WEST MERCIA POLICE AND CRIME PANEL**

A report of the Head of Legal, Equalities and Democratic Services relating to the establishment of a Police and Crime Panel in West Mercia had been circulated with the agenda for the meeting.

Whilst voicing his concern at the creation of the role of Police and Crime Commissioners, the Leader noted the statutory requirement to have a Police

and Crime Panel and the need for the Council to appoint a Member to the Panel. Having been moved by Councillor R. Hollingworth and seconded by Councillor Dr. D. W. P. Booth JP, it was

RESOLVED

- (a) that the Council approve the establishment of a West Mercia Police and Crime Panel (PCP) as a joint committee of the 10 principal local authorities in the West Mercia police force area, to be administered by Worcestershire County Council as lead authority;
- (b) that the Council approve the proposed membership of the PCP, the Panel Arrangements as set out in the Appendix to the report and any consequential actions required under the Act;
- (c) that the Council appoint a Member to the PCP for a term of office expiring May 2013; and
- (d) that the Council authorises the Head of Legal, Equalities and Democratic Services to finalise any necessary details of the proposals in consultation with the Leader.

Having been moved by Councillor Dr. D. W. P. Booth JP and seconded by Councillor J. A. Webb, it was

RESOLVED that the Council appoint Councillor R. Hollingworth to the PCP for a term of office expiring May 2013.

The meeting closed at 7.31 p.m.

Chairman

This page is intentionally left blank

CABINET

RECOMMENDATIONS TO THE COUNCIL

6TH JUNE 2012

1. FINANCIAL RESERVES STATEMENT – 2011/2012

The Cabinet has considered a report on proposed earmarked reserves and capital carry forward requests for the year 2011/2012. The report also included proposals for the creation of new reserves in order to support the future plans of the Authority.

It is therefore RECOMMENDED:

- (a) that the establishment of new reserves of £582,000 as set out in appendix 1 to the report be approved;
- (b) that the release of reserves of £612,000 which reflects the approval required for January - March 2012 as set out in appendix 1 to the report be approved;
- (c) that the addition to existing reserves of £497,000 which reflects the approval required for January – March 2012 as set out in appendix 1 to the report be approved; and
- (d) that the carry forward of capital budgets of £812,000 to be utilised in 2012/2013 as set out in appendix 2 to the report be approved.

4TH JULY 2012

1. INCOME MANAGEMENT AND PAYMENT CARD INDUSTRY COMPLIANCE

The Cabinet has considered a report on the need to upgrade/replace the Council's current income management system in order to ensure that the system used is compliant with the Payment Card Industry Data Security Standard.

It is therefore RECOMMENDED:

- (a) that, in order to achieve compliance with the Payment Industry Data Security Standard, the upgrade/replacement of the Council's existing Income Management System be approved;
- (b) that the sum of £25,000 be included in the 2012/2013 Capital Programme to be funded from £10,000 included in the Revenue Budget and up to £15,000 from capital receipts; and
- (c) that, in order to achieve best value, a joint procurement exercise be undertaken with Redditch Borough Council.

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 6TH JUNE 2012 AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Leader), Dr. D. W. P. Booth JP,
M. A. Bullivant, C. B. Taylor and M. J. A. Webb

Invitees: Councillor S. R. Colella

Officers: Mr. K. Dicks, Ms. S. Hanley, Ms. J. Pickering, Mrs. S. Sellers and
Ms. R. Cole.

1/12 **APOLOGIES**

An apology for absence was received from Councillor Mrs. M. A. Sherrey JP.

2/12 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3/12 **MINUTES**

The minutes of the meeting of the Cabinet held on 4th April 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

4/12 **SHARED SERVICES BOARD**

The minutes of the meeting of the Shared Services Board held on 19th April 2012 were submitted.

RESOLVED that the minutes be noted.

5/12 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meeting of the Overview and Scrutiny Board held on 23rd April 2012 were submitted.

RESOLVED that the minutes be noted.

6/12 **VERBAL UPDATES FROM THE LEADER AND/OR OTHER CABINET MEMBERS ON ANY RECENT MEETINGS ATTENDED IN AN EX-OFFICIO CAPACITY**

Councillor M. J. A. Webb reported that he had attended a meeting of the North Worcestershire Flood and Water Management Board.

Councillor M. A. Bullivant reported that he had attended a meeting of the Joint Health and Safety and Well Being Committee.

Councillor C. B. Taylor reported that he had attended an Ageing Well event.

7/12 **FINANCIAL RESERVES STATEMENT - 2011/2012**

The Cabinet considered a report on proposed earmarked reserves and capital carry forward requests for the year 2011/2012. The report also included proposals for the creation of new reserves in order to support the future plans of the Authority.

It was noted that one of the earmarked reserves proposed would provide funding for 3 apprenticeships within the Authority over the next 12 months.

Following discussion it was

RECOMMENDED

- (a) that the establishment of new reserves of £582,000 as set out in appendix 1 to the report be approved;
- (b) that the release of reserves of £612,000 which reflects the approval required for January - March 2012 as set out in appendix 1 to the report be approved;
- (c) that the addition to existing reserves of £497,000 which reflects the approval required for January – March 2012 as set out in appendix 1 to the report be approved; and
- (d) that the carry forward of capital budgets of £812,000 to be utilised in 2012/2013 as set out in appendix 2 to the report be approved.

8/12 **STREET NAMING AND NUMBERING POLICY**

The Cabinet considered a report on a revised policy for Street naming and Numbering. It was reported that the revised policy would allow for a more streamlined process than at present which would be of benefit to individual homeowners, businesses and developers.

Following discussion it was

RESOLVED that the revised policy on Street Naming and Numbering as set out in appendix 1 to the report be approved.

9/12 **LOCAL DEVELOPMENT SCHEME 2012**

Members considered a report on the Local Development Scheme. It was noted that a revised scheme was required to update the programme of preparation of planning policy documents. In addition the revised scheme reflected the requirements of the Localism Act 2011 and the National Planning Policy Framework published in March 2012.

Members noted the proposed timetable but queried the timings for the Town Centre Area Action Plan in relation to the Bromsgrove District Plan. The Portfolio Holder undertook to raise this with officers.

It was therefore

RESOLVED

- (a) that further consideration of the Local Development Scheme be deferred until the next meeting of the Cabinet; and
- (b) that officers be requested to clarify the timetable in relation to the Town Centre Area Action Plan.

The meeting closed at 6.45 p.m.

Chairman

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 4TH JULY 2012 AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Leader), Mrs. M. A. Sherrey JP (Deputy Leader), Dr. D. W. P. Booth JP, M. A. Bullivant, C. B. Taylor and M. J. A. Webb

Officers: Mr. K. Dicks, Ms. S. Hanley, Ms. J. Pickering, Mr. J. Godwin, Mrs. S. Sellers, Ms. S. Morgan and Ms. R. Cole.

10/12 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

11/12 **DECLARATIONS OF INTEREST**

Councillor D. W. P. Booth JP declared a Disclosable Pecuniary Interest in agenda item 14a relating to Fields in Trust Dedication on the basis that he is the owner of land in the vicinity of Housman Close, Charford. Councillor Booth left the meeting during the consideration of this item.

12/12 **MINUTES**

The minutes of the meeting of the Cabinet held on 6th June 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

13/12 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meeting of the Overview and Scrutiny Board held on 18th June 2012 were submitted.

RESOLVED:

- (a) that the recommendation contained in minute 6/12 relating to the Draft Fly Posting Policy be approved;
- (b) that in relation to minute 7/12 in respect of Longbridge Statement of Principles Affordable Housing Provision, it be noted that the minute did not accurately reflect the confrontational approach taken by some Members to the discussion which had unfortunately resulted in the curtailment of the consideration of this item; and
- (c) that the remainder of the minutes be noted.

14/12 **AUDIT BOARD**

The minutes of the meeting of the Audit Board held on 21st June 2012 were submitted.

RESOLVED that the minutes be noted.

15/12 **VERBAL UPDATES FROM THE LEADER AND/OR OTHER CABINET MEMBERS ON ANY RECENT MEETINGS ATTENDED IN AN EX-OFFICIO CAPACITY**

Councillor M. A. Bullivant reported that he had recently attended a Meeting of the Worcestershire Shared Services Joint Committee.

16/12 **PLANNING POLICY TASK GROUP RESPONSE TO CABINET**

The Cabinet considered the response of the Overview and Scrutiny Board's Planning Policy Task Group to the Cabinet's Interim Response in respect of Recommendations 1(a), 3 and 6 of the Task Group Report.

RESOLVED that the response to each of the amended recommendations of the Planning Policy Task Group be as set out below:

Recommendation 1(a)

That a mechanism be put in place to ensure that where conditions have been attached to a planning application and monitoring is required then the Planning and Enforcement Team should allow for this to be discharged fully to the required level of detail that the condition(s) specify within their work. This should be carried out irrespective of the cost, to ensure that the conditions are met and where appropriate, enforced.

(N.B. The lack of resources to enforce a condition on a planning application would not be sufficient to either refuse the application or not to include the condition if it was deemed a necessary part of the planning permission. It may be prudent to estimate the cost of monitoring or enforcement before a decision on an application is made, in order that a decision as to who meets that cost can be determined and to ensure that any monitoring is carried out effectively.)

Cabinet Response

The recommendation as amended was noted. It was still felt however that there should be a mechanism whereby Planning officers would consult in advance with the Finance Department regarding the likely costs of enforcing particular conditions and the availability of a budget to meet these. In addition it was queried whether financial constraints on the Authority or the applicant would be a valid consideration when determining a planning application.

The Portfolio Holder for Planning undertook to discuss this further with the relevant officers.

Recommendation 3

It is recognised that on occasion there will be a need for some form of community engagement for example a public meeting(s). This will act as a forum to improve lines of communication and is to be developed between senior officers and residents in respect of larger more complex planning applications. This would be a recommendation from the Planning Committee and reviewed periodically by that Committee.

Cabinet Response

This was agreed

Recommendation 6

That a mechanism be put in place to ensure that enforcement cases are recorded and regularly up dated with an audit trail of actions and documents and correspondence on the electronic system available via the Council's "Orb".

Cabinet Response

This was agreed.

17/12 **LOCAL DEVELOPMENT SCHEME**

The Cabinet considered a report on revised arrangements in respect of the Local Development Scheme. This revised scheme gave details of the updated programme for the preparation of planning policy documents and reflected the requirements of the Localism Act 2011 and the National Planning Policy Framework.

In relation to the indicative timetable it was noted that the Core Strategy (or Local Plan) would be likely to be submitted to Members for approval in October 2012.

RESOLVED:

- (a) that the report and amendments to the Local Development Scheme be noted; and
- (b) that subject to the amendment referred to above, Appendix A to the report be approved as the Council's forthcoming programme for planning policy documents from 4th July 2012.

18/12 **FINANCIAL OUTTURN 2011/2012**

Members considered a report on the authority's financial position for the year ended 31st March 2012. Members considered the summary of financial information on both Revenue and Capital Budgets.

It was noted that due to savings made by officers and the generation of increased income there had been an underspend on the Revenue Budget of £1,050,000 and that the new level of balances was £2,579,000.

The carry forward of elements of the Capital Budget had been recommended for approval by Council at the previous Cabinet meeting.

RESOLVED that the outturn financial position for 2011/12 in respect of Revenue and Capital Budgets as detailed in the reports be noted, together with the transfer to balances of £638,000.

19/12 **INCOME MANAGEMENT AND PAYMENT CARD INDUSTRY COMPLIANCE**

The Cabinet considered a report on the need to upgrade/replace the Council's current income management system in order to ensure that the system used is compliant with the Payment Industry Data Security Standard.

It was reported that the Standard related to the environment in which card transactions take place in particular the storage and accessibility of card details. In addition it was noted that the current income management software would shortly cease to be supported by the company.

It was noted that it was anticipated the cost of the upgrade/replacement would be up to £25,000 and that this could be met from an existing provision of £10,000 within the Revenue Budget with up to £15,000 being met from Capital Receipts.

RECOMMENDED

- (a) that, in order to achieve compliance with the Payment Industry Data Security Standard, the upgrade/replacement of the Council's existing Income Management System be approved;
- (b) that the sum of £25,000 be included in the 2012/2013 Capital Programme to be funded from £10,000 included in the Revenue Budget and up to £15,000 from capital receipts; and
- (c) that, in order to achieve best value, a joint procurement exercise be undertaken with Redditch Borough Council.

20/12 **UPGRADE OF THE PUBLIC REALM - BROMSGROVE TOWN CENTRE**

The Cabinet considered a report on the proposed upgrade of the public realm along Bromsgrove High Street, Worcester Road and other parts of the Bromsgrove Town Centre. Plans illustrating the proposals were displayed at the meeting.

It was noted that the works were scheduled to be undertaken by Worcestershire County Council with a phased programme of discrete projects covering a period of one to four years, commencing in Summer/Autumn 2012.

Members were reminded that the funding for the project was to be met from a number of sources including the sale of capital assets, funding from Worcestershire County Council and Section 106 contributions.

Members felt this was a significant step forward for the Town Centre Project and emphasised it was important that the traders and the public be kept informed of the proposals. It was noted that it was hoped to make use of premises in the High Street in this regard.

RESOLVED:

- (a) that the design drawings in respect of improvements to the public realm be approved and be taken forward to the construction phase; and
- (b) that authority be delegated to the Director of Planning and Regeneration and the Town Centre Regeneration Programme Manager to agree (i) the costing of scheme elements; and (ii) any revisions to the design in consultation with the Portfolio Holder, on the basis the revisions do not fundamentally alter the nature of the agreed scheme.

21/12 **LOCALISM ACT - COMMUNITY RIGHT TO CHALLENGE**

Members considered a report on the Community Right to Challenge which was contained within the Localism Act 2011.

It was reported that the Community Right to Challenge enabled communities to submit expressions of interest to deliver Council services. Authorities such as County and District Councils must consider expressions of interest in respect of relevant services from relevant bodies such as voluntary or community bodies, Parish Councils or charities. Where expressions of interest were accepted, a procurement exercise must then be undertaken.

The report proposed arrangements for a process by which expressions of interest could be managed. It was noted that in addition, officers were currently developing an internal process for assessment of any expressions of interest received. Following discussion it was

RESOLVED that the arrangements for managing the Community Right to Challenge, as set out in the report be approved.

22/12 **ANNUAL REVIEW OF REGULATION OF INVESTIGATORY POWERS ACT**

The Cabinet considered an Annual Report on the operation of the Council's policy on Regulation of Investigatory Powers Act (RIPA).

Members considered the information on applications made for authorisation under the RIPA policy. It was noted that all of the 7 applications during 2011/12 had been from the Worcestershire Regulatory Services Trading Standards Team. It was also noted that training on the RIPA policy was provided to the relevant staff on a regular basis.

RESOLVED that the contents of the report be noted.

23/12 **CORPORATE PERFORMANCE MONITORING QUARTER 4**

The Cabinet considered a report on Corporate Performance for the period ending 31st March 2012.

Members noted the performance improvements highlighted in section 3.5.3 relating to a reduction in the time taken to process Housing Benefit and Council Tax Benefit claims and increased usage of the Dolphin Centre, the Artrix and BURT. Members also noted the position relating to the usage of car parks in the Town Centre together with the proposals for addressing this.

RESOLVED that the report on the position relating to key performance indicators in respect of the period ending 31st March 2012 be noted.

24/12 **FIELDS IN TRUST DEDICATION**

(The Chairman agreed to the consideration of this item as a matter of urgency as a decision was required prior to the next meeting of the Cabinet).

The Cabinet considered a report from the Head of Leisure and Cultural Services in relation to the proposed dedication of a number of areas of open spaces/playing fields for inclusion in the Fields in Trust Programme as part of the Queen's Diamond Jubilee celebrations. This would enable the purpose and title of the sites to be protected as local outdoor spaces, specifically as playing fields for sport, play and recreation.

It was reported that the consideration this item had been brought forward from the original scheduled date of September 2012 in order to facilitate the previously approved development of land at Housman Close by Bromsgrove District Housing Trust (BDHT) for affordable housing. Fields in Trust would be agreeable to releasing the Housman Close site from "Fields in Trust" status on the basis that replacement alternative sites are offered. There was a deadline for BDHT to acquire the land at Housman Close in order to qualify for Homes and Communities Agency funding for their proposed development.

Following discussion it was

RESOLVED:

- (a) that the 7 sites listed within the report at section 1.1 be formally dedicated for use as playing fields by way of a Covenant/Deed of Dedication under the Fields in Trust programme; and
- (b) that authority be delegated to the Head of Leisure and Cultural Services together with the Head of Legal, Equalities and Democratic Services to take the necessary steps to finalise the agreement with Fields in Trust in relation to the 7 sites and to complete the Deeds of Dedication.

25/12 **LOCAL GOVERNMENT ACT 1972**

That under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the item of

business the subject of the following minute on the grounds that it involves the disclosure of "Exempt Information" as defined in Part 1 of Schedule 12A of the Act the relevant paragraph of that part being as set out below and that it is in the public interest to do so.

<u>Minute No</u>	<u>Paragraph</u>
26/12	3

26/12 **DEVELOPMENT BIRMINGHAM ROAD/STOURBRIDGE ROAD**

Cabinet considered a report on the proposed development of land at Birmingham Road/Stourbridge Road, Bromsgrove which would involve the disposal of the Council's car park at Stourbridge Road.

Members discussed the report in detail and had particular regard to the proposed terms for disposal of the site, the advice of the District Valuer and the strategic importance of the development as part of the regeneration of the Town Centre.

