



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 24TH MARCH 2014
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

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 24th February 2014 (Pages 1 - 10)
4. Quarter 3 Write Off of Debts Report (Pages 11 - 16)
5. Quarter 3 Finance Monitoring Report (Pages 17 - 34)
6. Referral of Item from full Council (Pages 35 - 38)
7. Integrated Waste Collection and Disposal Service Joint Scrutiny Proposal (Pages 39 - 44)
8. Leisure Provision Task Group - Terms of Reference and Membership Report (Pages 45 - 52)

9. Joint WRS Scrutiny Task Group - Verbal Update
10. Worcestershire Health Overview and Scrutiny Committee - Verbal Update
11. Cabinet Work Programme 1st April to 31st July 2014 (Pages 53 - 58)
12. Overview and Scrutiny Board Work Programme (Pages 59 - 60)
13. 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

12th March 2014



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 24TH FEBRUARY 2014 AT 6.00 P.M.

PRESENT: Councillors P. Lammas (Chairman), C. J. Bloore (present from Minute No. 83/13 to Minute No. 90/13), B. T. Cooper, R. L. Dent, 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

Officers: Mrs. S. Hanley, Ms. J. Pickering, Mr. R. Osborne, Ms. L. Jones, Ms. J. Bayley and Ms. A. Scarce

83/13 APOLOGIES

Apologies for absence were received on behalf of Councillors R. J. Laight and K. A. Grant-Pearce.

84/13 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillors J. M. L. A. Griffiths and C. J. Spencer declared Disclosable Pecuniary Interests as members of Bromsgrove Operating Trust in respect of Item No. 9 on the agenda. As such they withdrew from the meeting during consideration of this item and took no part in its consideration and voting thereon.

85/13 MINUTES

The minutes of the Overview and Scrutiny Board meeting held on 20th January 2014 were submitted.

RESOLVED that the minutes be approved as a correct record.

86/13 MEDIUM TERM FINANCIAL PLAN 2014/15 - 2016/17

The Executive Director for Finance and Corporate Resources presented a report outlining the Medium Term Financial Plan for the Council for the period 2014/15 – 2016/17.

During the presentation of this report the following issues were highlighted for Members' consideration:

- The report contained both details that had been presented for the Cabinet's consideration earlier in the month as well as some additional updates.

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- The key considerations for the Council's budget going forward were how to make budget savings by; reducing waste in the system, generating income and redesigning services.
- There was the potential that there would need to be some staff redundancies as a result of redesigning services. In total £250,000 had been set aside in reserves to help fund redundancy costs.
- Budget cuts proposed by Worcestershire County Council (WCC) would potentially lead to an increase in demand for the Council's services, though it was difficult at this stage to identify where this impact would be greatest.
- It was unclear how much the Council might be required to pay out to businesses as a result of appeals relating to business rates levied prior to the introduction of the Business Rates localisation. For this reason there had been no draw down of funding from the Greater Birmingham and Solihull Business Rates Pool that the Council is part of.
- The New Homes Bonus was not a ring fenced allocation of funds. In Bromsgrove a decision had been taken to allocate the New Homes Bonus to the general fund.
- Officers were proposing a Council Tax increase of 1.9%.
- The majority of budget pressures considered unavoidable had been identified in cases where external bodies were due to remove or reduce funding.
- The reduction in funding from WCC for the customer service centre was occurring at the same time as the County Council had started to require residents to apply for services such as blue badges online. This, it had been suggested, would lead to less direct demand from the customer for support from Customer Service Advisors.
- The additional one year accommodation costs of £130,000, which were due to be offset by the savings on the move to Parkside School, would fund the costs associated with the use of Redditch Town Hall to accommodate shared services.
- The Head of Legal, Equalities and Democratic Services had submitted a bid to the government to help pay for the costs associated with the Independent Electoral Registration.
- The borrowing costs detailed in the report would be used to pay for the £3.5 million redevelopment of Parkside and the £11.5 million anticipated to pay for a new leisure centre (subject to the outcomes of a business case). To an extent borrowing costs for Parkside would be partially offset by the sale of the current Council House.
- An additional bid had been received since publication of the report from the North Worcestershire Water Management team for up to £20,000 to fund flooding mitigation works in the district.
- WCC would be contributing £60,000, rather than £120,000 as in previous years, to the Essential Living Fund (ELF). Bromsgrove District Council would contribute the remainder of the funding from reserves to ensure that the total remained £120,000.
- Officers were now anticipating that there would be a shortfall in the budget of £640,000 in 2015/16 and £880,000 in 2016/17.

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- It was anticipated that the bid to fund the Town Centre Officer would be offset by income from Worcester City Council which paid this Officer to provide expert advice two and a half days a week.

Following the presentation Members raised a number of additional points for discussion:

- The Council's membership of two Local Enterprise Partnerships (LEPs). Officers confirmed that this did not impact on the requirement for the Council to pay a set proportion of the district's business rates to WCC.
- The benefits of membership of the Greater Birmingham and Solihull LEP, due to the significant amounts of business development within that area from which Bromsgrove district could benefit.
- The Council was working on the assumption that there would be no changes to the New Homes Bonus settlement, even if there was a change of government in the period. Officers confirmed that any change to the New Homes Bonus that led to a reduction of 10 – 15 % or more could potentially place the Council's budget at risk.
- Members requested a breakdown of the borrowing costs for the Council, to be made available in time for the full Council meeting on 26th February.
- The payment of one year accommodation costs for staff. Officers confirmed that this issue had been identified by external auditors. The majority of support staff were based in Redditch Town Hall and these costs reflected this situation. In the long-term, due to capacity at the site, many staff would be required to hot desk at Parkside rather than to work permanently on the site.
- The potential for any shortfall in the funding from Lifeline to be funded from reserves following the possible withdrawal of the contract for Lifeline by WCC.
- The suitability of permitting budget bids in the budget setting process in the following two years. Officers confirmed that Heads of Service were always consulted about the potential need for any budget bids, though it was not anticipated that the same level of bids would be proposed in future years.
- The £1 million projected as the cost of borrowing by 2016/17. Officers confirmed that this figure would cover the net borrowing for Parkside, the new leisure centre (if it was approved) and fleet replacement.
- The business case for the new leisure centre in Bromsgrove district. Officers confirmed that this would consider both the data and evidence available and the requirements of customers. The business case was being prepared by council Officers rather than by external consultants.

Concerns were expressed that the Board had not been provided with sufficient time during the year to scrutinise the Council's budget effectively. It was noted that at other local authorities budgets were pre-scrutinised (prior to a Cabinet decision) and the Council's finances were considered much further in advance of the budget being set. Officers confirmed that the Council's budget setting process had been reassessed at a corporate level as it had been recognised that budgetary matters needed to start to be addressed at an earlier date. In

future years the Council's budget would start to be assessed in the autumn. The Overview and Scrutiny Board would be involved in this process.

A number of Members had additional questions regarding the budget. Due to the time available during the meeting it was agreed that these questions should be forwarded for the attention of the Executive Director of Finance and Corporate Resources and answers provided for the meeting of full Council on 26th February 2014.

RESOLVED that the current position for 2014/15 – 2016/17 be noted.

87/13 **NORTH WORCESTERSHIRE WATER MANAGEMENT PRESENTATION ON PROJECTS IN THE DISTRICT**

The Principle Environmental Health Officer (Water Management Team) delivered a presentation on the subject of flood management and drainage projects in the District.

