



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 18TH NOVEMBER 2013
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors P. Lammas (Chairman), R. J. Laight (Vice-Chairman),
C. J. Bloore, B. T. Cooper, R. L. Dent, K. A. Grant-Pearce,
J. M. L. A. Griffiths, H. J. Jones, L. C. R. Mallett, S. P. Shannon,
C. J. Spencer, C. J. Tidmarsh and L. J. Turner

AGENDA

1. Apologies for Absence
2. Declarations of Interest and Whipping Arrangements
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 14th October 2013 (Pages 1 - 4)
4. Update on North Worcestershire Community Safety Partnership (Pages 5 - 54)
5. Quarters 1 and 2 Summary of Environmental Enforcement Action Report (Pages 55 - 56)
6. Planning Policy Task Group 12 Month Review of Recommendations (Pages 57 - 66)
7. Cabinet Response to the Air Quality Task Group Report (Pages 67 - 72)
8. Scrutiny Topic Proposal - Ground Maintenance Work Carried out for BDHT (Pages 73 - 76)
9. Joint WRS Scrutiny Task Group Update (Pages 77 - 78)

10. Worcestershire Health Overview and Scrutiny Committee (HOSC) - Verbal Update
11. Action List (Pages 79 - 82)
12. Cabinet Work Programme (Pages 83 - 88)
13. Overview and Scrutiny Board Work Programme (Pages 89 - 92)
14. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

7th November 2013



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 14TH OCTOBER 2013 AT 6.00 P.M.

PRESENT: Councillors P. Lammas (Chairman), R. J. Laight (Vice-Chairman),
C. J. Bloore, B. T. Cooper, R. L. Dent, K. A. Grant-Pearce,
J. M. L. A. Griffiths, H. J. Jones, L. C. R. Mallett, C. J. Spencer,
C. J. Tidmarsh and L. J. Turner

Observers: Councillor M. A. Sherrey and Councillor C. B. Taylor

Officers: Ms. J. Pickering and Ms. A. Scarce

34/13 APOLOGIES

An apology for absence was received from Councillor S. P. Shannon.

35/13 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest nor whipping arrangements.

36/13 MINUTES

The Minutes of the Overview and Scrutiny Board meeting held on 16th September 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

37/13 CABINET RESPONSE TO THE YOUTH PROVISION TASK GROUP REPORT

The Portfolio Holder for Health and Well-being thanked Members for the comprehensive Youth Provision Task Group Report and confirmed that the recommendations had been agreed by Cabinet. However, clarification had been requested on a number of recommendations. Officers provided the following response:

Recommendation 3 – it was confirmed that the £15,000 funding was provided by Sandwell Leisure Trust and Worcestershire County Council had informed the Task Group Members that on completion of a written specification, providers would be asked to tender for the work. The Task Group had been concerned at the delay which had occurred in this process and that it would not be completed in time for activities to be provided over the summer break.

Recommendations 7, 8, and 9 – Officers had spoken to the Communications Manager who had confirmed that there would be no cost implications in respect of these recommendations.

It was noted that in respect of recommendation 1 the Leader had indicated that he was in discussions with the Leader of Worcestershire County Council in order to understand the extent of potential cuts to Positive Activities. Unfortunately the Portfolio Holder was not able to provide any information on the outcome of those discussions.

RESOLVED that the recommendations be included within the quarterly recommendation tracker and the Youth Provision Task Group Report be reviewed in 12 months time.

38/13 WRS JOINT SCRUTINY EXERCISE

The Vice Chairman informed Members that the second meeting of this joint scrutiny, which was hosted by the Council, had taken place on 10th October 2013. The Task Group had reviewed the content of the original business case for Worcestershire Regulatory Services (WRS) and one of the newsletters which were published on a quarterly basis.

Members had also provided some initial feedback on behalf of colleagues at participating local authorities about Members' experiences of working with WRS. A deadline of 31st October 2013 was agreed for receipt of feedback from elected Members across the county. It was important that, as the host authority, the Council provided feedback and the Vice Chairman encouraged Members to contact him or the supporting officers with any positive and negative comments they might have. The parish councils had also been asked to provide feedback. The Task Group hoped to complete its investigations by April 2014. It was also confirmed that the scope of the investigation would cover value for money.

The next meeting of the Task Group would take place on 22nd October 2013 and would include an interview with the Head of Regulatory Services.

39/13 WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY BOARD

The Chairman invited Councillor B. T. Cooper, as the Council's representative on the HOSC, to provide an update on its most recent meeting.

Members were informed that there had been 2 main agenda items at the meeting held on 8th October, the first being the Well Connected Programme, which had integrated the care services within Worcestershire, this included the commissioning groups, district and county councils roles and local health groups. It was noted that as this was at its early stages the benefits and outcomes would be available in due course.

The other item considered was the Joint Service Review which NHS England had now become involved in as an independent group and was it reviewing the two remaining options. It was hoped that a response would be available

by December, however the previous timelines had slipped and HOSC had also highlighted that it was keen to see that the consultation with the public was carried out in a more efficient and timely manner than previously.

Members also discussed the debt within the Worcestershire Acute Health Service group and how this was historical and that it was understood that this had not worsened.

40/13 **PLANNING POLICY TASK GROUP REPORT - 12 MONTH REVIEW OF RECOMMENDATIONS**

In the absence of the Head of Planning and Regeneration it was

RESOLVED that the item be deferred until the meeting to be held on 16th December 2013.

41/13 **ACTION LIST**

The Board was informed that several actions had been completed and would be removed from the list. Items in respect of the Finance Monitoring Report and Sickness Absence Performance and Health Report would be included within the next reports received by the Board.

The Executive Director, Finance and Resources, referred Members to an outstanding item from the March meeting and suggested that it would be helpful for all Members to receive a briefing from the Benefits Manager on the Hardship Fund and the Universal Credit scheme.

RESOLVED that Democratic Services Officers arrange a briefing for all Members in respect of the Hardship Fund and Universal Credit Scheme as soon as possible.

42/13 **CABINET WORK PROGRAMME 1ST NOVEMBER 2013 - 28TH FEBRUARY 2014**

The Board considered the Cabinet Work Programme for 1st November to 28th February 2014. Officers reminded Members that they were due to consider the Car Parking Review item at the November meeting and had requested a summary of the Playing Pitch Strategy which had been scheduled for the December meeting of the Board.

Officers confirmed that the Dodford, Hagley and Beoley Conservation Area Appraisals and Management plans were technical documents produced by a Conservation Officer in line with English Heritage Guidelines. Similar documents had been produced in for Bromsgrove Town and St John's in 2011.

RESOLVED that the Cabinet Work Programme be noted.

43/13 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and discussed the number of reports which were scheduled for the November meeting. There had been a delay with producing the Quarter 1 Write Off Report and Sickness Absence Report and it was agreed that these would be combined with the 2nd Quarter reports to be received at the December meeting.

The Chairman gave Members the opportunity to suggest topics which it was felt may be suitable for consideration by the Board at future meetings. It was suggested that an update on the preventative work carried out in respect of flooding in the District would be pertinent in view of the approach of the winter months.

Members also discussed the recent staff survey and requested that the results of this would be an appropriate subject for the Board to consider. After further discussion it was

RESOLVED:

- (a) that officers arrange a presentation providing an update on preventative flooding work within the District from the relevant officer, to be received at the meeting to be held on 16th December 2013; and
- (b) that the Board receive a presentation on the results and findings of the staff survey as soon as practicable.

The meeting closed at 6.35 p.m.

Chairman

Elected Member

BRIEFING NOTE

To: Overview and Scrutiny
Committee

From: Bev Houghton
Dept: Community Safety
Contact Info: 01527 881472

CC: Cllr Margaret Sherrey – Portfolio Holder for Community Safety
Sue Hanley – Chair of North Worcestershire CSP & Deputy Chief Executive
Judith Willis – (Acting) Head of Community Services

SUBJECT	North Worcestershire Community Safety Partnership
DATE	18 th November 2013
PURPOSE	To provide an update on the progress of North Worcestershire Community Safety Partnership.

BACKGROUND

In November 2011 following a full options appraisal and formal agreement by the relevant Responsible Authorities, the three district CSPs in Bromsgrove, Redditch and Wyre Forest agreed to merge to create a single North Worcestershire CSP. Following development of Terms of Reference for the new CSP and preparation of a formal application to merge, the North Worcestershire CSP operated in shadow form whilst awaiting formal Home Office approval of the new structure.

After the elections of Police and Crime Commissioners (PCC) in November 2012, statutory responsibility for overseeing the merger of the CSP's fell to the Office of the West Mercia PCC. On 24th May 2013 the North Worcestershire CSP Combination Agreement, which formally endorsed the North Worcestershire merger was signed by all Community Safety Responsible Authorities and Bill Longmore, West Mercia PCC. It is believed to be the first Combination Agreement in the country to be formally agreed and endorsed by a PCC.

CURRENT POSITION

Initially in shadow arrangements, North Worcestershire CSP has been operation since July 2012. Its new Terms of Reference were formally adopted in September 2012 outlining Membership and operating procedures. (Appendix 1)

Since September 2012, a number of changes identified in the Term of Reference have now taken place.

As of the 22nd November 2012 and following the election of the West Mercia PCC, the former Responsible Authority member, West Mercia Police Authority ceased to exist. Whilst the PCC is not a statutory Responsible Authority in CSP, the Police Reform and Social Responsibility Act 2011 does place a duty on CSPs and the PCC to work together to develop local Crime and Disorder Strategies.

As of the 31st March, Primary Care Trusts (PCT) also ceased to exist. Redditch and Bromsgrove Clinical Commissioning Group (CCG) and Wyre Forest CCG replaced Worcestershire PCT as a Responsible Authority member of the CSP.

District Operational Groups are now referred to as Safer District Groups and are identified as Safer Bromsgrove Group, Safer Redditch Group and Safer Wyre Forest Group. North Worcestershire Hate Incident Partnership and the Redditch & Bromsgrove Safeguarding Adults Group continue to operate as sub-groups of the CSP and Wyre Forest has now established a district Safeguarding Adults Group based on the Redditch & Bromsgrove model.

NORTH WORCESTERSHIRE CSP PLAN

The CSP still has a requirement to produce a three year rolling plan outlining how the Partnership is going to address key crime and community safety priorities, as identified in its annual Strategic Assessment.

North Worcestershire CSP released its Community Safety Partnership Plan for 2013-16 in August of this year (Appendix 2). This was following discussions with the Office of the PCC and the Worcestershire Safer Communities Board to ensure strategic links with the West Mercia Police and Crime Plan (2013-17) and the Worcestershire Community Safety Agreement (2013-14).

The North Worcestershire CSP priorities are:

- To maintain low crime levels and improve public confidence
- Reducing the impact of alcohol and drugs misuse on communities
- Reducing Domestic Abuse and Safeguarding Vulnerable People
- Reducing re-offending
- Reducing Anti Social Behaviour

Within the Partnership Plan there is an outline of key objectives, actions and measures for each priority and these will form the basis of the performance management of the CSP over the lifetime of the plan.

CSP FUNDING 2013/14

Prior to the merger, each district CSP delegated responsibility for its existing budgets to its respective district operational group. This ensured that any funding allocated to individual districts remained solely for the benefit of the local area it had been allocated to.

Following the November 2012 elections, all Community Safety funding streams previously distributed by a district or county basis became the responsibility of the PCC to allocate. The West Mercia PCC released his first round of Community Safety Funding in January 2013 and North Worcestershire CSPs applications for funding were agreed at the same amounts as previous year's funding as follows:-

Initiative	Amount
North Worcestershire Hate Incident Partnership	£3,000
Community Engagement, Consultation and Communications	£5,000
North Worcestershire Home Security Projects	£6,000
North Worcestershire CSP Analyst	£30,000
Safer Bromsgrove Group*	£25,994
Safer Redditch Group*	£39,810
Safer Wyre Forest Group*	£40,653
Total	£150,457

*District specific funding amounts allocated using the same needs-based formula employed in previous years.

In September 2013, the PCC opened his second year of Community Safety Funding for 2014/15 to allow for early applications. North Worcestershire CSP are currently drafting funding bids up to same amounts as last year to support both North Worcestershire wide and district specific projects and initiatives.

LOCAL DELIVERY – SAFER BROMSGROVE GROUP

Local delivery of Community Safety projects and initiatives falls under the remit of the Community Safety Operational groups. In Bromsgrove, the Safer Bromsgrove Group meets on a monthly basis to monitor district performance and review local operational delivery against the actions outlined in the Community Safety Partnership Plan. This group is the first point of contact for any local crime and community safety issues or concerns that may require a multi-agency response.

Current Safer Bromsgrove projects and initiatives include:-

Home Security Assessments	Provision home security assessment and support to residents whose homes may be targeted due to their personal circumstances and vulnerabilities in their security.
Home Security Market Stall	Set up and deliver a monthly Home Security advice stand at Bromsgrove Market to provide residents with access to home security advice and home security products
Forensic Property Marking (SmartWater) Scheme	Distribution of reduced cost SmartWater kits to members of the public, residents associations and community groups
ASB Support and Target Hardening	Provision of practical support and security improvements to identified victims of ASB and harassment
Town Centre Regeneration Design Advice	Support the Town Centre Regeneration programme through the provision of crime prevention design advice
Planning Consultation	Officers trained to national policing standards provide crime prevention/community safety feedback on planning applications
National Campaigns and Awareness raising	Provide local campaigns and seasonal initiatives supporting national campaigns such as White Ribbon Campaign, Teenage Domestic Abuse and National Responsible Drinking Christmas Campaigns

Local projects delivered by the NW Hate Incident Partnership include:-

Schools 'Respect' Programme	Delivers community safety workshops and education sessions on Hate Crime and a variety of other community safety subjects in local Middle and High Schools
Hate Incident Reporting Scheme	Provides opportunities for victims, witnesses and third parties to report hate incidents on-line, by telephone or at a number of community reporting centres across the district.
Hate Crime Awareness film and training package	The Hate Incident Partnership has produced a training film and is developing an accompanying manual to increase awareness of hate crime and its effects on individuals and communities.

