



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 4TH SEPTEMBER 2013
AT 6.00 P.M.

COUNCIL CHAMBER, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

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

AGENDA

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 3rd July 2013 (Pages 1 - 8)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 15th July 2013 (Pages 9 - 14)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 27th June 2013 (Pages 15 - 22)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
6. Minutes of the meeting of the Shared Services Board held on 4th July 2013 (Pages 23 - 26)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes

7. Bromsgrove District Plan (Pages 27 - 40)
8. Changes to the Scheme of Fees and Charges for Non-Statutory Planning Advice (Pages 41 - 46)
9. Report of the Youth Provision Task Group (Pages 47 - 88)
10. Review of Service Provision - Bromsgrove Customer Service Centre (Pages 89 - 94)
11. Annual Local Strategic Partnership Report (Pages 95 - 114)
12. Annual Governance Report (Pages 115 - 126)
13. Capital Programme - Bromsgrove Town Centre, Public Realm Improvements (Pages 127 - 130)
14. Finance Monitoring Report - Quarter 1 (Pages 131 - 152)
15. Greater Birmingham and Solihull Local Enterprise Partnership - Supervisory Board (Pages 153 - 162)
16. Operating Arrangements for the Local Transport Board (Pages 163 - 198)
17. Asset of Community Value Register - The Dodford Inn

Further to consideration of this item at the last meeting of the Cabinet (minute no. 20/13 of 3rd July) to receive an update on the application for the Dodford Inn to be registered as an Asset of Community Value.

18. 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

The Council House
Burcot Lane
BROMSGROVE
Worcestershire B60 1AA

K. DICKS
Chief Executive

27th August 2013



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 3RD JULY 2013 AT 6.00 P.M.

PRESENT: Councillors R. Hollingworth (Leader), Mrs. M. A. Sherrey JP (Deputy Leader), M. A. Bullivant and M. J. A. Webb

Observers: Councillor C. R. Scurrall

Officers: Ms S. Hanley, Ms J. Pickering, Mrs T. Kristunas, Mr M. Dunphy, Mrs S. Sellers Ms R. Dunne and Ms R. Cole.

11/13 APOLOGIES

Apologies for absence were received from Councillors Dr. D. W. P. Booth and C. B. Taylor.

12/13 DECLARATIONS OF INTEREST

No declarations of interest were received.

13/13 MINUTES

The minutes of the meeting of the Cabinet held on 5th June 2013 were submitted.

RESOLVED that the minutes of the Cabinet held on 5th June 2013 be approved as a correct record.

14/13 BROMSGROVE MUSEUM

The Cabinet considered a report containing an update in relation to negotiations to dispose of the Bromsgrove Museum Building.

The report set out the background to the present situation, including the decision by Cabinet in April 2011 to grant the Friends of the Norton Collection Charitable Trust (now the Norton Collection Museum Trust) an option to purchase the museum building for a sum of £285,000 on terms to be agreed. It was noted that since that time negotiations had been on going in respect of the disposal of the artefacts and the historic terms of the trust deed.

The report also informed members that an agreed position was "in sight" in relation to the cataloguing of the artefacts and this would need to be resolved by the completion of the sale.

Members had previously acknowledged the value of the museum to the town and the benefit of the project to the Town Centre. In addition Members were aware of the costs associated with continuing to store, maintain and catalogue the items together with the costs of maintaining the building and non-business rates.

It was reported that further advice had been received that the disposal of the Building to the Trust at a sum of £200,000 with the appropriate restrictive covenants and claw back provisions would be reasonable in the current property market.

Members noted that it would be appropriate to include a restrictive covenant and claw back provision as part of the disposal of the property to ensure that the building continued to be used as a museum or that, in the event it is subsequently developed for other purposes the Council would benefit from such development by the receipt of fifty per cent of any increase in value of the building upon planning permission being granted for such development.

It was felt that given the lengthy history to this matter, it was advantageous for a resolution to be found as expeditiously as possible. Therefore completion should be achieved within six months.

RESOLVED:

- (a) that in view of the information received from the Valuation Service Officers, the offer put forward by the Norton Collection Museum Trust (formerly known as the Friends of the Norton Collection Charitable Trust) to purchase the museum building at 26 Birmingham Road, Bromsgrove for the sum of £200,000 be accepted on terms to be agreed, to include a claw back provision and completion of the sale within a six month period; and
- (b) that authority be delegated to the Executive Director of Finance and Resources and the Head of Legal, Equalities and Democratic Services in consultation with the Leader of the Council, to determine the terms for the disposal of the museum building.

15/13 **THE COUNCIL PLAN**

The Cabinet considered a report in relation to a proposed new Council Plan including the Council's Strategic Purposes and Corporate Principles.

It was noted that the new Council Plan was a far more concise document than previously and had been developed through working closely with officers and Members. Service areas would be working towards achieving the Strategic Purposes which had been developed through the Council's Transformation Programme. The Strategic Purposes would be supported by operational purposes and measures to ensure that everything undertaken by the Council related to meeting the demands and needs of customers.

It was reported that the final version of the Council Plan had yet to be completed as additional design work was required. It was anticipated however that the document would be updated as situations changed and as transformation work progressed. In addition the foreword was yet to be completed and it was felt this should be written jointly by the Chief Executive and the Leader of the Council.

It was noted that any major changes such as amendments to Strategic Purposes would need to be brought before Members for consideration and the Council Plan would be reviewed on an annual basis in any event.

RECOMMENDED:

- (a) that the Council Plan attached as Appendix 1 to the report be approved; and
- (b) that as a minimum the Council Plan be reviewed on an annual basis.

16/13 **REVISED LOCAL DEVELOPMENT SCHEME 2013 AND COMMUNITY INFRASTRUCTURE LEVY**

The Cabinet considered a report on a revised and updated Local Development Scheme (LDS) which updated the programme of preparation of Local Planning Policy Documents. It was noted that the LDS also reflected the requirements of the Localism Act 2011 and the National Planning Policy Framework (NPPF).

It was reported that one of the changes to the LDS was that the publication version of the District Plan would now be considered by Cabinet and Council in September 2013. In addition, in line with NPPF there would no longer be a separate production of the Town Centre Area Action Plan and the policies would be incorporated into the District Plan.

The report also referred to the introduction of the Community Infrastructure Levy (CIL) which represented a new system of collecting monies from Developer contributions to fund infrastructure, intended to benefit the development of an area. Members noted the differences between a CIL and other planning obligations such as Section 106 and Section 278 legal agreements.