During the delivery of this presentation the following issues were raised for Members' consideration:

- The North Worcestershire Water Management Team (NWWM) provided support services and advice in Bromsgrove district, Redditch Borough and Wyre Forest district.
- The NWWM had been introduced as a shared service following the 2007 floods. At this time it had been recognised that by sharing services staff could share knowledge and the service would be more resilient.
- The NWWM team worked on a catchment area basis. Bromsgrove district was served by three different catchments.
- The team worked closely with external partners, such as the Environment Agency and WCC's Highways Department, both to resolve flooding issues and to undertake preventative work.
- There had been a number of flooding issues in Bromsgrove district in the previous 18 months, particularly in Alvechurch and Bromsgrove town centre.
- The NWWM provided advice on planning applications. As part of this process the NWWM encouraged Planning Officers to consider the impact of a development both upstream and downstream on existing houses and businesses. Planning Officers were also encouraged to consider whether any actions could be taken as part of the development to improve local circumstances in relation to the risk of flooding.
- Officers were considering both the Council and WCC's assets with a view to identify which water courses were located on Council land and how action could be taken to mitigate the risk of flooding.
- When problems were identified on private land the NWWM would initially approach landowners to advise them on the problem and to request action. In most cases, particularly when the land owner lived locally and felt part of the community, action would be taken by the landowner.
- Formal enforcement action was rarer and tended to occur when the landlord could not be contacted or was unwilling to co-operate.

- Flooding often occurred when there was limited capacity along water courses to accommodate an accumulation of water. For this reason the NWWM regularly reviewed water courses to identify any locations where water could build up.
- There was no fixed solution to alleviate flooding. The causes of flooding and measures that could be taken to prevent flooding in future needed to be assessed on a case by case basis.
- The inclement weather was part of an increasingly common pattern and the NWWM was working on the basis that this would continue for the foreseeable future.
- The work of the NWWM was largely influenced by the Land Drainage Act 1991 and the Flood Water Act 2010.
- WCC would be commissioning the NWWM to undertake Sustainable Drainage Approval work on their behalf. It was likely that the team would start to deliver this work in the autumn, though the timescales remained to be confirmed.
- Local knowledge was key to a forward planning approach to mitigating flood risks. For this reason any information that Members could provide and any opportunities for the NWWM to interact with Councillors and Parish Councillors who would be familiar with local needs, was welcomed.

At the end of the presentation Members discussed some additional matters relating to this subject:

- The NWWM team's powers to access private land.
- Officers confirmed that the Land Drainage Act 1991 permitted the County Council or representatives acting on their behalf to access private land to undertake works as long as adequate notice had been provided. If the landowner refused to undertake any work the NWWM could take action and recharge the landowner.
- The impact of the Environment Agency's wildlife policies on flooding in the district. Officers confirmed that whilst the Environment Agency was cognisant of the potential impact of flood prevention measures on wildlife the body was relatively flexible and the agency's work to address recent flooding problems had been helpful.
- The impact of local farmers' practices on flooding within the district. Members were advised that the majority of farmers were keen to maintain their land to reduce the risk of flooding. However, in cases where farmers had let land on short leases for potato farming there had been some problems with silt levels which had contributed to the risk of flooding and there had been less incentive for the farmers with the short-term leases to take action to alleviate the problem.
- The relationship between the NWWM and regional representatives of the National Farmers' Union which had had a positive impact on Officers' efforts to communicate with local farmers about flood prevention measures.
- The responsibility of Severn Trent Water. The company had a 5 year capital programme which was used to determine where investment should take place. The NWWM had been consulted about the

appropriate content of the next 5 year plan and it was hoped that this would ensure that specific flood prevention measures within the district would take place in the next few years.

- The selection of particular locations as priority areas for water management projects in Bromsgrove. These locations had been selected because Officers had identified that key infrastructure was at risk of being flooded at these locations.
- Flooding problems in Charford which had impacted on South Bromsgrove Community High School and Charford Bowling Club.
- Problems with overflowing sewage on the A38 during recent flooding events. Officers urged Members and residents to report problems with sewage to Severn Trent Water as soon as these were observed to ensure that the company was aware of the need to resolve the problem.
- The potential for other Council services, such as the cleansing team, to assist with clearing blockages to mitigate the risk of flooding.
- The value of the contribution provided by lengthsman in many areas to water management due to their local knowledge.
- Many Members praised the NWWM and reported that the support and advice provided by staff in the team during recent flooding events had been really helpful.

At the end of the discussions a number of Members noted that they had numerous additional questions on the subject. It was agreed that these should be forwarded on to the Officers after the meeting and the responses circulated for the consideration of all Members. Members further agreed that it would be useful to receive an update from officers on the work of the NWWM and progress with implementing the next round of planned works in approximately 12 months' time.

RESOLVED that the report be noted.

88/13 **MAKING EXPERIENCES COUNT QUARTER 3 REPORT**

The Customer Services Manager presented the Making Experiences Count Quarterly Complaints report for the period 1st October – 31st December 2013.

Whilst presenting this report the following issues were highlighted for Members' consideration:

- During this period the Council had received 22 complaints and 13 compliments.
- The number of complaints had decreased from 40 in the previous quarter. This had been accompanied by a reduction in the number of complaints about particular services. For example the number of complaints about waste collection services had fallen from 22 to 3 in the period.
- There had been an increase in the number of complaints that had been received about car parking, though 4 of these complaints related to appeals about car parking fines which were usually handled separately.

- One complaint, regarding a decision that had been made at a Planning Committee meeting, had been referred to the Local Government Ombudsman. The appropriate response to this complaint was in the process of being considered by the Ombudsman.
- There had been a reduction in the number of telephone and face to face enquiries relating to blue badge applications, waste permits and concessionary fares. This had occurred following the decision by WCC to require online applications for these functions.

Members discussed a number of issues relating to this report following delivery of the presentation:

- The reduction in payments using the automated telephone system and the causes of this decrease. Officers explained that there had been some problems with the Council's automated system which had potentially contributed to this decline. However, upgrades were due to be made to the system and it was anticipated that this would increase resilience.
- The complexity of issues registered as complaints when compared to the types of matters that tended to be reported as compliments.
- The need to continue to encourage staff to report both complaints and compliments.
- The value of complaints to identifying problems within services and to improving the quality of those services.

RESOLVED that the contents of the report be noted.

89/13 **OVERVIEW & SCRUTINY TOPIC PROPOSAL REPORT**

Councillor R. L. Dent presented a topic proposal form containing further information about a proposal for the Overview and Scrutiny Board to launch a scrutiny investigation into leisure activities throughout Bromsgrove district.

Councillor Dent explained that she felt that leisure services would be a suitable topic for further scrutiny as the service was in receipt of a significant amount of Council funding. The review could assess whether the Council was receiving value for money for this investment whilst at the same time potentially identifying further opportunities for leisure and cultural activities to be provided in the district.

Members discussed the proposal and the most appropriate way to proceed. The potential number of meetings that would need to take place if a Task Group was to be launched and the methodology that would be appropriate for a review of this nature was considered. The option to postpone any decision being taken about whether to launch a Task Group until the business plan for the proposed new leisure centre had been considered was also debated.

The exact terms of reference for the review were also discussed. Members commented that they could consider the content of the business case as part of a Task Group exercise, though it was noted that this document focused only on the possible replacement facilities for the Dolphin Centre. It was also

suggested that access for people with physical disabilities to leisure activities should be taken into account as part of any review.

RESOLVED

- (a) that the topic be included on the work programme and a Task Group be established to undertake a more in-depth investigation in the new municipal year; and
- (b) that Councillor Spencer be appointed as the Chairman of the Task Group.

90/13 **JOINT WRS SCRUTINY TASK GROUP**

Members were advised that there had been 2 Task Group meetings and a visit to Wyatt House in Worcester since the last meeting of the Overview and Scrutiny Board. At the first of these meetings the Chief Executive and Executive Director for Finance and Corporate Resources at Bromsgrove District Council, as the host authority for Worcestershire Regulatory Services (WRS), had been interviewed. They had both provided detailed responses to the group's questions, which had focused on issues such as the governance structure for WRS and the financial pressures impacting on the shared service.

At the latest meeting of the group on 20th February Members had interviewed a representative of the Council's Legal Department together with the Chairman of the WRS Management Board. The governance structure for WRS had formed the main focus for discussions during this meeting.