COMMUNITY REPRESENTATION AND SCRUTINY

Local representation on the North Worcestershire CSP is fulfilled through three positions. Bromsgrove District Council's Elected Member representative is the Portfolio Holder for Community Safety, Cllr Margaret Sherrey. The Council's Responsible Authority representative and also Chair of the CSP is Sue Hanley, Deputy Chief Executive and the Safer Bromsgrove Group is represented by its Chair, Bev Houghton, Community Safety Manager. Parish Councils are also represented on the CSP by the County Association of Local Councils (CALC).

Scrutiny arrangements for the CSP remain unchanged with local authorities having a statutory duty to scrutinise the work of its local CSP under Section 19 of the Police and Justice Act 2006. This remit is fulfilled by the District Council's Overview and Scrutiny Committee.

Alongside the relationship the Council has with CSP, there is also a direct role in holding the Police and Crime Commissioner to account through the established West Mercia Police and Crime Panel. Bromsgrove District Council's representative on the panel is Council Leader, Cllr Roger Hollingsworth and more information about the work of the panel can be found on Worcestershire County Council's website at <http://www.worcestershire.gov.uk/cms/democratic-services/committees-and-panels/holder/police-and-crime-panel.aspx>

FURTHER INFORMATION

For further information on the North Worcestershire CSP, the Safer Bromsgrove Group or any associated projects or initiatives please contact:-

Bev Houghton, Community Safety Manager - 01527 881472
bev.houghton@bromsgroveandredditch.gov.uk

Chris Santoriello Smith, Senior Community Safety Project Officer – 01527 881472
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AUTHOR

Bev Houghton
Community Safety Manager
01527 881472

APPENDICES

- 1) North Worcestershire CSP Terms of Reference
- 2) North Worcestershire CSP Partnership Plan (2013-16)

North Worcestershire Community Safety Partnership

TERMS OF REFERENCE AND OPERATING PROTOCOLS

JULY 2012

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North Worcestershire Community Safety Partnership

Terms of Reference and Operating Protocols

July 2012

1. Name and Geographical Area

The name of the merged Community Safety Partnership (CSP) for Bromsgrove District, Redditch Borough and Wyre Forest District is the **North Worcestershire Community Safety Partnership**, established in July 2012 to meet the requirements of the Crime and Disorder Act 1998 as amended.

The North Worcestershire Community Safety Partnership (CSP) covers the whole area within Bromsgrove, Redditch and Wyre Forest Councils' administrative boundaries. (Map shown at Appendix 1).

2. Requirements of the Crime and Disorder Act (1998) and Subsequent Amendments

The Crime and Disorder Act (1998), amended by the Police Reform Act (2002), makes it clear that the duty to carry out audits and develop strategies to reduce reoffending, tackle crime and disorder, anti social behaviour, alcohol and substance misuse and any other behaviour which has a negative effect on the local environment rests with **Responsible Authorities (RA)**. These responsible authorities include:

- In multi-tier authority areas the District Council and County Council
- Police
- Police Authority (until 22 November 2012)
- Health (Primary Care Trusts until 31 March 2013 and Clinical Commissioning Groups after this)
- Probation

Other agencies and organisations form the North Worcestershire CSP as either **Co-operating Bodies (CB)** or **Invitees to Participate (IP)** as defined by Section 5 (2) and Section 5 (3) of the Act respectively.

3. Purpose of the North Worcestershire CSP

To provide a strategic and co-operative approach between agencies and communities within North Worcestershire to address local community safety issues and achieves the Partnership's vision of 'Keeping North Worcestershire a safe place to live, work and visit.'

This vision is underpinned by the following:

- To address the wider causes of crime and fear of crime.
- To encourage community cohesion.

- To reduce alcohol related harm.
- To identify opportunities to reduce substance misuse and re-offending.
- To promote a community where domestic abuse and the fear of domestic abuse is not tolerated.
- To promote a community where hate crime is unacceptable and those victims of hate crime are supported.
- To provide effective, strategic leadership generating effective partnership working.
- To deliver measurable outcomes.

4. Aims of the North Worcestershire CSP

The aims of the North Worcestershire CSP are:

- To fulfil the obligations set out in the Crime and Disorder (1998) and subsequent legislative changes.
- To promote integration of Community Safety Plans into mainstream policies and services.
- To agree specific targets for improving Community Safety.
- To review achievements against targets and take appropriate action.
- To consider the annual assessment of Crime and Disorder trends and its impact on Community Safety strategy.
- To promote effective co-ordination of Community Safety activities.
- To promote information sharing and best practice in Community Safety.
- To promote the work of the CSP and its projects in the media and community as appropriate.
- To identify and explore opportunities to attract funding.
- To lead or support bids for funding.
- To promote continuing consultation on Community Safety.

5. Structure of the North Worcestershire

Community Safety in Worcestershire is structured in three tiers, each with its own remit and responsibilities but interrelated in achieving goals. The North Worcestershire CSP is managed strategically by the Worcestershire Safer Communities Board (SCB). Appendix 2 provides a structure chart showing the partnership links and responsibilities.

The three tiers are:

1. The **Safer Communities Board**: provides strategic level leadership and co-ordination of cross cutting community safety activity in Worcestershire.
2. The **North Worcestershire CSP**:
 - Monitors and evaluates the implementation of the Partnership Plan for the districts of Bromsgrove, Redditch and Wyre Forest.
 - Submits bids for external funding to support delivery of the Partnership Plan.
 - Links the work of the CSP to other bodies whenever required.
 - Identifies support required by the CSP to progress the delivery of the Partnership Plan.
3. a) **Community Safety Operational Groups** in Bromsgrove, Redditch and Wyre Forest report directly to the North Worcestershire CSP and are responsible for delivering the actions and outcomes identified by the North Worcestershire Community Safety Partnership Plan. Project Leaders can be appointed by its Chair to head up individual projects as required.
- b) The **North Worcestershire Hate Incident Partnership** (NWHIP) and the **Safeguarding Adults Groups** are responsible for delivering activities that affect the most vulnerable people in our communities. These groups will feed into the local Community Safety Operational Groups.

6. Review of Terms of Reference

The North Worcestershire CSP will regularly monitor and review its Terms of Reference in the light of changing circumstances. In any event, the Terms of Reference will be reviewed formally every two years.

7. Financial Procedures and Protocols

- It shall be the duty of the Chairs of the local Community Safety Operational Groups in partnership with the Community Safety Manager or equivalent to regulate and control any finances allocated to the respective district areas prior to the establishment of the North Worcestershire CSP.

- Any community safety grant awarded following its formal adoption will be allocated by the North Worcestershire CSP.
- Redditch Borough Council and Wyre Forest District Council will act as custodians of North Worcestershire CSP funds which under the Local Government Finance Act and Accounts and Audit regulations will be incorporated into their accounts.
- The Local Authority Community Safety Manager or equivalent shall be responsible for supervising the financial arrangements and reporting on all financial matters.
- All bids and claims for external funding will be approved by the North Worcestershire CSP.
- North Worcestershire CSP will seek to pro-actively commission projects and will establish a methodology for receiving and evaluating funding bids.

8. Operation of the North Worcestershire CSP

Key Responsibilities

- Compliance with statutory requirements of the Crime and Disorder Act (1998), subsequent legislative amendments to the act and any other applicable legislation.
- To ensure close and effective working relationships with the Worcestershire Drug and Alcohol Action Team (DAAT) and the South Worcestershire CSP are maintained and enhanced.
- To be responsible for the development of the Partnership Plan and ensure that sufficient resources are allocated and aligned for delivery of its outcomes.

Criteria for Membership

Organisations should:

- Be a **‘responsible authority’ (RA)** a **‘co-operating body’ (CB)** or an **‘invitee to participate’ (IP)** as defined by the Crime and Disorder Act (1998) or subsequent legislative amendments or have a strategic responsibility for community safety related issues.

The representative from an organisation should be able to:

- Commit human and financial resources and be able to effect organisational change to address blockages, problems and barriers to effective delivery. It is therefore recommended that the level of representation should be at Chief/Senior Officer level.

Membership of the North Worcestershire CSP

The following organisations are members of the North Worcestershire CSP:

- Bromsgrove District Council (RA)
 - Hereford and Worcester Fire and Rescue Service (RA)
 - Redditch Borough Council (RA)
 - West Mercia Police (RA)
 - West Mercia Police Authority (RA) (until 22 November 2012)
 - West Mercia Probation Trust (RA)
 - Worcestershire County Council (RA)
 - Worcestershire Primary Care Trust (RA) (Until 31 March 2013 and Clinical Commissioning Groups after this)
 - Wyre Forest District Council (RA)
 - Bromsgrove and Redditch Magistrates Bench Chair (IP)
 - Chairperson of the Community Safety Operational Group for Bromsgrove (IP)
 - Chairperson of the Community Safety Operational Group for Redditch (IP)
 - Chairperson of the Community Safety Operational Group for Wyre Forest (IP)
 - Chairperson of the North Worcestershire Hate Incident Partnership (IP)
 - Herefordshire and Worcestershire Youth Offending Service (IP)
 - HMP Hewell (IP)
 - Kidderminster Magistrates Bench Chair (IP)
 - Portfolio Holder for Community Safety for Bromsgrove District Council (IP)
 - Portfolio Holder for Community Safety for Redditch Borough Council (IP)
 - Portfolio Holder for Community Safety for Worcestershire County Council (IP)
 - Portfolio Holder for Community Safety for Wyre Forest District Council (IP)
 - Victim Support (IP)
 - Worcestershire County Association of Local Councils (IP)
 - Worcestershire DAAT (IP)
 - Worcestershire Regulatory Services (IP)
 - VCS organisation to be invited (IP)
- Membership of North Worcestershire CSP will consist of one nominee (and a named substitute) from each of the above organisations.
 - Project Managers will be invited to attend as required.
 - The Chairperson may invite other agencies and/or officers as required depending on the nature/content of the meeting.

New Members

- Additional members may join the North Worcestershire CSP on agreement and formal resolution by members.

Meetings

- Meetings will be held on a quarterly basis.

- All members shall have one nominee on the partnership, although they may bring professional advisors to the meeting with the agreement in advance of the Chairperson.
- All members of the partnership are encouraged to aim for 100% attendance at meetings. Substitutes must have sufficient authority to represent/commit resources on behalf of their organisation.

Chairperson and Vice Chairperson

- The partnership will elect a Chairperson and Vice Chairperson who will each have a term of up to two years and stand for re-election at the end of each two year period.
- Eligibility for the role of Chairperson and Vice Chairperson is restricted to the representatives of the Responsible Authorities only.

Decision Making

- North Worcestershire CSP will work to agree all decisions by consensus. However, if this is not possible decisions will be agreed by simple majority. For the purposes of transparency 11 members (six of which must be responsible authorities) will be considered quorate.
- Only one nominee from each organisation will be entitled to vote.

Other Responsibilities

- To identify the training and support needs of members to ensure the necessary skills exist within the partnership to deliver its core functions.
- To monitor performance in relation to local, regional and national targets and ensure this information is available to be reported to the SCB.
- To provide updates to the Local Strategic Partnerships as required and provide representation at its board meetings when requested.
- To represent the North Worcestershire CSP as appropriate at local, regional and national forums.
- To identify opportunities to improve data collection and analysis.

Scrutiny Arrangements

- Under Sections 19 to 20 of the Police and Justice Act (2006) North Worcestershire CSP will be subject to the scrutiny arrangements in place for each of the Local Authorities within its operating area.
- With adequate notice members of the North Worcestershire CSP will make themselves available to the district/county Scrutiny Committee to provide information or answer questions on the work of the CSP in the appropriate area.

Delegation of Responsibilities

The North Worcestershire CSP Chairperson is responsible for:

- Representing the interests of the North Worcestershire CSP at meetings, seminar and other functions.
- Voting for or agreeing to supporting projects that underpin the delivery of the Partnership's Plan and operational priorities.
- Chairing regular quarterly meetings of the Partnership.
- Calling extra-ordinary meetings of the Partnership or the Operational Groups when necessary.
- In the absence of the Chairperson, the Vice Chairperson will assume these responsibilities and be able to represent the North Worcestershire CSP.
- Support Officers can represent the North Worcestershire CSP as needed but cannot assign or reassign funding to projects without prior agreement from the CSP. Neither can they alter or amend plans or outcomes without consulting the Chairperson/Vice Chairperson.
- The Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest will meet regularly to co-ordinate the North Worcestershire CSP and support the Chairperson of the Partnership in agenda setting and fulfilling his/her responsibilities.
- The Community Safety Managers or equivalent will ensure that the interests of the North Worcestershire CSP and their local Operational Groups are fully represented at meetings and other functions.

9. Community Safety Operational Groups

Key Responsibilities

- To be responsible for the effective delivery of the North Worcestershire Partnership Plan and to report directly to the North Worcestershire CSP and its Chairperson.
- To work with partners to co-ordinate responses to tackle any predicted or emerging issues and to monitor the performance of actions and projects in relation to these responses.

Criteria for Membership

- There is a core of organisations and individuals that may be requested to attend and are selected depending on nature/content of the Operational Group meeting.
- Membership for these groups will vary from district to district depending on the need for that area.

- All Operational Group meetings will include the attendance of representatives from the responsible authorities.
- Each Operational Group will have agreed terms of reference available for submission to the North Worcestershire CSP on request.

Financial Procedures and Protocols

- It shall be the duty of the Chairperson and Community Safety Manager or equivalent to regulate and control the finances allocated to the Operational Group. The Community Safety Managers or equivalent shall be responsible for supervising the financial arrangements and for reporting on all financial matters.
- Redditch Borough Council and Wyre Forest District Council will act as custodian of Partnership funds which, under the Local Government Finance Act and Accounts and Audit regulations, will be incorporated into their accounts.
- All new bids and claims for funding will be approved by the North Worcestershire CSP where relevant.

10. Performance Management

The North Worcestershire CSP will be responsible for ensuring an effective performance management framework is in place in order to monitor and evaluate its work and outcomes.