It was noted that nationally, the production and use of CILs was at an early stage with some aspects still uncertain. It was felt however that it would be appropriate for officers to commence work in connection with the preparation of a CIL for Bromsgrove District. The document would be submitted to Cabinet and Council for consideration in accordance with the LDS timetable.

RESOLVED:

- (a) that the contents of the report and the proposed amendments to the Local Development Scheme be noted;
- (b) that Appendix A to the report be approved as the Council's forthcoming programme for Planning Policy Documents from 4th July 2013; and

- (c) That officers be requested to commence preparation of a Community Infrastructure Levy for the Bromsgrove District.

17/13 **DISPOSAL OF THE COUNCIL HOUSE SITE**

The Cabinet considered a report relating to the proposed marketing and disposal of the Council House, Burcot Lane in readiness for the vacation of the building and the move to the former Parkside School site.

The report included the background to the proposed move to the former Parkside School site and highlighted the reasons for the move including the opportunity for redevelopment of the Burcot Lane site which was now inefficient and unsuited for its present use, and the benefit to the regeneration of the Town Centre.

It was noted that it would be advantageous to put arrangements for the marketing and disposal of the Burcot Lane site in place in advance, in order to minimise the risks and costs of managing the Burcot Lane site as an empty property.

RECOMMENDED:

- (a) that the Council House, Burcot Lane site be marketed for disposal in readiness for the vacation of the site by this Council and the move to the former Parkside Middle School site in 2014/15;
- (b) that £20,000 be taken from balances in order to fund any associated pre-sale costs.

18/13 **FINANCIAL OUTTURN REPORT 2012/2013**

Members considered a report on financial information for the year ended 31st March 2013. The report included financial outturn information 2012/13 for both Revenue and Capital spend.

The Executive Director (Finance and Corporate Resources) confirmed that work was on going with Heads of Service to ensure that financial planning and monitoring was as efficient as possible. The role of Portfolio Holders was also of key importance within this process. It was noted that officers had been requested to ensure that expenditure on non-essential items was constantly reviewed in order to protect the position of the Council's balances in the light of anticipated further cuts. This together with other contributory factors referred to in the report had resulted in a significant underspend.

RECOMMENDED that the outturn financial position for 2012/13 in respect of Revenue and Capital as detailed in the report be noted, together with the transfer of £513,000 to balances.

19/13 **COUNCIL TAX SUPPORT SCHEME**

The Executive Director (Finance and Corporate Resources) reminded the Cabinet of the background to this matter and the decisions taken by the Council in February 2013.

At that time it had been reported that the existing national Council Tax Benefit Scheme would cease from 2013/14 and in future the Government funding would be restricted to 90% of forecasted subsidised Council Tax expenditure for 2013/14. For Bromsgrove this was estimated to be a reduction of £478,000 in total, of which the District Council's shortfall would be £61,000.

The Council had taken a number of decisions aimed at mitigating the impact of the changes. This had involved the removal of the Council Tax discount on second homes and limiting the amount of Council Tax discount on short term empty property to 50%. This had resulted in the "claw back" of approximately £30,000 of the shortfall by this Authority. In addition, a decision had been taken to undertake a further review of local Council Tax support from 2014/15.

The Executive Director (Finance and Corporate Resources) explained that any further proposed change would require public consultation and therefore the matter required consideration by the Cabinet and Council to allow time for this to be undertaken.

The Executive Director (Finance and Corporate Resources) referred to a number of possible options these being:

- Introduction of minimum Council Tax support levels of £5 or £10 per week (currently there is no minimum support amount);
- Restriction of all Council Tax support to Band D equivalent amounts;
- Introduction of a minimum payment of 20% of Council Tax for all claimants of working age. Only 80% of Council Tax liability to be assessed for Council Tax support;
- Introduction of a minimum payment of 10% of Council Tax for all claimants of working age. Only 90% of Council Tax liability to be assessed for Council Tax support; and
- Withdrawal of all Council Tax exemption for short term empty property (Class C) Currently 50% for 6 months (excluding new developments).

The possible options were considered in detail. Members took into account the Council's wish to prevent the cost burden falling disproportionately upon the working poor, together with the increased administration costs associated with a number of the options for what would be a relatively small return to this Authority.

It was therefore felt that no further action should be taken to reduce the remaining shortfall of approximately £31,000. It was noted that this cost would therefore be borne by the Council.

RECOMMENDED that notwithstanding the previous decision to review the Council Tax Benefit Scheme, in the circumstances outlined, no further action be taken and the remainder of the shortfall of approximately £31,000 be met by this Council.

20/13 **NOMINATION OF AN ASSET OF COMMUNITY VALUE - THE DODFORD INN**

The Cabinet considered a report relating to a request received from Dodford with Grafton Parish Council that the Dodford Inn be listed as an Asset of Community Value.

Members were reminded that the Localism Act included the “Community Right to Bid”. This gave communities the right to identify a building or other land which they believed to be of importance to their community’s social well-being. If this building or land then became available for sale there would be a six month period during which the community group could prepare their bid to purchase the asset. This would be at the open market value.

The Cabinet were aware that this was still a relatively new procedure and felt it would be useful to obtain additional information on the process. It was noted that in this instance the Asset nominated for listing by the Parish Council was an existing business and it was queried how this would be taken into account in the valuation of the Asset and in the potential sale to the community.

Members also requested that the nomination form be amended to require an application for listing submitted by Parish Councils to include the appropriate minute of the Parish Council decision on the matter.

In the circumstances Members felt they required additional information before a decision whether or not to support the listing of the Dodford Inn as an Asset of Community Value could be made.

RESOLVED:

- (a) that consideration of the application from Dodford with Grafton Parish Council to list The Dodford Inn as an Asset of Community Value be deferred and that additional information be sought on the position regarding valuation where the asset is an existing business;
- (b) that the nomination form be amended to require that when the request for listing is submitted by a Parish Council, the completed form is accompanied by the relevant minute of that Council, covering the decision to submit a request for listing.

Cabinet
3rd July 2013

The meeting closed at 7.25 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 15TH JULY 2013 AT 6.00 P.M.

PRESENT: Councillors P. Lammas (Chairman), R. J. Laight (Vice-Chairman), S. J. Dudley, J. M. L. A. Griffiths, L. C. R. Mallett (Present from Minute No. 1/13 to Minute No. 12/13), J. A. Ruck, C. R. Scurrrell (Substituting for R. L. Dent), R. J. Shannon (Substituting for C. J. Bloore), S. P. Shannon, L. J. Turner and P. J. Whittaker

Observers: Councillor M. A. Bullivant and Councillor M. A. Sherrey

Officers: Ms. J. Pickering, Ms. A. De Warr, Ms. L. Jones and Ms. A. Scarce

1/13 ELECTION OF CHAIRMAN

Nominations for Chairman were received in respect of Councillors P. Lammas and L. C. R. Mallett.