The Board was advised that the following meeting of the group was scheduled to take place on 19th March. During this meeting Members were due to reflect on the progress that they had made to date with the review. The group would also start to discuss potential recommendations.

91/13 **ARTRIX OUTREACH PROVISION TASK GROUP**

The Chairman of the Task Group, Councillor S. P. Shannon, outlined the work of the group since the previous meeting of the Overview and Scrutiny Board. He explained that there had been 2 meetings of the group in this period. At the first of these meetings the Head of Leisure and Cultural Services had been interviewed by Members. At the following meeting a number of short films had been viewed which had been provided by the Education and Outreach Co-ordinator at the Artrix. In some cases these films had been made by young people as part of the outreach work and in other cases the films depicted the outreach work in action. The Members who had viewed these films had been impressed by the work that was being carried out.

The Task Group was due to consider a draft copy of their report and recommendations at a meeting on 5th March 2014 with a view to forward this report for the consideration of the Board on 24th March. The Chairman anticipated that, subject to the Board's approval, the report would be forwarded for the consideration of Cabinet on 2nd April.

(During the consideration of this item Councillors Griffiths and Spencer were not present in the room. Following their readmission into the room Councillor Griffiths expressed concern about comments that had been made to her by another Member outside the room. The Deputy Chief Executive confirmed that she would refer this issue for further consideration by the Council's Monitoring Officer).

92/13 **AIR QUALITY TASK GROUP REPORT**

The Chairman of the Task Group, Councillor Shannon, provided an update on the outcomes of the referral of the group's report back to Cabinet.

Councillor Shannon explained that Members had felt it was important to request that the Cabinet reconsider their findings to ensure that the detailed investigations that had been conducted by the group were taken into account. He suggested that this subject was particularly important at a time when internationally action was being taken to address air quality issues and links were increasingly being identified between air pollution and poor health.

The Cabinet had confirmed that a further response on the subject would be submitted for the consideration of the Overview and Scrutiny Board within 2 months.

93/13 **WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE**

Councillor B. T. Cooper, the Council's representative on the Health Overview and Scrutiny Committee (HOSC), confirmed that the latest meeting of HOSC had taken place on 22nd January 2014.

During the meeting 2 key topics had been discussed:

- The operation of the Hereford and Worcester Ambulance Service NHS Trust and the assumption of responsibility for the 111 service.
- The outcomes of the Acute Services Review. An independent panel of clinicians had explored two options for the future of acute services in the county. The first option had been to centralise services at Worcestershire Royal Hospital with a view to deliver reduced services at the Alexandra Hospital in Redditch. The second option had been to invite another acute trust to manage the Alexandra Hospital. The panel had opted for the first option.

94/13 **CABINET WORK PROGRAMME MARCH TO JUNE 2014**

The Board considered the Cabinet Work Programme for the period 1st March – 30th June 2014.

Interest was expressed in scrutinising the update that was due to be presented to Cabinet on 5th March concerning the Disposal of Council Owned Assets at Hanover Street Car Park and George House. It was suggested that

this item would be suitable for further scrutiny due to the significance of this matter to the ongoing redevelopment of the town centre. However, it was questioned whether it would be appropriate to scrutinise this item as the update was scheduled to be presented to Cabinet before the next meeting of the Overview and Scrutiny Board. In order to resolve this issue Members requested further clarification regarding the timeframes and purpose of this item.

The Discretionary Rate Relief Policy Review, due to be considered by Cabinet on 4th June 2014, was also discussed. Members agreed that further information about the scope of this review should be provided to enable them to determine whether the topic would be suitable for further scrutiny.

Finally, the presentation of the Work Programme was briefly debated. Members commented that it was currently unclear on the Work Programme whether particular issues were scheduled for consideration as key decisions. Members requested that the content be amended in future to clarify whether key decisions would be made on particular items.

95/13 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

Members considered the latest version of the Overview and Scrutiny Work Programme.

During consideration of this item the following updates were provided for Members' consideration:

- The Summary of the Results of the Staff Survey would be presented at the meeting of the Board in March 2014. This report had been postponed from the February meeting as it had been recognised that, due to the recent inclement weather, it was likely that the update on flooding prevention work would require sufficient time for detailed scrutiny.
- The report on the revised CCTV Code of Practice would now be presented for the Board's consideration in April 2014.

The meeting closed at 8.30 p.m.

Chairman

Overview & Scrutiny Board

24th March 2014

QUARTERLY MONITORING OF WRITE OFFS – 1ST OCTOBER 2013 – 30TH DECEMBER 2013

Relevant Portfolio Holder	Councillor Hollingworth
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr, Head of Customer Access and Financial Support
Wards Affected	All

1. SUMMARY OF PROPOSALS

- 1.1 This report summarises the write off of debts during the third quarter of 2013/14 along with the profile and level of outstanding debt.

2. RECOMMENDATIONS

That subject to any comments, the Overview & Scrutiny Board note the contents of the report.

3. KEY ISSUES

- 3.1. The current Write Off Policy requires officers to report to members the actual level of write offs and the profile of outstanding debt.

- 3.2. The current bad debts provisions are as follows:

	£
Council Tax	139,268
NDR	19,488
Sundry Debtors	<u>43,987</u>
Total	202,743

Financial Implications

- 3.3 Details of written off debts during the period for Council Tax, Non Domestic Rates, and Sundry Debts, including a break down of the number of debtors, and Overpaid Housing Benefit are attached at Appendix 1. A total of £55,353 of unrecoverable debt was written off during this quarter.
- 3.4 An age profile of the outstanding debts at the end of each quarter is attached at Appendix 2. The data for the same periods in 2012/13 are provided for comparative purposes. The outstanding debt at the end of the first quarter is higher than in the following quarter due to the timing of the garden waste collection service invoicing.
- 3.5 An analysis of Council Tax and Non Domestic Rates arrears is attached at Appendix 3. It is important to note that the outstanding arrears reduce

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over the course of the year and therefore figures for 2013/14 cannot be presented until after the end of the financial year.

- 3.6 As from the 1st April 2013 the local authority is required to make arrangements for the way in which it accounts for bad debt provision for Non Domestic Rates. Prior to this date Non Domestic rates were collected on behalf of Central Government and redistributed back to local authorities after taking this into account. These arrangements are not due to be completed until the end of the current fiscal period, therefore the financial implications cannot be fully stated at this time. The amount shown above accounts for costs only.
- 3.7 It is not possible to state in this quarter whether or not the Council Tax provision is adequate and the financial implications cannot be fully stated until quarter 4.

Legal Implications

- 3.8 There are no legal implications.

Service / Operational Implications

- 3.9 No direct implications.

Customer / Equalities and Diversity Implications

- 3.10. No direct implications.

4. RISK MANAGEMENT

- 4.1 No specific risks identified.

5. APPENDICES

Appendix 1- Write offs 1st October 2013 – 31st December 2013

Appendix 2- Aged Debt Profile for Sundry Debts Arrears as at 31st December 2013

Appendix 3 - Council Tax and Non Domestic Rates Arrears Analysis

6. BACKGROUND PAPERS

There are no background papers with this report.