RESOLVED:

- (a) that the contents of the report be noted;
- (b) that the disposal of the freehold of the land at Stourbridge Road car park to the developer on the terms set out in the report and in accordance with the report of the District Valuer attached as Appendix 1 to the report be approved;
- (c) that the arrangements in respect of the lease back to this Council of part of the car park together with the receipt of a proportion of future income therefrom and for the future management by this Council of the car park as set out in the report be approved; and
- (d) that delegated authority be granted to the Executive Director (Planning and Regeneration, Regulatory and Housing Services) in consultation with the Portfolio Holder and Executive Director (Finance and Corporate Resources) to agree the final terms for the disposal of the land with the developer and to enter into the necessary legal agreements required for the purposes of implementing recommendations (b) and (c) above.

The meeting closed at 7.35 p.m.

Chairman

This page is intentionally left blank



Overview and Scrutiny **Annual Report**

2011-2012



Bromsgrove
District Council

www.bromsgrove.gov.uk



THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

OVERVIEW AND SCRUTINY ANNUAL REPORT 2011-12

CONTENTS

	<u>Page Number</u>
Foreword by the Chairman	1
Introduction	2
Membership	3
The Role of the Overview and Scrutiny Board	5
The Overview and Scrutiny Process	6
Board Investigations Completed in 2011-12	9
Task Group Investigations Completed in 2011-12 -	
▪ Recreation Road South Car Park	14
▪ Reduction in Bus Services	16
▪ Planning Policy	18
Reviews of Previous Overview and Scrutiny Investigations -	20
▪ Improving Residents' Satisfaction Task Group	
▪ Hot Food Takeaway Board Investigation	
▪ Alvechurch Multi Use Games Area Board Investigation	
Joint Overview and Scrutiny Investigations	24
Future Work of the Overview and Scrutiny Board	25
Developments during 2011-12	26
Looking to the Future	28
Further Information	30

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

FOREWORD BY THE CHAIRMAN

Welcome to Bromsgrove District Council's 2011/12 Overview and Scrutiny Board Annual Report.

This last year has again proved to be very busy with a number of important strategic reports being presented to the members of the Board as well as it having to manage an ever increasing work programme.

A number of key areas of the Council's business has been scrutinised including how changes in legislation and service delivery will affect the people of Bromsgrove.

The depth of scrutiny and quality of investigations is a testimony to the Council's commitment to support the role of the Board as a 'critical friend' and in its drive towards effective, robust scrutiny to improve frontline services for the people of Bromsgrove.

The Board has also reviewed its work programme and improved the quarterly scrutiny of performance indicators. I believe that this will help demonstrate the huge steps that this Council is making in improving the service offered to its customers as well as giving the opportunity for the members to ensure performance continues to improve.

I am also pleased to report that the function of the Board has been embraced by members, portfolio holders and officers, with excellent attendance and good quality reports and presentations.

I would like to thank all Board Members for their keen questioning and striving to make the strategic contribution of Board valued by the Executive Team and the Council. My sincere thanks are extended to the Committee Services Officers for their continued hard work and contribution to the success of the Board in 2011/12.

**Councillor Steve Colella
Chairman, Overview and Scrutiny Board**

INTRODUCTION

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2011-12 and provides general information on the overview and scrutiny processes at Bromsgrove District Council.

Overview and Scrutiny is a key part of the democratic decision making process in local councils, where elected councillors outside of the Cabinet can contribute to shaping council policy, community well being and accountability. This is done by reviewing council services and policies, community issues and key decisions and making recommendations for improvement.

The four key principles of Overview and Scrutiny are:

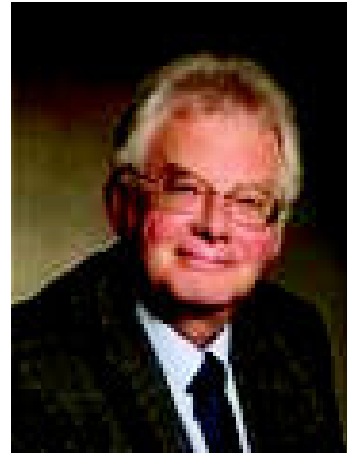
- Provides a 'critical friend' challenge to executive policy makers and decision-makers.
- Enables the voice and concerns of the public to be heard.
- Is carried out by 'independent minded members' who lead and own the scrutiny role.
- Drives improvement in public services

The Members of the Board consider these principles when selecting topics to investigate whether it is holding the executive to account, reviewing policies, policy development or scrutiny of external bodies.

MEMBERSHIP (The Board is made up of 13 Members)



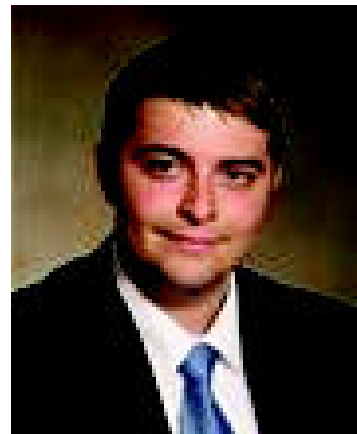
**Cllr. Steve Colella
(Chairman)**



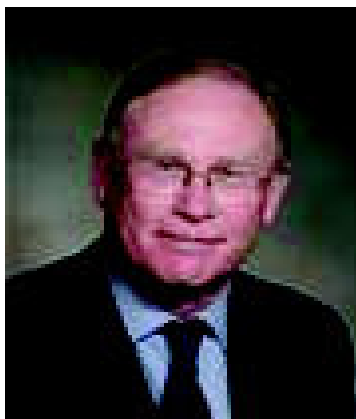
**Cllr. Peter Lammas
(Vice-Chairman)**



Cllr. Chris Bloore



Cllr. James Brogan



Cllr. Dr. Brian Cooper



Cllr. Mrs. Rita Dent



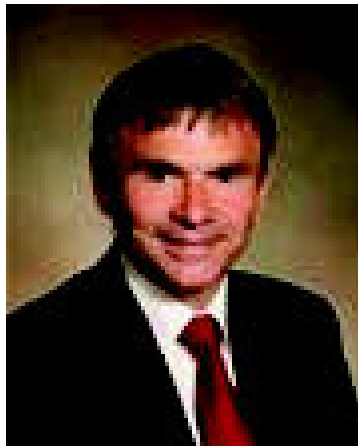
Cllr. Keith Grant-Pearce



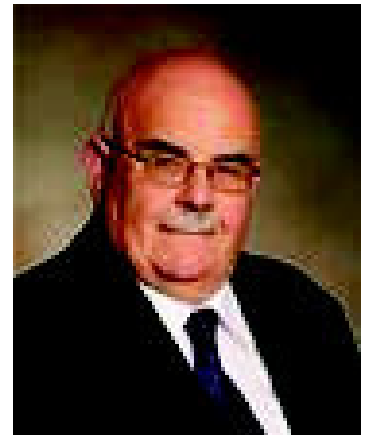
Cllr. Mrs. June Griffiths



Cllr. Rod Laight



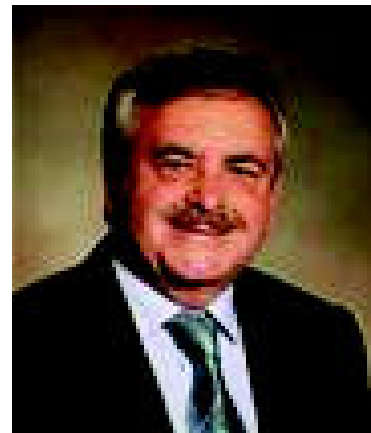
Cllr. Peter McDonald



Cllr. Sean Shannon



Cllr. Mrs. Caroline Spencer



Cllr. Les Turner

THE ROLE OF THE OVERVIEW AND SCRUTINY BOARD

Overview and Scrutiny is a key part of the Council's political structure and it plays a vital role in improving the services that people of the District use, whether a resident, employed here or just visiting. It does not just look at the way the Council does things, it can look at anything which affects the lives of people within the District and it allows citizens to have a greater say in Council matters.

Overview and Scrutiny allows Councillors to review and scrutinise decisions, look at existing practices and make recommendations to help ensure the residents of Bromsgrove District receive excellent services. The aim is to ensure overview and scrutiny adds value to the Council's decision-making process and makes a positive contribution towards policy development.

The terms of reference of the Overview and Scrutiny Board also include the following:

- Overall responsibility for monitoring performance improvement.
- Identifying unsatisfactory progress or performance and making recommendations on remedial action to the Cabinet.
- Overall responsibility for monitoring the Council Plan and the Sustainable Community Strategy and making recommendations to the Cabinet.

The detailed terms of reference and procedure rules for the Overview and Scrutiny Board can be found at Part 3 (Part C) and Part 8 of the Council Constitution. The Council Constitution can be accessed by using the following link.

<http://www.bromsgrove.gov.uk/cms/council-and-democracy/councillors-and-committees/decision-making/council-constitution.aspx>

Number of Meetings

The Overview and Scrutiny Board met on a monthly basis during 2011-12 and there were a total of 12 meetings throughout the year. The meeting arranged for 19th December 2011 was cancelled due to lack of business.

THE OVERVIEW AND SCRUTINY PROCESS

Overview and Scrutiny Work Planning

It was not necessary to hold a Work Planning Workshop in 2011-12 as many of the topics carried over from the previous year's work programme continued to be relevant in the new municipal year and the Board agreed at its first meeting on 13th June 2011 that these should remain on the Work Programme for 2011-12. Several new topic proposals were also put forward and agreed by Members, which were incorporated within the Work Programmes for 2011-12.

Topic Proposals

Any Councillor, member of the public or officer can submit an overview and scrutiny proposal. The Board will then make a decision whether or not the suggested topic will be included on the work programme. In making that decision, the Board considers points such as:

- Reasons given and supporting evidence as to why the subject needs to be considered
- Links to Council priorities
- Possible key outcomes that the proposer anticipates could be achieved.

Other relevant points that are taken into account are whether it is of key interest to the public, if it is a poorly performing service, contributes to the Council Plan, an area of concern identified by internal or external audit, a review that could render significant savings or value for money or identified as a key issue in the Sustainable Community Strategy.

Approach to Investigations

Overview and Scrutiny investigations can take a variety of different approaches. The Board can decide to undertake a "short, sharp inquiry" through meetings of the Board or by setting up a Task Group, which meets outside of the formal committee process and which may involve other non-Executive Members of the Council.

Task Groups can be more flexible in their timing and approach to an investigation and can take a longer or shorter time, depending on the issue. Task Groups are often able to consider an issue in more detail and take the investigation outside of the formal committee process to look at what is happening on the ground, by undertake research and interviewing key stakeholders in a more informal setting.

Receiving Evidence

Overview and Scrutiny investigations receive evidence from which their conclusions and recommendations may be drawn. Evidence may be received during a formal Board meeting, in writing to Members of the Board or during a Task Group investigation. Evidence may include written reports from Council officers, written testimonials from interested parties, background papers, oral evidence from witnesses and site visits to look at particular places and events on the ground.

Overview and Scrutiny Inquiries and Recommendations

At the end of an investigation, conclusions are drawn up and recommendations made to the Cabinet and any other relevant local decision makers. The conclusions and recommendations, together with the relevant evidence, may be presented in a report or sometimes just recorded in the minutes of the Board meeting. Reports and recommendations are agreed by the Board before referral to Cabinet for consideration.

Recommendations may also be made to the full Council (policy and budgetary decisions) or to external agencies where the council does not have the power to act.

Executive Response

Overview and Scrutiny reports and recommendations are referred to Cabinet to make executive decisions in respect of each Overview and Scrutiny recommendation and to provide an Executive Response to the Board. The Cabinet is asked to agree, reject or amend each recommendation and to provide an indicative implementation date by which time the agreed recommendations are to be carried out.

The relevant Portfolio Holder is expected to attend the Board Meeting to present the Cabinet Response and answer any questions. If a recommendation is made to any other agency they may also be asked to provide an executive decision and response.

Tracking the Outcomes of Recommendations

Ultimately Overview and Scrutiny is about making a difference. The Overview and Scrutiny Board tracks all recommendations made to and agreed by Cabinet through Quarterly Recommendation Tracker reports. In depth investigations and Task Groups are usually reviewed 12 months after their report has been considered by the Cabinet. The purpose of this is to check if the agreed recommendations have been implemented and to see what outcomes have been achieved.

Short, Sharp Inquiries

A “short sharp inquiry” is carried out through a mix of both formal Overview and Scrutiny Board meetings and informal meetings involving all Members of the Board and chaired by the Overview and Scrutiny Board Chairman. This type of inquiry can be used for the investigation of a topic already on the Board’s work programme or a topic on the Forward Plan which the Board felt warranted a more in depth investigation being carried out. However, it can also be used to consider matters of local concern, that have not been scheduled on either the work programme or Forward Plan but which Members feel would merit inclusion and further investigation.

Task Groups

If it is felt that a more in depth and detailed inquiry is required, the Overview and Scrutiny Board can appoint Task Groups which are separate from the Board and can include Members who are not Members of the Board (Members of the Cabinet cannot join a task group) to consider issues outside of the formal committee process or to allow an in depth overview and scrutiny investigation. It is best practice for the Chairman of a Task Group to be a member of the Overview and Scrutiny Board. Task Groups carry out investigations and report back to the Board with their findings and recommendations. Task Groups can use a variety of methods to gather evidence and can invite relevant officers, representatives from external organisations and members of the public who have an interest and would like to put their views forward to act as witnesses.

BOARD INVESTIGATIONS COMPLETED 2011-12

In addition to the regular standing items on the Board's agenda (detailed under the section Current and Future Work of the Overview and Scrutiny Board), it also requested and received reports and commented on the following areas and made in total **8 recommendations** to Cabinet, all of which were agreed:

➤ **Scrutiny of Crime and Disorder**

At the meeting of the Board held on 11th July 2011 Members received a presentation and report from the Senior Community Safety Project Officer which provided an overview of the 2011/12 Bromsgrove Community Safety Partnership Plan (CSPP). The report outlined the main local priorities and highlighted some of the key challenges in tackling those priorities.

Members were informed that the Police and Crime Act 2010, which had been implemented in April 2011, reviewed part of the Crime and Disorder Act 1998 and updated several of the requirements in the original Act, one of which was that a 3 year plan was no longer required, and that a rolling refreshed annual plan could be produced. The Community Safety Partnership (CSP) had chosen to produce an annual plan due to the forthcoming challenges it would face, including the potential removal of the Police Authority and the introduction of a Police and Crime Commissioner. The CSP was also aware of a further 40% reduction in funding of the Community Safety Funding at County Council level, which was in addition to the 20% reduction already received that year.

➤ **Detection of Crime (Burglary and Vehicle Crime)**

At the Board meeting held on 11th July 2011 a Topic Proposal Form had been put forward in respect of the Detection of Crime in Hagley and in particular domestic burglary. The Board were informed that although under the Police and Justice Act 2006 scrutiny committees were given powers to scrutinise Community Safety Partnerships (CSPs) those powers were to look at the work of the partnership as a whole rather than a power to scrutinise individual partners. The proposal as it stood was not appropriate for consideration as a scrutiny exercise and after discussion it was agreed that a more general report on this topic would be received by the Board.

A report on burglary and vehicle crime in Bromsgrove district was received by the Board at its meeting held on 24th October 2011. Officers informed Members that it was difficult to accurately compare crime figures in Bromsgrove against that of other areas, as the District's close proximity to motorway networks made it more easily accessible. Members also discussed detection rates, the possibility of any reduction in the number of frontline

police officers and the variance in the number of burglaries on a monthly basis. Members agreed to receive a further update in six months time to investigate any further variance in the figures.

A further report was therefore received by the Board at its meeting held on 23rd April 2012 when Members were informed that, from the information and statistics provided by West Mercia Police, a decrease of 25.5% in the number burglary offences had occurred in 2011/12 compared to 2010/11. The Board's attention was once again drawn to the legal implications and reminded that it's role under the Police and Justice Act 2006 was to scrutinise the Community Safety Partnership, not individual partners. The Board therefore noted the report and agreed that no further information was necessary on this topic.

➤ **The Council's Ethical Policy**

At the Board meeting held on 13th June 2011 Members discussed the Council's Ethical Policy, which related to advertising on for example traffic islands and within Council literature such as Together Bromsgrove. A verbal update was received at the meeting held on 11th July 2011 when Members were informed that although the Council did not have an over arching ethical policy, individual agreements for such things as sponsorship and procurement had strict guidelines which should be adhered to. A report on the possible introduction of an ethical policy for the Council was received at the meeting held on 27th September 2011 when it was resolved that the Board was satisfied that the current organisational requirements were being met and there was no need for a specific ethical policy to be developed.

➤ **Medium Term Financial Plan 2012/13**

Overview and Scrutiny committees have a role in helping the Council achieve value for money services by scrutinising the Council Budget. This can be through consideration of particular topics throughout the year, examining how the resources are being spent and through scrutiny of the Council's draft Medium Term Financial Plan.

The Overview and Scrutiny Board received a presentation on the Draft Medium Term Financial Plan for 2012/13 together with details of the Revenue and Capital bids, at its meeting held on 3rd January 2012. Members had the opportunity to seek further information about any of the bids and about how these bids had been prioritised by senior officers. Following this presentation the Board made recommendations to the Cabinet in respect of the reprioritisation of several Revenue and Capital Bids.

➤ **Town Centre Capital Budget Bid and Progress Update**

Following a presentation from the Executive Director, Finance and Corporate Resources, the Board requested an update on the work of the Town Centre Steering Group and progress on the Town Centre improvement and regeneration programme. The Board received a presentation from the Town

Centre Regeneration Programme Manager and the Portfolio Holder for Business Transformation which covered the following areas:

- Timescales for the development of the town centre
- Details of the membership and role of the Partnership Steering Group
- Funding and creation of jobs
- Upgrade of the bus station
- A risk assessment of the project and any alternative arrangements made should elements of the project not come to fruition.