RESOLVED that Councillor P. Lammas be elected as Chairman for the ensuing municipal year.

2/13 ELECTION OF VICE CHAIRMAN

Nominations for Vice Chairman were received in respect of Councillors R. J. Laight and L. C. R. Mallett.

RESOLVED that Councillor R. J. Laight be elected as Vice Chairman for the ensuing municipal year.

3/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. J. Bloore, B. T. Cooper, R. L. Dent and C. J. Spencer.

4/13 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor J. M. L. A. Griffiths declared a Disclosable Pecuniary Interest as a Member of Bromsgrove Arts Centre Trust in respect of item No. 12. As such Councillor Griffiths withdrew from the meeting and was not present and took no part in its consideration and voting thereon.

5/13 **MINUTES**

The minutes of the Overview and Scrutiny Board meeting held on 22nd April 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/13 **MAKING EXPERIENCES COUNT QUARTER 4 REPORT**

The Head of Customer Services introduced the report and highlighted the following points:

- The number of days taken to respond to complaints and comparable data for the previous year and how the slight slippage in this was being addressed.
- Outstanding issues being dealt with by the Ombudsman (there had been a total of 6 over the year, which compared relatively well against other authorities).
- A slight decrease in the number of complaints in respect of refuse and recycling due to the ongoing trial of a new system where the operational staff were dealing directly with enquiries.
- The downward trend in customer contact and the increase in payments online and by phone.
- The Every Customer, Every Time – Everybody Matters Action Plan. Members were informed that there had been considerable progress with much of the action plan having been completed.
- The review of the process and the current trial to cut out steps in the complaints system by Managers discussing directly with complainants issues in order to establish the real problem at an earlier stage and how the customer would like it to be resolved.

Members discussed the use of the free press and the Council's web pages to advertise such things as the Christmas refuse collections and the Head of Customer Services agreed to report Members concerns that not everyone had access to either of these forms of advertisement to the relevant Head of Service..

The Head of Customer Services confirmed that compliments and complaints in respect of Worcestershire Regulatory Services (WRS) were not included within this report and were reported on an annual basis to the Worcestershire Shared Services Joint Committee. Officers informed Members that this was an area which would be considered under the WRS Joint Scrutiny Exercise.

The Board discussed the following areas in detail:

- The use of telephone answer machines and out of date messages on these. (New guidance was being developed in respect of this, which would apply to all staff.)
- The importance of the Board receiving the report on a regular basis, despite it being available through the Orb and in the Members' Room.

- The public's interest in the information provided and its availability on the Council website via the Customer Service pages.

RESOLVED:

- (a) that the report be noted; and
- (b) that the Overview & Scrutiny Board continue to receive the report.

7/13 **YOUTH PROVISIONAL TASK GROUP DRAFT FINAL REPORT**

The Chairman of the Task Group introduced the report and informed Members that the Task Group had taken the opportunity to visit youth groups throughout the district in order to get a better understanding of what was available and to hear the views, first hand, of the young people.

The Board discussed the inclusion of a further recommendation which would enable the Council to take responsibility for youth provision following the changes which had taken place at Worcestershire County Council (WCC) and the introduction of the Positive Activities Scheme. The Chairman of the Task Group explained that within the terms of reference of the Task Group the aim had been to ascertain what was currently available, not only through the Scheme but also through the voluntary sector or privately run activities. The Task Group acknowledged that cutbacks had been made at all levels, including WCC, but it had been pleasantly surprised by the number of activities which were still available and the innovative way in which these were carried out. Although it appeared that there was a reduction in the number of paid youth workers, a great deal of the activities were being provided by volunteers, which in many cases had shown a great community spirit and the Task Group wished to highlight this good work.

Members discussed each recommendation and raised concerns over the changes which had taken place at the Ryland Centre, requesting that recommendation 3 be amended to highlight the need for the funding from Sandwell Leisure Trust to be allocated to activities within the Bromsgrove Town Centre area. Recommendation 10 was discussed in detail as Members were concerned that there was clearly a specific need for youth provision for the disaffected young people and those not in education, employment or training within the District and it was this group in particular that would benefit greatly from that provision.

The Board also discussed the information which had been provided by Members and the Chairman of the Task Group confirmed that not all Members had responded, hence recommendation 4. The Board asked that the information provided be made available in some way on the Council's website. Officers explained that this had been discussed with the Communications Manager who had intimated that the difficulty with such information was that it quickly became out of date and was therefore difficult to maintain. However, officers agreed to discuss this further with the Communications Manager with the possibility of attaching some sort of disclaimer to the document.

The Chairman of the Task Group gave her thanks to both Members and Officers for the work carried out in bringing the report to the Board.

RESOLVED that the Youth Provision Task Group Report and Recommendations be submitted to Cabinet for approval subject to the amendment of recommendation 3 as detailed in the preamble above.

8/13 **QUARTER 4 SICKNESS ABSENCE PERFORMANCE AND HEALTH REPORT**

The Executive Director, Finance and Resources informed Members that a written report for Quarter 4 Sickness Absence Performance and Health would be available at the meeting to be held on 16th September 2013 and that the Board would be given the opportunity at that meeting to discuss how it would like to receive the sickness performance and absence data in future.

9/13 **THE LIVING WAGE REPORT - ADDITIONAL INFORMATION**

The Executive Director, Finance and Resources informed Members that this was the third report received by the Board and that it contained information on the challenges and impact of ensuring that the Living Wage was paid to contractors of the Council. The report also highlighted issues which could have an impact on the implementation and monitoring the payment of the Living Wage going forward. Members discussed the following areas in detail:

- Clarification as to members of staff receiving the Living Wage.
- the mechanism which could be put in place to encourage contractors to pay the Living Wage.
- any finance cost to the Council in monitoring contractors.
- What duty, if any, the Council had to ensure its contractors paid the Living Wage.

After further discussion it was

RESOLVED that no further action be taken in respect of the Living Wage.

10/13 **OVERVIEW & SCRUTINY BOARD ANNUAL REPORT 2012/13**

The Board considered the Draft Annual Report and was reminded that previous reports had been submitted to Council for information.

RESOLVED that the Overview & Scrutiny Board Annual Report 2012-13 be submitted to the Council meeting to be held on 25th September 2013 for information.