The North Worcestershire CSP will:

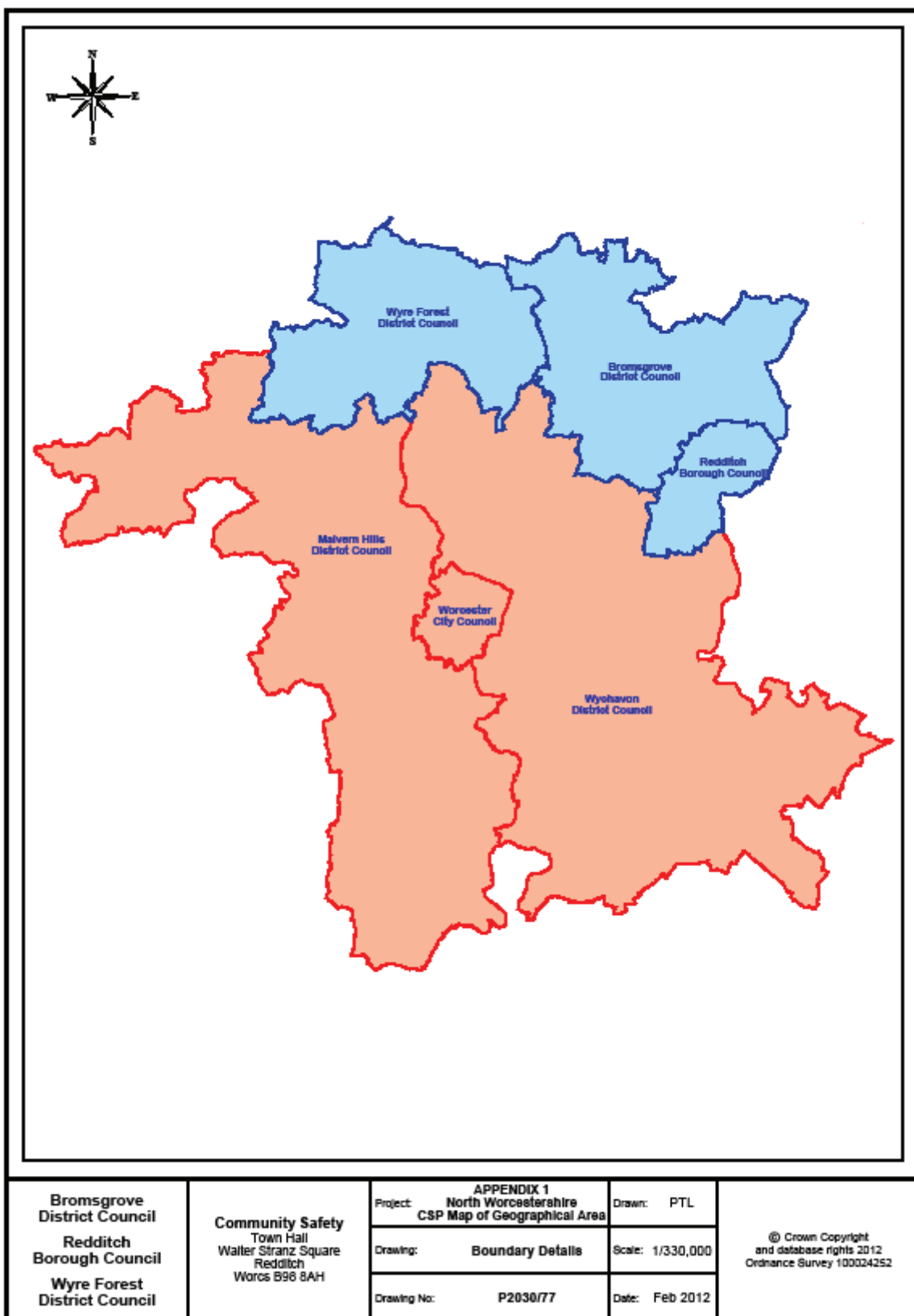
- Oversee the implementation of the North Worcestershire Community Safety Partnership Strategic Assessment.
- Implement, monitor and review the North Worcestershire Community Safety Partnership Plan and assess the delivery of associated projects and milestones.
- Monitor and assess the value for money of community safety activities in North Worcestershire.
- Receive high level performance reports from each of the Operational Groups and actively scrutinise the work of the groups and all associated projects, promoting change and challenging convention where necessary.
- Report the North Worcestershire CSP performance to the Worcestershire SCB via the Policy and Commissioning Group as part of the countywide community safety performance framework.

11. Communications

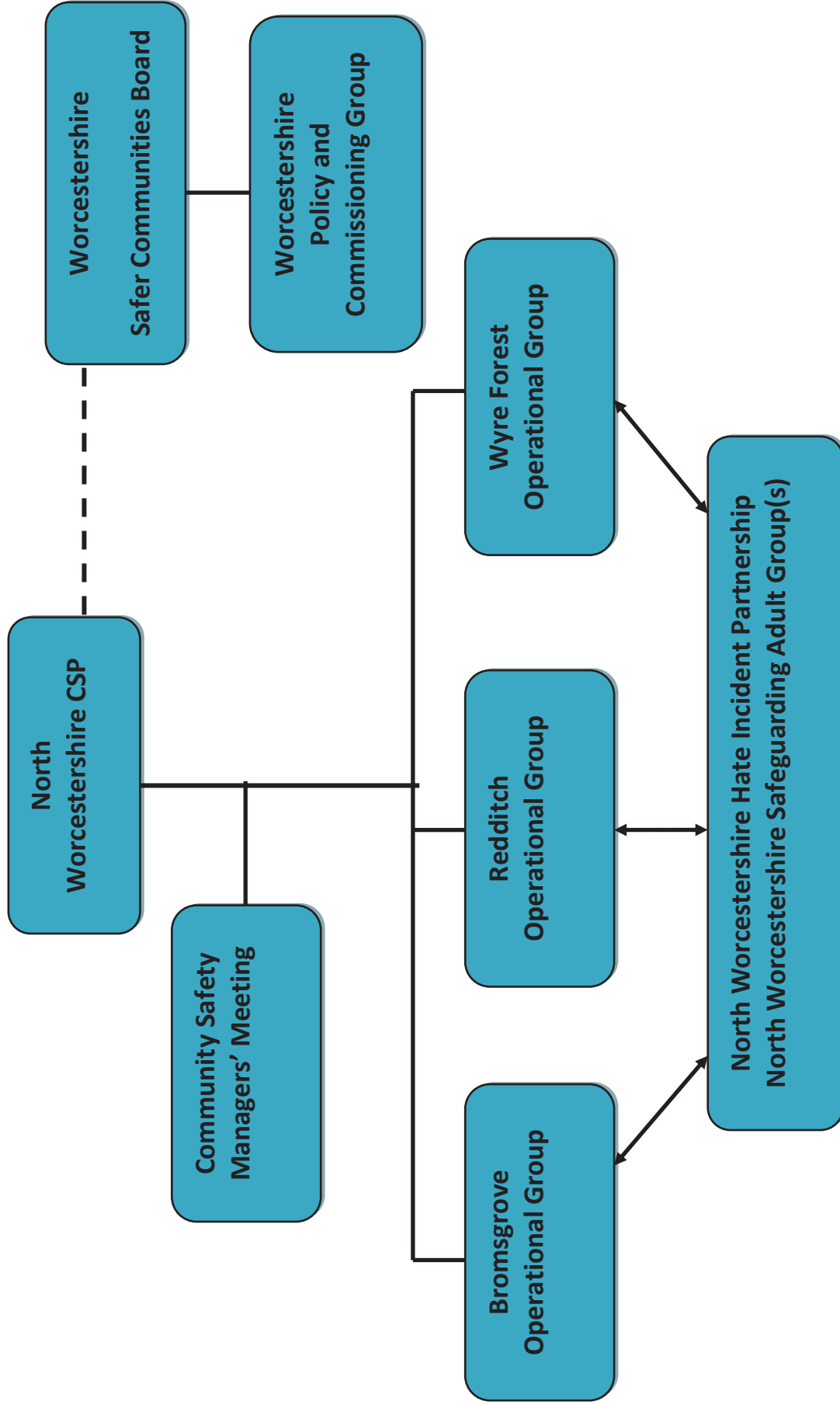
- A Communications Strategy should provide an effective way of informing the local community and stakeholders of the work of the North Worcestershire CSP and provide consistent messages from its partners.
- Appendix 3 is the North Worcestershire CSP Communications Strategy - Operating Protocols.
- The strategy details the operating protocols for internal and external communications for North Worcestershire, the Operational Groups and branding and marketing of the North Worcestershire CSP.
- Ultimately the Chairperson of the North Worcestershire CSP will be responsible for ensuring that communications are generated and released on behalf of the partnership.

APPENDIX 1

Map of the Geographical Area covered by the North Worcestershire CSP



North Worcestershire CSP Structure Chart



APPENDIX 3

North Worcestershire CSP Communications Strategy - Operating Protocols

Channels of Communication

- It is suggested that the current communications channels (internal and external) available across North Worcestershire are mapped by the Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest.
- The North Worcestershire CSP will agree the most appropriate communications channels to transmit key messages to its audiences.
- Possible channels include:
 - Publications e.g. newspapers, internal newsletters
 - Annual reports, business plans, research and evaluation reports
 - Media including TV and radio
 - Websites
 - Events
 - Word of mouth, public meetings, presentations, focus groups
 - Marketing materials e.g. leaflets, posters and brochures

Roles and Responsibilities

- In the interest of consistency and professionalism all communications will be co-ordinated through the Community Safety Managers or equivalent in conjunction with the Chairperson of the North Worcestershire CSP and/or the Chairperson of the Operational Groups where appropriate.
- Community Safety Managers or equivalent will ensure that relevant partner agencies are given the opportunity to comment on all communications before general release. Partners will be asked to ensure they comment within a timely manner to ensure the release meets press deadlines.
- Partners will agree to share information and knowledge that may be of mutual benefit.
- Partners will agree to keep each other fully informed of any issues which may affect each other, for example press interest in a particular story.
- Partners will agree to notify each other of any campaigns, publications etc. which may be of mutual interest.

Press Releases

- All North Worcestershire CSP press releases must include a short quote from the Chairperson and where appropriate and beneficial additional quotes should be included from key partners.

- All press releases must be signed off by the Chairperson or the Vice Chairperson in advance of circulation for release.
- The Operational Groups may issue press releases where a project has solely been delivered in their respective district. Where this is the case a press release must include a quote from the North Worcestershire CSP Chairperson and the Operational Group Chairperson. Both parties must have signed off the press release before its circulation.
- A draft copy of the press release should be sent to the Community Safety Managers or equivalent who will liaise with the North Worcestershire CSP Chairperson for endorsement.
- The Community Safety Managers or equivalent will then advise the partner(s) issuing the press release of any comments or additions that the Chairperson may wish to be considered for inclusion.
- Following any required revision, the partner(s) can then forward the press release to the local media, ensuring the Chairperson is advised of any photo-call opportunity.
- Press releases must be issued on North Worcestershire CSP headed paper.
- A copy of the issued press release must be given to the Community Safety Managers or equivalent for file and audit purposes.

Resources

- The North Worcestershire CSP will agree the allocation of pooled resources for joint CSP communications activity. It is anticipated that North Worcestershire CSP projects will be identified at the beginning of the financial year, which will support forward planning of communications related activity.

Branding and Marketing

- The North Worcestershire CSP is developing a logo to be used for all branding related activities. It has also adopted the strap line 'North Worcestershire Community Safety Partnership – Keeping North Worcestershire a safer place to live, work and visit.'
- Operational Groups will use the North Worcestershire CSP logo and/or the strap line 'Safer Bromsgrove/Redditch/Wyre Forest - supported by the North Worcestershire Community Safety Partnership.'

Monitoring and Evaluation

- A review of the communications strategy will be undertaken on an annual basis.
- All communications activities will be collated and reported on a quarterly basis to the North Worcestershire CSP.
- A process to evaluate the effectiveness of communication activities will be developed.



North Worcestershire
Community Safety Partnership

**NORTH WORCESTERSHIRE
COMMUNITY SAFETY PARTNERSHIP
PLAN
2013-16**

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Foreword

It gives me great pleasure to introduce the first Partnership Plan of the newly formed North Worcestershire Community Safety Partnership (CSP).

This North Worcestershire partnership will continue to build on the efforts and achievements of the previous district CSPs and we believe that by coming together on a more formal, statutory basis we have put ourselves in a stronger position to respond to any forthcoming challenges in the arena of community safety and crime reduction.

There has already been significant change to our way of working, for example the dissolution of Police Authorities and the election of Police and Crime Commissioners, the move away from central government control towards localism and significant changes within health services that have created a new CSP responsible authority in Clinical Commissioning Groups.

North Worcestershire CSP is believed to be the first in the country to have officially merged following the signing of a combination agreement by a PCC and this new arrangement means that organisations are better placed to work together to reduce crime, disorder and anti-social behaviour affecting local communities; avoiding duplication, sharing resources and expertise and promoting good practice across the whole of North Worcestershire.

Inevitably this plan has been developed at a time of substantial economic change. Budgets across the public sector continue to reduce dramatically and our partners will need to identify significant savings in the forthcoming years whilst continuing to provide and maintain high quality services that meet the needs of customers and users. Whilst this will no doubt present some challenges, our partnership can take great pride in a successful history of joint working and collaboration.

The foundations of North Worcestershire CSP are built on 3 district partnerships that have a proven track record of identifying and channelling external and mainstream funding toward community safety initiatives. Our partners will continue to work together to improve safety across the area, identifying the most serious crime and community safety problems that affect our communities and allocating resources effectively to solve those issues.

Within this economic context we should never forget the emotional costs of crime, anti-social behaviour, drug and alcohol misuse which are borne by victims, their families and local communities. For example, research suggests that the measurable cost of a single residential burglary offence to the householder and the Criminal Justice System is in the region of £3,500. However, we also know that the impact of that crime on the victim and their family can be a deeply traumatic and life altering experience and that is something that it is impossible to put a price on.