AUTHORS OF REPORT

Name: Amanda de Warr
 E Mail: a.dewarr@bromsgroveandredditch.gov.uk
 Tel 01527 881241

Overview & Scrutiny Board

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Appendix 1

**Write Offs of Council Tax and Non-Domestic Rates
1st October 2013 – 31st December 2013**

Council Tax	Amount (£)	Number of Accounts
Deceased no funds in estate	1022.14	2
Total	1022.14	2

NDR	Amount (£)	Number of Accounts
Company dissolved	22289.56	9
Bankruptcy	18.85	1
Liquidation	7512.42	6
Ceased Trading – no assets	1369.59	2
Statue Barred	16296.69	7
Uneconomical to pursue	64.00	2
Other	240.25	1
Costs written off	880.00	10
Total	48671.36	38

Write Offs of Sundry Debtors - 1st October 2013 to 31st December 2013

Sundry Debts		Amount (£)	Number of Invoices
NFAV	No further Action due to value	927	10
AWO	Auto write off under £5.00	11	13
PPAW	Part paid advised Write Off	5	1
OP	Overpaid no forwarding address	943	36
Total		1,886	60

Write off of Overpaid Housing Benefit – 1st October 2013 to 31st December 2013

Housing Benefit Write Offs	Amount	No. of cases
Reason		
Deceased	£1,239.20	2
Debt Relief Order	£216.84	1
Uneconomical to recover	£1,916.62	9
Cannot trace	£250.83	2
Old debt-recovery options ex	£151.12	1
TOTAL	£3,774.61	15

Overview & Scrutiny Board

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Appendix 2

Aged Debt profile for Sundry Debts - 1st October 2013 to 31st December 2013

Age	As at 30 st December 2013	As at 31 st December 2012
1 – 30 days	91,287	131,389
31 - 60 days	493,648	24,696
61 – 90 days	10,331	397,068
90 days +	96,938	80,742
Total	692,205	633,896

Overview & Scrutiny Board

24th March 2014

Appendix 3

Council Tax Arrears

Council Tax Arrears Analysis			
	Q1	Q2	
	Total	Total	Annual debit
Year	£	£	£
1999/00	8905.86	8043.67	25,836,407
2000/01	16978.62	16658.65	26,419,700
2001/02	26124.45	26110.82	29,487,929
2002/03	38213.05	38205.06	35,962,692
2003/04	36708.52	36468.84	40,922,548
2004/05	41447.39	41182.81	41,770,011
2005/06	83102.67	77608.95	44,059,868
2006/07	109176.15	99127.96	46,683,333
2007/08	102073.74	98109.78	49,061,780
2008/09	104700.60	99899.96	51,592,006
2009/10	114022.22	107346.37	53,577,097
2010/11	183899.43	173169.55	55,298,276
2011/12	274388.71	254535.10	55,399,069
2012/13	558,172.76	453,510.99	55,882,474

Non Domestic Rates Arrears

Non Domestic Rates Arrears Analysis			
	Q1	Q2	
	Total	Total	Annual Debit
Year	£	£	£
2000/01	1442.12	1949.52	17,415,978
2001/02	1104.19	2567.25	17,232,868
2002/03	1018.23	1728.14	17,175,162
2003/04	211.80	211.80	17,345,890
2004/05	140.83	140.83	17,854,642
2005/06	11175.23	11175.23	18,803,202
2006/07	15941.64	16219.71	19,823,744
2007/08	12516.69	6111.44	20,822,010
2008/09	36523.87	41120.90	23,586,234
2009/10	91602.30	80340.45	23,829,603
2010/11	92730.58	70437.54	23,233,864
2011/12	180722.33	145560.22	25,205,206
2012/13	527488.09	395658.41	26,984,821

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Overview & Scrutiny Board

24th March 2014

APRIL - DECEMBER (QUARTER 3) FINANCE MONITORING REPORT 2013 /14

Relevant Portfolio Holder	Cllr Roger Hollingworth
Relevant Director of Service	Jayne Pickering
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To report to the Overview and Scrutiny Board on the Council's financial position for the period April -December 2013 (Quarter 3 – 2013 /14).

2. RECOMMENDATIONS

- 2.1 That Overview and Scrutiny Board note the current financial position on Revenue and Capital as detailed in the report..

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council.
- 3.2 A separate finance report for each department plus a council summary is shown on the following pages

Revenue Budget summary Quarter 3 (April – December) 2013 /14 – Overall Council

Service Head	Revised Budget 2013 /14 £'000	Budget April - Dec £'000	Actual Spend April – Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Environmental	3,967	1,532	1,537	5	3,977	11

Overview & Scrutiny Board

24th March 2014

Services						
Community Services	2,478	948	921	-27	2,453	-25
Leisure & Cultural Services	2,039	1,423	1,349	-74	1,962	-77
Planning & Regeneration	1,302	468	450	-18	1,294	-8
BDC Regulatory Client	673	137	129	-8	674	1
Customer Access & Financial Support	936	439	411	-28	963	28
Finance & Resources	-121	371	385	14	0	122
Legal & Democratic Services	1,288	534	511	-23	1,282	-6
Business Transformation	65	1,175	1,000	-175	30	-35
Corporate Services	1,776	1,399	1,427	28	1,787	12
SERVICE TOTAL	14,401	8,428	8,119	-309	14,424	23
Interest Payable	75	56	0	-56	0	-75
Interest on Investments	-67	-50	-56	-6	-67	0
COUNCIL SUMMARY	14,409	8,434	8,063	-371	14,357	-52

Financial Commentary

- The corporate savings required due to vacancy management and transformation have now been offset against savings found in the following service areas:
 - BDC Reg Client – £14k
 - Business Transformation – £40k
 - Environmental - £37k
 - Legal & Democratic Services – £41k
 - Leisure & Cultural Services – £11k
- The variance on Finance and Resources is due to additional expenditure resulting from the Head of Service restructure. This is offset by future years savings within the service from the restructure
- A saving of £52k is currently predicted at the end of year compared with the initial budget set by Members in February 2013. Therefore it is assumed the Council will

Overview & Scrutiny Board

24th March 2014

realise all vacancy and unidentified savings.

- Any underspend will be returned to balances to support future year expenditure.

Capital Budget summary Quarter 3 (April - December) 2013 /14 – Overall Council

Department	Revised Budget 2013 /14 £'000	Budget April – Dec £'000	Actual spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Environmental Services	730	567	563	-4	730	0
Community Services	1,011	1,011	802	-209	1,011	0
Leisure & Cultural Services	832	208	210	2	834	2
Planning and Regeneration	973	532	450	-81	980	7
BDC Regulatory Client	56	8	8	0	56	0
Financial Services	25	25	19	-5	25	0
Business Transformation	34	6	7	1	34	0
COUNCIL SUMMARY	3,661	2,357	2,059	-296	3,671	10

Financial Commentary:

- The revised budget has been re profiled by £940k as this expenditure is planned to be spent in 2014/15.
- Within Business Transformation requirements for members and the Microsoft Office Project are currently under review.

Environmental Services

Quarter 3 (April - December) 2013 /14

Revenue Budget summary

Overview & Scrutiny Board

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Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Sep £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Car Parks/Civil Parking Enforcement	-436	-491	-483	8	-425	11
Cemeteries/ Crematorium	89	28	19	-9	78	-11
Cesspools/ Sewers	-54	-55	-37	18	-29	25
CMT	0	37	37	0	10	10
Depot	-45	480	459	-21	-68	-23
Grounds Maintenance	619	279	263	-16	596	-23
Highways	186	58	55	-3	182	-4
Refuse & Recycling	2,296	605	643	38	2,332	36
Street Cleansing	1,272	573	567	-6	1,268	-4
Transport	-40	-42	-42	0	-39	1
Waste Management Policy	-6	-5	-9	-4	-11	-5
Climate Change	37	28	25	-3	31	-6
Land Drainage	49	36	39	3	53	4
TOTAL	3,967	1,532	1,537	5	3,977	11

Financial Commentary:

- There has been a shortfall in income generated from use of the car parks. In addition, Enforcement income is also down but has been offset by reduced contracted payments to Wychavon District Council due to staff vacancies.
- Cemeteries actual income is higher than budgeted for and accounts for the underspend at quarter 3.
- Cesspools – disposal costs have been higher than budgeted for but mitigation works carried out during the year should reduce the charges.
- Depot – expenditure on external repairs, cleaning materials and energy costs has been less than anticipated and accounts for the saving of £21k
- Grounds Maintenance savings are due to vacant posts within the service and reduced fuel expenditure
- Refuse and Recycling is showing an overspend mainly due to increased vehicle maintenance costs during quarter 3. There have been a number of issues with the fleet