The presentation provided the Board with a clear view in respect of the background work which had been carried out in order for the improvements to the Town Centre to be a success and although the work had been slow to start, it was now gathering momentum with more visible changes taking place.

➤ **Joint Environmental Enforcement Strategy**

At the final meeting of the Board for the 2010/11 municipal year, Members had the opportunity to pre-scrutinise the Enforcement and Fixed Penalty Notices for Environmental Services and the proposed Joint Environmental Enforcement Strategy and at the meeting held on 5th April 2011 received a briefing paper and presentation which outlined the use of enforcement action to tackle environmental problems such as fly-tipping and dog fouling together with the opportunities for continued improvement to street cleaning performance and improved environmental enforcement within the Council. The Portfolio Holder for Community Services provided the Board with details of what was classed as 'environmental crime' and the 5 stage approach for dealing with offences, together with details of the level of Fixed Penalty Notices for various environmental crimes.

It was agreed that the Board would receive a progress report on the implementation of the strategy in 12 months time. Members therefore received a further report at the meeting held on 23rd April 2012. Members were reminded that the Strategy included a staged approach where the Enforcement Officer would use their discretion in taking the appropriate enforcement action and that the work was accompanied by a publicity and campaign programme to raise awareness. The service commenced following the Council's adoption of the strategy and publicity programme in October 2011 and was delivered by the Community Safety Team. The Board was provided with a summary of Environmental Enforcement Action Taken and following discussion it was agreed that it would receive this on a quarterly basis in order to monitor progress of the new service.

➤ **Dealing with Fly Posting Report**

At the Board meeting held on 27th September 2011 the Board discussed Fly Posting. A task group had investigated this issue in 2005 which had highlighted the policy and procedures the Council had in place. However,

Members were aware that there had been several recent incidents of fly posting and Members were concerned that the policy and procedures were not being followed, the Board therefore requested that Officers be formally requested to address the issue and for the item to be placed on the Board's quarterly recommendation tracker in order to be monitored.

At the meeting held on 27th February 2012 Members received an update report which provided background information on the current policy which had been in place since 2004, which did not reflect the complexity of tackling fly-posting. The Board were informed of the legislation which was used to tackle fly-posting and were advised that work was currently being undertaken to identify the most effective options that could be used at a local level to successfully implement that legislation and in order to produce an updated policy and procedure. It was agreed that the new policy and procedure documents would be provided for the Board for comment at the meeting to be held on 18th June 2012.

➤ **Homelessness Grant 2012/13**

At the Board meeting on 23rd January 2012 Members noted that the Forward Plan contained an item on the Homelessness Grant for 2012/13. Although, it was too late to pre-scrutinise the report, it was agreed that it would be useful for Members to be provided with background information on funding for 2011/12 and 2012/13 together with a progress on schemes in place for 2011/12 and the methodology used in allocating the funds for 2012/13.

Members took the opportunity to ask the Strategic Housing Officer for detailed information on several of the schemes currently in place and received information on the new Government Welfare Reforms, it was expected that the legislation would come into force with effect from April 2013. The Board asked for an update report to be presented to the meeting to be held in September 2012 in order to ensure that the Council was receiving value for money from the schemes being funded.

➤ **Pre-scrutiny Longbridge Statement of Principles regarding Affordable Housing Provision Report**

This item was picked up from the Forward Plan at the Board meeting held on 27th February 2012, Members asked for a report to be brought to the next meeting as they raised concerns in respect of any implications it could have on the Council's current policy for the provision of affordable housing.

A report was received at the meeting held on 26th March 2012 which provided background information on the Statement of Principles and gave detail on the way in which the properties would be allocated under nomination arrangements. Whilst the Board recognised the need for such a Statement it was concerned that insufficient time and information had been provided to enable it to contribute to the decision making process, it therefore recommended that Cabinet delay the approval of the Statement pending a

more detailed report being received to enable a detailed pre-scrutiny exercise to be carried out.

➤ **Worcestershire County Council Health Overview and Scrutiny Committee (HOSC)**

During the 2011/12 Municipal Year the Board has, for the first time, received regular updates from the Council's representative (who must be a member of the Overview and Scrutiny Board) on the above Committee. Since the February 2012 meeting of the Board the agenda and previous meeting's minutes has become a standing item on the agenda and the representative feeds back to Members at each meeting any areas of interest and responds to questions. This allows the views of the Board to be feedback into the HOSC where appropriate. Areas discussed to date are detailed below:

- The strategic service review of the Acute Services in Worcestershire
- Clinical Commissioning Groups
- Worcestershire Health and Wellbeing Board
- Worcestershire Emergency Ophthalmology Service

OVERVIEW AND SCRUTINY TASK GROUPS COMPLETED IN 2011-12

Recreation Road South Car Park Task Group

Background

An Overview and Scrutiny Topic Proposal Form relating to Recreation Road Car Park South was submitted to the Overview and Scrutiny Board meeting held on 11th July 2011, by Councillor S. P. Shannon. At that meeting it was agreed that a Task Group would be established and Councillor Shannon was appointed as Chairman.

There were a total of four Task Group meetings and the following areas of investigations were covered:

- A comparison of usage, income and penalty charges on Recreation Road South Car Park for 2008/09 and 2010/11.
- The role of the Civil Enforcement Officers and the guidelines they adhered to.
- The penalty charges appeals process and the standard letter templates used.



Terms of Reference

That a review of the civil enforcement officers' guidelines, standard letter templates (for all 3 stages of the appeal system) and a review of the signage at the Recreation Road South Car Park be undertaken to assist in the improvement of the Council's perception by residents and visitors to Bromsgrove.

Key Findings and Recommendations

Having considered the evidence provided by officers, Members had gained a good understanding of the operation of the car park and the role of the Civil Enforcement Officers. The Task Group acknowledged that:

- The car park was of good quality (well illuminated and covered by CCTV).
- Signage was clear and well placed (Members had visited the site).
- The Pay on Foot system had reduced the number of penalty charges issued (2008/09 2,273 and in 2010/11 462).

- The customer satisfaction rate for the car park was high (approximately 91% following a recent survey conducted by the Car Parks Manager. The survey also showed that almost 99% of those asked preferred a pay on foot system).
- Appeals made in respect of penalty charges were dealt with sympathetically (with approximately 42% being overturned).

The Task Group Members were unanimous in the conclusion that the Pay on Foot system at Recreation Road South Car Park was beneficial to car park users as it reduced the number of penalty charges issued, enabled users to only pay for the amount of time they spent in the car park and had clear signage to assist them.

Task Group Members conceded that they had begun the Task Group with a preconceived view of Recreation Road South Car Park and car parking facilities generally provided by the Council. However, after hearing and looking at the evidence provided by Officers it was agreed that the negative view was incorrect and that appropriate work needed to be carried out to change the perception of residents and visitors to the area in order to increase use of the car parks.

The Task Group's final report, which included **5 recommendations**, was presented to Cabinet on 7th September 2011 and their response was received at the Overview and Scrutiny Board held on 27th September 2011. The Cabinet response accepted 2 of the 5 recommendations and gave positive feedback on the content of the report. The Board were informed that the operation of the car parking service would be reviewed as part of the Shared Services and Transformation programme. The Board acknowledged that 2 of the 3 recommendations not accepted had significant financial implications and would be taken into consideration when moving forward with the Town Centre regeneration project.

Reduction in Bus Services Task Group

Background

An Overview and Scrutiny Topic Proposal Form relating to the Reduction in Bus Services was submitted to the Overview and Scrutiny Board meeting held on 11th July 2011, by Councillor C. J. Bloore. At that meeting it was agreed that a Task Group would be established and Councillor Bloore was appointed as Chairman.

There were a total of five Task Group meetings and it was agreed at the first meeting that the Task Group would concentrate on particular bus routes within the District:

- 140/141 (The Stokes to Bromsgrove/Droitwich)
- 144 (Worcester to Birmingham)
- 178 (replaced with X50 and S7 Wythall)
- 202/204 (Cofton Hackett)
- 318 Stourbridge

Terms of Reference

To achieve the successful maintaining of key bus routes throughout the District, in order to allow residents to go about their daily lives.

Key Findings and Recommendations

Whilst the Task Group was completing its investigation Worcestershire County Council announced that, after consideration, some of the vital services, which had been discussed at Task Group meetings, would not now be withdrawn or the changes would not be as significant as originally anticipated. This related in particular to the evening bus service between Worcester and Birmingham. The new bus timetables would come into effect from 4 September 2011.

The Task Group was concerned that there was little or no written evidence to substantiate any response from the Council or individual councillors to the WCC consultation and it was keen to ensure that this should not happen again with any future consultations. A clear audit trail should be available in future to ensure the Council is open, transparent and inclusive (for example through a task group being set up, an informal meeting being held for all Members, through Cabinet setting up an informal group or at a meeting of the full Council) in dealing with issues that may have a significant impact on residents within the Bromsgrove District.

From the evidence provided, the Task Group concluded that the role in consulting with residents was taken by parish councils rather than the District Council. The Task Group Members agreed that by not providing a "united" response to the consultation, opportunities had been missed to influence the form in which the bus services to the District were provided.

Whilst acknowledging that the issue was a County Council decision, the Task Group concluded that a key lesson learned was that a more proactive/co-coordinated response which was inclusive and transparent from the Council at an earlier stage, would not only have helped to influence changes, but also acknowledged to residents that the Council was acting collectively on the issue.

The Task Group was of the view that the reduction in bus services did not only impact on residents, but could have a detrimental effect on the following areas:

- Environmental (air quality due to increased traffic)
- Town Centre Regeneration (for example visitors to the town centre)
- Local Development Framework (issues around housing developments due to lack of transport infrastructure)

The Task Group's final report, which included **2 recommendations**, was presented to Cabinet on 5th October 2011 and its response was received at the Overview and Scrutiny Board held on 24th October 2011. Cabinet had approved the recommendations subject to a revision of the wording for Recommendation 1 in respect of Corporate Delegations within the Constitution.

Planning Policy Task Group

Background

An Overview and Scrutiny Topic Proposal Form into the planning process was submitted to the Board meeting held on 13th June 2011 with the request that it be included within the Work Programme of the Board for the coming year. After discussion it was agreed that it would be necessary to break the process down into specific areas of planning and to concentrate on the areas of most concern to both Members and residents in the first instance. It was further agreed that initially, a Board Investigation would be carried out in to Planning Enforcement. An initial, informal meeting of the Board took place in July 2011 to discuss this area.

At a subsequent meeting of the Overview and Scrutiny Board held on 27th September 2011 and following a request from full Council, it was agreed that a Task Group would be established to scrutinise matters relating to planning policy issues. As there was significant interest from Members on this particular topic it was agreed that a special meeting of the Overview and Scrutiny Board would be held on 12th October 2011 in order to appoint a Chairman of the Task Group and to agree membership.

Following discussions at the Board meeting held on 21st November 2011 it was further agreed that the work of the Board Investigation in to Planning Enforcement would be amalgamated within the scope of the Planning Policy Task Group.

There were a total of ten Task Group meetings, with the following areas of investigation being agreed at the first meeting:

- The planning process and the setting of specific conditions for planning applications and the role of the Planning Committee.
- Gaining and understanding of why conditions are set.
- The effectiveness of conditions and how the Council enforces such conditions.
- How the process could be improved.

Terms of Reference

To review the Council's planning process, in particular the setting and enforcement of conditions, in order to identify strengths and weaknesses and to make recommendations for improvement where deemed necessary.

Key Findings and Recommendations

The Task Group began its investigations with a presentation from the Head of Planning and Regeneration which gave Members an understanding of the planning process and the setting and enforcement of planning conditions. Members used a particular application, the Former Landfill Site, Alvechurch Highway, Lydiate Ash

(more commonly known as Marlbrook Tip) as a case study and the evidence gathered from this proved invaluable in every area of the investigation. The investigation was broken down into 4 areas and this led to 12 recommendations being put forward covering planning applications and the committee process, the planning enforcement process, the Internal Audit Ad Hoc Investigation into Marlbrook Tip and the Customer Feedback Complaints process.

The Task Group acknowledged that the Council had made mistakes over the years in respect of the Marlbrook Tip site and this was reflected in several of the recommendations that were made. The Task Group was also concerned at the inconsistency of the recording of service requests and complaints within the Enforcement area and was pleased to be informed that steps had already been taken to rectify this area. It was envisaged that together with the recommendations this would ensure that similar errors would not occur again in the future. The Task Group supported the recommendations within the Internal Audit Ad Hoc Investigation report and recommended that these be picked up within the Overview and Scrutiny Board's quarterly recommendation tracker to ensure they were carried through.

The Task Group's final report, which included **12 recommendations**, was presented to Cabinet on 4th April 2012 and Cabinet provided an interim response which was received at the Overview and Scrutiny Board meeting held on 23rd April 2012. Cabinet had agreed 8 of the recommendations but had asked that the Overview and Scrutiny Board look again at elements of the remaining 4 recommendations and provided Cabinet with a response before giving them further consideration. It was therefore agreed at that Board meeting that the Task Group would reconvene and hold a further meeting to discuss the issues raised by Cabinet and report back to the Overview and Scrutiny Board meeting to be held on 18th June 2012.

REVIEWS OF PREVIOUS OVERVIEW AND SCRUTINY INVESTIGATIONS AND TASK GROUP

Improving Residents Satisfaction Task Group

Background

The aim of this Task Group was to identify ways in which the Council could achieve higher levels of satisfaction amongst local residents. Residents' should be the main Council priority and there was a need to investigate the underlying reasons why some residents appears to be "dissatisfied" and recommend ways in which the Council could improve both residents' perception of council services and their satisfaction levels.

There were a total of five Task Group meetings, with the following areas of investigations being agreed at the first meeting:

- Place Survey Analysis (to include a literature search and comparative analysis with other councils)
- Theory and Best Practice on Satisfaction (including a review and comparison of communication strategies and theory on marketing)
- Local Practice and Local Issues

The Task Group's final report, which included **7 recommendations**, was presented to Cabinet on 30th June 2010 and there response was received at the Overview and Scrutiny Board held on 13th July 2010. Cabinet accepted all the recommendations and its response included implementation dates for completion of them.

Terms of Reference

To gain an understanding of the statistics behind the current levels of satisfaction and of good practice in delivery and high levels of satisfaction. To understand the causes of dissatisfaction for particular customer segments and to identify solutions based on research undertaken.

Position 12 months On

At the Overview and Scrutiny Board meeting held on 13th June 2011 Members received a 12 month review report on progress of the implementation of those recommendations. The majority of the recommendations had been completed and those which had not, continued to be included within the Board's quarterly recommendation tracker.

It was noted that the Council continued to have a good track record on community engagement; good examples of this were the high number of responses received to the Core Strategy consultation and the continued success of the Budget Jury, which had recently been featured on a regional television programme.

The Board was also informed that the Customer Experience Strategy was launched in 2011 along with a 3 year action plan to develop customer service provision in Bromsgrove, building on the work of the Customer First Programme. This new Strategy covered Customer Experience, Transformation, Customer Feedback and Staff and focuses on improving the customer experience.

The Impact of Hot Food Takeaways on Communities and the Environment - Board Investigation

Background

The aim of the Board Investigation was to investigate the impact of takeaway hot food stores on communities and the environment. Members explored this subject and heard evidence over a series of meetings of the then Scrutiny Board. In addition Members were assisted by colleagues from the London Borough of Waltham Forest who passed on their experiences of issues regarding hot food outlets through a fact finding visit by members of the Board to Waltham Forest. Based on the evidence presented, the main themes which emerged were categorised as follows:

- Perceptions – impact of hot food takeaways within the District
- Crime and disorder/policing issues
- Town centre/use of retail outlets
- Litter and street cleanliness
- Regulatory enforcement by Planning and Licensing
- Health issues - the link to poor diet and obesity

Members debated the issues and received information on the policies and consultation exercises of other authorities with reference to hot food takeaways, together with information from licensing on imposing conditions on premises licences.

The Board Investigation report, which included **3 recommendations**, was presented to Cabinet on 2nd December 2009 and their response was received at the Scrutiny Board held on 26th January 2010. Cabinet accepted all the recommendations and its response included implementation dates for completion of them.



Terms of Reference

The investigation sought to find out more about the following aspects of hot food takeaways:

- The approach other local authorities have taken to the regulation of hot food outlets
- The nutritional content and selection of food offered and the contribution to healthy eating
- The effect of hot food takeaway stores on commercial activity

Position 12 months On

At the Overview and Scrutiny Board meeting held on 13th June 2011 Members received a 12 month review report on progress of the implementation of those recommendations.

The initial response from the Strategic Planning Department to Recommendations 1 and 2 in respect of a Hot Food Takeaway Supplementary Planning document was that this could not be progressed. However, the Draft Core Strategy made reference under section C9 23 Health and Wellbeing to the option of the provision of a Supplementary Planning Document at a later date. In respect of Recommendation 3, although a bid for funding by the Bromsgrove Partnership to the Health Improvement Fund was not successful, Members were informed that Worcestershire Regulatory Services (WRS) were working in partnership with Worcestershire PCT Public Health Team to develop the Worcestershire Food Choices Project – improving healthy options in food outlets across the County. This contributes to WRS's priority to protect public health (tackling smoking, obesity and alcohol abuse).

Alvechurch Multi-Use Games Area Inquiry – Board Investigation

Background

Back in June 2010 the Joint Overview and Scrutiny Board received 3 petitions in respect of the Multi-Use Games Area (MUGA) at Swanslength in Alvechurch. The Board agreed to carry out an inquiry into the future of the MUGA facility to investigate the reported crime and disorder issues and the future options for the MUGA and to make recommendations to Cabinet.