Our planned work for the next three years is based on five priorities, with proposed actions for each set out in greater detail later in this document:

- To maintain low crime levels and improve public confidence
- Reducing the impact of alcohol and drugs misuse on communities

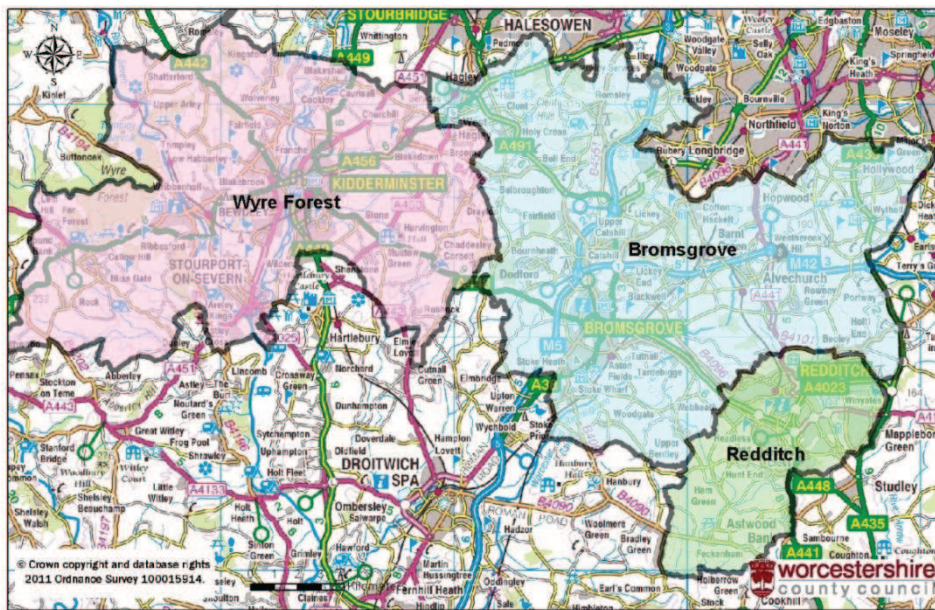
- Reducing Domestic Abuse and Safeguarding Vulnerable People
- Reducing re-offending
- Reducing Anti Social Behaviour

Community Safety Partnerships were introduced in recognition of the fact that the causes of crime, anti-social behaviour, drug and alcohol misuse and environmental disorder are varied and complex. We recognise that the solutions to these problems will require innovation, shared expertise and high levels of co-operation and teamwork. We also recognise that the rich diversity amongst our communities in North Worcestershire may require different approaches and solutions to be applied in different areas to meet the needs of those most at risk but ultimately the outcome achieved will be the same.

A North Worcestershire that is safe, secure and vibrant for all residents, businesses and visitors.

Sue Hanley
Chair, North Worcestershire Community Safety Partnership

About North Worcestershire



Map Of North Worcestershire Showing Individual Districts

Produced by Emma Clark on behalf of the R&I Unit, June 2012

(This information has been taken from a variety of data sources including the ONS, CACI, West Mercia Police, Department of Work & Pensions and the 2011 Census figures.)

North Worcestershire is located in the county of Worcestershire, in the West Midlands region. It comprises Bromsgrove, Redditch and Wyre Forest, with a mix of towns, villages and rural areas covering 178 square miles. The 2011 Census estimates North Worcestershire's population is approximately 275,826, with an estimated 115,997 households. By gender this can be broken down into 49% males and 51% females. The average age of someone living in North Worcestershire is 41.4 years, compared to an average age of 39.4 years in England and Wales.

In North Worcestershire 18% of the population is under 16, 63% are 16-64 and 19% are over 65 years of age. 92.1% of the population is classified as White British. The remaining 7.9% are from ethnic groups other than White British including White Other, Asian, African, Caribbean and Chinese.

Crime and Disorder

North Worcestershire is one of the safest parts of the country to live, work and visit. There has been a significant reduction in crime and anti-social behaviour over the years. However we recognise that there are perceptions that people may not feel reassured that this is necessarily the case. We know that there is always more that can be done to make people feel and be safer and to improve community wellbeing, particularly around supporting and protecting the most vulnerable people in our society.

North Worcestershire Community Safety Partnership

North Worcestershire CSP was formed in April 2013 and brings together and replaces the original CSPs in Bromsgrove, Redditch and Wyre Forest, which had been in place since 1998 as a result of the Crime and Disorder Act. The partnership covers the whole area within Bromsgrove, Redditch and Wyre Forest Councils' administrative boundaries.

The Crime and Disorder Act 1998, amended by the Police Reform Act 2002, makes it a statutory duty for certain organisations (known as responsible authorities) to work in partnership to develop strategies to reduce reoffending, tackle crime and disorder, anti social behaviour, alcohol and substance misuse and any other behaviour, which has a negative effect on the local environment.

The purpose of the North Worcestershire CSP is to provide a strategic and co-ordinated approach between agencies and communities across the area to address local community safety issues. Our vision is: 'Keeping North Worcestershire a safe place to live, work and visit.' This vision is underpinned by the following aims:

- To address the wider causes of crime and fear of crime
- To encourage community cohesion
- To reduce alcohol related harm
- To identify opportunities to reduce substance misuse
- To promote a community where domestic abuse and the fear of domestic abuse is not tolerated
- To promote a community where hate crime is unacceptable and those victims of hate crime are supported
- To provide effective, strategic leadership generating effective partnership working
- To deliver measurable outcomes

Statutory Requirements for CSPs

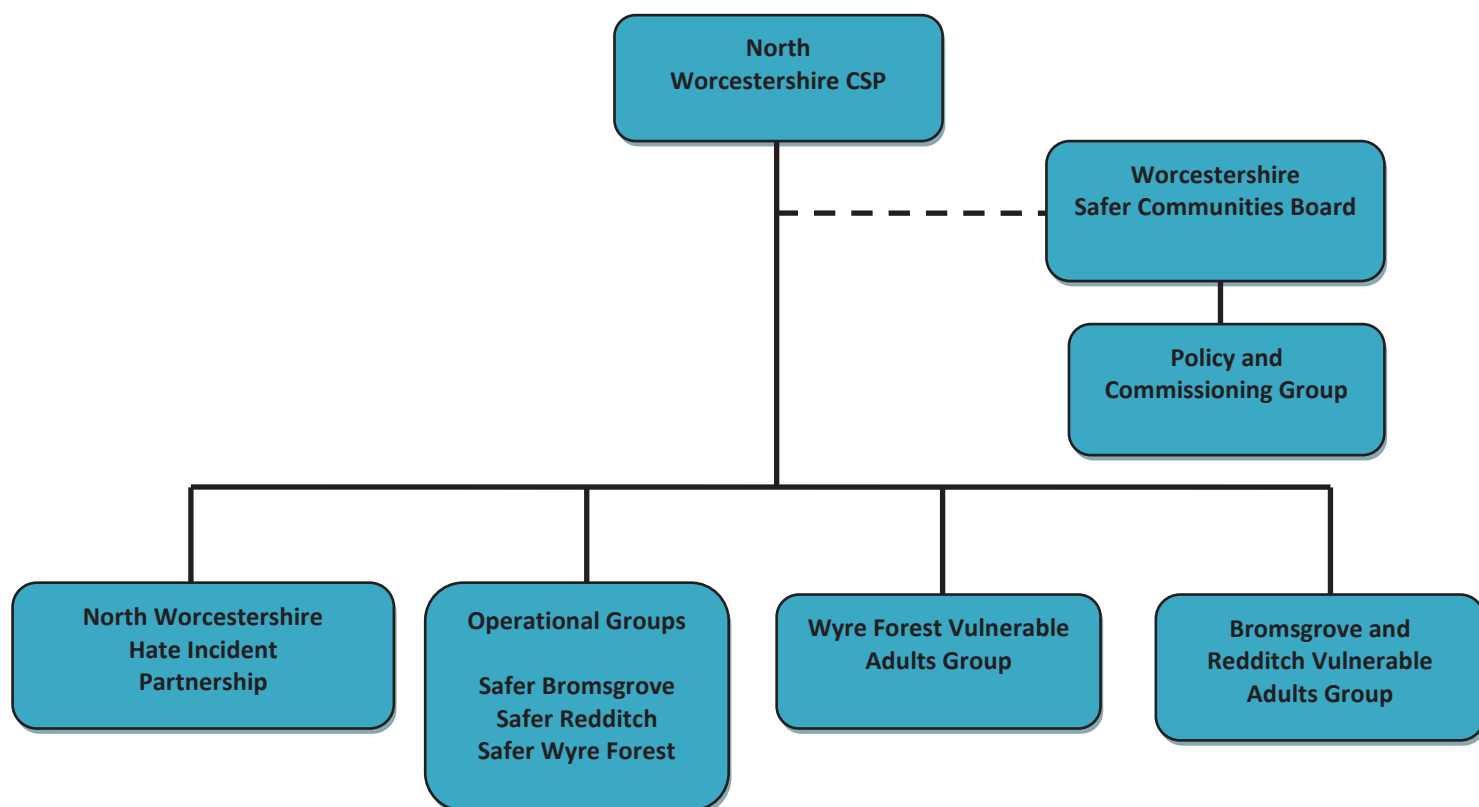
In recent years CSPs have been given much more freedom and flexibility regarding how they operate and manage performance. The statutory duties of CSPs are to:

- Undertake a Strategic Assessment and to produce a three year rolling Partnership Plan, revised annually.
- Hold one or more public meetings on an annual basis, to be attended by all responsible authorities at a senior level.
- Determine whether a Domestic Homicide Review should be conducted. The CSP Chair is responsible to the Home Office regarding this duty.

What is the Partnership Plan?

The plan is a three year document which is refreshed on an annual basis. The plan outlines the Partnership priorities, which are determined by a process called the Community Safety Strategic Assessment. In determining the priorities, the assessment considers a range of data and intelligence from different sources, such as police crime figures, anti social behaviour data and findings from public consultation.

Structure of the NWCSP



Safer Communities Board

In Worcestershire, community safety is strategically co-ordinated through the Safer Communities Board (SCB). The SCB also oversees a number of strategic groups including Domestic Abuse and Sexual Abuse Forums and the Integrated Offender Management (IOM) Strategic Group. North Worcestershire CSP is represented in all levels of the SCB and provides performance monitoring and reports to the SCB Policy and Commissioning Group.

North Worcestershire CSP

North Worcestershire CSP is a strategic group which brings together the responsible authorities and other partners across the area. It is responsible for monitoring and evaluating the implementation of the Partnership Plan, submitting bids for external funding to support delivery of the Partnership Plan, linking the work of the CSP to other bodies wherever required and identifying support required to progress delivery of the Partnership Plan.

North Worcestershire Hate Incident Partnership

The North Worcestershire Hate Incident Partnership aims to tackle all forms of hate crime and targeted harassment across North Worcestershire. The Partnership was established in July 2012 following a merger of Bromsgrove Hate Incident Partnership, Redditch Anti Harassment Partnership and Wyre Forest Hate Incident Partnership. It includes representatives from a number of statutory, voluntary and community organisations including Redditch Borough Council, Bromsgrove District Council, Wyre Forest District Council, Local Registered Social Landlords, West

Mercia Police, West Mercia Probation Trust, Youth Offending Teams and Victim Support.

The Partnership meets regularly to monitor reports received through the Hate Incident Reporting Scheme, discuss harassment cases that have been referred by local agencies and identify appropriate support to victims and witnesses. The Partnership also provides a forum for organisations to share best practice.

District Operational Groups

Delivery on the ground is at the heart of the North Worcestershire CSP and local operational groups known as Safer Bromsgrove, Safer Redditch and Safer Wyre Forest ensure that local issues and concerns remain at the centre of the new Partnership's priorities, projects and campaigns. The groups are responsible for delivering local actions from the Partnership Plan.

They discuss community safety issues brought to their attention and use a problem solving approach to identify effective actions to address these and allocate resources accordingly. They also promote public reassurance and engage with the media on different aspects of local community safety actions.

Vulnerable Adults Groups

Two groups exist in North Worcestershire, one for Bromsgrove and Redditch and one for Wyre Forest. They are co-ordinated by the respective councils for the areas. Multi agency panels come together to look at repeat concerns about an individual's vulnerability and behavioural issues in their local area.

Strategic Assessment

The Strategic Assessment is an analysis of the levels and patterns of crime and disorder and substance misuse in the area and the priorities the CSP should adopt to address those matters. In determining the priorities the CSP has also taken into account the government's community safety priorities, those of the PCC and the countywide priorities as led by the Safer Communities Board.

<i>West Mercia Police & Crime Plan Objectives</i>		<i>Worcestershire Community Safety Agreement Priorities</i>	<i>North Worcestershire Strategic Assessment</i>
<i>Priorities</i>	Reduce the volume of violent crime with an emphasis on addressing the harm caused by alcohol through partnership working	Drugs & Alcohol	Common themes identified across the areas are alcohol and the night time economy, young people and alcohol, drinking at home and domestic violence, drug related re-offending and violent crime and domestic abuse linked to drug and alcohol use.
	Reduce the harm caused by drugs with a focus on treatment and targeting those that cause the most harm		
	Work in partnership to protect the most vulnerable people in our society	Domestic Violence and Safeguarding Vulnerable People	Common themes across the areas are alcohol and drug users, young people prone to anti-social behaviour or alcohol/drug use, victims of domestic violence, vulnerable people subjected to targeted harassment, violence and domestic burglary and/or criminal damage.
	Reduce the volume of anti-social Behaviour incidents	Anti-social Behaviour	Common themes across the areas are youth and alcohol related anti-social behaviour, or harassment of vulnerable people. Negative perceptions of anti social behaviour. Operation StaySafe was a North Worcestershire operation to identify young people acting in an anti-social way or using alcohol or drugs. They were removed to a safe place where professionals can refer them and their guardians to the appropriate services
	Bring offenders to account and reducing re-offending	Reducing Re-offending	Linked to main offence types of; shoplifting, assaults, drug offences, and criminal damage. Differences amongst specific areas alter the focus in each district. Key priorities are to identify and understand the local problem in order to effectively target resources at combating the issue and align local needs with Integrated Offender Management aims at a county level
	To meet the needs of the Strategic Policing Requirement - Preventing Violent Extremism	Preventing Violent Extremism	Common theme across all local areas to raise awareness and promote training packages. Tackled according to County level guidance, little geographic variation

North Worcestershire Community Safety Partnership Priorities

Over recent years there has been a significant reduction in crime and disorder across North Worcestershire and in the majority of areas resident perceptions of crime, anti social behaviour and the safety of their local neighbourhood continues to improve. However, there are places in North Worcestershire where crime and the fear of crime are higher than in other locations. In order to build on the significant progress already made by the previous district partnerships, North Worcestershire CSP must continue to prioritise those issues of most concern to our local communities and target resources effectively. The issues that we plan to prioritise during 2013/16 are:

- To maintain low crime levels and improve public confidence
- Reducing the impact of alcohol and drugs misuse on communities
- Reducing Domestic Abuse and Safeguarding Vulnerable People
- Reducing re-offending
- Reducing Anti Social Behaviour

Priority: To maintain low crime levels and improve public confidence

- All crime and disorder whether serious crimes or low level incidents directly or indirectly impacts upon individuals and communities, affects health and wellbeing and can damage people's quality of life.
- Often the fear of crime affects people's well-being as much as their experience of actual crime as this often affected people's ability to play a full and active part in their communities and compromises the independence of vulnerable people.
- Reducing crime and anti-social behaviour requires a careful balance between reducing recorded incidents, encouraging reporting and addressing the negative perceptions of those who believe crime is worse than it really is.
- The Prevent Strategy continues to remain a priority within Worcestershire, the primary focus continues to be around training and awareness raising and ensuring that all partner agencies have access to training packages.