Overview & Scrutiny Board

24th March 2014

from packer plates and hopper rebuilds to city lifts across most of the fleet needing constant repair. Officers are working to reduce other costs within the service to try and mitigate the overspend during the 4th quarter.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Budget April - Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Depot Site Security	46	34	35	1	46	0
Vehicle & Equipment replacement programme	492	353	353	0	492	0
Rollout Bins – Round Extension	145	132	132	0	145	0
North Cemetery Phase 2	0	0	0	0	0	0
Cemetery Toilets	5	5	0	-5	5	0
Bromsgrove Monument – Armed Forces Monument	20	20	19	-1	19	-1
CPE (Civil Parking Enforcement)	4	4	5	1	5	1
Flooding Mitigation Measures	18	18	18	0	18	0
TOTAL	730	567	563	-4	730	0

Financial Commentary:

- Vehicle replacement has been taking place during the year. Due to lead times on the delivery of a number of committed vehicles, £203k is to be spent in 2014-15
- Rollout of bins for round extensions – most of the bins have now been purchased and £5k is to be spent in 2014-15 for the final batch of bins
- North Cemetery Phase 2 – Work is now programmed to commence at the beginning of

Overview & Scrutiny Board

24th March 2014

2014-15

- Members approved the demolition of the Cemetery toilets at a cost of £5k. The remaining £18k is to be moved into 2014-15 to be used for improvements of toilets at Sanders Park
- The Flooding Mitigation works involves replacing culvert grilles at various locations within Bromsgrove, 5 of which will be installed this financial year. The North Worcestershire Water Management team are managing the scheme and £36k will be re-profiled into 2014-15 for the remaining 8 grilles.

Community Services	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April – Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Housing Strategy	1,906	705	731	26	1,902	-4
Community Safety & Transport	551	262	209	-53	524	-27
Community Cohesion	21	-19	-19	0	28	7
TOTAL	2,478	948	921	-27	2,453	-25

Financial Commentary

- There is a reduction in the Community Transport costs of £15k due to reduced maintenance and associated costs.
- It is projected that lifeline income will show a £15k increase over budget due to additional usage.

Overview & Scrutiny Board

24th March 2014

Capital Budget summary

Service	Revised Budget 2013/14 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Strategic Housing	1,002	1,002	793	-209	1,002	0
New Start Van	9	9	9	0	9	0
TOTAL	1,011	1,011	802	-209	1,011	0

Financial Commentary:

- No significant variances

Leisure and Cultural Services	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Business Development	84	517	490	-27	57	-27
Cultural Services	333	226	222	-4	331	-2
Leisure & Cultural Management	-14	35	36	1	-15	0
Parks & Open Spaces	468	122	123	1	469	1
Sports Services	1,168	523	478	-45	1,109	-59
TOTAL	2,039	1,423	1,349	-74	1,962	-77

Financial Commentary:

- The underspend within Business Development is due to the following reasons:
 - The maintenance costs of the Council House have reduced due to the lower occupancy levels and a reduction in preventive maintenance as we prepare to move to Parkside. This is also supported by an increasing amount of work that is now

Overview & Scrutiny Board

24th March 2014

- done by our own staff rather than external contractors.
- The Christmas Lights have been procured at a lower price and installed by existing staff rather than contractors.
 - The underspend within Sports Services is due to the following reasons:
 - Car parking charges for the Dolphin Centre are lower than anticipated.
 - The casual staff budget for Sports Development is no longer required at the same level, as the current delivery model is designed to increase community provision and create sustainable exit routes outside of BDC direct control.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Sports Facilities	468	96	96	0	468	0
Play Areas	311	71	69	-2	309	-2
Other Schemes	53	41	45	4	57	4
TOTAL	832	208	210	2	834	2

Financial Commentary:

- Officers request that the 2013/14 Capital Programme is increased by £34k to include a Section 106 funded scheme at Sanders Park Tennis Courts.
- Officers have advised that all schemes are scheduled to take place before the end of the financial year, so the budgets have been re-profiled to reflect the fact that expenditure will be in Quarter 4 (January – March 2014).

Overview & Scrutiny Board

24th March 2014

Planning and Regeneration	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Building Control	-4	-60	-73	-13	-16	-12
Development Control	542	140	150	10	558	16
Strategic Planning	469	247	231	-16	460	-9
Economic & Tourism Development	236	100	100	0	234	-2
Emergency Planning	13	10	10	0	13	0
Town Centre Development	46	31	32	1	45	-1
TOTAL	1,302	468	450	-18	1,294	-8

Financial Commentary:

- Strategic Planning received reimbursement of underspent contribution to WCC for Community Infrastructure Levy work paid in previous year. Also salary saving however new appointment has now made.
- Development Control incurred an increase in consultant's fees due to the receipt of complex planning applications.
- Building Control salary saving due to redundancy.

Overview & Scrutiny Board

24th March 2014

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Town Centre Development - Project Management	54	54	34	-20	54	0
Town Centre Development – Public Realm	569	128	128	0	569	0
Parkside School - New Offices	350	350	281	-69	350	0
Sale of Council House	0	0	2	2	2	2
Market Hall Development	0	0	5	5	5	5
TOTAL	973	532	450	-82	980	7

Financial Commentary:

- Public Realm – The final costs from the contractor have been received and are being reviewed.

Overview & Scrutiny Board

24th March 2014

Worcestershire Regulatory Services – BDC Client	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Environmental Health	852	281	276	-5	855	3
Licensing	-179	-145	-147	-2	-182	-3
TOTAL	673	137	129	-7	674	1

Financial Commentary:

- No significant variances

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Worcestershire Enhanced Two Tier Programme (WETT)	56	8	8	0	56	0
TOTAL	56	8	8	0	56	0

Financial Commentary:

- The expenditure is jointly funded by all partners in accordance with the business case. The budget for 13/14 is £503k, BDC share at 11.05% £56k.

Overview & Scrutiny Board

24th March 2014

Customer Access & Financial Support	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
CMT	-16	30	31	1	-14	2
Customer Access & Financial Support	9	211	202	-9	13	4
Financial Support	67	38	38	0	67	0
Revenues & Benefits	822	139	134	-5	851	29
Valuation Services	54	21	6	-15	45	-9
TOTAL	936	439	411	-28	963	28

Financial Commentary:

- There is a reduction in the SLA agreement with Valuation Services
- The increase in Benefits is due to additional staffing required to carry out the service due higher customer demands.

Overview & Scrutiny Board

24th March 2014

Finance and Resources	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Accounts & Financial Mgmt	-56	312	312	0	-56	0
Central Overheads	-54	30	36	6	-48	6
CMT	-11	29	37	8	105	116
TOTAL	-121	371	385	14	0	122

Financial Commentary:

- The overspend on central overheads is due to increased insurance costs
- The variance on CMT is due to additional expenditure resulting from the Head of Service restructure. This is offset by future years savings within the service from the restructure.

Capital Budget summary

Service	Revised Budget 2013 /14 £'000	Budget April – Dec £'000	Actual Spend April – Dec £'000	Variance to date April – Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Income Management PCI Compliance	25	25	25	0	25	0
TOTAL	25	25	25	0	25	0

Financial Commentary:

- No variances

Overview & Scrutiny Board

24th March 2014

Legal and Democratic Services	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April – Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
CMT	0	35	35	0	10	10
Democratic Services & Member Support	1,131	307	297	-10	1,130	-1
Elections & Electoral Services	209	87	80	-7	204	-5
Legal Advice & Services	-2	159	149	-10	-10	-8
Land Charges	-50	-54	-50	-4	-54	-4
TOTAL	1,288	534	511	-23	1,282	-6

Financial Commentary:

- The additional saving on Legal Services is due to a one off reduction in the cost of the external legal budget.