11/13 **APPOINTMENT OF MEMBERS TO THE JOINT WORCESTERSHIRE REGULATORY SERVICES TASK GROUP**

The Board was reminded that at the meeting held on 26th March 2013 it had agreed the terms of reference for the Joint Worcestershire Regulatory Services Task Group, subject to the appointment of representatives. The

nominated representatives should include either the Chairman or Vice Chairman together with a substitute member. Following discussion it was

RESOLVED that Councillor P. Lammas be lead representative and Councillor R. J. Laight be substitute representative.

12/13 **OVERVIEW AND SCRUTINY TOPIC PROPOSAL - OUTREACH PROVISION AT THE ARTRIX ARTS CENTRE**

Members discussed the proposal which had been put forward by Councillor P. McDonald and agreed that this was a valid topic which covered a specific service. The Board was informed that during the course of the Youth Provision Task Group's investigations the Outreach Co-ordinator had been interviewed and had provided information on the work which was carried out and details of funding streams. The Group had also discussed the work of the Outreach Co-ordinator with the Artistic Director whilst visiting the Centre. Members discussed the possibility of setting up a task group and Officers advised that capacity for this would be available from September, upon completion of the Air Quality Task Group. After further discussion it was

RESOLVED that the topic be included within the work programme and a task group established with Councillor S. P. Shannon as Chairman.

13/13 **AIR QUALITY TASK GROUP**

The Chairman of the Task Group was invited to provide Members with an update of the work of the Task Group.

The Chairman informed Members that the subject of air quality was particularly topical at the moment as a significant amount of press coverage had been received in respect of both the UK's continued breach of air pollutant levels (it was not anticipated to reach acceptable levels for a number of years) and recent medical evidence which linked poor air quality to heart failure and shortening of life.

The Group had held four meetings since the last update and witnesses had included representatives from Worcestershire Regulatory Services, the Hagley Parish Air Quality Group and the Public Health Consultant from Worcestershire County Council. The Task Group had also sent a response to the Worcestershire Regulatory Services Air Quality Action Plan consultation. A further meeting of the Task Group would take place on 18th July which would be attended by the Strategic Planning Manager and the Network Control Manager from Worcestershire County Council.

The Chairman confirmed that the Task Group remained on schedule to bring its final report before the Board at its meeting to be held on 16th September 2013.

14/13 **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

As Councillor Cooper had given his apologies for this evening's meeting a written update had been received which would be provided to all Members by email. Officers confirmed that the main item on the agenda for the meeting on 25th June 2013 of the Worcestershire Health Overview and Scrutiny Committee (HOSC) had been an update on the state of the Acute Hospitals reconfiguration and that the Committee had been told that the Joint Service Review was now completed and that two broad options were left for consideration.

15/13 **CABINET WORK PROGRAMME 1ST AUGUST TO 30TH NOVEMBER 2013**

The Executive Director, Finance and Resources explained to the Board that this was an opportunity to pre scrutinise any appropriate items from the Cabinet Work Programme if it so wished. The Members discussed the Capital Programme in respect of the Bromsgrove Town Centre, Public Realm Improvements and although this was expected to go to Cabinet on 4th September, which would not allow the Board the opportunity to pre-scrutinise it, Members were in agreement that it would be useful to receive an update on the current position.

RESOLVED that the Senior Project Manager give a presentation to the Overview and Scrutiny Board on the Bromsgrove Town Centre, Public Realm Improvements at the meeting to be held on 16th September 2013.

16/13 **ACTION LIST**

Members noted the outstanding actions and that where appropriate further information would be provided as soon as possible.

17/13 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Work Programme and discussed the length of both this evening's meeting and the meeting to be held on 16th September, following the addition of 2 items as detailed in the preamble above and considered the option of holding a further meeting in September to allow the Board to debate the items in more detail. Officers informed Members that the Worcestershire Regulatory Services Joint Scrutiny verbal update would not be a significant item, as it was unlikely that the initial meeting would be set up prior to this. The option was also available to move the Planning Policy Task Group 12 month review to the October meeting. After further discussion it was

RESOLVED that the Work Programme be noted subject to the amendments noted above.

The meeting closed at 8.10 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY, 27TH JUNE 2013 AT 5.40 P.M.

PRESENT: Councillors Mrs. B. Behan, R. Berry, A. N. Blagg (during Minute No's 1/13 to part of 8/13), M. A. Bullivant, B. Clayton, R. Davis, Mrs. L. Denham, P. Harrison, Mrs. L. Hodgson, D. Hughes, K. Jennings, P. Mould (substituting for J. Fisher), C. B. Taylor and S. Williams (substituting for M. Hart)

Observers: Councillor J. Fisher, Redditch Borough Council and Mr. I. Pumfrey, Head of Customer Services, Malvern Hills District Council

Officers: Ms. J. Pickering, Mr. S. Jorden, Ms. C. Flanagan, Mr. M. Kay, Mr. S. Wilkes and Mrs. P. Ross

1/13 ELECTION OF CHAIRMAN

RESOLVED that Councillor Mrs. L. Hodgson, Worcestershire County Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

The Chairman took the opportunity to welcome new Members to the Joint Committee.

2/13 ELECTION OF VICE-CHAIRMAN

RESOLVED that Councillor M. Bullivant, Bromsgrove District Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/13 APOLOGIES

Apologies for absence were received from Councillors J. Fisher, Redditch Borough Council and Councillor M. Hart, Wyre Forest District Council.

4/13 DECLARATIONS OF INTEREST

No declarations of interest were received.

5/13 MINUTES

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 21st February 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

**WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING
APRIL 2012 - MARCH 2013**

The Committee considered a report which detailed the financial position for the period April 2012 to March 2013.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that, as highlighted in 2011/2012, Worcestershire Regulatory Services Joint Committee had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements for 2012/2013 was limited to the return as detailed at Appendix 2 to the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that the final position of savings in relation to revenue costs was £349,000. Due to the level of underspend, as detailed on page 10 of the report, together with the financial cuts that each of the participating Councils were faced with in the future; officers had proposed that the Joint Committee approve the refund of the 2012/2013 savings of £349,000 back to each of the participating Councils in 2013/2014. The total refund figure for each participating Council for 2013/2014 was detailed on page 11 of the report.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council informed Members that following the appointment of IDOX for the new ICT system a review of the costs included within the original business case had been undertaken to ensure that the relevant expenditure was allocated to the project. Appendix 5 to the report detailed the anticipated expenditure for the one off costs associated with the implementation of the project. As previously reported there was a saving of £282,000 from the costs originally included in the business case.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members attention to page 13 of the report, 'Cost Apportionment'. For the reasons, as detailed on page 13 of the report, it was proposed that the two elements, cost apportionment and revised budget, would be presented to the next meeting of the Joint Committee.