The Inquiry considered written and oral evidence from key stakeholders and conducted site visit to the MUGA and surrounding area. At the beginning of the Inquiry, an open invitation was made to people to submit written evidence to contribute to the investigation and Members of the Inquiry received a substantial amount of correspondence and submissions of written evidence from local residents, both for and against the MUGA and all of which were taken into account. The lead petitioners were also allowed up to 5 minutes to introduce their petition and

answered questions put to them by the Board. Key witnesses including the police, District Council community safety officers, ward councillors, local residents' representatives, Bromsgrove District Housing Trust and Worcestershire County Council Youth Support.

The Board Investigation report, which included **11 recommendations**, was presented to Cabinet on 3rd November 2010 and there response was received at the Joint Overview and Scrutiny Board held on 23rd November 2010. Cabinet accepted all the recommendations, subject to slight amendments to the wording of some of the recommendations and its response included implementation dates for completion of these.

Terms of Reference

The aims and objectives of the Inquiry were to investigate the crime and disorder issues highlighted by residents and to consider the future options for the MUGA facility at Swanslength, Alvechurch.



Position 12 months On

At the meeting of the Overview and Scrutiny Board held on 21st November 2011 Members received a comprehensive report giving details of work that had been carried out in respect of all the recommendations detailed in the original Inquiry Report. It was noted that only 2 recommendations had not been completed and this had been a decision made by the Parks and Recreation team, who had suggested that the impact of the implementation of the other recommendations was so successful that it was not necessary or cost effective to carry out Recommendations 9 and 11. Members were concerned that any extra resources put in place at the site to sustain the reduction in anti-social behaviour would not be maintainable in the long term and asked for it to be placed on record that should the circumstances at the MUGA site change, then the implementation of those recommendations should be reconsidered.

JOINT OVERVIEW AND SCRUTINY INVESTIGATIONS

No joint scrutiny exercises have taken place in the year 2011-12.

However at the Board meeting held on 27th September 2011 Members received the Worcestershire Joint Overview and Scrutiny Protocol which had previously been discussed at meetings of both the Worcestershire Chairman and Vice Chairman Network and the Worcestershire Scrutiny Officers Network meetings.

Following a general discussion on the merits of joint scrutiny, the Protocol was noted for information by the Board.

FUTURE WORK OF THE OVERVIEW AND SCRUTINY BOARD

Topics already included on the Board's work programme for 2012-13 are as follows:

- Homelessness Grants
- Countywide Homelessness Strategy
- Dealing with Fly-Posting
- Possible Joint Scrutiny in Worcestershire
- Continued Scrutiny of Crime and Disorder

The following are standard items which are considered at regular intervals by the Overview and Scrutiny Board and will again be scheduled into the work programme for 2012-13:

- Quarterly Recommendation Tracker
- Forward Plan of Key Decisions
- Quarterly Performance Monitoring Report
- Quarterly Finance Monitoring Report
- Customer Service Update Reports
- Sickness and Absence Health Monitoring Report
- Worcestershire County Council Health Overview and Scrutiny Committee (the Council's representative on this Committee must be a Member of the Overview and Scrutiny Board and provides the Board with regular updates on the work being carried out.)

DEVELOPMENTS DURING 2011-12

Overview and Scrutiny Structure

This is the first full year of work for the Overview and Scrutiny Board following the revisions to the Constitution in January 2011 and the merging of the 3 separate Overview and Scrutiny boards and the incorporation of the Performance Management Board within it. A further amendment was made to the Constitution at the March 2012 full Council meeting which now allows for trained Substitutes to be used at future meetings. It should be noted that a Member of the Board can only use a substitute on two occasions within any one municipal year.

Support Received by the Board

With effect from 1st April 2012 the Overview and Scrutiny Board will be supported by a Shared Democratic Services Team. Three Officers within this service will lead in supporting the Overview and Scrutiny role at both Bromsgrove District and Redditch Borough Councils.

Work continuing

Examples of work which will continue during 2012-13 are:

- After the Cabinet has considered an Overview and Scrutiny Report, the relevant Portfolio Holder attends the next available Overview and Scrutiny Board meeting to present the **Cabinet's Response** and answer any questions to help build the relationship between Cabinet and Overview and Scrutiny.
- The Board has also seen an increase in **Portfolio Holder** attendance for meetings at which reports for a Portfolio Holder's particular area have been received. This has been welcomed and continues to be encouraged in order to further build upon the relationship between Cabinet and Overview and Scrutiny.
- The **Overview and Scrutiny Recommendation Tracker** has been further modified in order to provide more outcome based information and to better enable the Board to monitor the implementation of Cabinet approved recommendations.
- Officer participation within the **Worcestershire Scrutiny Officer Network**. This gives officers across the County the opportunity to work together to discuss good practice and different ways of working to help improve the role of scrutiny.

- The Chairman of the Overview and Scrutiny Board and the Democratic Services Officer have also attended meetings of the **West Midlands Regional Scrutiny Network** which held its first meeting in June 2011 and it is planned for 4 meetings to be held each year, with relevant speakers invited to attend to update members on current high priority topics.
- **Improved Call-In Procedure** and Guidance for Members (this is reviewed by the Board annually).
- **Dedicated web pages** to enable Overview and Scrutiny to inform the public about its role and how they can get involved. It also includes work completed and ongoing and is updated on a regular basis. (Go to www.bromsgrove.gov.uk/scrutiny)
- **Dedicated email address** for scrutiny for the public to use: scrutiny@bromsgrove.gov.uk
- **Joint overview and scrutiny working** with other local authorities
- Good **partnership working** with various agencies who have provided evidence and/or attended meetings as witnesses at the Overview and Scrutiny Board.

LOOKING TO THE FUTURE

The Localism Act

The Localism Act altered requirements in relation to governance arrangements at local authorities. Councils have been granted authority to select governance arrangements considered suitable for the local area. This can include retaining the Leader and Cabinet model, introducing thematic committees, and introducing an elected Mayor, though many local authorities have considered introducing a hybrid model comprising a variety of different governance arrangements. At present, Bromsgrove retains the Leader and Cabinet model of governance which is held to account by a single Overview and Scrutiny Board.

The legislation repealed requirements established in the Local Democracy Economic Development and Construction Act 2009 in relation to petitions. However, Bromsgrove District Council, like many other local authorities, has currently retained the petitions scheme that was developed in response to the 2009 legislation.

The Localism Act extended powers to hold external partners to account to district authorities. However, whilst Local Area Agreements are no longer required these powers only extend to partner organisations involved in the Local Area Agreement. The government has indicated that this list of partners may be updated in due course.

Police Reform and Social Responsibility Act 2011

The Police Reform and Social Responsibility Act 2011 will provide new structural arrangements for national policing, strategic police decision-making, neighbourhood policing and policing accountability. Principal among the changes will be the election of police and crime commissioners (PCCs), the first of which will take place in November 2012. Although, this will not have a direct impact on scrutiny at district level it should be noted that the PCCs will have budgetary control for Community Safety Partnerships, which the Overview and Scrutiny Board can scrutinise where appropriate and this should therefore be something the Board closely monitors.

Health and Social Care Act

The Health and Social Care Act 2012 introduced health scrutiny powers. In two tier authority areas, such as Worcestershire, the County Council assumed responsibility for health scrutiny. In Worcestershire the Health Overview and Scrutiny Committee (HOSC) leads health scrutiny. A representative of Bromsgrove District Council is appointed as a district representative to HOSC and reports on the work of the body to the Overview and Scrutiny Board.

Final Word

It is important that it is understood that scrutiny is an essential element of good governance and provides an opportunity for non-Cabinet Members to engage in the work of the Council and help improve outcomes for the people we serve.

There are a lot of good procedures which are now in place for overview and scrutiny and these will be reviewed on a regular basis, particularly in light of new legislation. However, we still have much to do to ensure overview and scrutiny is operating effectively at Bromsgrove District Council and both Members and officers are committed to strengthening and improving the overview and scrutiny function much further.

FURTHER INFORMATION

Overview and Scrutiny Board Meetings

Overview and Scrutiny Board meetings are open to the public. To find out more visit our website at www.bromsgrove.gov.uk/scrutiny or telephone 01527 881288 and ask to speak to the Democratic Services Officer.

Public Involvement

If you would like to have your say on issues being considered by Overview and Scrutiny or to suggest a topic for consideration you can email scrutiny@bromsgrove.gov.uk or complete the form on the Council's website www.bromsgrove.gov.uk/scrutiny

Giving Evidence

Members of the public or organisations with a special interest or knowledge about a particular topic being considered by Overview and Scrutiny can put forward evidence to a committee or appear as a witness to give evidence for an investigation. If you think you or your organisation might be able to participate in an issue currently under review, please contact us.

If you have a personal issue with a council service you may find it more useful to contact your local ward councillor who can help you decide the best way to take it forward.

Contact Overview and Scrutiny

If you would like to find out more about any aspect of the Overview and Scrutiny Board then you can email scrutiny@bromsgrove.gov.uk or telephone 01527 881288 and ask to speak to the Committee Services Officer.

Further information can also be found on the Council's website. Please go to www.bromsgrove.gov.uk/scrutiny

**Overview and Scrutiny
Legal, Equalities and Democratic Services
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove B60 1AA**



**This report can be provided in
large print, braille, on audio CD or tape,
or on computer disc.**

"Need help with English?" Contact Worcestershire HUB, Bromsgrove 01527 881288
'Potrzebujesz pomocy z angielskim?' Skontaktuj się z Worcestershire HUB,
Bromsgrove, tel.: 01527 881288
"İngilizce için yardıma ihtiyacınız var mı?" 01527 881288 numarayı arayıp
Worcestershire HUB, Bromsgrove ile irtibata geçin
"ইংরাজির জন্য সাহায্য চাই?" 01527 881288 নম্বরে উস্টাশায়ার হাব [HUB] ব্রমসগ্রভ [Bromsgrove]-এ
টেলিফোন করুন
'ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ?' ਵੁਰਸੈਸਟਰਸ਼ਾਇਰ ਹੱਬ [HUB] ਨੂੰ ਬਰੋਮਸਗ੍ਰੋ [Bromsgrove] ਵਿਖੇ
01527 881288 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ
"انگریزی میں مدد چاہتے ہیں؟" ورسیسٹر شائر ہب [HUB]، برومزگرو [Bromsgrove] میں 01527 881288
پر رابطہ کریں



Bromsgrove
District Council
www.bromsgrove.gov.uk



EQUALITY
FRAMEWORK
FOR LOCAL
GOVERNMENT
ACHIEVING

Legal, Equalities and Democratic Services

Bromsgrove District Council, The Council House, Burcot Lane, Bromsgrove, Worcestershire B60 1AA.

Telephone: (01527) 881288, Fax: (01527) 881414, DX: 17279 Bromsgrove

e-mail: scrutiny@bromsgrove.gov.uk

This page is intentionally left blank

Council

18th July 2012

CONSTITUTION CHANGES

Relevant Portfolio Holder	Councillor R. Hollingworth, Leader of the Council
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Wards Affected	All

1. SUMMARY OF PROPOSALS

- 1.1 Council is asked to consider and approve the amendments to the Calendar of Council meetings for the Municipal Year 2012/13.

2. RECOMMENDATIONS

- 2.1 **Members are asked to consider and approve the amendments to the Calendar of Council meetings for the Municipal Year 2012/13**

3. KEY ISSUES

Financial Implications

- 3.1 There are no direct financial implications arising from this report.

Legal Implications

- 3.2 There are no direct legal implications arising out of this report

Service / Operational Implications

- 3.3 Members will be aware that the Leader has suggested reducing the number of times that the Full Council meet from nine to five times per Municipal Year
- 3.4 The Monitoring Officer has been asked to report to Full Council the number of meetings that have been scheduled in previous years and the proposed reduction in order that members can debate the consequence and appropriateness of the reduction
- 3.5 Members are advised that the initial programme of meetings for 2012/13 scheduled nine meetings. The Leader is proposing that this number be reduced to five

- 3.6 Members are advised that the table below identifies the original meeting schedule in the first column and the proposed meeting schedule in the second highlighted column;

COUNCIL MEETINGS

Current Schedule 2012/13	Proposed Schedule 2012/13
18 July 2012	18 July 2012 (ordinary meeting)
12 September 2012	
26 September 2012 (Special – Accounts)	26 September 2012 (ordinary meeting)
21 November 2012	21 November 2012 (ordinary meeting)
16 January 2013	
20 February 2013 (Special – Budget/ Council Tax)	20 February 2013 (ordinary meeting)
13 March 2013	
17 April 2013	
15 May 2013 (AGM)	15 May 2013 (AGM)
Total = 9	Total = 5

Customer / Equalities and Diversity Implications

- 3.7 It is not possible for officers to determine the extent to which customers will be affected by these changes or the extent to which this will affect Ward representation – members will need to assess this in their own context. No Equality and Diversity implications have been identified.

4. RISK MANAGEMENT

Council

18th July 2012

- 4.1 The main risk associated with the details included in this report are that there will be insufficient scheduled meetings. In this event it would be possible for members to schedule additional meetings as a when appropriate

5. APPENDICES

None

6. BACKGROUND PAPERS

Council's Constitution

7. KEY

N/A

AUTHOR OF REPORT

Name: Claire Felton
E Mail: c.felton@bromsgroveandredditch.gov.uk
Tel: 01527 881249

This page is intentionally left blank

Worcestershire Health and Well-being Board

Joint Health & Well-being Strategy

2012-15

DRAFT FOR CONSULTATION



Wyre Forest
Clinical Commissioning Group



South Worcestershire
Clinical Commissioning Group



Redditch and Bromsgrove
Clinical Commissioning Group

Contents

3	Executive summary
4	Introduction
6	Vision
7	Priorities
9	Context
13	Outcomes and indicators
16	Implementation and governance
17	Involvement and consultation
18	Taking action

Executive summary

From the Cabinet Member for Health and Well-being

It is my great pleasure to present Worcestershire's first Joint Health and Well-being Strategy. The Strategy is a statement of the Health and Well-being Board Board's vision, priorities and goals for 2012-15, based on the findings of the Joint Strategic Needs Assessment.

Our vision is to improve health and well-being outcomes, adding life to years as well as years to life, especially for those communities and groups with the poorest health. We will seek to create a health and well-being system fit for the 21st century - which:

- Is based on shared responsibility.
- Reduces dependence on health and social care services.
- Offers health and social care services that are high quality and value for money.
- Protects the public.
- Is transparent and accountable.

Health and well-being in Worcestershire has been improving and is better than the national average. However this strategy comes at a time of huge challenges from:

- An ageing population.
- A growing burden of lifestyle related ill-health, particularly due to obesity.
- A growing need for savings across the public sector finances, including health and social care services.
- Relatively poor health in our most disadvantaged communities.

In this context we have chosen five priorities. Some of them will require long term action to improve education, employment, housing, transport and the environment. Others need be addressed in the short term, with action to improve and integrate health and social care services. The priorities are:

- Older people and management of long term conditions.
- Mental health.
- Obesity.
- Alcohol.
- Acute hospital services.

The Board will work with all partners to help align policies, services, resources and activities with the Strategy. This will enable joined up action to tackle issues that will benefit from multi-agency working. In particular we will work to ensure that the commissioning plans of the County Council and the local NHS are consistent with the Strategy, and that NHS, public health, social care and related children's services are integrated wherever possible.

The Strategy is being released for consultation in the first instance. We want to hear what you think and very much welcome comments to help us develop a final version.

Introduction

What is the Health and Well-being Board?

1. Worcestershire Health and Well-being Board (the Board) is the new forum where local leaders come together to improve the health and wellbeing of our population.
2. The Board is being established by the County Council and the local Clinical Commissioning Groups under the Health and Social Care Act 2012. The Board will operate in 'shadow' form in 2012/13 and will formally assume its new statutory responsibilities in April 2013.

What does it do?

3. The purpose of the Board is to:
 - Lead and build partnerships for health and well-being across local organisations and the wider community.
 - Establish a shared understanding of health and wellbeing needs and how these can be met.
 - Secure better health outcomes, quality of care and value for money.
 - Support joint working and integration of services across the County Council, NHS and other partners – including the further development of joint commissioning and pooled budgets.
 - Lead strategic planning and drive commissioning of NHS, public health, social care and related children's services.
 - Strengthen democratic legitimacy by allowing elected Members and the public to influence the strategic planning and commissioning of services.
 - Become a forum for public discussion and accountability of policies, services and activities which influence the health and well-being of the community.
 - Develop a consensus around major service change.
4. To do this the Board will:
 - Oversee the production of a Joint Strategic Needs Assessment to provide a clear statement of the health and well-being needs of the population.
 - Develop a Joint Health and Well-being Strategy based on this assessment, to provide a framework for how these needs are to be addressed.
 - Consider whether the commissioning plans of the County Council and the local NHS are consistent with the Joint Health and Well-being Strategy.
 - Influence how the County Council, local NHS and other partners organise and provide services.

Who sits on the Board?

5. The Board includes those members listed below. The Health and Social Care Act mandates at least one elected Member and those members indicated by an asterisk. The Board wants to hear from all parts of the community to help it understand local people's needs and views.
 - Leader of the County Council.
 - Cabinet Member for Health and Well-being.
 - Members from each of the three Clinical Commissioning Groups: Redditch and Bromsgrove, South Worcestershire and Wyre Forest.*
 - One member from the District Councils in each of the Clinical Commissioning Group areas.
 - Director of Public Health.*
 - Director of Adult Social Services.*
 - Director of Children's Services.*
 - Chair of Worcestershire Healthwatch.*
 - Member from the Voluntary and Community Sector.
 - Member from the West Mercia PCT Cluster.