What was achieved in 2012/13?

- Progress continued to be made in reducing the levels of crime and disorder in North Worcestershire.
- Total recorded crime down by 19%, 3514 fewer offences for 2012/13. This continues the downward trend as seen in recent years.
- ASB incidents recorded by West Mercia Police reduced by 11.1%, 1548 fewer incidents for 2012/13.
- Successful delivery of a variety of district specific community safety projects and initiatives through established CSP operational group action plans.

- Effective Home Security Schemes, which support victims of crime and vulnerable people, continue in each district.

Objectives for 2013/14

- Deliver crime prevention initiatives to reduce crime.
- Co-ordinate community safety campaigns in response to key issues; to support crime reduction initiatives and reinforce positive messages about community safety in the area.
- Develop and implement a programme of community consultation and engagement to provide reassurance to communities and address fear of crime and community concerns.
- Prevent violent extremism by providing appropriate training and awareness raising packages to relevant audiences.

Measures 2013/14

- We will measure our success by monitoring and responding accordingly to:
 - Total Recorded Crime
 - Number of Dwelling Burglary offences
 - Number of Non dwelling burglary offences
 - Number of Theft from a motor vehicle offences
 - Number of Theft of a motor vehicle offences
 - Number of Robbery offences
 - Number of Shoplifting offences
 - Number of Prevent training packages delivered
 - Outcomes of the specific projects funded by the partnership
 - We will develop suitable measures regarding public confidence and reassurance

Priority: Reducing the impact of alcohol and drugs misuse on communities

- Drug and alcohol misuse can have negative social, economic, health and community safety impacts affecting users, their families and wider communities.
- Providing effective drug and alcohol treatment is important to support crime prevention and reoffending where substance misuse is an underlying problem.
- The night time economy (NTE), primarily consisting of pubs, night clubs and fast-food outlets is often a focus for alcohol related crime and disorder including violent offences, criminal damage and sexual assaults.
- Binge Drinking and 'Pre-Loading' (drinking at home or in a public place before going out) are drinking practices which can lead to a higher risk of crime or being victimised and also place an increased burden on public services such as policing, enforcement, transport and street cleansing.

What was achieved in 2012/13?

- Supported Street Pastors to be established in Bromsgrove and Wyre Forest.
- Supported and promoted targeted operations and key campaigns around responsible drinking throughout the year.
- Co-ordinated and implemented Redditch Town Centre improvements including improved CCTV, street lighting and landscaping.
- Support provided to local pub watch schemes and licensees associations.
- Welcomed CRI Pathways to Recovery services to North Worcestershire, providing services to reduce harm and promote recovery from substance misuse.

Objectives 2013/14

- Reduce the harmful effects of drugs and alcohol on the night time economy, on young people in public places, and on relationships.
- Continue to work with local Licensee Associations and Worcestershire Regulatory Services and to promote a safe, responsible Night Time Economy across North Worcestershire.
- Continue to work with and support CRI Pathways to Recovery and other local Drug and Alcohol Service providers to promote access to support for those seeking help for substance misuse.
- Promote and support educational campaigns to target proxy sales and other forms of inappropriate supply of alcohol to young people.

Measures 2013/14

- We will measure our success by monitoring and responding accordingly to:
 - The number of alcohol related recorded crimes
 - The number of alcohol related admissions for under 18s
 - The percentage of service users completing a Structured Alcohol Recovery Programme

- The percentage of service users completing a Structured Drug Recovery Programme
- The number of Night Time Economy related crimes occurring within town centre areas between 8pm and 5:59am
- The number of assault without injury offences
- The number of violence against the person with injury offences
- The outcomes of the specific projects funded by the partnership

Priority: Reducing Domestic Abuse and Safeguarding Vulnerable People

- Research shows that certain crimes such as those involving Domestic Abuse or Hate are often hidden crimes that are significantly under-reported for a variety of reasons. The Partnership is committed to ensuring that those people whose voices are not heard but are most in need should be a key focus of our attention.
- In the Government's national strategies to tackle Domestic Abuse and Sexual Violence, and Hate Crime, Community Safety Partnership's have a key role in supporting victims, preventing harm and bringing perpetrators to justice.
- Countywide Domestic Abuse strategies are developed and monitored through Worcestershire Forum against Domestic Abuse and the newly formed Worcestershire Sexual Violence Forum and CSP representation ensures local need and priorities are identified and resources targeted appropriately.
- North Worcestershire is leading the way in its approach to tackling Hate Crime, with its hugely successful Hate Incident Partnership. This dedicated forum has a key role in prevention work, increasing reporting and access to support and also improving operational responses to Hate Crime.

What was achieved in 2012/13?

- A number of successful awareness raising events across North Worcestershire as part of the 16 days of action domestic abuse campaign including a series of 'These Hands are not for Hurting Banners and a men's Heels walk in support of the national White Ribbon campaign.
- Co-ordinated seasonal publicity campaigns around domestic abuse, stalking and sexual violence.
- Successful merger to create North Worcestershire Hate Incident Partnership to support victims and witnesses of Hate Crime and targeted harassment.
- Development and implementation of a school Hate Crime education project providing awareness raising workshops to pupils at a variety of high schools.
- Developed and maintained support for Safeguarding Vulnerable Adults multi-agency groups across the area to monitor and manage complex cases with a high risk of harm to individuals and local communities.

Objectives 2013/14

- Identify individuals who may be vulnerable and assist them in accessing appropriate services.
- Protect vulnerable residents from becoming a victim of crime within their home (including burglary and domestic abuse).
- Reduce the harmful effects of hate crime through the work of the Hate Incident Partnership.
- Provide support to relevant multi agency forums set up to co-ordinate interventions and support for vulnerable and repeat victims, enforcement against offenders and actions in identified problem locations.

Measures 2013/14

- We will measure our success by monitoring and responding accordingly to:
 - The total number of Hate Crimes recorded
 - The number of Disability Hate Crimes recorded
 - The number of Race Hate Crimes recorded
 - The number of Religion Hate Crimes recorded
 - The number of Sexuality Hate Crime recorded
 - The number of Transgender Hate Crimes recorded
 - The number of Hate Crimes reported to the North Worcestershire Hate Incident Partnership
 - The number of crimes with Vulnerable Adult Marker
 - The number of new MARAC cases
 - The number of repeat MARAC cases
 - The percentage of total MARAC cases that were repeats
 - The total number of recorded crimes and incidents given a domestic abuse interest maker or action code
 - The number of recorded crimes defined as domestic abuse related
 - The number of incidents or calls to service defined as domestic abuse related
 - Attrition rates from IDVA service
 - The number of Domestic Violence Prevention Notices issued
 - The outcomes of the specific projects funded by the partnership

Priority: Reducing Re-offending

- A relatively small number of highly prolific offenders are responsible for a disproportionate amount of crime. These criminals cause immense damage to the lives of law-abiding citizens who live near them.
- The National Audit Office has estimated that the social and economic costs of reoffending by those released from short sentences alone are between £7-10 billion a year.
- Reducing Re-offending and Integrated Offender Management is delivered via countywide arrangements. However, the North Worcestershire Community Safety Partnership retains a statutory duty to ensure delivery and as such is part of the strategic group and governance arrangements for Integrated Offender Management.

What was achieved in 2012/13?

- Supported delivery of Worcestershire IOM Conference to raise awareness of IOM practices and support development of a countywide strategy.
- Supported countywide work into developing a needs assessment framework for IOM and embedding the work of the ODOC (One Day One Conversation - prolific and other priority offenders/integrated offender management operational teams).
- Supported IOM co-location in Redditch and Wyre Forest of police, probation and Pathways to Recovery.
- Maintained and developed strong links with Neighbourhood Watch Scheme including distribution and promotion of forensic property marking kits and other crime prevention tools.
- Co-ordinated multi-agency campaigns in response to emerging burglary “hot-spots” and seasonal risk factors. e.g., open windows during the summer period and pre-Christmas alerts to reduce prolific acquisitive crime.

Objectives 2013/14

- Identify and reduce the re-offending of those that cause the most harm in communities through Integrated Offender Management (IOM) processes.
- Maintain and develop “target hardening” services for vulnerable households and continue support for vehicle security messages across the area to reduce opportunities for prolific acquisitive crime.
- Ensure offenders are seen to contribute to the work of the CSPs through targeted community payback.

Measures 2013/14

- We will measure our success by monitoring and responding accordingly to:
 - The number of arrests IOM cohort (statutory)
 - The number of arrests IOM cohort (non-statutory)
 - The number of charges IOM cohort (statutory)
 - The number of charges IOM cohort (non statutory)
 - The number of community payback hours completed

Priority: Reducing Anti Social Behaviour

- Anti-social behaviour is identified in all consultations as an aspect of crime and disorder that causes great concern to local residents and it also places a significant burden on public resources.
- ASB can include behaviour such as excessive noise, graffiti, abandoned cars and threatening behaviour which can leave people feeling intimidated, angry or frightened. North Worcestershire CSP works with all its partners to reduce levels of ASB so that its residents can maintain a good quality of life.
- Although there have been significant reductions in ASB reported to the police, it is suggested that there is a certain amount that remains unreported.
- Results from November 2012 Viewpoint Survey show Perceptions of ASB as a problem at 18.9%. This is a slight deterioration compared to results from November 2011 at 16.9%. Consideration needs to be given to reducing any gap between perceptions and actual issues and targeting those areas where under-reporting may exist.

What was achieved in 2012/13?

- Through Operation StaySafe, identified and promoted referral and intervention processes to reduce the number of young people who are repeatedly involved in antisocial behaviour.
- Supported and promoted a variety of projects, initiatives and events to reduce youth related ASB, such as restorative resolutions, substance misuse referrals, diversionary and preventative workshops in schools and youth clubs.
- Co-ordinated and promoted enforcement and education activity through multi agency forums to target locations where alcohol related anti social behaviour is a problem.
- Provided support via multi agency forums for countywide processes to re-structure delivery of Positive Activities, Early Help and Stronger Families services across Worcestershire.

Objectives 2013/14

- Reduce the harm caused to individuals and communities by anti-social behaviour.
- Tackle youth related anti-social behaviour by supporting the provision of targeted and non-targeted positive activities.
- Protect repeat victims of anti-social behaviour.
- Recognise the positive contributions young people make to their local communities.

Measures 2013/14

- We will measure our success by monitoring and responding accordingly to:
 - The total number of ASB incidents recorded
 - The number of ASB environmental incidents recorded
 - The number of ASB nuisance incidents recorded
 - The number of ASB personal incidents recorded

- The number of Youth ASB incidents recorded
- The number of Alcohol ASB incidents recorded
- The percentage of residents who perceive ASB to be a problem in their area
- The outcomes of the specific projects funded by the partnership

Action Plans 2013/14

Priority: To maintain low crime levels and improve public confidence			
Objectives:			
<ul style="list-style-type: none"> ▪ Deliver crime prevention initiatives to reduce crime. ▪ Co-ordinate community safety campaigns in response to key issues; to support crime reduction initiatives and reinforce positive messages about community safety in the area. ▪ Develop and implement a programme of community consultation and engagement to provide reassurance to communities and address fear of crime and community concerns. ▪ Prevent violent extremism by providing appropriate training and awareness raising packages to relevant audiences. 			
Action	Responsibility	Target Date	Resources
Develop and implement a range of partnership actions to improve confidence and change negative perceptions	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Continue to develop and keep updated the NWCSF website	Community Safety Teams	March 2014	PCC Grant Partner contributions Officer time
Promote activities to advise the public on crime prevention by delivering campaigns in response to trends	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Support the implementation of the recommendations from the Counter Terrorism Local Profiles	Worcestershire Prevent Group	March 2014	Officer time

Priority: Reducing the impact of alcohol and drugs misuse on communities

Objectives:

- Reduce the harmful effects of drugs and alcohol on the night time economy, on young people in public places, and on relationships.
- Continue to work with local Licensee Associations and Worcestershire Regulatory Services and to promote a safe, responsible Night Time Economy across North Worcestershire.
- Continue to work with and support CRI Pathways to Recovery and other local Drug and Alcohol Service providers to promote access to support for those seeking help for substance misuse.
- Promote and support educational campaigns to target proxy sales and other forms of inappropriate supply of alcohol to young people.

Action	Responsibility	Target Date	Resources
Continue to support Street Pastors in local areas	Operational Groups	March 2014	Officer time
Develop and implement a range of partnership activities to address alcohol related crime and disorder linking in with countywide strategies	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Promote activities to advise the public on crime prevention by delivering campaigns in response to trends	NWCSP Board Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Work in partnership and continue to engage with organisations that can have a positive impact on the night time economy	NWCSP Board Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Work in partnership and support organisations that work to reduce the harm caused by substance misuse, including Novel Psychoactive Substances	NWCSP Board Operational Groups	March 2014	PCC Grant Partner contributions Officer time

Priority: Reducing Domestic Abuse and Safeguarding Vulnerable People

Objectives:

- Identify individuals who may be vulnerable and assist them in accessing appropriate services.
- Protect vulnerable residents from becoming a victim of crime within their home (including burglary and domestic abuse).
- Reduce the harmful effects of hate crime through the work of the Hate Incident Partnership.
- Provide support to relevant multi agency forums set up to co-ordinate interventions and support for vulnerable and repeat victims, enforcement against offenders and actions in identified problem locations.