The Head of Worcestershire Regulatory Services (WRS) responded to Councillor Mrs. L. Denham with regard to the savings made in respect of staff vacancies and the senior level post that had not been filled during the year. The Head of WRS explained that the service was still going through transformation so had not recruited permanently; also it had proved difficult to backfill as the vacancies were quite specialist vacancies. The Head of WRS highlighted to the Committee that WRS were still maintaining performance levels and that savings had not been made at the cost of service delivery.

RESOLVED:

- (a) that the financial position for the period April 2012 to March 2013, be noted;

- (b) that the refund of the 2012/2013 underspend of £349,000 to the participating Councils, to be allocated on the percentage basis as detailed in the Business Case 2010/2011. The total of £349,000 to be repaid in 2013/2014, as set out below, be approved:

| Council | % Share | Refund of savings £'000 |
|-------------------|----------------|------------------------------------|
| Bromsgrove | 11.05% | 39 |
| Malvern Hills | 9.58% | 33 |
| Redditch | 11.31% | 39 |
| City of Worcester | 11.11% | 39 |
| Wychavon | 16.55% | 58 |
| Wyre Forest | 10.82% | 38 |
| Worcestershire | 29.58% | 103 |
| | | 349 |

- (c) that the Annual Return to include the Accounting Statements for the Joint Committee for the period 1st April 2012 to 31st March 2013, be approved; and
- (d) that the Internal Audit Manager's assurance statement for the financial year 2012/2013, as set out in Appendix 4 to the report, be noted.

7/13 **WORCESTER CITY PILOT FOR REVISED SERVICE DELIVERY**

The Committee considered a report which detailed the pilot of amended service delivery for Worcester City Council.

Members were reminded that at the Joint Committee meeting held on 22nd November 2012, Members had agreed to sanction a pilot of amended service delivery for Worcester City Council with the objective of saving £40,000 during the financial year 2013/2014.

Mr. M. Kay, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that work had started in order to determine which areas of work would be suitable for such a pilot. A meeting had been held on 30th January 2013 with officers from Worcester City Council (WCC) where a suite of costed alternatives was suggested. It was made clear during the meeting that certain areas of work would not be suitable for the pilot and that nothing within the pilot should result in additional work for WCC.

Further work was carried out and WCC were offered a 'menu' of alternatives which resulted in an additional meeting on 8th March 2013, where it was agreed to use planning consultations and some areas of nuisance (air pollution and accumulations) as a basis for the pilot. The aim was to reduce the number of planning applications WCC referred to Worcestershire Regulatory Services and to promote self-help to reduce the level of nuisance

complaints dealt with. On 22nd March 2013 written confirmation of these proposals was sent to WCC. On 19th April 2013 WCC reported that they could not proceed with the current proposal to reduce the level of planning consultations and that an alternative had to be found. On 29th May 2013 final agreement was reached and amounted to a three month pilot to:-

- a) Reduce the number of planning consultations, currently 150-200 per year, by planning officers at Worcester City Council screening referrals.
- b) The three areas of nuisance, (air pollution, drainage and accumulations of rubbish) not to be dealt with at first contact but complainants be referred to Worcester City Council website and encouraged to self-help.

It was proposed that with respect to nuisance complaints falling into the above category, complainants would be directed to Worcester City Council (WCC) website and encouraged to self-help, i.e. approach the persons causing the nuisance and ask them to desist. To help with this a template of letters etc. would be placed on WCC website and the hope was that this would reduce the number of investigations WRS would have to carry out. Monthly meetings to assess progress would be held and the pilot would be assessed after three months in order to see if it had achieved the purpose of reducing WCC costs, and if so, by how much.

The Business Manager, WRS responded to Members questions with regard to elderly and vulnerable residents and highlighted that elderly and vulnerable residents would not be asked to self-help, duty officers would ascertain if residents were elderly or vulnerable. Duty officers would also refer to any historical data.

The Business Manager, WRS further responded to Members questions with regard to planning consultations, planning officers would not have the expertise to deal with some applications, e.g. air pollution. The Business Manager, WRS agreed, but informed Members that planning officers would be issued with self-help tools and guidance to deal with other planning applications, thus reducing the number of planning consultations forwarded to WRS.

RESOLVED:

- (a) that the Worcester City Council pilot for revised service delivery, be noted: and
- (b) that a further report at the completion of the three month pilot, detailing projected cost savings (if any) and any other associated issues raised by the introduction on the changes, be brought back to the Joint Committee.

8/13 **WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2013 / 2014**

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2012 to 31st March 2013.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2012 to 31st March 2013, however individual Councils captured and reported on different performance measures; therefore it had proved difficult to make comparisons across the service.

The Head of WRS informed Members that the report covered the performance of the service. 2012/2013 had been very much one of embedding the results from earlier work on transforming the service and continuing to explore options to reduce future financial pressures on the budget. The savings indicated in the original business case, of 17.5%, had been exceeded with 23% savings achieved. WRS had continued to redesign services to drive out waste from the system. The application of the 'Systems Thinking' approach to service redesign had been an on-going theme during the year. Focus would remain on contributing to the three strategic priorities, developed from partners own priorities:

- Supporting the local economy
- Improving Health and Well Being
- Tackling and Preventing Crime and Disorder

The Head of WRS drew Members attention to 'Performance', as detailed on pages 38 and 39 of the Annual Report and provided Members with the previous year's figures for comparison. He then responded to a number of questions from Members with regard to:-

- Staff sickness
- Noise complaints
- % of vehicles found to be defective whilst in service
- % of food premises visited and the number of times visited before enforcement powers were used.

The Head of WRS also drew Members attention to 'Other Highlights' as detailed on pages 42 to 47 of the Annual Report. Specifically the Horsemeat Scandal and that as a result of work carried out WRS was invited to appear before the Parliamentary Select Committee to provide evidence on the Local Authorities response to the scandal.

The Head of WRS responded to Members' questions with regard to public burials as detailed on page 65 of the report. Members were informed that, The Public Health (Control of Diseases) Act 1984 placed a statutory duty on District Councils for registering the death and arranging the funeral of any person who had died within their District in cases where there were no known relatives or friends able to make the necessary arrangements. Councils only dealt with those that died at home, or on the street, where it appeared that no other agency or persons were making suitable arrangements for the disposal of the body. A person, who died in hospital, or in an ambulance on the way to hospital, became the responsibility of the health authority.

RESOLVED:

- (a) that the Worcestershire Regulatory Services Annual Report 2012/2013 be agreed; and
- (b) that a copy of the Worcestershire Shared Services Annual Report 2012/2013 be forwarded to the Chief Executive / Managing Director of each member authority.