What is the Joint Health and Well-being Strategy?

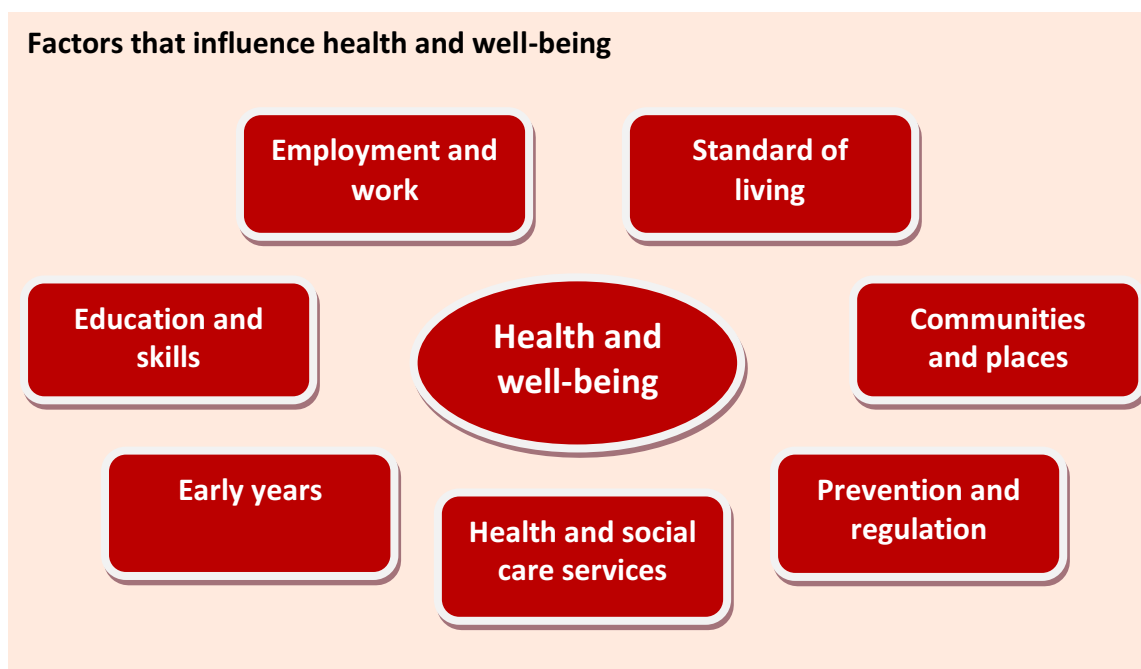
6. Worcestershire's Joint Health and Well-being Strategy (the Strategy) is a statement of the Board's vision, priorities and goals for 2012-15, based on the findings of the Joint Strategic Needs Assessment. Preparation of the Strategy is a statutory duty for the County Council and the Clinical Commissioning Groups under the Health and Social Care Act 2012. The Strategy will provide a basis for the public to hold local organisations to account for achieving the stated outcomes.
7. The Strategy sets the context for other health and well-being Plans and for commissioning of NHS, public health, social care and related children's services. The Board will work with all partners to help align policies, services, resources and activities with the Strategy. This will enable joined-up action to tackle issues that will benefit from multi-agency working.
8. The Board will expect that the commissioning plans of the County Council and the local NHS are consistent with the Strategy, as required by the Health and Social Act 2012. The Strategy will provide a basis for commissioners of NHS, public health, social care and related services to integrate commissioning plans and pool budgets wherever possible, using the powers under Section 75 of the NHS Act 2006 where appropriate.

Vision

9. The aim of the Board is to ***improve health and well-being outcomes, adding life to years as well as years to life, especially for those communities and groups with the poorest health.***
 10. To realise this, the Board will seek to create a health and well-being system fit for the 21st century. This means a system which:
 - **Is based on shared responsibility:**
 - ✓ Enables organisations to work in partnership across the public, voluntary and private sector;
 - ✓ Maximises everyone's contribution to build communities and environments conducive to good health and well-being;
 - ✓ Encourages individuals, families and communities to take responsibility and take action to improve their health and well-being;
 - ✓ Recognises local assets and strengthens the ability of local communities to develop local solutions to local issues; and
 - ✓ Provides targeted support where necessary to increase individual, family and community resilience and self-reliance.
 - **Reduces dependence on health and social care services:**
 - ✓ Encourages and enables healthy lifestyles;
 - ✓ Invests in prevention, early intervention and early help;
 - ✓ Promotes recovery, independence and self-care;
 - ✓ Uses evidence of what works and innovates where appropriate; and
 - ✓ Adopts a family centred approach.
 - **Offers health and social care services that are high quality and value for money:**
 - ✓ Integrates health and social care services and ensures that the whole system works as effectively as possible;
 - ✓ Offers 24 hour community services and care as close to home as possible;
 - ✓ Offers choice and personalisation of services;
 - ✓ Improves the experience of patients and service users; and
 - ✓ Reduces the need for acute hospital services and care home placements, and concentrates these where necessary to maintain and improve safety.
 - **Protects the public:**
 - ✓ Ensures that the public is protected against infectious diseases and other threats to health; and
 - ✓ Safeguards children and vulnerable adults.
 - **Is transparent and accountable:**
 - ✓ Gives public, patients, service users and carers an opportunity to shape how services are organised and provided; and
 - ✓ Allows people in Worcestershire to be confident in the Board and its decisions.
-

Priorities

11. The Board has chosen five priorities for 2012-15. These have been selected based on the findings of the Joint Strategic Needs Assessment. Some of them will require long term action to improve education, employment, housing, transport, the environment, and all of the other factors that influence health and well-being. Others need be addressed in the short term, with action to improve and integrate health and social care services.



12. The priorities are:
- Older people and management of long term conditions.
 - Mental health.
 - Obesity.
 - Alcohol.
 - Acute hospital services.
13. These priorities have been chosen because individually and collectively they:
- Are relevant to a range of age groups.
 - Affect large numbers of people.
 - Relate to major causes of illness and death.
 - Require substantial health and social care spend.
 - Are of high importance to the local public.
 - Have significant potential to improve outcomes.
 - Require major transformational change in the way that services are provided in order to improve outcomes.
 - Require strong leadership, political consensus and co-ordinated action across organisations and wider society to achieve change.

14. The Board will work to ensure that the priorities are addressed for the whole population, and especially for the following groups:
 - Children and young people.
 - Older people.
 - Communities and groups with poor health outcomes.
15. The priorities reflect priorities for “Health and Well-being” in the County Council’s Corporate Plan“; Improving Health and Well-being” in the Worcestershire Sustainable Community Strategy; and “Growing Up Healthy” in the Children and Young People’s Plan. They also link to other health and well-being and health and social care Plans.
16. For each of the priorities, the Board will set a series of outcomes, with associated indicators to allow progress to be measured. It will then either review and refresh existing Plans, or ensure the development of new Plans which set out how the priorities are to be addressed and the outcomes achieved.
17. The Board will influence and support achievement of these outcomes by:
 - Providing leadership and advocacy.
 - Facilitating participation and debate.
 - Building relationships and enabling partners to align policies, services, resources and activities to increase their collective impact on health and well-being.
 - Progressively integrating commissioning and provision of NHS, public health and social care services.
18. Those issue and services not chosen as priorities are still important. The Board will seek assurance at least annually that the full range of health and well-being issues are being addressed, and that all NHS, public health, social care and related children’s services are performing to a high standard – including those listed below. In addition the Board will consider and respond to other important issues as they emerge.
 - Children and young people’s services.
 - Learning disability, physical disability and sensory impairment services.
 - Screening and immunisation services.
 - Sexual health services.
 - Healthy lifestyle services.
 - Substance misuse services.
 - Arrangements for emergency preparedness, resilience and response.

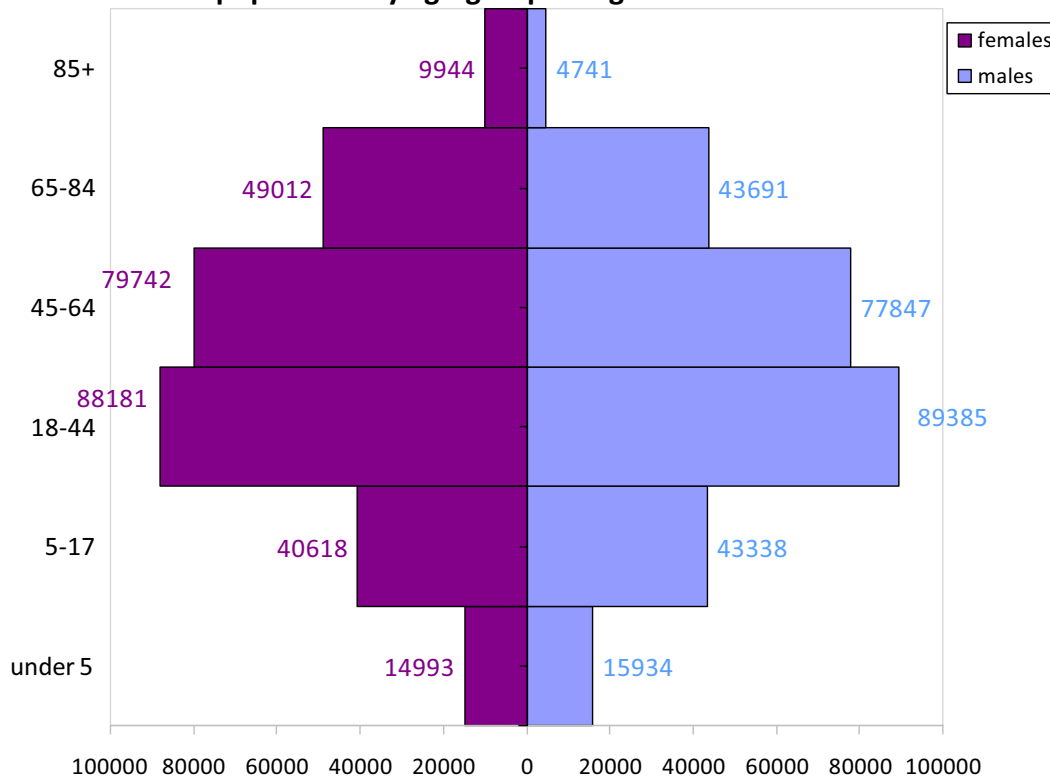
Context

19. Headlines from the Joint Strategic Needs Assessment are set out below.

Health and well-being in Worcestershire

20. There are 557,000 people in Worcestershire. Nearly one in five are aged 65 or over and one in forty are aged 85 or over.

Worcestershire population by age-group and gender - 2010 estimates



21. People are mainly of White British origin, with 2.8% White Other, 2.9% Asian, 1.1% Black, 1.3% Mixed, and 0.8% Chinese or other. The proportion of people with a Black and Ethnic Minority origin is higher in younger age groups, and higher in some urban areas of Redditch, Worcester and Kidderminster. On the whole the population is more affluent than the England average. However there are pockets of disadvantage, with 13 areas in the most deprived 10% of areas nationally. These are in:

- **Malvern Hills:** Sherrard's Green.
- **Redditch:** Winyates estate (area around Ipsley C.E. Middle School), St. Thomas More First School Area, Church Hill (YMCA Surrounding Area), Batchley.
- **Worcester City:** Old Warndon East of Cranham Drive, Tolladine, Brickfields, South-West Gorse Hill, Cranham Primary School Area.
- **Wyre Forest:** Rifle Range Area (Jubilee Drive, Avon Road, Shrawley Avenue), Horsefair Area.

22. The population is projected to increase to over 600,000 in the next 20 years. This increase will be mainly in the older age groups. The number of people aged 65 and over will increase by 30,000, and the number aged 85 and over by 6,000 by 2020. The number in young age groups is expected to decrease, with the number of births falling from around 6,250 now to around 6,100 by 2020, and the number of children and young people falling accordingly.
23. Overall health in Worcestershire is better than the England average. Life expectancy at birth is 82.7 years for women and 78.8 years for men compared to 82.3 and 78.3 nationally, and has risen by about 3 years over the last decade. Death rates from the major killers - heart disease, stroke and cancer - are below national rates and have been declining. This overall picture conceals some marked variations: life expectancy in the most deprived 20% of the county is 5.7 years less than in the most affluent; the death rate from heart disease and stroke in the most deprived 10% of the county is almost double the Worcestershire average.
24. If we are going to continue to improve health and well-being we are going to have to address some serious challenges. These are:
 - An ageing population;
 - A growing burden of lifestyle related ill-health, particularly due to obesity;
 - The state of public sector finances and the growing need for efficiency savings across all services; and
 - Poor health in our most disadvantaged communities, which means that relatively small numbers of people suffer disproportionately from ill health and require a correspondingly high level of health and social care resources.

Health and social care services

25. The local NHS budget for 2012/13 is almost £900 million. The County Council's budget for social care and related services is £120 million for adults and £40 million for children. The local NHS needs to make efficiency savings of around £200 million over the next four years to address the emerging gap between the demand for healthcare and the funding available. The County Council needs to make savings of around £90 million from its total budget of £309 million over the next five years as a result of the growing demand and cost of social care and other services, and reduced funding from national government.
26. This is clearly a huge challenge. To meet it, we will need to transform local health and social care services from a reactive to a proactive model of care with a much greater emphasis on personal responsibility, prevention, early intervention and early help. We will need integrated services working together to preserve people's health and independence and avoiding expensive hospital admissions and care home placements wherever possible.

Older people and management of long term conditions

27. Older people require the bulk of health and social care services. Typically they account for half of all GP appointments, three-quarters of hospital in-patient bed days, three quarters of residential care placements and 90% of nursing care placements.
28. As the population ages we will tend to see a rise in the number of people with long term conditions and requiring care. There are currently 41,000 people living with diabetes; 25,000 with heart disease; 15,000 with chronic lung disease; 7,500 with dementia and 9,000 living with cancer. 3,000 new cases of cancer are diagnosed each year, more than half in the 50-74 age group. There are 4,700 older users of social care, costing around £63 million each year.

Mental health

29. There are 56,000 adults and 9,500 children with mental health problems in Worcestershire. There are 8,000 patients on the mental health service caseload, and over 1,000 hospital admissions for mental health problems each year, with the admission rate three times higher in the most deprived 20% of the county than in the most affluent. There are 840 mental health users of social care, with use of social care in the most deprived 10% of the county almost double the Worcestershire average.
30. The local NHS spends over £50 million for adults' and £5 million for children's local mental health services each year, with additional spend of over £20 million on medicines and specialist services. The County Council spends £9.5 million on adults' and £0.5 million on children's social care for mental health users.

Obesity

31. Over a quarter of adults are obese, with another 40% overweight. 10% of five year olds and 18% of eleven year olds are obese. Almost twice as many children are obese in the most deprived 20% of the county than in the most affluent. If the current trend continues, almost two thirds of adults will be obese by the middle of this century.
32. Obesity leads to a range of health problems including diabetes, high blood pressure, heart attack, stroke and cancers. There are 400 deaths due to obesity related ill-health each year. Obese women are 20% and men 12% more likely to have a hospital admission than normal weight individuals and lengths of stay are longer. There are over 6,000 hospital admissions due to obesity related ill-health each year.
33. The local NHS spends over £80 million treating obesity related ill-health and another £60 million treating the consequences of excess weight. The costs of obesity and excess weight to wider society are even higher, in the order of a third of a billion pounds in sickness absence, benefits and lost earnings each year.

Alcohol

34. More than one in five adults in Worcestershire drink at a level which increases the risk to their health, and one in twenty drink at a level which poses a high risk. Nearly half of 11-15 year olds have drunk alcohol, and those young people who do drink are drinking more frequently and more than the national average.
35. Excess alcohol consumption leads to a range of health problems high blood pressure, stroke, cancers and depression. There are 50-60 deaths due to alcohol related ill-health each year, and 9,000 hospital admissions either wholly or in part due to alcohol, with the admission rate three times higher in the most deprived 20% of the county than in the most affluent.
36. It also leads to social problems including crime, antisocial behaviour, domestic violence and family breakdown. There are nearly 6,000 alcohol related offences each year, including 16% of all offences, over half of public order offences and nearly half of violent offences. Two thirds of alcohol-related offences occur at night time and a fifth are concentrated in town centres.
37. The local NHS spends over £25 million treating alcohol related ill-health. The costs of alcohol to wider society are even higher, approaching a quarter of a billion pounds due to social problems, crime and in sickness absence, benefits and lost earnings each year.

Acute hospital services

38. There are around 750,000 outpatient attendances, 85,000 planned admissions, 135,000 A&E attendances and 45,000 emergency admissions to acute hospitals each year, most of them to the Worcestershire Acute Hospitals Trust.
39. In order to respond to the financial challenge facing health and social care services we will need to contain and where possible reduce acute hospital activity and costs. With this in mind we will need to think about whether and how acute hospital services might need to be reconfigured to maintain and improve safety. We will also need to think about what alternatives need to be developed in the community.

Outcomes and indicators

40. The outcomes that the Board is aiming to achieve are set out below, along with the high-level indicators it will use to measure progress. These indicators have been drawn largely from the national NHS, Public Health and Social Care Outcomes Frameworks. They will be included on a Worcestershire Health and Well-being dashboard which will reflect the starting position, the aspirations of the Board in terms of targets, and the improvements that we are making collectively over time.