Overview & Scrutiny Board

24th March 2014

Business Transformation	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
IT Services	60	858	767	-91	49	-11
Human Resources & Welfare	0	217	166	-51	0	0
Business Transformation	0	48	34	-14	-23	-23
Policy & Performance	5	51	33	-18	5	0
TOTAL	65	1,175	1,000	-175	30	-35

Financial Commentary:

- The underspend within IT Services is due to vacancies with the department earlier in the financial year.
- The underspend within Business Transformation is due to vacancies within the department

Capital Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Member ICT Facilities	9	0	0	0	9	0
Sunray Devices	9	9	11	2	9	0
ESX Services	16	0	0	0	16	0
TOTAL	34	9	11	2	34	0

Financial Commentary:

- No variances

Overview & Scrutiny Board

24th March 2014

Corporate Services	Quarter 3 (April - December) 2013 /14
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Revenue Budget summary

Service Head	Revised Budget 2013 /14 £'000	Profiled Budget April - Dec £'000	Actual Spend April - Dec £'000	Variance to date April - Dec £'000	Projected Outturn 2013/14 £'000	Projected Variance 2013/14 £'000
Corporate Resources	1,696	1,132	1,161	29	1,707	13
Corporate Admin / Central Post / Printing	81	267	266	-1	80	-1
TOTAL	1,776	1,412	1,427	28	1,787	12

Financial Commentary:

- The underspend within Corporate Admin, Central Post and Printing is related to vacant posts within the department, these have now been filled.

4. TREASURY MANAGEMENT

Overview & Scrutiny Board

24th March 2014

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally Treasury Management practices are followed on a day to day basis.
- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30th December short term investments comprised:

	31st March 2013 £'000	30th December 2013 £'000
Deposits with Banks/Building Societies	10,800	16,500
Total	10,800	16,500

Income from investments and other interest

- 4.5 An investment income target of £67k has been set for 2013 /14 using a projected return rate of 0.75% – 1.50 %. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.
- 4.6 In the 9 months to 31st December 2014 the Council received income from investments of £56k.

REVENUE BALANCES

4.7 Revenue Balances

The revenue balances brought forward at 1 April 2013 were £3.093m. Excluding the impact of any projected over or under spends it is anticipated that £97k will be transferred from balances during 2013 /14 to fund revenue expenditure; giving a current projected balance at 31 March 2014 of £2.996m.

Legal Implications

None.

Service/Operational Implications

Overview & Scrutiny Board24th March 2014

All included in financial implications.

Customer / Equalities and Diversity Implications

None, as a direct result of this report.

5. RISK MANAGEMENT

Risk considerations covered in the report. There are no Health & Safety considerations

6. APPENDICES

None.

7. BACKGROUND PAPERS

Available from Financial Services

AUTHORS OF REPORT

Name: Sam Morgan – Financial Services Manager
Email: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 549130 ext 3790

Name: Siobhan Moss – Principal Accountant
Email: s.moss@bromsgroveandredditch.gov.uk
Tel: (01527) 881467

Name: Kate Goldey – Senior Accountancy Technician
Email: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

OVERVIEW AND SCRUTINY BOARD

24th March 2014

SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder	Councillor Roger Hollingworth
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 The Overview and Scrutiny Board are requested to investigate the business plan in respect of the Council's move to Parkside School. This follows a notice of motion put forward by Councillor B. Lewis at the Council meeting held on 26th February 2014 as follows:

"That the financial business plan relating to the proposed move of BDC Council House to the former Parkside School be scrutinised by Members of the Council".

2. RECOMMENDATIONS

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

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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. In this instance there is an accreditation process for becoming recognised as honouring the living wage and this could be used as a framework for the Board's investigation and for confirming the legal aspects.

Service/Operation Implications

- 3.3 A request from full Council has been made to investigate the business plan in respect of the Council's move to Parkside School.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

Customer / Equalities and Diversity Implications

- 3.7 N/A

4. RISK MANAGEMENT

- 4.1 N/A

5. APPENDICES

None

OVERVIEW AND SCRUTINY BOARD

24th March 2014

6. **BACKGROUND PAPERS**

None

7. **KEY**

None

AUTHOR OF REPORT

Name: Amanda Scarce – Democratic Services Officer
E Mail: a.scarce@bromsgroveandredditch.gov.uk
Tel: 01527 881443

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Overview & Scrutiny Board

24th March 2014

Worcestershire County Council Scrutiny Proposal – Integrated Waste Collection and Disposal Services

Relevant Portfolio Holder	Councillor M Bullivant -
Portfolio Holder Consulted	No
Relevant Head of Service	Guy Revans – Head of Environmental Services
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Worcestershire Overview and Scrutiny Performance Board (WCC OSPB) has invited district councils' overview and scrutiny committees to participate in an investigation on an Integrated Waste Collection and Disposal Service scrutiny task group. Bromsgrove District Council Overview and Scrutiny Board is therefore being asked to consider if there is any Member of the Board it would like to nominate to participate in the WCC OSPB task group to represent the Council.
- 1.2 The topic was initiated by the County Council following a Notice of Motion to Council on 16th January 2014 where it was outlined how it was frequently suggested that large savings could be achieved by combining responsibility for waste collection and disposal. The topic was referred to WCC OSPB and it was agreed at the meeting held on 30th January that a Scrutiny Task Group should be set up. Full terms of reference and scope of the investigation are attached at Appendix 1.

2. RECOMMENDATIONS

- 2.1 That Members of the Board consider any nominations to represent Bromsgrove District Council on the Worcestershire County Council Overview and Scrutiny Performance Board Integrated Waste Collection and Disposal Services Task Group and elect a representative; and
- 2.2 Agree to the terms of reference as detailed in Appendix 1 attached.

3. KEY ISSUES

Financial Implications

- 3.1 There are no significant financial implications for the purpose of this report.

Legal Implications

- 3.2 There are no significant legal implications for the purpose of this report.

Overview & Scrutiny Board **Service / Operational Implications**

24th March 2014

3.3 None for the purpose of this report.

Customer / Equalities and Diversity Implications

3.4 None for the purpose of this report.

4. RISK MANAGEMENT

4.1 None for the purpose of this report.

5. APPENDICES

Appendix 1 – Scrutiny Proposal Form

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce – Democratic Services Office
E Mail: a.scarce@brmsgroveandredditch.gov.uk
Tel: 01527 881443

Agenda Item 7

DRAFT Scrutiny Proposal

Topic: Integrated Waste Services			
Background to the issue (what is it and why is it being considered for scrutiny)	<p>On 16 January 2014 Council agreed the following notice of motion:</p> <p><i>"It is frequently suggested that large savings can be achieved by combining District Councils' responsibility for collection of waste with the County Council's responsibility for disposal. In view of this Council requests the Overview and Scrutiny Performance Board to set up a Task and Finish Group in conjunction with the Cabinet Member with Responsibility to investigate the potential of an integrated refuse collection and disposal service across the County leading to greater efficiency and more sustainable outcomes. This review to be completed by October 2014."</i></p> <p>On 30 January the OSPB agreed that a Scrutiny Task Group should be set up, led by Councillor Ken Pollock.</p>		
Terms of reference	<p>To:</p> <ul style="list-style-type: none"> • investigate the potential for introducing an integrated waste collection and disposal service in Worcestershire • examine potential costs, savings, benefits and barriers • make recommendations to Cabinet on a way forward 		
Scrutiny Officer & Scrutiny Liaison Officer	<p>Suzanne O'Leary, Overview and Scrutiny Manager Stella Wood, Overview and Scrutiny Officer Kevin Stilgoe, Scrutiny Liaison Officer</p>		
Suitability for scrutiny. Which of the following criteria does it meet?			
<i>Is the issue a priority area for the Council?</i>	No	<i>Does it examine a poorly performing service?</i>	No
<i>Is it a key issue for local people?</i>	No	<i>Has it been prompted by new Government guidance or legislation?</i>	No
<i>Will the scrutiny have a clear impact on services?</i>	Yes	<i>Will it result in improvements to the way the Council operates?</i>	Potentially
<i>Are improvements for local people likely as a result?</i>	Possibly		
Scope of scrutiny (what issues will it cover and what won't it cover)	<ul style="list-style-type: none"> • Overview of current arrangements for waste collection and disposal in Worcestershire including the current level of joint working and future plans • Details of waste collection in each District to include type and length of contracts, assets, types of material collected, method of collection, waste collected per head and cost per head in each District • Details of waste disposal to include contract details, type of disposal facilities, methods of disposal, staff and assets, disposal data and costs etc • The potential costs, savings and benefits of and barriers to introducing an 		