9/13 **WORCESTERSHIRE LEP/WRS CHARTER ACTION PLAN**

The Committee considered a report which detailed the Worcestershire Local Enterprise Partnership (WLEP) / Worcestershire Regulatory Services (WRS) Charter Action Plan and the actions to be taken to deliver the aims contained within the Charter.

Mr. M. Kay, Business Manager, Worcestershire Regulatory Services introduced the report and in doing so informed the Committee that, The Regulatory and Business Charter was launched in November 2012 and set out a number of aims which local authorities and national regulators would deliver to local businesses.

The Charter covered eight main aims which covered areas such as business support and creating an environment within which businesses could flourish whilst the public were still protected.

To assist with delivering the necessary outcomes a funding bid was made to the Better Regulation Delivery Office (BRDO) and a grant of £15,000 had been made available to assist with delivering both the action plan and the actions contained therein.

RESOLVED that the Worcestershire Local Enterprise Partnership / Worcestershire Regulatory Services Charter Action Plan and the aims contained within the Charter, be approved.

10/13 **WORCESTERSHIRE REGULATORY SERVICES CONTRIBUTION TO WORCESTERSHIRE HEALTH AND WELL BEING STRATEGY**

The Committee considered a report which detailed the Worcestershire Regulatory Services Contribution to Health and Wellbeing.

The Head of Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that, public health returned to local government in April 2013 under changes brought about by the Health and Social Care Act 2012. This legislation placed a statutory duty on upper tier authorities through the Health and Wellbeing Board to 'take steps to improve the health of their local population'. This would require collaboration with the Districts and other partners, including WRS by aligning priorities, services, resources and activities with the Worcestershire Joint Health and Wellbeing Strategy.

WRS had a vision that Worcestershire was a healthy, safe and fair place to live, where businesses could thrive and had prioritised health and wellbeing as one of its key priorities.

With public sector resources shrinking, demand growing and health inequalities widening, the Health and Wellbeing Board, District and County partners would want to acknowledge the multifaceted contribution that WRS played in the preventative public health agenda when considering, integrating and commissioning against local priorities in this area.

WRS currently contributed in two ways:-

- 1) through the statutory duties it performed.
- 2) through commissioned work in the field of health improvement.

To date WRS had received in excess of £100,000 in grants from Public Health and from the Redditch and Bromsgrove Clinical Commissioning Group to carry out work which aligned with its core competencies to support businesses and their workforces.

WRS, the new delivery arm of the six Worcestershire District Councils and County Council provided a huge range of regulatory services in relation to Environmental Health, Trading Standards and Licensing functions. From environmental protection to food safety, consumer protection to business support. WRS activities impacted significantly on the wider determinants of health, in addition to the public health domains of health improvement and health protection.

The Head of WRS responded to Members' questions with regard to why only Redditch and Bromsgrove Clinical Commissioning Group had engaged with WRS. The Head of WRS informed Members that WRS had struggled to engage and involve Wyre Forest and South Worcestershire Clinical Commissioning Groups. A report would be going to the Health and Well Being Board.

Further discussion followed on the report with regard to:

- Healthy eating and planning applications received for hot food takeaways
- Air Quality
- Scrap Metal Merchants and the recent fires at waste reclamation yards
- Illegal money lenders

RESOLVED that the report detailing the contribution made to Health and Wellbeing of Worcestershire, by Worcestershire Regulatory Services, be noted.

The meeting closed at 7.15 p.m.

Chairman

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**REDDITCH BOROUGH COUNCIL AND
BROMSGROVE DISTRICT COUNCIL**

SHARED SERVICES BOARD

4th July 2013 at 5.30pm

COUNCIL CHAMBER, THE COUNCIL HOUSE, BROMSGROVE

Present: Councillors Margaret Sherrey (Chairman) and Mark Bullivant
(Bromsgrove District Council)

Juliet Brunner, Greg Chance, Bill Hartnett and Debbie Taylor.
(Redditch Borough Council)

Invitees: Councillors Rita Dent, Pete Lammas, Chris Scurrrell, Caroline
Spencer, John Tidmarsh and Les Turner (Bromsgrove DC)

Councillors Rebecca Blake, Mike Chalk and Carol Gandy (Redditch
BC)

Officers: Kevin Dicks, Sue Hanley, Liz Tompkin and Helen Mole

Notes: Rosemary Cole

1. **APOLOGIES**

Apologies for absence were received from Councillor R. Hollingworth.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 15th April 2013
were approved as a correct record.

CONFIDENTIALITY

These notes are an open public record of proceedings of the Board.

[Meetings of the Board are not subject to statutory Access to Information
requirements; but information relating to individual post holders and/or
employee relations matters would nonetheless not be revealed to the
press or public.]

3. **PRESENTATION – TRANSFORMATION – MOVING FORWARD**

Mr Dicks gave a detailed presentation on “Transformation” – Moving Forward. The presentation focussed on “Where we are now” and “Where are we going” in terms of Transformation. Mr Dicks reported that an application for award of Central Government funding had been made under the Transformation Challenge Award.

Some of the main principles underlying the way the Councils were looking to work now were:

An end to working in silos;

Putting the customer at the centre of all we do;

Change the culture of the organisation from “Command and Control” to Systems Thinking;

Mr Dicks updated on some of the intervention work which was on-going in Revenues and Benefits, Housing, ICT, Environmental Services, Leisure and Community Services.

Clearly, some problems had been experienced in the course of changes in the ways of working. In particular IT had been a challenge as standard IT systems pushed Teams to work in certain ways. There was a need to adapt and design IT systems to enable officers to work differently and this was now being achieved. Another issue had been related to office accommodation with different Teams now needing to work in proximity to achieve the best outcomes. This could not be solved immediately but for example at Crossgates House partner organisations would be moving out to enable some of the Housing Team to re-locate.

It was appreciated that change was difficult for staff who needed to be supported through the process. Transformation was about more than Shared Services and it was important that staff did not feel they were being told they had been doing a bad job but understood that services needed to be re-designed and that they were part of that process.

The Locality approach was key and this had worked well in Winyates in Redditch. There was discussion of which areas should be considered in Bromsgrove. Areas such as Charford, Wythall, Sidemoor and Catshill were possibilities being discussed but it was important also to consider rural communities. In Bromsgrove there would clearly need to be close working with the Bromsgrove District Housing Trust.

There would be some instances where the Councils would be acting as Community Leaders and facilitators but may no longer be the best body to deliver some services in the current funding situation.

Mr Dicks stressed the importance of helping partner organisations to understand new ways of working and the improved results which could be achieved. Ideally partners would also be considering their own service design and would be looking at changes.