Overall health and well-being	
Outcomes	Indicators
Give every child the best start in life	<ul style="list-style-type: none"> ▪ Infant deaths ▪ Low birth weight babies ▪ Mothers smoking at delivery
Enable children, young people and adults to maximise their capabilities and have control over their lives	<ul style="list-style-type: none"> ▪ Proportion of children in poverty ▪ GCSE achieved (5A*-C inc. Eng and Maths) ▪ Young people not in education, employment or training
Create fair employment and good work	<ul style="list-style-type: none"> ▪ Long term unemployment
Strengthen the role and impact of ill-health prevention.	<ul style="list-style-type: none"> ▪ Life expectancy and healthy life expectancy ▪ Differences in life expectancy and healthy life expectancy between communities ▪ Premature death from heart disease and stroke and cancers

Priority: Older people and management of long term conditions	
Outcomes	Indicators
Promote independence and quality of life	<ul style="list-style-type: none"> ▪ Older service users who feel they have control over their daily life ▪ Proportion of people feeling supported to manage their condition ▪ Health-related quality of life for people with long-term conditions
Give people control over their care	<ul style="list-style-type: none"> ▪ Older service users who receive self-directed support, and those receiving direct payments
Reduce or delay the need for hospital care and care home placements	<ul style="list-style-type: none"> ▪ Management of long term conditions in primary care ▪ Permanent admissions to residential and nursing homes ▪ Unplanned hospital admissions for patients with conditions which should be managed in the community ▪ Deaths at home
Strengthen the role and impact of ill-health prevention	<ul style="list-style-type: none"> ▪ Hip fractures in older people ▪ Excess winter deaths
Enhance recovery and rehabilitation	<ul style="list-style-type: none"> ▪ Delayed transfers of care from hospital, and those which are attributable to adult social care ▪ Older people still at home 91 days after discharge from hospital into reablement and rehabilitation services

Priority: mental health	
Outcomes	Indicators
Promote recovery, independence and quality of life	<ul style="list-style-type: none"> ▪ Adults in contact with specialist mental health services in paid employment ▪ Adults in contact with specialist mental health services living independently, with or without support ▪ Mental health service users who feel they have control over their daily life
Give people control over their care	<ul style="list-style-type: none"> ▪ Mental health service users who receive self-directed support, and those receiving direct payments
Enhance primary care mental health services and reduce the need for specialist services	<ul style="list-style-type: none"> ▪ Referrals to specialist mental health services ▪ Length of time in treatment with specialist mental health services
Improve the experience of patients and service users	<ul style="list-style-type: none"> ▪ Children and young people waiting for more than 18 weeks for mental health services ▪ Young people transferring to adult mental health services with a high quality transition plan in place
Improve the physical health of people with mental health problems	<ul style="list-style-type: none"> ▪ Premature death in people with serious mental health problems

Priority: Obesity	
Outcomes	Indicators
Create and develop healthy and sustainable places and communities	<ul style="list-style-type: none"> Physically active adults
Strengthen the role and impact of ill-health prevention	<ul style="list-style-type: none"> Childhood obesity in Reception and Year 6 People with diabetes

Priority: Alcohol	
Outcomes	Indicators
Create and develop healthy and sustainable places and communities	<ul style="list-style-type: none"> Number of responsibly managed licensed premises
Strengthen the role and impact of ill-health prevention	<ul style="list-style-type: none"> Alcohol related hospital admissions (all ages) Alcohol related crime (all ages) Domestic violence incidents where alcohol was a factor

Priority: Acute hospital services	
Outcomes	Indicators
Ensure that services are safe	<ul style="list-style-type: none"> Hospital-related blood clots Healthcare associated infections with MRSA or <i>Clostridium difficile</i> Newly-acquired pressure ulcers Patient safety incidents causing severe harm or death
Ensure that services are being used effectively	<ul style="list-style-type: none"> First and follow up outpatient appointments Number of A&E attendances
Improve patient experience	<ul style="list-style-type: none"> 18 week wait for outpatients 4 hour wait in A&E Patient experience of hospital care: overall and outpatients, A&E and maternity Responsiveness to in-patients' personal needs
Ensure that services are high quality and affordable in the long term	<ul style="list-style-type: none"> Robust plan for maintaining the quality and financial viability of services, arising from the Joint Services Review

Implementation and governance

41. To ensure that the Strategy is driving the health and well-being system the Board will:
- Consult on a draft Strategy.
 - Raise awareness of the Strategy at every opportunity.
 - Discuss with partners the contribution they can make through their own health and well-being related policies, services and activities and how these can be aligned with the Strategy.
 - Monitor progress against the outcomes.
 - Receive and consider assurances from the County Council’s Integrated Joint Commissioning Executive, the Clinical Commissioning Groups and the NHS Commissioning Board that commissioning plans for health and social care services are integrated and consistent with the Strategy.
 - Ensure that there are Plans in place for each priority and review the progress of these periodically.
 - Receive and consider assurances that the full range of health and well-being issues is being addressed, and that all NHS, public health, social care and related children’s services are performing to a high standard.
42. The Board will work with and through a range of committees and related groups to develop, implement and/or monitor the impact of Plans for each priority – including:

Integrated Joint Commissioning Executive	Plans for older people and long term conditions, mental health, obesity and alcohol as they relate NHS, public health, social care and related services.
Healthy Lives Action Group	Plans for obesity.
Children’s Trust	Plans for mental health, obesity and alcohol as they relate to children and young people.
Adults’ and Children’s Safeguarding Boards	Plans for older people and long term conditions, mental health and alcohol as they relate to Safeguarding.
Drug and Alcohol Action Board	Plans for alcohol.
NHS Quality, Innovation, Prevention and Partnership Board	Plans for older people and long term conditions, mental health and acute hospital services.

43. The Board will also work closely with other groups where health and well-being issues are considered to ensure that the same information is presented and that discussions and conclusions are shared – including:
- County Council Cabinet and the District Councils.
 - CCG Boards, local NHS Trust Boards and the Clinical Senate.
 - Health Overview and Scrutiny Committee and the Adult Care and Well-being and Children and Young People’s Overview and Scrutiny Panels.
 - The Worcestershire Partnership and District Local Strategic Partnership.

Involvement and consultation

44. The Board is under a statutory duty to involve the public, patients, service users and carers in the development of the Strategy. To this end the Strategy will be subject to a consultation process as follows:

30 May 2012	Draft Strategy released for consultation
30 May-17 August	Briefings for partners, patients, service user and carer representatives and an opportunity to comment
17 August	Deadline for comments
26 September	Strategy approved

45. The Strategy will be published on the website and cascaded to local stakeholders for comment. It will be made available in a range of languages and briefings will target 'hard to reach' groups.
46. Comments can be made via email to hwb@worcestershire.gov.uk
47. We would welcome comments on any and all aspects of the Strategy, and particularly on the following points:

Overall	<ul style="list-style-type: none"> ▪ Is the Strategy clear? ▪ Is there anything that you don't understand?
Vision: Paragraph 8 and table	<ul style="list-style-type: none"> ▪ What do you think of the vision? ▪ Is there anything obviously missing? ▪ Is there anything you disagree with?
Priorities: Paragraphs 11-15	<ul style="list-style-type: none"> ▪ What do you think of these priorities? ▪ Is there anything else you think should be included – what and why? ▪ Are there any that you would take out -what and why? ▪ What other NHS, social care and public health services should the Board be seeking assurance about?
Outcomes and indicators: Paragraph 37 and tables	<ul style="list-style-type: none"> ▪ What do you think of these outcomes? ▪ What else do you think should be included? ▪ Are there any that you would take out? ▪ Are there any other indicators you can suggest?

Taking action

48. For each of the priorities, the Board will expect Plans to include or refer to:
- A list of actions, including those elements set out in the framework below, and with an identified lead agency, associated resources and timescales.
 - Relevant performance measures.
 - Details of arrangements for partnership and governance.



49. Set out below are some of the actions which the Board might expect to see against each priority. These are for illustration only and are not intended to be exhaustive.

Actions: Older people and management of long term conditions	
Leadership and advocacy	<ul style="list-style-type: none"> ▪ Raising awareness of the health and social issues facing older people and reducing stigma
Building healthy communities and environments	<ul style="list-style-type: none"> ▪ Promoting social networks to ensure quality human contact ▪ Ensuring that housing for older people is safe and warm ▪ Ensuring adequate transport networks and access to services
Supporting personal and family responsibility and self care	<ul style="list-style-type: none"> ▪ Information and advice about common health and social issues ▪ Support for self management and support for carers ▪ Signposting to appropriate services
Early intervention and early help	<ul style="list-style-type: none"> ▪ Early diagnosis and risk stratification ▪ Telemedicine and assistive technologies ▪ Strengthening community services and enabling volunteers
Promoting recovery and independence	<ul style="list-style-type: none"> ▪ Rehabilitation ▪ Intermediate care
Integrated treatment and care	<ul style="list-style-type: none"> ▪ Care planning ▪ Virtual wards / hospital at home ▪ Rapid intervention and avoidance of hospital admission ▪ High quality end of life care

Actions: mental health	
Leadership and advocacy	<ul style="list-style-type: none"> ▪ Raising awareness of the health and social issues facing people with mental health problems and reducing stigma
Building healthy communities and environments	<ul style="list-style-type: none"> ▪ Improving standards of education and economic opportunities - especially in communities and groups with the poorest health ▪ Promoting social networks to reduce isolation ▪ Improving the quality of housing and the built environment ▪ Access to green spaces and leisure services ▪ Tackling bullying in schools
Supporting personal and family responsibility and self care	<ul style="list-style-type: none"> ▪ Information and advice about common mental health problems - for adults and children and their parents ▪ Support for self management ▪ Signposting to appropriate services for people concerned about their own or their children's mental health
Early intervention and early help	<ul style="list-style-type: none"> ▪ Strengthening community services and enabling volunteers
Promoting recovery and independence	<ul style="list-style-type: none"> ▪ Employment opportunities for people recovering from severe mental health problems
Integrated treatment and care	<ul style="list-style-type: none"> ▪ Care planning ▪ Rapid intervention and crisis support

Actions: Obesity	
Leadership and advocacy	<ul style="list-style-type: none"> ▪ A 'Big Debate' about individual and family responsibility and the role of healthy communities and environments ▪ Support for local Members and community leaders to promote healthy weight ▪ Use of the Public Health Responsibility Deal
Building healthy communities and environments	<ul style="list-style-type: none"> ▪ Improving standards of education and economic opportunities - especially in communities and groups with the poorest health ▪ Active transport policies ▪ Access to green spaces and leisure services ▪ Use of planning and regulatory powers to control access to unhealthy food ▪ Early Years settings, schools and workplaces which promote a healthy weight
Supporting personal and family responsibility and self care	<ul style="list-style-type: none"> ▪ Information and advice about maintaining a healthy weight - for adults and children and their parents ▪ Signposting to opportunities for exercise and a healthy diet
Early intervention and early help	<ul style="list-style-type: none"> ▪ Identification and targeted support for overweight adults and children and their parents
Integrated treatment and care	<ul style="list-style-type: none"> ▪ Weight management services - publically and privately funded

Actions: Alcohol	
Leadership and advocacy	<ul style="list-style-type: none"> ▪ A 'Big Debate' about individual and family responsibility and the role of healthy communities and environments ▪ Support for local Members and community leaders to promote safe drinking ▪ Use of the Public Health Responsibility Deal
Building healthy communities and environments	<ul style="list-style-type: none"> ▪ Improving standards of education and economic opportunities - especially in communities and groups with the poorest health ▪ Improving the quality of housing and the built environment ▪ Access to green spaces and leisure services ▪ Use of planning and regulatory powers to control access to alcohol ▪ Management of the night time economy
Supporting personal and family responsibility and self care	<ul style="list-style-type: none"> ▪ Information and advice about safe drinking - for adults and children and their parents ▪ Signposting to support for people concerned that their own or their children's drinking habits are putting their health at risk
Early intervention and early help	<ul style="list-style-type: none"> ▪ Proactive identification of adults and children whose drinking habits are putting their health at risk ▪ Brief interventions ▪ Tackling alcohol related anti-social behaviour and crime
Promoting recovery and independence	<ul style="list-style-type: none"> ▪ Employment opportunities for people recovering from alcohol related health or criminal justice problems
Integrated treatment and care	<ul style="list-style-type: none"> ▪ High quality alcohol treatment services

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

Appointments to Outside Bodies

Relevant Portfolio Holder	Cllr Mark Bullivant
Portfolio Holder Consulted	
Relevant Head of Service	Claire Felton
Wards Affected	All
Ward Councillor Consulted	n/a
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Council-appointed representatives sit on a number of local community organisations and other bodies in the county and the region. Each year Council is requested to make appointments to these organisations. This report sets out the current list of Outside Bodies to which members are due to be appointed.

2. RECOMMENDATIONS

It is recommended that:

- 2.1 That the Council appoints representatives to the positions set out in Appendix 1.
- 2.2 That Council notes the current list of ex-officio appointments at Appendix 2.

3. KEY ISSUES

Financial Implications

- 3.1 There are no direct financial implications arising from this report.

Legal Implications

- 3.2 No specific legislation governs the appointment or nomination of members to outside bodies by the Council. Depending on the nature of the relationship the Council has with the organisation, the legal status of the

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

- 3.3 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify of members sitting on outside bodies.

Service/ Operational Implications

- 3.4 A number of local and regional community organisations request the Council to appoint a representative to sit on its governing body. Some of these appointments are for a term of one year and some are for longer. Each year the Council appoints representatives accordingly. Members will recall that in 2009 the Council reduced the number of organisations to which it appoints representatives and also agreed that a number of appointments would be ex officio.
- 3.5 The List at Appendix 1 sets out the individual posts and organisations to which members need to make appointments. Members are asked to note that two new appointments are required for the Bromsgrove Arts Centre Operating Trust to replace Councillor Boulter and Councillor Mrs Spencer both of whose terms of office have expired. The new appointments will be for two years. In relation to Bromsgrove Art Development Trust (the Holding Trust) the terms of office of three appointees have expired and therefore three new appointments for three years are needed. The appointees whose terms of office have come to an end are Councillors Hollingworth and Booth, and Miss D.H. Campbell.
- 3.6 The List at Appendix 2 sets out the ex officio appointments. The list for 2012/13 is the same as for 2011/12 and there are no specific changes to highlight to the Members.

4. RISK MANAGEMENT

- 4.1 There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Councils ability to

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

shape and influence policies and activities which affect the residents of Bromsgrove.

5. APPENDICES

Appendix 1 – Outside Bodies to be appointed to (Non Ex Officio)

Appendix 2 – Ex officio appointments required for 2012/2013

6. BACKGROUND PAPERS

None

7. KEY

N/A

AUTHOR OF REPORT

Name: Claire Felton – Monitoring Officer
E Mail: c.felton@bromsgroveandredditch.gov.uk
Tel: 01527 881249

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

Appendix 1

OUTSIDE BODIES TO BE APPONED TO (NON EX-OFFICO)

Organisation	Current representative(s)	Length of term
Amphlett Hall Management Committee	Cllr Mrs Boswell Cllr Mrs Griffiths Cllr Mrs Sherrey Cllr Mrs Jones	1 year
BDHT (Bromsgrove District Housing Trust)	Councillor Taylor Councillor Mrs Spencer	3 years
Bromsgrove Arts Centre Trust – charitable company no 05455644	Councillor Boulter Councillor Mrs Spencer	2 years
Bromsgrove Arts Development Trust (Holding Trust)	Miss D. H. Campbell JP Councillor Hollingworth Councillor Booth	3 years 3 years 3 years
Bromsgrove Citizens' Advice Bureau	Cllr Mrs Sherrey Cllr Ruck	1 year
Bromsgrove Community Engagement Group	Cllr Mrs Jones Cllr Mrs Spencer Cllr Tidmarsh Cllr Mallett	1 year
Bromsgrove Local Children's Partnership	Cllr Mrs Griffiths	1 year
Bromsgrove Sporting (Observers only)	Cllr Webb Cllr Lammas	1 year

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

Shared Services Board Non-ex officio nominees	Councillor Colella Councillor Webb Councillor Bullivant (named substitute)	1 year 1 year 1 year
WCC Health Overview & Scrutiny Committee (Note: nominee must be a member of the Overview and Scrutiny Board).	Cllr Mrs Griffiths	1 year
WCC Corporate Parenting Steering Group	Cllr Mrs Griffiths	1 year
WCC Highways Partnership (Bromsgrove) Forum	Cllr Mrs Dent Cllr Lewis	1 year
Worcestershire Shared Services Joint Committee Note: Two appointees are required to include the relevant Portfolio Holder and one other member from the controlling group and a named substitute	Councillor Taylor Councillor Bullivant Councillor Mrs Sherrey (named substitute)	1 year 1 year 1 year

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

Appendix 2

EX-OFFICIO APPOINTMENTS

Age Concern	Portfolio Holder with responsibility for Older People
Greater Birmingham and Solihull Local Enterprise Partnership (LEP)	Leader (with nominated substitute of the Deputy Leader)
Bromsgrove Local Strategic Partnership	Leader (with nominated substitute of the Deputy Leader)
Bromsgrove Youth Homelessness Forum	Portfolio Holder with responsibility for Young People
District Council's Network Assembly	Leader (with nominated substitute of the Deputy Leader)
West Midlands Councils (previously known as the Leaders' Board)	Leader (with nominated substitute of the Deputy Leader)
Midlands Joint Advisory Council for Environmental Protection	Member Champions for the Environment and for Climate Change
Shared Services Members Board	Leader Deputy Leader
LGA General Assembly	Leader (with nominated substitute of the Deputy Leader)
Worcestershire Hub Board	Leader and Portfolio Holder with responsibility for Customer Service
Worcestershire Local Strategic Partnership	Leader (with nominated substitute of the Deputy Leader)

BROMSGROVE DISTRICT COUNCIL

COUNCIL

18 July 2012

This page is intentionally left blank

DISABLED PERSONS' PARKING BADGES BILL

QUESTIONS AND ANSWERS

General

Q. Why are you amending the Blue Badge legislation?

The substantial financial value of a badge provides an incentive to commit fraud and abuse the scheme. This deprives disabled people of parking spaces and the National Fraud Authority (NFA) estimate it to be costing local authorities up to £46mn per annum in lost parking revenue. These changes will help local authorities to enforce the scheme effectively.