Action	Responsibility	Target Date	Resources
Continue to play an active role in the Worcestershire Domestic Abuse and Sexual Violence Forums and implement relevant actions at a local level	NWCSP Board Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Develop and implement a range of partnership activities to address alcohol related crime and disorder linking in with countywide strategies	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Continue to support and develop the Vulnerable Adults Groups	NWCSP Board Wyre Forest District Council Redditch Borough Council	March 2014	Officer time
Continue to support and promote the Hate Incident Partnership	NWHIP	March 2014	PCC Grant Partner contributions Officer time
Continue to operate Home Security Scheme and Sanctuary Projects and look at where potential efficiencies and savings can be made across North Worcestershire	Operational Groups	March 2014	PCC Grant Partner contributions Officer time

Priority: Reducing Anti Social Behaviour

Objectives:

- Reduce the harm caused to individuals and communities by anti-social behaviour.
- Tackle youth related anti-social behaviour by supporting the provision of targeted and non-targeted positive activities.
- Protect repeat victims of anti-social behaviour.
- Recognise the positive contributions young people make to their local communities.

Action	Responsibility	Target Date	Resources
Develop and implement a range of Partnership Activities to address ASB	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Develop and implement a range of activities regarding perceptions of ASB	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Identify and tackle ASB hotspots in order to conduct targeted initiatives	Operational Groups	March 2014	PCC Grant Partner contributions Officer time
Support the development of Early Help and Stronger Families Programmes	NWCSP	March 2014	Officer time
Continue to work with youth provision organisations including both statutory and voluntary sectors	Operational Groups	March 2014	Officer time PCC Grant

Priority: Reducing Re-offending

Objectives:

- Identify and reduce the re-offending of those that cause the most harm in communities through Integrated Offender Management (IOM) processes.
- Maintain and develop “target hardening” services for vulnerable households and continue support for vehicle security messages across the area to reduce opportunities for prolific acquisitive crime.
- Ensure offenders are seen to contribute to the work of the CSPs through targeted community payback.

Action	Responsibility	Target Date	Resources
Continue to develop and promote local crime prevention projects and initiatives	Operational Groups	March 2014	Officer time PCC Grant
To consider developing mechanisms to enable the community to access community payback	NWCSP	March 2014	Officer time
Support the delivery of IOM and associated activities through participation in the IOM Strategic Group	NWCSP	March 2014	Officer time

Partnership Changes and Challenges

Police and Crime Commissioner

In late 2012 the West Mercia Police Authority was decommissioned and replaced by a new Police and Crime Commissioner (PCC), who was elected in November 2012. The PCC is directly accountable to voters every four years and is scrutinised by a panel made up of other elected and independent members (Police Crime Panel). The PCC has statutory duties for holding the Chief Constable to account for the delivery of efficient and effective service through the setting of a five year Police and Crime Plan, and oversees value for money and performance. The PCC is not a responsible authority within the partnership but there is a reciprocal duty for the CSP and PCC to co-operate. The partnership will work closely with the PCC, his office and other partners across the West Mercia region to achieve this duty.

We have seen a significant change in the way funding is allocated, as funding that was previously allocated to CSPs has been transferred to the PCC. This year we have been successful in our bids to the PCC for the same levels of funding that we received in 2012/13. For future year's funding the bidding process will be more challenging as the funding will not be ring-fenced and is likely to be available to more than just CSPs to bid for, as was the case this year. In 2013/14 it is important that we evaluate everything that we do and continue to demonstrate our effectiveness and value for money.

Significant changes for Partners

There have been a number of significant changes within each of our partner organisations due to amendments in legislation, budget reductions and changes in resources. In 2012 a West Mercia Youth Offending Service was launched, it is managed on a day-to-day basis by West Mercia Probation Trust.

Significant changes are also on the horizon for probation services across England and Wales, with the government having published the consultation paper 'Transforming Rehabilitation' which describes proposals for reforming the delivery of offender services in the community.

West Mercia Police has formed a strategic alliance with Warwickshire Police, which looks to ensure that police services are delivered in an efficient and effective way; these arrangements are continuing to be developed and implemented.

Changes to Public Health

On 1 April 2013, Clinical Commissioning Groups became responsible authorities, replacing the former Primary Care Trust. There are two CCGs in North Worcestershire, Redditch and Bromsgrove CCG and Wyre Forest CCG

The Worcestershire Health and Wellbeing Board (HWBB) became a statutory body from 1 April. The Board's strategy and Public Health Outcomes Framework has clear links to the community safety and criminal justice agenda, which through our representation on the Safer Communities Board we will work to support their achievement.

Under the Health and Social Care Act 2012, from 1 April 2013, Public Health functions became the responsibility of the top tier Local Authority and transferred to Worcestershire County Council. A new Health and Wellbeing Team, located

within the newly created Adult Services and Health directorate, has been set up at Worcestershire County Council which will deliver community safety functions including the continued co-ordination of the Safer Communities Board.

This year we have also seen changes within the drugs and alcohol arena with Worcestershire’s Drug and Alcohol Action Team being disbanded and the functions being absorbed within the Adult Services and Health directorate.

Monitoring progress

Measures of success help us monitor and track progress against targets and stated outcomes for each area. The action plans in this document describe the work planned to achieve outcomes. While the action plans presented only provide brief descriptions of the work planned, they are backed up by processes which monitor outputs, targets, milestones and timescales, and who is responsible for individual actions. Progress on key performance indicators related to the work in the Plan is reported to the NWCSF and the Safer Communities Board through the Policy and Commissioning Group.

The partnership will receive regular scrutiny from the Overview and Scrutiny Committees established within each of the district and borough councils. The purpose of the committees is to review, scrutinise and make reports or recommendations to the responsible authorities of the CSP. These committees enable councils to hold the responsible authorities to account for local action and local public spending. They are a requirement for councils under the Local Government and Public Involvement in Health Act 2007.

Resources

The North Worcestershire CSP has been awarded a grant from the PCC to deliver its plan. The funding will be used as outlined below and is for a one year period:

Initiative	Amount
North Worcestershire Hate Incident Partnership	£3,000
Community Engagement, Consultation and Communications	£5,000
North Worcestershire Home Security Projects	£6,000
North Worcestershire CSP Analyst	£30,000
Safer Bromsgrove Tasking Group	£25,994
Safer Redditch Tasking Group	£39,810
Safer Wyre Forest Tasking Group	£40,653
Total	£150,457

Section 17 Responsibilities

Community Safety Partnerships were established under the Crime and Disorder Act 1998 and Section 17 of this act is aimed at making the vital work of reducing crime a focus across the wide range of local services that authorities provide, putting community safety at the heart of local decision-making.

Section 17 states that:

“Without prejudice to any other obligations imposed upon it, it shall be the duty of each authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all it reasonably can to prevent crime and disorder in its area.”

This recognises that each of the responsible authorities provides a wide and varied range of services and functions within the community. As the level and impact of crime can be influenced by the decisions and actions taken in the day-to-day activities of these local bodies, the act places a duty on these authorities to do all they can to reasonably prevent crime, disorder and anti-social behaviour in their area.

With changes to grant provision, reducing resources and competing priorities, Section 17 can provide a welcome opportunity for key partners to review core functions and service provision and ensure that community safety is embedded as a core aim in every service delivered. Innovative and creative use of mainstream budgets to meet multiple aims that include crime and disorder reduction and prevention can directly benefit organisations, the Partnership and local communities by reducing duplicated effort and cost, whilst improving public services to create safer neighbourhoods.

Community Engagement

The partnership will continually seek to improve its engagement with the community. The partnership will publicise its work and raise awareness about the role of the partnership. We are committed to actively engaging our communities and responding to concerns, working together to resolve issues.

Communications Strategy

Channels of Communication

- It is suggested that the current communications channels (internal and external) available across North Worcestershire are mapped by the Community Safety Managers or equivalent across Bromsgrove, Redditch and Wyre Forest.
- The North Worcestershire CSP will agree the most appropriate communications channels to transmit key messages to its audiences.
- Possible channels include:
 - Publications e.g. newspapers, internal newsletters
 - Annual reports, business plans, research and evaluation reports
 - Media including TV and radio
 - Websites
 - Events
 - Word of mouth, public meetings, presentations, focus groups
 - Marketing materials e.g. leaflets, posters and brochures

Roles and Responsibilities

- In the interest of consistency and professionalism all communications will be co-ordinated through the Community Safety Managers, or equivalent, in conjunction with the Chairperson of the North Worcestershire CSP and/or the Chairperson of the Operational Groups, where appropriate.
- Community Safety Managers, or equivalent, will ensure that relevant partner agencies are given the opportunity to comment on all communications before general release. Partners will be asked to ensure they comment within a timely manner to ensure the release meets press deadlines.
- Partners will agree to share information and knowledge that may be of mutual benefit.
- Partners will agree to keep each other fully informed of any issues which may affect each other, for example press interest in a particular story.
- Partners will agree to notify each other of any campaigns, publications etc. which may be of mutual interest.

Press Releases

North Worcestershire

- All North Worcestershire CSP press releases must include a short quote from the Chairperson and, where appropriate and beneficial, additional quotes should be included from key partners. The NWCSF logo should be used in conjunction with the lead agency's logo or branding.
- All press releases must be signed off by the Chairperson or the Vice Chairperson in advance of circulation for release.

- A draft copy of the press release should be sent to the Community Safety Managers, or equivalent, who will liaise with the North Worcestershire CSP Chairperson for endorsement.
- The Community Safety Managers, or equivalent, will then advise the partner(s) issuing the press release of any comments or additions that the Chairperson may wish to be considered for inclusion.
- Following any required revision, the partner(s) can then forward the press release to the local media, ensuring the Chairperson is advised of any photo-call opportunity.
- Press releases must be issued on North Worcestershire CSP headed paper.
- A copy of the issued press release must be given to the Community Safety Managers, or equivalent, for file and adult purposes.

District wide

- The Operational Groups may issue press releases where a project has solely been delivered in their respective district. Where this is the case a press release must include a quote from the North Worcestershire CSP Chairperson and the Operational Group Chairperson. Both parties must have signed off the press release before its circulation. The 'Safer Bromsgrove/Redditch/Wyre Forest' logos should be used in conjunction with the NWCSF logo/branding.
- All press releases must be signed off by the Chairperson or the Vice Chairperson in advance of circulation for release.
- A draft copy of the press release should be sent to the Community Safety Managers or equivalent who will liaise with the North Worcestershire CSP Chairperson and Operational Group Chairperson for endorsement.
- The Community Safety Managers or equivalent will then advise the partner(s) issuing the press release of any comments or additions that the Chairperson may wish to be considered for inclusion.
- Following any required revision, the partner(s) can then forward the press release to the local media, ensuring the Chairperson(s) are advised of any photo-call opportunity.
- Press releases must be issued on North Worcestershire CSP headed paper.
- A copy of the issued press release must be given to the Community Safety Managers or equivalent for file and adult purposes

Resources

- The North Worcestershire CSP will agree the allocation of pooled resources for joint CSP communications activity. It is anticipated that North Worcestershire CSP projects will be identified at the beginning of the financial year, which will support forward planning of communications related activity.

Branding and Marketing

- The North Worcestershire CSP has developed a logo to be used for all branding related activities.
- Operational Groups will use the North Worcestershire CSP logo in conjunction with the Safer Bromsgrove/Redditch/Wyre Forest logo, as appropriate.

Monitoring and Evaluation

- A review of the communications strategy will be undertaken on an annual basis.
- All communications activities will be collated and reported on a quarterly basis to the North Worcestershire CSP.
- A process to evaluate the effectiveness of communication activities will be developed.

Logos

North Worcestershire



Operational Groups



Partners

This section lists the organisations that are members of the NWCSP. Please follow the links for more information.

Responsible Authorities

Bromsgrove District Council	www.bromsgrove.gov.uk
Hereford and Worcester Fire and Rescue Authority	http://www.hwfire.org.uk
Redditch and Bromsgrove Clinical Commissioning Group	http://www.redditchandbromsgroveccg.nhs.uk
Redditch Borough Council	www.redditchbc.gov.uk
West Mercia Police	www.westmercia.police.uk
West Mercia Probation Trust	www.westmerciaprobatation.org.uk
Worcestershire County Council	www.worcestershire.gov.uk
Wyre Forest Clinical Commissioning Group	http://www.wyreforestccg.nhs.uk
Wyre Forest District Council	www.wyreforestdc.gov.uk

Co-opted or Invited to Participate

Magistrates Bench Chairs - Bromsgrove and Redditch, Kidderminster	www.justice.gov.uk
Chairs of the Operational Groups	See www.nwcsp.org
Chair of the North Worcestershire Hate Incident Partnership	See www.nwcsp.org
West Mercia Youth Offending Service	
HMP Hewell	www.justice.gov.uk
Portfolio Holders for Community Safety at Bromsgrove, Redditch and Wyre Forest Councils	www.bromsgrove.gov.uk www.redditchbc.gov.uk www.wyreforestdc.gov.uk
Victim Support	www.victimsupport.org.uk
Worcestershire County Association of Local Councils	www.worcscalc.org.uk
Worcestershire Regulatory Services	www.worcsregservices.gov.uk

Contact Us

Website

www.nwcsp.org

Postal Address

Chair of NWCSP
c/o Redditch Borough Council
Redditch Town Hall
Redditch
Worcestershire
B98 9AH



This table outlines the volume of environmental offences the Community Safety Team have investigated broken down by offence type and the outcome of the investigation. Figures within brackets are from the same period last year; these have been provided to enable a direct comparison.