The Board then viewed a short video produced by the Housing Section working on locality at Redditch which illustrated the way in which the Team had changed their way of working to offer customers a better service. The video showed an “old “and “new” world scenario. The intention was to “create space to enable people to solve their problems” rather than to act as a “nanny” state.

The presentation made reference to the 13 draft corporate principles which it was intended would be included within the Council Plan and which would underpin ways of working in the future. Mr Dicks stated he had challenged the Corporate Management Team to spend time with frontline services.

Mr Dicks stressed the importance of Joined up Working with partners. The support of other organisations was crucial particularly in the field of support for those with drug, alcohol or mental health issues. The system of constant and repeated referrals had been shown not to work with people becoming “lost” in the system.

The presentation gave examples of measures which would be used to illustrate the success in meeting the Councils’ strategic purposes. For example one of the measures in respect of “Help me run a successful business” could be the number of new business start ups. Some of the measures would not be within the Councils’ control however the dashboard of measures would be available eventually on the website and Members and officers would be able to drill down and have access to meaningful and timely data which could show trends rather than just a comparison to a previous month’s figures.

The way forward was to ensure behaviour encompassed ownership of problems and the recognition of underlying issues and how these could be addressed. Decisions should be made with the customer as the focus.

Members were supportive of the work being undertaken and queried whether other organisations were aware of the progress and whether they would in turn “sign up “. Mr Dicks stated that discussions were taking place with the County Council (particularly in relation to Mental Health) and other bodies and he was very willing to attend at other events/organisations which Members may feel helpful to talk about the changes.

Members fully appreciated that the support of other organisations was vital if the new ways of working were to be fully successful. It was particularly felt that the video could be used in other areas. Members needed to be advocates for the changes as far as possible but could be critical friends within the service.

(The presentation would be circulated to all Members for information)

4. PROGRESS REPORT

The Board received a progress report which provided an update on all elements of the Shared Services / Transformation work taking place across both Councils.

5. **NEXT MEETING**

It was noted the next meeting would take place on Thursday, 17th October 2013 at Redditch.

The meeting commenced at 5.30 pm
and closed at 6.45pm

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| | |
|------------------------------|-----------------------|
| Relevant Portfolio Holder | Councillor Kit Taylor |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Ruth Bamford |
| Ward(s) Affected | All Wards |
| Ward Councillor(s) Consulted | Yes |
| Non Key Decision | Yes |

1. SUMMARY OF PROPOSALS

- 1.1 The Bromsgrove District Plan 2011-2030 (BDP) will become the development plan for the District once adopted in late 2014. This report outlines the work done on the plan to this point, provides a brief summary of the policies, and seeks approval for the latter stages of plan production leading up to an Examination in Public in spring / summer 2014.

- 1.2 Also contained in this report are the officer comments for endorsement on the recently completed Housing Growth Consultation, the results of which have been fed into wherever possible policy RCBD1 Redditch Cross Boundary Development.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to **RECOMMEND** to the Council
 - 1) **Endorse the officer responses (Appendix A) to consultation held on Redditch Housing Growth; and**

 - 2) **Approve the Proposed Submission Bromsgrove District Plan 2011-2030 including policies map (Appendix B and C) and Sustainability Appraisal (Appendix D) for representations to be made by all interested parties, commencing 30th September 2013 until 11th November 2013; and as per regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012**

 - 3) **Authority for the relevant Head of Service/Director and the Strategic Planning Manager in consultation with the portfolio holder for Planning to review the representations made following the close of the representations period, and that subject to no significant matters or weaknesses being raised to doubt the soundness of the proposed submission plan, that the Bromsgrove District Plan be submitted to the Secretary of State for examination in December 2013 as per regulation**

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22 of the Town and Country Planning (Local Planning) (England) Regulations 2012; and

- 4) Authority for the relevant Head of Service/Director and the Strategic Planning Manager in consultation with the portfolio holder for Planning to prepare and submit the necessary documents to support Submission of the Local Plan; and**
- 5) Authority for the Head of Service/Director and the Strategic Planning Manager in consultation with a the portfolio holder for Planning, to undertake such further revisions, technical corrections and editorial changes deemed necessary in preparing the District Plan for publication and subsequent submission to the Secretary of State and to agree any further changes where appropriate during the examination.**

3. KEY ISSUES

Financial Implications

- 3.1 The Proposed submission and subsequent examination in public of the Bromsgrove District plan is a costly exercise. Currently a budget of £30,000 exists in 2013/14 with an additional £70,000 being requested for 2014/15. It is unclear at this time whether or not this will be sufficient funding to cover all costs incurred. It is the council's responsibility to pay for the planning inspectorate to examine the plan currently this stands at £993 per day. The fees for examinations were set under the Town and Country Planning (Costs of Inquiries etc.) (Standard Daily Amount) Regulations 2006 (SI 2006/3227)

Legal Implications

- 3.2 The Planning and Compulsory Purchase Act (2004) requires that Local Authorities should publish a plan at this stage which they think is sound. The published plan should be the one they intend to submit to the Planning Inspectorate. Changes after submission are considered unnecessary and may be disregarded by the Inspector unless there are exceptional reasons to justify them.
- 3.3 Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) requires 'proposed submission documents', including the Local Plan, which the Local Authority propose to submit, the Sustainability Appraisal report of the Plan, a Statement of Consultation and other associated documents, to be published before submission. This regulation also requires the representations period to consist of at least 6 weeks, which is proposed as 30th September to 11th November 2013. These timescales would ensure that the Council's proposed submission date of the Local Plan can be

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met, which is set out in the Council's Local Development Scheme (2013) as being December 2013.

- 3.4 Following consultation on the Proposed Submission Plan, in addition to the Plan itself, Regulation 22 of the Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) sets out the documents prescribed for the purpose of Independent Examination of the Plan. These include the Sustainability Appraisal Report, a submission policies map, a Regulation 22 Statement, copies of representations made and such supporting documents relevant to the preparation of the Plan.