Q. What changes are you making?

The Bill will:

- Provide local authorities with a power to cancel badges that have become lost or stolen or which are no longer in the holder's possession;
- Extend local authority inspection powers to officers in plain clothes;
- Enable local authorities to recover badges that have been cancelled, have expired, are being misused by a third party or are fake;
- Remove ambiguity from the existing Blue Badge misuse offences so that it is clear that it is an offence to use a badge that should have been returned to the issuing authority;
- Remove the requirement for the Government to publish the full badge specification in regulations;
- Extend eligibility for a badge to Armed Forces personnel and their families resident overseas on UK bases who meet the qualifying criteria for a badge; and
- Remove the route of appeal to the Secretary of State in cases where a badge is withdrawn for misuse so that the Local Government Ombudsman will instead review complaints against local authorities.

Q. How will it make it better?

The new powers will give local authorities the ability to undertake more effective enforcement activity should they wish to do so. Making enforcement easier for local authorities should encourage enforcement and improve operational efficiency.

The changes will improve the credibility of the scheme and result in the greater availability of parking spaces, protecting the scheme for genuine badge holders who have the most need.

Q. Will new enforcement powers target disabled people?

No. Changes will be aimed at those who abuse the scheme. We know disabled people are frustrated when they cannot park because someone is misusing a badge. We want to protect the scheme for genuine badge holders who have the most need.

Q. How else is the scheme to be improved?

The Government has already amended regulations so that a badge can be withdrawn for misuse following one (as opposed to three) convictions. They have also introduced non-regulatory improvements to the scheme including a new, fraud-resistant badge design and a common, shared ICT structure across the UK that will prevent multiple and fraudulent applications and enable quick and easy validity checks.

Q. Why are enforcement powers not compulsory for local authorities?

The Government believes that it is the responsibility of local authorities to determine their own enforcement policies based on local circumstances. Misuse of the scheme varies greatly across local authorities.

The Bill

Clause 1 – Form of parking badges

Q. Why does the Bill remove requirement for the Secretary of State to prescribe the badge design in regulations ?

This will protect the confidential high-security features of the badge from disclosure, so helping to prevent forgery. It will also enable greater flexibility to change both the form of the badge and the detailed specification in response to sophisticated forgeries that may appear on the black market.

The badge specification will still be made available on request to certain organisations who genuinely need it e.g. manufacturers and enforcement authorities.

Clause 2 – Cancellation of parking badges

Q. Can't local authorities already cancel badges? What is the purpose of this power?

Current legislation states that a badge which is required to be returned may not be displayed on a vehicle. Such badges will be taken out of circulation and are therefore effectively cancelled. However in some circumstances the badge holder cannot return the badge e.g. where it is lost/stolen and not in their possession. This power will enable the local authority to cancel a missing badge on the national IT system, so that its status is never in doubt.

Q. Does cancellation of a badge mean the holder will lose his badge for good?

No. If a badge holder loses a badge or has it stolen they can apply for a replacement. The original, missing badge would be cancelled.

Clause 3 – Use of parking badges that are no longer valid

Q. Why does the Bill make it an offence to use a badge that should have been returned?

It does not make a new offence. It is already an offence to use a badge that is not issued under the Section 21 of the Chronically Sick and Disabled Persons Act 1970 or not used in accordance with the regulations made under the Act.

This should include using a badge that should have been returned. However the legislation is ambiguous and as provisions that concern criminal offences should be spelled out clearly we are seeking to put the matter beyond doubt.

Q. Is this really necessary? Isn't the offence disproportionate to the crime?

It would be inappropriate to maintain the ambiguity of the existing criminal offence. Regulations allow local authorities to refuse to issue, or to withdraw, a Blue Badge following a 'relevant conviction'. It is therefore essential that the meaning of the offence is clarified beyond doubt so that local authorities fully understand what type of Blue Badge misuse can be prosecuted and the circumstances in which they may refuse to issue or withdraw badges.

You could make it an offence not to return a badge that the holder was liable to return under the regulations. However, as an individual might genuinely have forgotten/overlooked the need to return a badge, this would be disproportionate. However if an individual continues to use a badge that they should have returned, that is a proportionate offence.

Clause 4 – Enforcement

Q. Why does the Bill allow officers in plain clothes to inspect badges?

There is currently an inspection power for enforcement officers in uniform. However, this denies local authorities the possibility of using specialist fraud teams, for example. The change will give local authorities more flexibility in the way they enforce the scheme and facilitate more effective enforcement.

Q. How will the public know if the enforcement officer is authorised?

The Bill requires that the officer is authorised in writing by the authority to carry out inspections and carries “appropriate evidence of authority”.

Q. Why does the Bill give local authorities a power to recover badges?

Badges belong to local authorities but they currently have no general power of recovery. This means that when an enforcement officer inspects a badge that should have been returned, is fake or is a valid badge being misused by a third party, s/he is obliged to return it to an offender. This hinders the ability of local authorities to enforce the scheme properly. Taking such badges out of circulation will help prevent further abuse and builds on a recommendation of the Transport Select Committee.

Q. Does this mean a civil enforcement officer can use force to recover a badge. Won't it lead to confrontation?

No. The legislation states that an enforcement officer may retain a badge that has been produced to them e.g. handed over voluntarily. The legislation does not allow enforcement officers to forcibly remove a badge from somebody or forcibly enter vehicles. If someone refuses to hand over a badge, the officer would need to either seek Police assistance or take no further action.

Q. What badges can be recovered on-street?

A badge that has already been cancelled, is due for return because, for example, it has expired, is being misused or is a fake.

Q. If a badge is recovered for misuse, will the holder lose it for good? What if they don't know that a third party is using it?

If a third party is misusing someone else's valid badge, it is right to take it from that person to prevent ongoing abuse. However regulations to be made under this power will require the local authority to return it to the badge holder.

Q. Do local authorities have to use this power?

Local authorities are under no obligation to use these powers and will only do so if they are satisfied that the benefits in fraud prevention make it worthwhile. However 90% of local authorities surveyed said they would use this power if it were available.

Q. Will enforcement officers be trained in badge-recovery?

It is not appropriate for central government to be involved in the training of civil enforcement officers. It will be for those local authorities that decide to use this power to decide on whether additional training might be necessary, taking into account the content of existing staff training schemes.

Clause 5 – Repeal of the provisions providing for an appeal process

Q. Why does the Bill propose to abolish a badge holder's right of appeal to the Secretary of State for Transport when a local authority refuses to issue, or withdraws, a badge for reasons of misuse?

It is not appropriate for the Secretary of State for Transport to deal with complaints of this nature.

It is local authorities who administer the Blue Badge scheme and complaints about possible local authority administrative fault fall within the jurisdiction of the Local Government Ombudsman, under powers contained in the Local Government Act 1974.

The Ombudsman already considers complaints from members of the public concerning Blue Badges. Where badge misuse is at the heart of a local authority decision, members of the public will still have recourse to an appeal and review procedure involving the local authority and then the Ombudsman.

This repeal will simplify legislation and provide individuals with greater consistency in respect of appeals concerning local authority service failure.

Q. Won't badge holders be worse off as a result?

No, the Local Government Ombudsman is free to users and has the expertise of dealing with over 10,000 complaints per year.

Q. What if a local authority refuses to act on the Ombudsman's recommendation?

Refusal to comply with the Ombudsman's recommendations is very rare. The reasonableness of any such decisions may be challenged in the courts by judicial review.

Clause 6 – Parking badges for disabled service personnel etc overseas

Q. Why are you allowing Armed Forces personnel and their families posted overseas on UK bases to apply for badges?

Current legislation provides that a badge may be issued to an eligible disabled person "resident in the area of the issuing authority". However, members of HM Armed Forces and their families may be posted to UK bases overseas and may cease to be resident in the area of any issuing authority. In addition, if resident on a UK base overseas, they may not be considered to be resident in the country in which the base is located for the purpose of local equivalents of the Blue Badge Scheme. This is not fair and the Bill seeks to rectify the situation.

Eligibility

Q. Some people who get badges seem to be able to walk. Why doesn't the Bill stop this?

When a local authority is assessing whether someone has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking, an independent mobility assessment must be used (unless it is self-evident that the applicant is eligible or ineligible).

Independent mobility assessments will help to ensure that badges are issued fairly, increasing the credibility of the scheme and protecting accessibility benefits for those most in need.

Q. Will the Bill allow people with temporary disabilities to have a badge?

There are no provisions to extend eligibility to other groups of disabled people, such as those with temporary disabilities. An extension of this kind would be costly to implement at a time of pressure on public sector resources. In addition, with over 2.5 million badges already on issue, it is important that we ensure the scheme remains sustainable and protects preferential parking facilities for those who most need them.

Local authorities have recently been issued with advice on how they could use existing powers to provide locally determined parking concessions within their areas. For example, some local authorities grant parking concessions to assist their elderly residents. They could, if they wish, use the same powers to help those with temporary disabilities.

Q. Will the Bill allow people with cognitive impairments (such as autism and dementia) or behavioural problems to access the scheme?

There are no plans to extend eligibility to these groups of disabled people on sole account of their condition. However, the Bill is not changing the level of entitlement that people with these conditions already have. If they receive the Higher Rate Mobility Component of DLA, or if they have a permanent and substantial disability that severely affects their ability to walk then they will continue to be eligible for a badge. The DfT plans to consult shortly of the impact of welfare reform and the change to Personal Independence Payments and eligibility for a badge.

With over 2.5 million badges already on issue, it is important that we ensure the scheme remains sustainable and protect preferential parking facilities for those who most need them.

Extending eligibility to more groups of people limits the number of spaces available to Blue Badge holders. The Bill focuses the scheme on helping those individuals with the most severe mobility problems and the greatest accessibility needs, such as those who would be physically incapable of travelling to shops and services unless they are able to park close by.

Other

Q. Will the Bill change rules for parking on yellow lines?

Disabled people understandably want to be able to park for longer on yellow lines but it is important to consider road safety issues and obstructions to traffic, which may cause traffic congestion.

Conversely, some town centre managers want the concession to be shorter but this would reduce the benefits of the scheme to disabled people. Therefore no changes are proposed to the concession itself.

Q. Most of the problems with the scheme are because it doesn't apply to supermarket / hospital / private car parks. What does the Bill do about that?

Enforcement of off-street disabled persons' parking bays is a matter for the individual owner or operator concerned. In the case of local authority off-street car parks, traffic regulation orders may be used to enforce the bays. In private off-street car parks, the charges and conditions of use are essentially a contractual matter between the owner and the motorist.

Q. Why not extend the scheme so that it includes off-street parking?

I do not believe the Government should impose a prescriptive regulatory scheme on car parks which are very often privately owned. The Equality Act 2010 already places a broad duty on the providers of services, including car parks, to take reasonable steps to ensure that disabled people are not substantially disadvantaged compared to non-disabled people, when accessing a service. This has implications for car park owners who may have to demonstrate that, as well as marking out disabled person's parking spaces, they have taken reasonable steps to ensure that they are made available to disabled people.

[insert full postal address]

Dear [insert name of MP]

I am writing on behalf of XXXXX Council to ask you to support Simon Kirby's Disabled Persons' Parking Badges Bill, which is due to receive its second reading on 6th July.

The Bill seeks to clamp down on the abuse of blue badges to ensure genuine badge holders are protected. The National Fraud Authority estimates it to be costing local authorities up to £46 million per annum.

Amongst other measures, local authorities will be able to recover badges that have been cancelled, have expired, are misused by a third party or are fake and the current ambiguity will be removed from existing Blue Badge misuse offences so that it is clear that it is an offence to use a badge that should have been returned to the issuing authority

The new powers in the Bill will give local authorities the ability to undertake more effective enforcement activity should they wish to do so. Making enforcement easier for local authorities will encourage enforcement and improve operational efficiency.

Additionally, eligibility for a badge will be extended to Armed Forces personnel and their families' resident overseas on UK bases who meet the qualifying criteria for a badge.

The changes will improve the credibility of the scheme and result in the greater availability of parking spaces, protecting the scheme for genuine badge holders who have the most need.

I would be grateful if you would show your support for genuine blue badge holders and back this Bill.

Please do let me know if you will be supporting this Bill.

Kind regards.

Yours sincerely,

[Insert name]

This page is intentionally left blank

LGPS 2014

EMPLOYER OVERVIEW

This brief overview sets out the main features of the proposed LGPS 2014 which commences from 1st April 2014. This new scheme has resulted from the first phase of the LGPS 2014 project - a process of negotiation between the Local Government Association (LGA) and the local government unions in consultation with government. Full details of the LGPS 2014 proposals including proposed member contributions and examples of benefits are available on the LGPS website (www.lgps.org.uk).

COSTS OF THE LGPS 2014

The design of the LGPS 2014 has been costed by the Government Actuary's Department (GAD) at 19.5% of pensionable payroll. As the employee contribution yield is proposed to remain at 6.5% this gives a notional employer Future Service Rate (FSR) of 13%. This compares with the most recent GAD costs of 21.7% for the current scheme (15.2% employer FSR).

Each LGPS fund will have different individual circumstances for fund actuaries to take in account when determining the FSR. However we would expect to see an average reduction in the FSR in the region of 2%, across the 89 funds in England and Wales. That translates to around £600m per annum across the 89 funds.

This reduction in the FSR would be largely achieved by the link between Normal Pension Age and State Pension Age for all membership in the LGPS 2014 as contained in the design of the LGPS 2014.

An automatic link between State Pension Age and longevity will be announced by the Office of Budget Responsibility later in the summer. This link between longevity and pension age will negate a significant degree of the risk (and potential future cost) currently associated with increasing longevity.

However, the FSR is only one element which goes toward the total employer contribution rate. The other major factor is the past service cost.

The revised scheme design will have no impact on past service costs which will continue to be managed via existing deficit reduction strategies and employer contributions. If assumptions in relation to fund performance prove to have been optimistic at the 2013 valuation then any improvements to the overall employer rate due to the revised design may well be wiped out.

Given the difficult market conditions currently in effect many employers may see the impact of the new scheme design reflected in total contribution rates being not as high as they would otherwise have been rather than seeing a reduction.

FUTURE COST MANAGEMENT

A revised scheme design is just the first part of the process contained in the LGPS 2014 project. A mechanism to manage future costs is still to be agreed. This mechanism will impose a cap and collar on future costs, modifying the scheme design should costs move outside of a tight set of parameters.

The mechanism will operate within the provisions of the upcoming Public Service Pensions Bill and will be included in scheme regulations in place for the 2013 valuation.

Future costs will also be managed by the link between Normal Pension Age and State Pension Age for all membership in the LGPS 2014.

In order to ensure that this link continues to effectively manage risk in the scheme we propose working with fund actuaries to develop an LGPS longevity index. Such an index would enable fund actuaries to track the match between increases to SPA and longevity within the scheme and recommend action should they diverge.

These measures combine to ensure that in future not all of the risk falls on the employer but is shared with employees.

NEW SCHEME BENEFITS

The table below shows the main provisions of the proposed new Local Government Pension Scheme (LGPS 2014) for membership from 1st April 2014.

	LGPS 2014
Basis of Pension	Career Average Revalued Earnings (CARE)
Accrual Rate	1/49th
Revaluation Rate	Consumer Price Index (CPI)
Normal Pension Age	Equal to the individual member's State Pension Age (minimum 65)
Contribution Flexibility	Members can opt to pay 50% contributions for 50% of the pension benefit

Definition of Pensionable Pay	Actual pensionable pay - to include non contractual overtime and additional hours for part time staff
Vesting Period	2 years

LGPS 2014 contains some new features. All other benefits remain the same as in the current scheme.

Although some other changes were discussed, including to the ill health tiers, no agreement was reached at this point. However the door remains open to a future review of the ill health provisions.

MAJOR CHANGES FROM THE CURRENT SCHEME

CAREER AVERAGE

The shift to a career average or CARE basis for calculating benefits with a 1/49th accrual rate will be broadly cost equivalent to the current final salary with a 1/60th accrual rate basis of calculation. This is because CPI (Consumer Price Index) is proposed to be the revaluation rate used to increase each year's pension for inflation. CARE pensions are calculated each year then revalued rather than being based on the final year's pensionable pay.

THE 50/50 OPTION

LGPS 2014 is proposed to contain an option for members to pay 50% of the contributions for a 50% pension whilst retaining the full value of other benefits of the scheme. This is intended to attract non-members on low pay to the scheme and retain members who suffer periods of financial difficulty.

This will be a useful tool in encouraging younger employees to join the scheme thereby managing the risk of increased employer rates brought about by an increased maturity in membership.

Although not having any immediate effect on employer rates (i.e. the employer rate is the same for all members regardless of whether they pay full or 50/50 option) it will have an effect at valuation. For example, a significant take up of this option by existing members would result in a lower employer rate at subsequent valuations. Although an increase in participation by existing non members may result in increased cash costs in the short term these should be mitigated by the resulting impact on overall rates brought about by improvements in membership profile.

However the option is not designed to replace long term membership of the full scheme but is intended to provide a short term alternative to those considering opting out of the scheme.