	ENVIRONMENTAL CRIME TYPE								TOTAL
	Fly Tipping	Fly Posting	Dog Fouling	Graffiti	Littering	Trade Waste	Waste Carriers Licence		
Cases Investigated	35 (57)	26 (28)	5 (1)	1 (4)	17 (11)	4 (3)	3 (0)		91 (104)
On-going Investigations	3 (7)	0 (0)	0 (1)	0 (0)	1 (0)	2 (0)	1 (0)		11 (8)
* ENFORCEMENT OUTCOMES	No Further Action	27 (45)	10 (6)	0 (0)	1 (4)	8 (6)	1 (0)		47 (61)
	Advice	3 (3)	0 (1)	5 (0)	0 (0)	1 (0)	1 (0)		10 (4)
	Verbal Warning	0 (1)	5 (2)	0 (0)	0 (0)	0 (2)	0 (0)		5 (7)
	Written Warning	1 (0)	11 (17)	0 (0)	0 (0)	3 (2)	0 (0)	1 (0)	16 (18)
	FPN	1 (1)	0 (2)	0 (0)	0 (0)	3 (0)	0 (1)	1 (0)	5 (6)
Court Proceedings	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)		0 (0)

* Enforcement can be taken at any level at the discretion of the enforcement officer based on the severity and frequency of the incident. Enforcement in not escalated incrementally.

This table outlines the volume of abandoned vehicle offences the Community Safety Team have investigated and the outcome of those investigations. Figures within brackets are from the same period last year; these have been provided to enable a direct comparison.

ABANDONED VEHICLES		
Cases Investigated		40 (17)
On-going Investigations		4 (0)
ENFORCEMENT OUTCOMES	No Further Action	25 (17)
	48hr Notice Issued (ABV Only)	11 (10)
	Removed to Storage (ABV only)	3 (2)

This table outlines the volume of fixed penalty notices issued and paid.

FIXED PENALTY NOTICES										
	Fly Tipping	Fly Posting	Abandoned Vehicles	Dog Fouling	Graffiti	Littering	Trade Waste	Waste Carriers Licence		
Amount of FPNs Issued	1	0	0	0	0	3	0	1 [†]		
Number of FPNs Paid	1	0	0	0	0	3	0	0		
Payment Rate	100%	N/A	N/A	N/A	N/A	100%	N/A	0%		

^{††} This FPN for a waste carriers licence offence remains unpaid and the recipient has been called for a recorded interview under caution before further action is taken.

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

October 2013

PLANNING POLICY TASK GROUP – 12 MONTH REVIEW OF RECOMMENDATIONS

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board Planning Policy Task Group.

2. RECOMMENDATIONS

That the Board notes the 12 Month Review of Recommendations and agrees to the removal of any items which have been completed, with the outstanding items being placed on the Quarterly Recommendation Tracker..

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)				
10th September 2012	<p><u>Recommendation 1</u> (a) 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;</p> <p>(b) the applicant be made aware at the earliest possible stage of the need to ensure that these conditions are adhered to and properly monitored in line with the conditions applied; and</p> <p>(c) where the planning officer recommends refusal of a planning application and the Planning Committee go against the recommendation, sufficient time should be given within the Planning Committee Meeting to discuss conditions.</p>	4th July 2012	July	Oct	✓	Jan (2014)	April
<p><u>Cabinet comments:</u> Recommendation 1(a) as amended was noted. It was still felt however 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. Recommendations 1(b) and 1(c) agreed. <u>September 2013</u> b) applicants are made aware at the earliest possible stage. Any concerns raised in respect of conditions not being adhered to will be investigated however there are in sufficient resources to monitor compliance on all applications. c) This occurs at Planning Committee or is delegated to Officers by the Planning Committee.</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)				
10th September 2012	<p><u>Recommendation 2</u></p> <p>(a) that a review of the Bromsgrove Standard Planning Conditions be carried out as soon as practicably possible, but within six months of this report being presented to the Cabinet; and</p> <p>(b) that Planning officer training be formalised to ensure appropriate conditions are identified for routine and non-routine applications.</p>	4th July 2012	July	Oct	✓	Jan (2014)	April
10th September 2012	<p><u>Recommendation 3</u></p> <p>It is recognised that on occasion there will be 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</p>	4th July 2012	July	Oct	✓	Jan (2014)	April
<p><u>Cabinet Comments</u> <u>Recommendation 2</u> (a) agreed (b) this was agreed but in addition it was felt that a suitable level of Member training in this regard should also be undertaken to assist Members in understanding the appropriateness of conditions. Implementation date – January 2013 <u>September 2013</u> a) This has commenced through Transformation but not yet completed due to staffing turnover issues. b) Through Transformation a system has been put in place whereby more than one officer considers conditions for an application in conjunction with the draft conditions list.</p>			<p><u>Cabinet Comments</u> Agreed Implementation date – ongoing <u>September 2013</u> This continues to be ongoing, recent consultations have taken place in Hagley and at Whitford Road.</p>				

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)				
10th September 2012	<p>would be a recommendation from the Planning Committee and reviewed periodically by that Committee.</p> <p><u>Recommendation 4</u> That a detailed review of the Planning Enforcement Policy, which was adopted in April 2011 (as encouraged in Section 8 – Conclusion), be carried out giving particular attention to Sections 4 – Enforcement Procedures (Informal) and 7 – Council’s Commitment to Complainants.</p>	4th July 2012	July	Oct	✓	Jan (2014)	April
10th September 2012	<p><u>Recommendation 5</u> That a case officer be appointed and remain responsible as the point of contact for each enforcement case to ensure continuity and an electronic case file be set up and open to view by colleagues and management.</p>	4th July 2012	July	Oct	✓	Jan (2014)	April

Cabinet Comment:
Agreed
Implementation date – this will form part of the on going transformation process.

September 2013
This will occur, if necessary, when the Enforcement process is considered through the Transformation process.

Cabinet Comment:
Agreed
Implementation date – this will form part of the on going transformation process.

September 2013
The Transformation process has shown that an officer dealing with a case in its entirety is more appropriate and this now happens.

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)				
10th September 2012	<u>Recommendation 6</u> That a mechanism be put in place to ensure that enforcement cases are recorded and regularly up dated with a audit trail of actions and documents and correspondence on the electronic system accessible via the Council's 'Orb'.	4th July 2012	July	Oct	✓	Jan (2014)	April
			<u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process. <u>September 2013</u> <i>Cases in Enforcement are electronically managed through a “shared” folder, however due to the nature of them it is not appropriate for them to be accessible via the Orb.</i>				
10th September 2012	<u>Recommendation 7</u> That the Planning Committee receives a quarterly report in respect of all new and outstanding planning enforcement cases.	4th July 2012	July	Oct	✓	Jan (2014)	April
			<u>Cabinet Comment:</u> Agreed Implementation date – January 2013 <u>September 2013</u> <i>This is currently provided on a 6 monthly basis.</i>				
10th September 2012	<u>Recommendation 8</u> That thorough the Transformation programme a review and mapping exercise be carried out in respect of the	4th July 2012	July	Oct	✓	Jan (2014)	April
			<u>Cabinet Comment:</u> Agreed				

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
	process post planning application approval stage and that the results of this be shared with the Overview and Scrutiny Board.		Implementation date – this will form part of the on going transformation process. <u>September 2013</u> <i>Enforcement is not yet at the Transformation stage.</i>
10th September 2012	<u>Recommendation 9</u> That the Internal Audit Report recommendations be supported and included within the Overview and Scrutiny Board's Quarterly Recommendation Tracker report to ensure that progress on the implementation is monitored in an appropriate and timely manner.	4th July 2012	July Oct ✓ Jan (2014) April <u>Cabinet Comment:</u> Agreed Implementation date – with immediate effect.
10th September 2012	<u>Recommendation 10</u> That a quarterly report be made available to the Overview and Scrutiny Board to enable Members and officers to be aware of repeat or common themed compliments and complaints (in order to address such complaints).	4th July 2012	July Oct ✓ Jan (2014) April <u>Cabinet Comment:</u> Agreed Implementation date – work already implemented.
10th September	<u>Recommendation 11</u> That all Heads of Service ensure	4th July 2012	July Oct ✓ Jan (2014) April <u>September 2013</u> <i>In place</i>

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)					
2012	<p>mechanisms are in place to ensure that when a service request escalates to the extent that there is or could be a critical failure of any nature, they are immediately made aware of the situation and</p> <p>(a) that Heads of Service ensure all staff are made aware of and understand the definitions of a complaint; and</p> <p>(b) that the Head of Customer Service provides additional guidance in respect of recording service requests which may also be a valid complaint.</p>		<p><u>Cabinet Comment:</u> Agreed Implementation date – work already commenced.</p> <p><u>September 2013</u> Head of Customer service - Guidance and training provided. Complaints discussed at CMT quarterly. HOS responsible for monitoring and actions on complaints within their own service. Head of Planning – all service requested signed off on iCase by Head of Planning and discussed at Team Meetings.</p>					
10th September 2012	<p><u>Recommendation 12</u> That the Head of Customer Service and Human Resources work together to establish a mandatory management training programme to:</p> <p>(a) ensure that all managers of the Council are given support to enable them to respond, both verbally and in writing, to all customers in a timely and</p>	4th July 2012	<table border="1"> <tr> <td data-bbox="946 857 1023 954">July</td> <td data-bbox="946 678 1023 857">Oct</td> <td data-bbox="946 589 1023 678">✓</td> <td data-bbox="946 477 1023 589">Jan (2014)</td> <td data-bbox="946 264 1023 477">April</td> </tr> </table> <p><u>Cabinet Comment:</u> Agreed Implementation date – work already commenced.</p> <p><u>September 2013</u> Guidance and training provided to all Managers, including complaints process, handling complaints and advanced communication skills for dealing with</p>	July	Oct	✓	Jan (2014)	April
July	Oct	✓	Jan (2014)	April				

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
	<p>appropriate manner, with regular reviews of the success of such training carried out; and</p> <p>(b) the Overview and Scrutiny Board receive regular updates to ensure this has been implemented.</p>		<p><i>complex complaint cases.</i></p> <p><i>On going support provided where identified as necessary. Complaints process one of the authorities mandatory policies for all staff to ad via our online Netconsent system. This system requires all staff to add and acknowledge certain policies and procedures as part of their computer log on process.</i></p>

INTERNAL AUDIT REPORT – Ad Hoc Investigation: Marlbrook Tip

Recommendation	Comment on actions taken to implement recommendation
<p>1. <u>Planning Approval</u> Where a planning application may result in the approval including a significant number of conditions, that the Planning Committee is made aware of:</p> <ul style="list-style-type: none"> • the resources needed to effectively monitor compliance; • whether there are suitably qualified and/or experience officers within the Council; and • if not, what outsourcing arrangements would be required. 	<p><u>September 2013</u> Where there are concerns about capacity in respect of planning, the Head of Service would need to raise these corporately with agreement to go through the procedure to attempt to secure extra resources.</p>
<p>2. <u>Monitoring Arrangements</u> That for any future similar developments and in order to provide clear accountability monitoring should be undertaken by officers and/or a group with suitable experience and expertise and the authority to make decisions.</p>	<p><u>September 2013</u> When the need arises the Head of Service would ensure resources are available for this to take place.</p>

Recommendation	Comment on actions taken to implement recommendation
<p>3. <u>Enforcement Action</u> That where a development is considered unusual (for example, due to size, longevity) responsibility for enforcement action is allocated to a named officer in order to provide a single point of contact.</p> <p>It is acknowledged that officers leave the Council's employment or may not be available for whatsoever reason; however, in such instances handover of responsibility should take place.</p>	<p>See Recommendation 5 of the main report. An officer now deals with a case in its entirety and an electronic system is in place.</p>
<p>4. <u>Complaint Handling</u> That officers are provided with training to recognise a complaint and ensure that these are handled utilising the Customer feedback database.</p>	<p>This has been action as detailed in Recommendation 11 of the main report above.</p>
<p>5. <u>Communications</u> That the Council gives consideration to providing updates to residents. It is acknowledged that such communications have a cost; however, this may be outweighed by the reduction in complaints.</p>	<p>See Recommendation 3 of the main report. Meetings within the community have taken place in respect of several large planning applications.</p>

Cabinet Response to the Overview and Scrutiny Task Group Air Quality Report

Introduction

At the Cabinet meeting on 2nd October 2013 consideration was given to the report of the Air Quality Task Group. As the Chairman of the Task Group, Councillor S.P. Shannon was unable to be present, the Leader welcomed the Chairman of the Overview and Scrutiny Board, Councillor P. Lammas to the meeting and invited him to introduce the report.

Councillor Lammas referred to the recommendations of the Task Group which were contained within 5 chapters within the report:

- The review of the Air Quality Scrutiny report completed in December 2007
- The role of Worcestershire Regulatory Services
- The role of Worcestershire County Council
- Health implications; and
- Conclusion

The Cabinet then discussed and considered each of the recommendations in detail.

Response to recommendations

Please find below responses to the recommendations contained within the scrutiny report:

Recommendation 1

(Arising from the 2007 report)

Recommendation 1 – Low Emission Zones

Further consideration be given for LEZs to be included within the Air Quality Action Plan.

Recommendation 7 – Town Centre Redevelopment

A representative from Worcestershire Regulatory Services to be included within the membership of the Town Centre Redevelopment Group.

Recommendation 8 – High Street and The Strand

Although not declared as an Air Quality Management Area the continued monitoring of the air quality at Davenal House should take place and consideration be given to alterations to the traffic lights.

Recommendation 17 – Taxi Ranks

Regular reminders to taxi drivers in respect of leaving their engines running whilst waiting for the next fare at a taxi rank.

Cabinet Response

Recommendation 1 – Low Emission Zones

This was not supported in view of the likely finance implications.

Recommendation 7 – Town Centre Redevelopment

It was reported that the Town Centre Redevelopment Group was no longer in existence.

Recommendation 8 – High Street and The Strand

It was noted that monitoring was on going but it was felt that changes to the traffic lights would be costly at this stage.

Recommendation 17 – Taxi Rank

This was approved.

Recommendation 2

- (a) that separate Air Quality Action Plans be produced for the four AQMAs in Bromsgrove district in order to address the particular circumstances in each location
- (b) that the Action plans contain specific targets and detail projected timeframes and all actions should be implemented within those timescales

Cabinet Response

This was not agreed as it was felt that the overall County Air Quality Action Plan would be sufficient.

Recommendation 3

That a separate Air Quality Steering Group should be established in respect of the four AQMAs in Bromsgrove district.

Cabinet Response

It was not agreed that a separate Group was required as it was felt that the single Steering Group would be sufficient.

Recommendation 4

That the Overview and Scrutiny Board be provided with regular progress reports from the Air Quality Steering Group.