	<p>integrated waste collection service in Worcestershire</p> <ul style="list-style-type: none"> Options for models of a joint integrated waste collection and disposal service, what might work best in Worcestershire and when joint working might best be introduced Implications for District Councils if joint working could be introduced Task Group's view regarding potential future implications of EU Waste Framework Directive on sorting recyclables at source (rather than commingled) How integrated waste services operate in Unitary authorities Best practice in other authorities (i.e. Somerset Waste Partnership, East Kent and South East Wales) <p><i>N.B. O&S has committed to ensure that the following are considered in all scrutiny reviews as appropriate</i></p> <ul style="list-style-type: none"> <i>equality and diversity issues</i> <i>commissioning</i> <i>localism</i>
<p>Advantages to conducting scrutiny & Indicators of success (ie how will you know a good scrutiny has been done?)</p>	<p>The evidence on whether a joint integrated waste collection and disposal service would be feasible, and the potential costs, savings, benefits and barriers will be clearly understood.</p>
<p>Has anyone else examined the issue?</p>	<p>Joint Scrutiny of Partnerships in Waste Management – June 2007: (Joint scrutiny report by 4 Councils in South East Wales) LGA, CCN and WIN Case Studies (Somerset and East Kent)</p>
<p>Any disadvantages or pitfalls to conducting this scrutiny?</p>	
<p>INFORMATION NEEDS</p>	
<p>Key Documents, Reports & Data required</p>	<ul style="list-style-type: none"> Council Minute No 1534, 16 January 2014 (Notice of Motion) Joint Municipal Waste Management Strategy Waste Core Strategy Overview of current situation and details of existing contracts, staff and assets involved in waste collection, types of material collected, method of collection, waste collected per head and cost per head in each District etc Member and Officer Waste Forum discussion notes relating to advice from Worcestershire Leaders Board on pursuing partnership working in 2011 East Kent Joint Waste Partnership (to save £30million) – WIN Case Study March 2011 Somerset Waste Partnership (Savings £1.7million per year) – LGA Case study http://www.local.gov.uk/search/-/journal_content/56/10180/3486363/ARTICLE Waste Information Network and Regional Improvement & Efficiency Partnerships (RIEPs) – guidance Government Guidance
<p>Is an expert adviser needed?</p>	<p>Seek expert witness possibly re options for potential models and how these might be introduced</p>
<p>Possible</p>	<p>Cabinet Member for Waste and Sustainability</p>

Agenda Item 7

interviewees	John Hobbs, Director, BEC Rachel Hill, Programme Director Richard Woodward, Waste Services Manager District Council Officers responsible for waste collection Waste Collection Contractors Waste Disposal Contractor Unitary Authority representative for waste services Somerset Waste Partnership representative Expert witness (possibly from SE Wales Integrated Waste Partnership tbc)
Is this an issue that young people would be interested in? If so, ask Youth Cabinet for evidence.	No, the issue is about the potential for an integrated waste collection service and how the County and District Council's can work together to achieve savings.
Site Visits	Consider Somerset, South East Wales and East Kent waste partnerships
Types of meeting/consultation needed? (eg workshops/focus groups/public meetings/questionnaires etc)	Task Group Meetings
Any meetings to be held outside of County Hall?	Potentially
Media & publicity needs?	?
OUTLINE TIMETABLE	
Proposal to OSPB	12 March 2014
Evidence Gathering	April – July 2014
Scrutiny Report to OSPB	17 September 2014
Scrutiny Report to Cabinet	October 2014

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OVERVIEW & SCRUTINY BOARD

24th March 2014

LEISURE PROVISION TASK GROUP

Relevant Portfolio Holder	Councillor M. Bullivant
Portfolio Holder Consulted	Not at this stage
Relevant Head of Service	John Godwin – Head of Leisure and Cultural Services
Wards Affected	All
Ward Councillor Consulted	Not at this stage
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 At the previous meeting of the Overview and Scrutiny Board held on 24th February 2014, the Leisure Provision Task Group was established, with Councillor Caroline Spencer being appointed as Chairman.
- 1.2 As agreed Members (with the exception of Members of the Cabinet) were contacted, requesting that anyone who had an interest in becoming a Member of the Task Group contact the relevant officer within a set timescale.
- 1.3 Group Leaders were also informed of the establishment of the new Task Group.
- 1.4 Eight Councillors have shown an interest in joining the Task Group. The Overview and Scrutiny Board Inquiry/Task Group Guidelines (approved by the Board at its meeting held on 1st March 2011) recommend that task groups must be at least 4 but no more than 7 Members (including the Chairman). It is at the Board's discretion as to whether the eight Councillors who have shown interest in the Task Group are appointed Members or alternatively, agree which of the following Members be appointed:-

Councillors Steve Colella, Rita Dent, June Griffiths, Helen Jones, Luke Mallett, Elaine Shannon, Sean Shannon and Chris Scurrall.
- 1.5 Members should note that Members of a Task Group receive a single payment of £130, whilst the Chairman of a Task Group receives a single payment of £260. This would give a total cost of £1,300.
- 1.6 Members are requested to consider in detail the terms of reference (see Appendix 1 'specific subject areas to be investigated') so as to ensure the Board is clear as to what they expect the Task Group to achieve. The Board can make amendments to the terms of reference if it wishes. Please note that the Task Group members, at the first meeting, will also be given the opportunity to discuss the terms of

OVERVIEW & SCRUTINY BOARD

24th March 2014

reference. However, should they wish to make any significant changes, this would first need to be approved by the Board.

- 1.7 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigations within four to six months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.
- 1.8 It is vital that appropriate officer support is provided to help ensure an effective investigation is undertaken leading to strong recommendations. Taking this into consideration, it is suggested that the Task Group commences its investigation as soon as officer support is available.

2. RECOMMENDATIONS**2.1 Members are requested to:**

- (a) consider and agree the membership of the Task Group
- (b) consider and agree the terms of reference of the Leisure Provision Task Group (see attached Overview and Scrutiny Exercise Scoping Checklist at Appendix 1);
- (c) decide upon the length of time the Task Group will have to carry out its investigations (Task Groups are normally expected to conclude their investigations within six months from the date of the first meeting); and
- (d) request the Task Group to commence its investigation as soon as possible.

3. KEY ISSUES**Financial Implications**

- 3.1 There are no financial implications directly relating to this report.

Legal Implications

- 3.2 There are no legal implications directly relating to this report.

Service / Operational Implications

- 3.3 None for the purpose of this report.

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24th March 2014

Customer / Equalities and Diversity Implications

- 3.4 There are no implications directly relating to customer/equality and diversity within this report.

4. RISK MANAGEMENT

- 4.1 None for the purpose of this report.

5. APPENDICES

Appendix 1 – Overview and Scrutiny Exercise Scoping Checklist.

6. BACKGROUND PAPERS

None

7. KEY

None

AUTHOR OF REPORT

Name: Amanda Scarce – Democratic Services Officer
E Mail: a.scarce@bromsgroveandredditch.gov.uk
Tel: 01527 881443

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OVERVIEW AND SCRUTINY EXERCISE SCOPING CHECKLIST

This form is to assist Members to scope the overview and scrutiny exercise in a focused way and to identify the key issues it wishes to investigate.