CONTRIBUTIONS BASED ON ACTUAL PAY FOR PART-TIME STAFF

In LGPS 2014, all members are proposed to have contribution rates determined by reference to their actual – rather than full time equivalent - pay which is not the case in the current scheme. This will mean that some part-time workers will pay a lower contribution rate than in LGPS 2008. It should also result in a simpler definition of pensionable pay for the new scheme that will be easier to calculate and remove many of the current complexities for employers.

However employers will still be required to hold and supply the data necessary to calculate pensionable pay on the current basis for pre 2014 membership.

NEW SCHEME CONTRIBUTIONS

The average member contribution to LGPS 2014 will remain at 6.5% as now. However, it is proposed there will be changes to bands and some rates. The lowest paid would pay the same or less and the highest paid would pay higher contributions on a more progressive scale after tax relief.

The bands and rates will be reviewed prior to the introduction of LGPS 2014 to ensure they obtain a yield of 6.5% of pensionable payroll taking into account any movements in pay up to the review. Please note that the rates quoted after tax relief are indicative and will depend on members' individual circumstances.

PROPOSED CONTRIBUTION BANDS AND RATES FOR APRIL 2014

Pensionable Pay	Headline/Gross Contribution	Contribution After Tax Relief
Up to £13,500	5.5%	4.40%
£13,501 - £21,000	5.8%	4.64%
£21,001 - £34,000	6.5%	5.20%
£34,001 - £43,000	6.8%	5.44%
£43,001 - £60,000	8.5%	5.10%
£60,001 - £85,000	9.9%	5.94%
£85,001 - £100,000	10.5%	6.30%
£100,001 - £150,000	11.4%	6.84%

More than £150,000	12.5%	6.88%
---------------------------	--------------	--------------

This is a major shift from the government's initial reference scheme which proposed a 3% increase in the average employee contribution rate i.e. up from 6.5% to 9.5%. At the same time a commitment to protect all members below £15,000 (a third of the membership) from any increases and those below £21,000 (another third) to a maximum increase of 1.5% was given by the government. This would have resulted in rises significantly above 3% for the remaining third of the membership.

A very strong message from members that any increases would result in damaging levels of optants out was very much in mind when reaching this agreement. However forthcoming cost control mechanisms mean that future rises in employee contributions are not ruled out.

PROTECTION OF CURRENT BENEFITS

The new LGPS will start on 1st April 2014. Only membership after that point will be in the new scheme, under the new LGPS 2014 rules.

Existing pensioner and deferred members will not see any change to their benefits.

Employees with membership in the current final salary scheme will retain the link to final salary for all membership built up before 1st April 2014 and the Normal Pension Age as under the current rules for membership up to that date.

Previously agreed protection will continue, including the provisions for those members who were protected against the removal of the Rule of 85 in 2006. There will also be additional protection for members within 10 years of age 65 as at 1st April 2012.

PENSION PROTECTION ON TRANSFER

It is proposed that the provisions of the current scheme are extended to ensure that all staff whose employment is compulsorily transferred will still be able to retain membership of the LGPS when transferred.

This is an undertaking given by government in all of the public service pension scheme Heads of Agreement. However as many of these schemes do not have the Admitted Body Status provisions of the LGPS the exact impact of this undertaking is still to be determined.

This page is intentionally left blank

The Leaders of:

County Councils (England)
District Councils (England)
Metropolitan Borough Councils (England)
Unitary Councils (England)
County and County Borough Councils in Wales
London Borough Councils
South Yorkshire Pension Authority
Tameside Metropolitan Borough Council
Wirral Metropolitan Borough Council
Bradford Metropolitan City Council
South Tyneside Metropolitan Borough Council
Wolverhampton Metropolitan Borough Council
London Pension Fund Authority
Environment Agency

Regional Employers Directors
Town Clerk, City of London Corporation
Clerk, South Yorkshire PTA
Clerk, West Midlands PTA
Fire and Rescue Authorities in England and Wales
Police Authorities in England and Wales
National Probation Service for England and Wales

Association of Colleges
Universities and Colleges Employers Association
Association of Consulting Actuaries
Association of District Treasurers
Society of County Treasurers
Society of Welsh Treasurers
Society of Metropolitan Treasurers
Society of London Treasurers

LGPC
London Councils

Audit Commission

ALACE
PPMA
SOLACE
CIPFA
ALAMA

Barnett Waddingham
Aon/Hewitt
Mercer
Hymans Robertson

27th June 2012

Dear Colleagues

Local Government Pension Scheme 2014 employer consultation

On 31st May the LGA and local government unions, with the support of government, announced that agreement had been reached on proposals for a revised Local Government Pension Scheme (LGPS) to be implemented from 1st April 2014. We write now to seek your support for these proposals which we believe provide a solid base for an affordable, fair and sustainable scheme.

As government has confirmed that a favourable outcome of this consultation (together with those being undertaken by the local government unions) will enable them to move directly to a statutory consultation in the autumn we would urge you to respond to this consultation.

In order to ensure that all scheme employers have the opportunity to be part of this consultation we would ask that regional employer organisations and LGPS administering authorities confirm that this letter has been forwarded to all employers within their organisation or fund.

It should be stated at this point that the process of reform was only ever designed to address the future cost of the LGPS. There was no remit to consider or recommend any action to be taken in respect of past service costs and deficits.

The process undertaken to reach agreement and more information on the proposals including

- a) an employer focused Overview document (also attached with this letter) and
- b) an FAQ document which will be updated throughout the consultation

can be found at www.lgps.org.uk.

The proposals were agreed as a result of a process of reform that commenced with the publication of the report of the Independent Public Service Pensions Commission (chaired by Lord Hutton) in March of 2011. The report set out a number of recommendations that the government accepted as the basis for reform.

The major driver for reform outlined in the report was the increasing burden being placed on pension schemes from improved longevity. In the foreword to the report Lord Hutton stated;

'As I set out in my interim report rising life expectancy has led to a substantial increase in the proportion of adult life that a public service worker can expect to spend in retirement. To adjust to this change I am recommending that Normal Pension Age is linked to State Pension Age and tracks planned increases [to the State Pension Age]....

This link to State Pension Age will address rising longevity, the main risk to the sustainability of public service pensions.'

These proposals contain such a link between the LGPS pension age and State Pension Age and we, like Lord Hutton, consider that achieves the long term sustainability sought by this process,

Lord Hutton's report set out a number of other recommendations on benefit design. The first of these being a move from final salary to career average revalued earnings (CARE) for all service in the new scheme while maintaining the final salary link for existing service. The purpose of this change was not cost, rather (according to Lord Hutton's forward);

'I believe this is the fairest way of spreading the effect of change across the generations, and represents the quickest way of ending the in-built bias against those public service employees whose pay stays low over their career, inherent in final salary schemes.'

These proposals contain such a move to CARE for all service from 2014. The accrual rate proposed of 1/49th with a revaluation rate of the Consumer Price Index (CPI) has been costed by the Government Actuary's Department (GAD) as being broadly the same as the current 1/60^{ths} final salary accrual rate. The www.lgps.org.uk site contains a set of worked examples that show how the benefits from the new scheme compare with those of the current scheme.

Lord Hutton did include a recommendation to increase employee contributions to public sector schemes. Although this will be implemented for the unfunded schemes we have not proposed any increase in the overall yield from employee contributions which will remain at 6.5% of pensionable payroll. However we have proposed a shift to rates that are more progressive net of tax relief and moving to rates for part time employees based on actual rather than full time equivalent pay. Both of these changes have resulted in increases for higher rate tax payers but 95% of employees will not face higher contribution rates.

In reaching the proposal on contribution rates we were mindful of the impact that significant levels of optants out, amongst a workforce that have not had a pay rise in three years and are in the main low paid, could have on fund cash flows and resultant maturity profiles. More information on this option can be found in the employer overview document attached.

Finally we have proposed a 50/50 option that is designed to provide an alternative to opting out for mainly younger and lower paid staff (particularly once automatic enrolment is in place) and if successful should address the increasing maturity of the scheme membership.

Taken together the changes we are proposing have been costed by GAD at a future service total of 19.5% (6.5% employee and 13% employer) compared with 21.7% for the current scheme with the majority of the reduction coming from the move to State Pension Age.

Future scheme costs will be controlled via a cost management mechanism which will be introduced alongside the scheme design changes. The mechanism will contain triggers and responses designed to ensure that future scheme costs do not breach defined 'cap and collar' limits. Details of the mechanism will follow the publication of the Public Service Pensions Bill in the autumn.

The form attached with this letter asks that you indicate your general support (or not) for these proposals. We are aware that not all employers will like all the proposals and that, in different circumstances, different choices may have been possible. However we consider these proposals to be the best possible outcome of a process of negotiation that had the further aim of reaching agreement with unions in order to avoid a drawn out period of industrial unrest and uncertainty amongst scheme members. In such circumstances we would hope you agree that achieving the central objective of the link to State Pension Age is worthy of your support.

Should the outcome of the consultation be positive, government will move forward with a statutory consultation in the autumn. If not, the government will have to take its own view on the next steps. However in that case any introduction of a new scheme by 2014 would be far from certain.

Yours sincerely



Mayor Sir Steve Bullock: Chair LGA Workforce Board (Labour)



Cllr Steve Comer: LGA Pensions lead team (Liberal Democrat)



Cllr Roger Phillips: LGA Pensions lead team (Conservative)

CABINET

6th JUNE 2012

FINANCIAL RESERVES STATEMENT – 2011/12

Relevant Portfolio Holder	Roger Hollingsworth
Portfolio Holder Consulted	√
Relevant Head of Service	Teresa Kristunas
Wards Affected	All Wards
Ward Councillor Consulted	
Key Decision / Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To advise members on the earmarked reserves and capital carry forward requests for the year ending 2011/12 and to seek members approval on the creation of new reserves where required to support future plans of the Authority.

2. RECOMMENDATIONS

- 2.1 That Cabinet recommend to Council:
- 2.2 approval of the establishment of the new reserves of £582k as detailed at Appendix 1.
- 2.3 approval of the release of reserves as included in Appendix 1 of £612k which reflects the approval required for January- March 2012.
- 2.3 approval of the addition to existing reserves of £497k as included in Appendix 1. This reflects the approval required for January- March 2012.
- 2.4 approval of capital budgets to be carried forward of £821K to be utilised during 2012/13. Details included in Appendix 2

3. KEY ISSUES

Financial Implications

- 3.1 The accounts for 2011/12 are in the process of being prepared and as part of the closedown process a review of reserves and provisions has been undertaken.
- 3.2 A number of reserves have been utilised during January – March 2012 together with additional funds made available to existing reserves. The net position on the current reserves is shown in Appendix 1.

- 3.3 In discussion with Heads of Service and in considering the future plans of the Authority, a number of new reserves have been proposed, together with the release of funds currently set aside.
- 3.4 The new reserves that are proposed are included at Appendix 1.
- 3.5 If approval is granted to the proposed reserves as identified above, the revised position will be £2.085m to fund future plans of the Authority. The full schedule including the new reserves is attached at Appendix 1.
- 3.6 A number of capital schemes which were due to be completed in 2011/12 are requested to be carried forward to allow the works to be completed during 2012/13, these are detailed in Appendix.

Legal Implications

- 3.7 Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.
- 3.8 Section 25 of the Local Government Act 2003 places a specific personal duty on the Chief Financial Officer to report on the adequacy of reserves and the robustness of the budget.

Service/Operational Implications

- 3.9 The Council currently sets aside specific amounts as reserves for future policy purposes or to cover contingencies. In addition the Council has specific provisions for liabilities or losses that result from past events.
- 3.10 In June 2009, Council approved a policy to ensure relevant approval was in place to create and release reserves to support and enhance the delivery of the priorities of the Council.

Customer / Equalities and Diversity Implications

- 3.11 The adequate provision of reserves will ensure the Council has appropriate funds in place to meet future demands of its customers.

4. RISK MANAGEMENT

CABINET

6th JUNE 2012

- 4.1 The closedown of the accounts and the relevant accounting treatment of provisions and reserves is contained within the Financial Services Risk Register and monitored on a quarterly basis

5. APPENDICES

Appendix 1 – Statement of new Reserves 2011/12
Appendix 2 – Capital Carry Forward Requests

6. BACKGROUND PAPERS

Final Accounts working papers 2011/12

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 x 3790

This page is intentionally left blank

Scheme Title	Carry Forward Request (£000)	Reason
Business Transformation		
Member ICT Facilities	10	Continued requirement for Members ICT upgrades
Leisure & Cultural		
Wythall Teenage Sports Facility Scheme	11	Works delayed due to lack of suitable scheme within the area following the BIG Lottery funded works in 2010. A suitable scheme has now been identified and will be worked upon in 2012/13.
Braces Lane	30	Work were delayed until the completion of the football season in order to honour existing bookings. This work will be completed in the 2012/13 closed season.
Victoria Ground	39	Works have commenced on site and will be completed by the end of May the works were delayed in order to be undertaken outside of the main football activities at the ground.
Stoke Heath	52	Work delayed whilst site appraisals undertaken within the local area, the preferred location is now selected and discussion commenced with the local Parish Council.
Community Services		
Mandatory Disabled facilities Grants	1	Authority to approve grants does not commence until beginning of financial year, therefore as expenditure occurs after grant work is completed, expenditure falls unevenly in latter part of financial year. Applications are approved in 2 monthly tranches to evenly distribute the budget across the whole year to maximise the ability to target most urgent cases, therefore carry forward is inevitable.
Grants to Principal Preferred Partners (BDHT/ W Mercia) for the development of affordable housing in the district.	200	£200k 2011/12 budget fully committed to BDHT 4 year development programme and Grant Agreement being completed before payment can be made. £140k c/f from 10/11 fully committed to final stage payments of previous years grant allocated to the Perryfields Scheme - final tranche payments being made as they come due. Carry forward of committed balance will be required.
Environmental Services		
North Cemetery Phase 2 Expansion	10	Initial works have started, majority of budget already carried forward during year, works completed by 31/3/12 less than originally estimated, remaining budget required to complete project.
Depot - various items of small plant 11/12	30	Plant all on order to be delivered in August
Cemetery Toilets	25	Late addition to 2011/12 budget work not yet started, carry forward required.
BDC Client Regulatory		
IT Regulatory - WETT shared service	425	Project is delayed due to extended tendering process. Implementation of IT project is required for Single Operating Platform of WRS
Planning & Regeneration		
Town Centre Development	-12	Budget was carried forward to 2012/13 during the financial year, costs incurred during 2011/12 therefore 12k to be drawn back
	821	

This page is intentionally left blank

CABINET

4TH July 2012

INCOME MANAGEMENT SYSTEM AND PAYMENT CARD INDUSTRY COMPLIANCE

Relevant Portfolio Holder	Councillor Bullivant
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Wards Affected	All

1. SUMMARY OF PROPOSALS

- 1.1 There is a need to upgrade/replace the current income management system in order to ensure that the system used by the Council is PCI PA-DSS compliant. This will require investment.

2. RECOMMENDATIONS

Cabinet is requested to RECOMMEND that:

Funding up to £25k is approved for the upgrade/replacement for the Civica ICON system in order to achieve compliance with the PCI PA-DSS standards. This is to be included in the Capital Programme 2012/13 and funded from £10k revenue and up to £15k capital receipts and

that a joint procurement exercise is undertaken with Redditch Borough Council.

3. KEY ISSUES

- 3.1. The Council needs to make changes to its income management system in order to comply with the Payment Industry Data Security Standard (PCI PA-DSS). The Standard relates to the environment in which card transactions take place in particular the storage and accessibility of card details. It will no longer be appropriate for organisations to hold card details on site. Therefore going forward the Council will be required to use either a bureau service for card transactions or consider a hosted solution. A decision on the way forward needs to be made by July 2012, although implementation can be much later. Due to the number of customers that need to make changes migration to a new solution could take another 18 to 24 months.
- 3.2. In addition Civica have advised that the ICON software currently used for income management, which is in need of upgrading, will shortly cease to be supported. A notice to this effect was received in December 2011.

- 3.3. A budget of £10,000 was made available for the system to be upgraded based on a quote obtained from previous representatives but the PCI compliance standards have since been significantly enhanced hence the increased costs.
- 3.4. Malvern Hills, Worcester City and Worcestershire County Council have recently tendered for a shared hosted solution for income management that will deliver enhanced functionality and be PCI PA-DSS compliant. The new contract with Civica will deliver ongoing revenues savings for each authority.
- 3.5. Redditch Borough Council are in a similar position to Bromsgrove in that they need to move to a bureau or hosted service in order to have an income management system that is PCI PA-DSS compliant. Redditch current use Northgate's PARIS system. Entering into a joint procurement exercise could be beneficial to both authorities.

Financial Implications

- 3.6. There is a need to upgrade/replace the Civica ICON income management system in order to be PCI PA-DSS compliant and this will require capital investment estimated to be in the region of £25k. It is proposed that this be funded from the existing £10k provision together with £10k of capital receipts.

Legal Implications

- 3.7. There are no legal implications.

Service / Operational Implications

- 3.8. If card payment facilities were to be withdrawn this would impact on service delivery and have operational implications. A number of Council service are based on being able to accept card payments.

Customer / Equalities and Diversity Implications

- 3.9. Not being able to accept card payments would have implications for customers. Not being able to accept card payments would have implications for customers.

4. RISK MANAGEMENT

There is risk of card payment facilities being withdrawn or a find if the Council does not move to either a bureau or hosted solution that is PCI PA-DSS compliant.

CABINET

4TH July 2012

5. APPENDICES

None.

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

Name: Teresa Kristunas
E Mail: t.kristunas@bromsgroveandredditch.gov.uk
Tel: (01527) 881748 (internal ext 3295)

This page is intentionally left blank