Cabinet Response

This is not applicable if the separate Steering Group is not set up. It was suggested as an alternative that the Annual report to DEFRA also be submitted to the Overview and Scrutiny Board at no additional cost.

Recommendation 5

Worcestershire Regulatory Services (WRS) applies for funding from the DEFRA Air Quality Grant Programme. If the first application is not successful the WRS should persist in submitting further applications in subsequent years.

Cabinet Response

It was agreed that WRS should apply for DEFRA funding as appropriate and in accordance with the Air Quality Action Plan.

Recommendation 6

That Worcestershire County Council applies for funding from the Worcestershire Local Transport Body in order to fund traffic management measures that will tackle air pollution in the Bromsgrove AQMAs.

Cabinet Response

Whilst this is a matter for the County Council there is no objection to requesting the County Council to make the application.

Recommendation 7

That Worcestershire County Council liaises with local bus operators to establish a local bus quality partnership in order to investigate the potential to update the bus fleets operating within the Bromsgrove district.

Cabinet Response

Whilst this is a matter for the County Council there is no objection to requesting the County Council to liaise with the relevant bus operators.

Recommendation 8

That the health implications of air pollution be the focus of a detailed review by the Worcestershire Health Overview and Scrutiny Committee.

Cabinet Response

It was noted that discussions were on going and that there was no objection to the issue being raised by the District Councillors who were Members of the Worcestershire Health Overview and Scrutiny Committee.

Recommendation 9

That the regular monitoring of particulate air pollutants within the Bromsgrove District's four AQMAs is carried out by Worcestershire Regulatory Services.

Cabinet Response

This was not agreed in view of the significant cost implications.

Recommendation 10

That Bromsgrove District Council sends a letter to the relevant Government Minister urging him/her to accelerate efforts to address problems with the higher emission levels from HGVs with a copy of the letter also being sent to the local M.P.

Cabinet Response

This recommendation was agreed.

Recommendation 11

That Bromsgrove District Council sends a letter to the relevant Government Minister responsible for DEFRA urging him/her to review the role of those responsible for Air Quality with a copy of the letter also being sent to the local M.P.

Cabinet Response

This recommendation was agreed.

Recommendation 12

The Overview and Scrutiny Board consider launching a separate review of CO2 emissions in the District.

Cabinet Response

It was felt this was a matter for the Overview and Scrutiny Board to determine as part of their future Work Programme.

The Leader thanked the Task Group Chairman and Members for their work in producing the report.

Councillor Kit Taylor – Portfolio Holder for Planning, Core Strategy and Regulatory Services

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OVERVIEW AND SCRUTINY BOARD

18th November 2013

SCRUTINY INVESTIGATION PROPOSAL

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

1. SUMMARY OF PROPOSALS

- 1.1 An Overview and Scrutiny Topic Proposal Form relating to Ground Maintenance Work Carried Out for Bromsgrove District Housing Trust has been completed by Councillor H. J. Jones and is submitted for consideration by the Board.

2. RECOMMENDATIONS

- 2.1 That the Board considers the completed proposal form (at Appendix 1) and agrees to one of the following:
- (a) that further information be requested from a relevant source before deciding whether or not further investigation is required;
 - (b) that the topic is included on the work programme for further investigation at a future date;
 - (c) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation, with the appointment of a Chairman for the Task Group; or
 - (d) take no further action.

3. KEY ISSUES

Financial Implications

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

Legal Implications

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

Service/Operation Implications

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to Ground Maintenance Work Carried Out for Bromsgrove District Housing Trust has been completed by Councillor H. J. Jones.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members in deciding whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

Customer / Equalities and Diversity Implications

3.7 N/A

4. RISK MANAGEMENT

4.1 N/A

5. APPENDICES

Appendix 1 – Overview and Scrutiny Proposal Form

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

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Tel: 01527 881443

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Worcestershire Regulatory Services (WRS) Joint Scrutiny Task Group: **Update**

The latest meeting of the Task Group took place at Bromsgrove Council House on Tuesday 22nd October 2013.

The Task Group received a presentation from Steve Jordan, Head of Worcestershire Regulatory Services. The presentation covered questions raised by the Task Group in respect of its terms of reference and also gave Members background information on the introduction and work of WRS. Members had also provided 10 detailed questions to which Steve provided a written response. Following the presentation Steve responded to both questions leading from the presentation and his written responses.

Members found the session most informative and agreed that they would discuss the information further at the next meeting (12th November) and agree further questions for future witnesses. The Task Group will also observe the Worcestershire Shared Services Joint Committee meeting on 21st November followed by an interview with the Chairman and Vice Chairman of the Committee.

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- 1 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 14th OCTOBER 2013

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<p align="center">There were no actions following this meeting.</p>					
<p align="center">O/s Meeting held on 16th September 2013</p>					
<p>Item 4 – Update on the Bromsgrove Town Centre Regeneration and Public Realm Improvements</p>	<p>The Board received a presentation from the Senior Project Manager.</p>	<p>The following actions were agreed:</p> <p>(a) Brick work (as specified by Cllr Rory Shannon) included within the snagging list.</p> <p>(b) Confirmation that WCC will be responsible for re-sealing the footpaths and estimated life expectancy of same.</p> <p>(c) The current life expectancy of the Dolphin Centre.</p>	<p>Senior Project Manager (Requested for information emailed to 25/09/13 reminder sent 15/10/13)</p>	<p>As soon as possible.</p>	
<p>Quarter 4 Sickness Absence Performance and Health Report</p>	<p>The Board considered the Quarter 4 Sickness Absence Performance and Health Report.</p>	<p>That the number of staff in each department be included within the report in order to make more realistic comparisons.</p>	<p>Executive Director, Finance and Resources.</p>	<p>To be included in the Q1 Sickness Absence Performance & Health Report.</p>	
<p align="center">O/S meeting held on 25th February 2013</p>					
<p>Item 4 – CCTV Code of Practice</p>	<p>The Board considered the CCTV Code of Practice.</p>	<p>The following action was agreed:</p>	<p>CCTV and Lifeline Manager</p>	<p>As soon as available.</p>	<p>Expected February</p>

- 2 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 14th OCTOBER 2013

		That the Board receive a report on the revised Code of Practice for consideration and comment.			/March 2014 and added to O&S Work Programme.
Item 6 – Homelessness Grants 2012/13 Update	The Board considered the briefing paper in respect of Homelessness Grants 2012/13	(c) Estimated costs and earmarked reserves in respect of the spare room subsidy for 2013/14 and 2014/15	The Executive Director, Finance and Resources	As soon as possible.	
Item 8 – Quarter 3 Sickness Absence Performance Health Report	The Board considered the Quarter 3 Sickness Absence Performance Health Report	The following actions were agreed: (a) the report to include the number of days for each department equated against the number of staff within that department. (b) The report to include the number of absences in respect of such things as T.A. Service and Jury Service.	The Head of Finance and Resources	Quarter 4 Sickness Absence Performance Health Report	
O/S from meeting held on 17th December 2012					
Quarter 2 Finance Monitoring Report	The Board considered the Finance Monitoring Report which details the Council's financial position for the period July – September 2012,	The following actions were agreed: a) The inclusion of any cost for bed and breakfast accommodation as a separate item in future reports.	Director of Finance and Corporate Resources.	To be included in the Quarter 3 Report.	
Quarter 2 Write Off of Debts Report	The Board considered the Quarter 2 Write Off of Debts Report for the period July – September 2012.	The following actions were agreed: a) In respect of write off	Director of Finance	To be included	

- 3 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 14th OCTOBER 2013

		<p>of Sundry Debtors, Members requested that a breakdown to include the number of debtors and transactions be included in future reports.</p> <p>b) In respect of the aged debt profile, Members requested comparative data for previous years.</p>	<p>and Corporate Resources.</p> <p>Director of Finance and Corporate Resources</p>	<p>in the Quarter 3 Report.</p> <p>As soon as possible.</p>	
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CABINET LEADER'S

WORK PROGRAMME

1 DECEMBER 2013 TO 31 MARCH 2014
(published as at 1 November 2013)

This Work Programme gives details of items on which key decisions are likely to be taken in the coming four months by the Council's Cabinet

(NB: There may be occasions when the Cabinet may make recommendations to Council for a final decision. E.g. to approve a new policy or variation to the approved budget.)

Whilst the majority of the Cabinet's business at the meetings listed in the Work Programme will be open to the public and media organisations attend, there will inevitably be some business to be considered that contains confidential, commercially sensitive or personal information. This is called exempt information. Members of the public and media may be asked to leave the meeting when such information is discussed.

If an item is likely to contain exempt information we show this on the Work Programme. You can make representations to us if you consider an item or any of the documents listed should be open to the public.

The full Council meets in accordance with the Councils Calendar of Meetings. Meetings commence at 6pm.

CABINET MEMBERSHIP

Councillor R. Hollingworth
Councillor Mrs. M. A. Sherrey
Councillor M. J. A. Webb
Councillor Dr. D. W. P. Booth

Councillor C. B. Taylor
Councillor M. A. Bullivant

Leader of the Council and Portfolio Holder for Finance, Partnerships and Economic Development
Deputy Leader of the Council and Portfolio Holder for Health and Well-being
Portfolio Holder for Leisure, Cultural Services, Environmental Services and Emergency Planning
Portfolio Holder for Strategic Housing, Business Transformation (including ICT) with special responsibility for the Town Centre Regeneration and Special Projects
Portfolio Holder for Planning, Core Strategy and Regulatory Services
Portfolio Holder for Policy, Performance, Communications, Customer Services, Legal, Equalities, Democratic Services and Human Resources

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Car Parking Review	Cabinet	4 December 2013	Report of the Head of Environmental Services	Guy Revans Head of Environmental Services 01527 64252 ext 3292
Housing Allocations Policy Review under Localism	Cabinet	4 December 2013	Report of the Executive Director and Deputy Chief Executive	Derek Allen/Amanda Glennie Strategic Housing 01527 881269
Financial Monitoring Q2 2013	Cabinet	4 December 2013	Report of the Executive Director (Finance and Resources) – S151 Officer	Sam Morgan Financial Services Manager 01527 64252 ext 3790
Homelessness Grant Policy	Cabinet	4 December 2013	Report of the Executive Director and Deputy Chief Executive	Derek Allen/Amanda Glennie Strategic Housing 01527 881269
Disposal of Council Owned Assets at Hanover Street Car Park/George House - Update	Cabinet <i>(there may be a recommendation to Council)</i>	4 December 2013	Report of the Executive Director (Planning and Regeneration, Regulatory and Housing Services)	Richard Savory Town Centre Project Manager 01527 881281
Dodford, Hagley and Beoley Conservation Area Appraisals and Management Plans - Consultation	Cabinet	8 January 2014	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Medium Term Financial Plan 2014/15 – 2016/17 Update	Cabinet	8 January 2014	Report of the Executive Director (Finance and Resources) – S151 Officer	Jayne Pickering, Executive Director (Finance and Resources) – S151 Officer 01527 881673
Fees and Charges 2014/15	Cabinet	5 February 2014	Report of the Executive Director (Finance and Resources) – S151 Officer	Jayne Pickering, Executive Director (Finance and Resources) – S 151 Officer 01527 881673
Medium Term Financial Plan 2014/15 – 2016/17	Cabinet <i>(Recommendation to be made to Council)</i>	February 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering, Executive Director (Finance and Resources) – S151 Officer 01527 881673
Assistive Technology – Future Working with Worcestershire Telecare	Cabinet	5 March 2014	Report of the Acting Head of Community Services	Judith Willis, Acting Head of Community Services 01527 64252 ext 3348
Dodford, Hagley and Beoley Conservation Area Appraisals and Management Plans - Adoption	Cabinet	2 April 2014	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Review of Policy for the Allocation of Rural Affordable Housing developed under "Exception Site" policy	Cabinet	2 April 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen/Amanda Glennie Strategic Housing 01527 881269

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2013-14

All meetings commence at 6.00 p.m. in the Committee Room unless otherwise stated.

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

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Other Information
18th November 2013	Update report on the North Worcestershire Community Safety Partnership	
	Quarters 1 & 2 Summary of Environmental Enforcement Action Report	
	WRS Joint Scrutiny Exercise – Verbal Update	
	Planning Policy Task Group – 12 month Review	
	Cabinet Response to Air Quality Task Group Report	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Action List	
	Work Programme	
16th December 2013	Quarter 2 Finance Monitoring Report	
	Quarter 1 & 2 Write Off of Debts Report	
	Quarter 1 & 2 Sickness Absence Performance & Health Report	
	Making Experiences Count Quarter 2 Report	
	Car Parking Review - Discussion	
	WRS Joint Scrutiny – Verbal Update	
	Cabinet Work Programme	

Date of Meeting	Subject	Other Information
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Action List	
	Work Programme	
20th January 2014	Quarter 3 Summary of Environmental Enforcement Action Report	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Action List	
	Work Programme	
24th February 2014	Quarter 3 Sickness Absence Performance & Health Report	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Action List	
	Work Programme	
24th March 2014	WCC Health Overview & Scrutiny Board – Verbal Update	
	Quarter 3 Finance Monitoring Report	
	Quarter 3 Write Off of Debts Report	
	Making Experiences Count Quarter 3 Report	
	Cabinet Work Programme	
	Action List	
	Work Programme	
14th April 2014	Quarter 4 Summary of Environmental Enforcement Action Report	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Action List	
	Work Programme	

Scrutiny of Crime & Disorder Partnership Meeting Dates

18th November 2013

Provisional Informal Budget Briefings 5.30 p.m. (Private)

2nd December 2013

7th January 2014

Reports not allocated

Update on Flooding within the District

Presentation on the Staff Survey Results

Annual Review of Call In

Countywide Sustainable Community Strategy – this is a ten year strategy and not due to be reviewed until 2014

Topics to be considered (as recommended by Task Groups)

1. Provision of services available to disaffected young people and those not in education, employment or training within the District.
2. Review into CO2 Emissions in the District.

OVERVIEW & SCRUTINY TASK GROUP/INQUIRY REVIEWS 2013-14

Task Group	Date of Review
Planning Policy Task Group	September 2013
Youth Provision Task Group	September 2014
Air Quality Task Group	October 2014

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