- Topic: **Leisure Provision Task Group**

- Specific subject areas to be investigated:

Activities provided and facilitated by the following teams:

- Dolphin Centre
- Sports Development
- Arts Development
- Events Team
- Parks and Open Spaces
- Playing Pitches and Allotments

- Possible key outcomes:

(i.e. please state what Members hope to achieve through this investigation):

A greater understanding of the make up of the budget of Leisure Services and the activities both provided by and facilitated by the Council.

- Should the relevant Portfolio Holder(s) be invited to give evidence? **YES**
- Which officers should be invited to give evidence?
(Please state name of officer and/or job title)

Head of Leisure and Cultural Services
Sports Services Manager
Sports Development and Physical Activities Manager

- Should any external witnesses be invited to give evidence? **YES/NO***
If so, who and from which organisations?

To be considered as the investigation progresses.

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- What key documents/data/reports will be required?

Dolphin Centre Business Case (including timeline and proposals)
Performance Indicator Reports for the service
Detailed Budget Breakdown
Events Listings

(N.B. the Youth Provision Task Group and Artrix Outreach Provision Task Group Final Reports and some of the working papers from these investigations may be useful as background information.)

- Is it anticipated that any site visits will be required? **YES/NO ***
If so, where should members visit?

Possibly – to be agreed as the investigation progresses

- Should a period of public consultation form part of the exercise? **YES/NO***
If so, on what should the public be consulted?

(Please Note: A separate press release requesting general comments/suggestions from the public can be issued at the beginning of the investigation if deemed necessary.)

- Have other authorities carried out similar overview and scrutiny exercises? **YES/NO***
If so, which authorities?

Not as far as we are aware.

- Will the investigation cross the District boundary? **NO**
If so, should any other authorities be invited to participate? **YES/NO***
If yes, please state which authorities:

- Would it be appropriate to co-opt anyone on to the Task Group/Board whilst the Overview and Scrutiny exercise is being carried out? **YES/NO***
If so, who and from which organisations?

Not at this stage.

Agenda Item 8

- What do you anticipate the timetable will be for the Overview and Scrutiny exercise?

Not more than 6 months from the date of the first meeting, which it is anticipated will take place in mid May 2014.

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CABINET LEADER'S WORK PROGRAMME

1 APRIL 2014 TO 31 JULY 2014

(published as at 3 March 2014)

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

Key Decisions are those executive decisions which are likely to:

- (i) result in the Council incurring expenditure, foregoing income or the making of savings in excess of £50,000 or which are otherwise significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effect on communities living or working in an area comprising two or more wards in the district;

Key Decisions will include:

1. A decision which would result in any expenditure or saving by way of a reduction in expenditure of £50,000 provided the expenditure or saving is specifically approved in the Medium Term Financial Plan.
2. A virement of any amount exceeding £50,000 provided it is within any virement limits approved by the Council;
3. Any proposal to dispose of any Council asset with a value of £50,000 or more or which is otherwise considered significant by the Corporate Property Officer;
4. Any proposal to cease to provide a Council service (other than a temporary cessation of service of not more than 6 months).
5. Any proposal which would discriminate for or against any minority group.

The Work Programme is available for inspection free of charge at The Council House, Burcot Lane, Bromsgrove, B60 1AA from 9am to 5pm Mondays to Fridays; or on the Council's web-site www.bromsgrove.gov.uk

If you wish to make representations on the proposed decision you are encouraged to get in touch with the relevant report author as soon as possible before the proposed date of the decision. Contact details are provided. Alternatively, you may write to the Head of Legal, Equalities and Democratic Services, The Council House, Burcot Lane, Bromsgrove, B60 1AA or e-mail: democratic@bromsgroveandredditch.gov.uk

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at The Council House. They are open to the public except when confidential information is being discussed. If you wish to attend for a particular matter, it is advisable to check with the Democratic Services Team on (01527 881409) to make sure it is going ahead as planned. If you have any queries Democratic Services Officers will be happy to advise you.

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

CABINET MEMBERSHIP

Councillor R. Hollingworth

Councillor M. A. Sherrey

Councillor M. J. A. Webb

Councillor D. W. P. Booth

Councillor C. B. Taylor

Councillor M. A. Bullivant

Leader of the Council and Portfolio Holder for Support Services (Legal, Elections, Democratic Services and Human Resources)

Deputy Leader of the Council and Portfolio Holder for Strategic Housing, the Elderly , Young People and Vulnerable People

Portfolio Holder for Finance, Customer Services and Economic Development

Portfolio Holder for Business Transformation (including ICT) and Regeneration including the Town Centre Regeneration and Car Parks

Portfolio Holder for Planning and Regulatory Services

Portfolio Holder for Environment (Waste Collection and Grounds Maintenance) and Leisure (Parks and Leisure Centres)

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
Disposal of Council Owned Assets at Hanover Street Car Park/George House – Update Key Decision	Cabinet	March 2014	Report of the Executive Director (Planning and Regeneration, Regulatory and Housing Services)	Richard Savory Town Centre Project Manager 01527 881281 Councillor D. Booth
Housing Allocations Policy Review Update	Cabinet	2 April 2014	Report of the Deputy Chief Executive and Executive Director	Derek Allen Strategic Housing 01527 64252 ext 1278 Councillor M. Sherrey
Application for inclusion on Register for Asset of Community Value - Football Ground, Birmingham Road, Bromsgrove	Cabinet	2 April 2014	Report of the Head of Planning and Regeneration	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Artrix Outreach Task Group Report	Cabinet	2 April 2014	Report of the Head of Legal, Equalities and Democratic Services	Amanda Scarce 01527 881443 Councillor M Bullivant
Air Quality Task Group Further Response	Cabinet	2 April 2014	Report of the Head of Legal, Equalities and Democratic Services	Amanda Scarce 01527 881443 Councillor K. Taylor

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	4 June 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen/Amanda Glennie Strategic Housing 01527 881269 Councillor M. Sherrey
Dodford, Hagley and Beoley Conservation Area Appraisals and Management Plans - Adoption	Cabinet	4 June 2014	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325 Councillor K. Taylor
Discretionary Rate Relief Policy Review	Cabinet <i>(possible recommendation to Council)</i>	4 June 2014	Report of the Head of Customer Access and Financial Support	Amanda De Warr/David Riley 01527 881241 Councillor M. Webb
Debt Recovery Policy	Cabinet <i>(possible recommendation to Cabinet)</i>	4 June 2014	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor M. Webb
Homelessness Grant Policy	Cabinet	4 June 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen/Amanda Glennie Strategic Housing 01527 881269 Councillor M. Sherrey

Financial Outturn 2013/14	Cabinet	2 July 2014	Report of the Executive Director (Finance and Resources)	Sam Morgan Financial Services Manager 01527 587008 Councillor M. Webb
Playing Pitch Strategy	Cabinet	3 September 2014	Report of the Head of Leisure and Culture	Karl Stokes Parks and Green Spaces Services Manager 01527 64252 ext 3377 Councillor M. Bullivant

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	Additional Information
24th March 2014	Summary of Results of Staff Survey - Presentation	Requested following meeting on 14/10/13
	Quarter 3 Write Off of Debts Report	
	Quarter 3 Finance Monitoring Report	
	Artrix Outreach Provision Task Group – Verbal Update	
	WRS Joint Scrutiny Exercise – Verbal Update	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Cabinet Work Programme Work Programme	
14th April 2014	Summary of Playing Pitch Strategy	Requested following meeting on 16/09/13
	Report on the revised CCTV Code of Practice	Requested following presentation 25/02/13
	Draft Overview and Scrutiny Board Annual Report 2013/14	
	WRS Joint Scrutiny Exercise – Verbal update	
	WCC Health Overview & Scrutiny Board – Verbal Update	
	Cabinet Work Programme	
	Work Programme	

Scrutiny of Crime & Disorder Partnership Meeting Date

18th November 2013

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
Youth Provision Task Group	September 2014
Air Quality Task Group	February 2015