Service / Operational Implications

- 3.5 This stage in the process of preparing the District plan is to publish the plan, the policies map and the accompanying sustainability appraisal and all the supporting evidence for a set period in order for final representations to be received. Representations will be invited on the soundness of the plan and it will be important for respondents to provide some detail as to why in their view the Plan may be sound or unsound. An inspector will test (as well as testing that the Plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements) soundness against whether the Plan is:
- Positively prepared: the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
 - Justified: the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
 - Effective: the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
 - Consistent with national policy: the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
- 3.6 Recommendation 5 at para 2.1 above relates to authority being delegated to prepare and submit the necessary documents to support submission of the District Plan. This will relate to any outstanding evidence base work in addition to other documents which are necessary but cannot be completed at this time. These will include documents such as a summary of the main issues raised by the additional representations, further Statements, or documents requested by the appointed Inspector.
- 3.7 For the actual examination, the Inspector will be assessing the whole District Plan. The examination must centre on the issues identified by the Inspector, having regard to the requirements of legal compliance and soundness. To identify potential problems at an early stage, it is typical for an exploratory

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meeting to be arranged. Following this, hearing sessions will occur with the Inspector defining the matters and issues for the hearings. Those seeking changes to the Plan and wishing to be heard will be invited to the relevant hearing and others may be invited to attend.

3.8 It should be noted that the Planning Inspectorate indicate that they aim to deliver fact check reports following most typical examinations within 6 months from submission.

3.9 At the end of an Examination the Inspector will issue a report to the Council. The report will contain recommendations relating to any changes that need to be made to the Plan, to ensure it is sound, before it can be formally adopted. At this stage the report will be brought to Council.

3.10 Previous Consultation / public engagement on the plan

It should be noted that since 2004 when work began on the plan, the plan making system has been under constant review with one wholesale change and as such has led to unavoidable delays. A great many people have been consulted on the contents of the plan; this includes a number of specific consultation bodies with which we must consult, these are mostly neighbouring authorities and government agencies. There are also general consultation bodies, which are organisations it was felt should be engaged in the plan, such as infrastructure providers. It is important to note that the most engagement has been with those who live or do business in the district and we have tried to maximise, as far as possible, the amount of people who have been able to have their say on the contents of the plan, through various methods of consultation.

Whilst there has been considerable background work which has gone on between consultation periods, there have been six formal opportunities when help in shaping the contents of the plan has been asked for.

3.11 2005 Issues and Options consultation

This consultation focussed very much on the main issues affecting the district and the literature produced for the consultation set out a range of options under each of the key issues. This was to ensure that all realistic options were considered by stakeholders. This was the first consultation for the plan and began in June 2005 when the Issues and Options document was published and the consultation period ran for 6 weeks.

3.12 2007 Further Issues and Options consultation

In 2007 five new issues had arisen and a decision was taken that further Issues and Options consultation was required. The new issues were new housing growth, climate change and renewable energy, flood risk, waste and recycling and biodiversity. Following the use of range of consultation methods a total approximately 120 responses were received in the form of questionnaire responses, letters and emails.

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3.13 2008 Draft Core Strategy Spatial Vision Consultation

The vision for the District was considered to be a key overarching element that would shape policies within the Core Strategy. On this basis the Council decided to undertake a separate consultation solely on this issue prior to the publication of the Draft Core Strategy.

3.14 2008 Draft Core Strategy Consultation

The responses received to the previous issues and options consultations were a significant influence on the contents of this document. On 31st October 2008 the Draft Core Strategy was published with the consultation period running until 16th February 2009 aiming to ensure that all interested parties had an opportunity to get involved. A range of methods were used to engage with interested parties. These included letters, meetings and a 'drop in' event. In total 127 responses were received to the consultation on the Draft Core Strategy. Views were expressed by many different groups, businesses, developers and individuals who either live or work or have an interest in the District. The responses received led to a number of significant changes in the formulation of the DCS2 including additional policies on a settlement hierarchy, accommodation for the elderly and the Green Belt.

3.15 2010 Redditch Growth Options Consultation

The primary purposes of this joint consultation was to seek views on the growth in three broad areas around the north and west of Redditch within Bromsgrove District; to convey the message that Redditch had very little capacity within the Borough for new growth and to identify the sites on which some of the growth could be accommodated, including two areas of Green Belt land within Redditch. There were three areas of growth identified adjacent to the boundary of Redditch but within Bromsgrove District were East of the A441, West of the A441 and adjacent to the A448. The aim of the consultation was to primarily focus on the communities on the edge of Redditch who would potentially be most affected by any development. Every effort was made to ensure all sections of these communities were fully involved, with a number of consultation events held at different times of the day and week including evenings and weekends. In total 123 responses were received to the Redditch growth consultation. Views were expressed by many different groups, developers, businesses and individuals who either live or work in Bromsgrove or Redditch or have an interest in the area.

3.16 Draft Core Strategy 2

The Draft Core Strategy 2 took into account all previous consultation exercises, national and regional policies and up to date local evidence. The document was published for consultation on January 21st 2011 for a period of 12 weeks until April 15th 2011 ensuring that all interested parties had an opportunity to get involved. A range of consultation methods were again used including 'drop-in' events. The events were held at different days and times over a 3 week period including weekends and evening in some instances. This gave everyone an

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opportunity to attend regardless of whether they worked full-time or were on holiday for some of the events. In total 2248 individual responses were received to the Draft Core Strategy 2. In addition 2 petitions were submitted one contained 487 signatures whilst the other totalled 1016 signatures. Views were expressed by many different groups, businesses, developers and individuals who either live or work or have an interest in the District. Responses were received on all elements of the document including the spatial vision and each of the 24 policies. Some comments were general and related to the document as a whole; however the majority were site specific in relation to the proposed strategic allocations and development sites within the document. In conjunction with new local evidence and the NPPF the responses received led to changes within each policy contained within the Bromsgrove District Plan. These range from minor wording changes to a more significant shift in the intent and purpose of the policy.

3.17 Housing Growth Consultation

This joint consultation built on the previous Redditch Growth Options Consultation held in 2010. This consultation did however go into further detail and identified specific sites to accommodate the required levels of cross-boundary growth. These sites are located to the west and north of Redditch at Brockhill and Foxlydiate. A range of consultation methods were again used including 'drop-in' events. A total of 6 events were held in different locations within both Bromsgrove District and Redditch Borough and at different days and times over the consultation period including weekends and evening in some instances. This gave everyone an opportunity to attend regardless of whether they worked full-time or were on holiday for some of the events. In total 450 individual responses were received to Housing Growth Consultation. Views were expressed by many different groups, businesses, developers and individuals who either live or work or have an interest in the District and wider area. The summary responses to this consultation can be seen in appendix A and it is hoped will be formally endorsed by members under the recommendation 1 above.

3.18 The Duty to Cooperate

The BDP takes into account the implications of planning policies of neighbouring authorities as spatial planning should not be constrained by Local Authority administrative boundaries. The District Council has consulted neighbouring authorities at all stages in the preparation of the Plan and will continue to do so as necessary and in particular on strategic cross boundary matters. The DTC has now become a legal duty in plan preparation. The 2012 Regulations set out which bodies the DTC applies to and the NPPF describes the issues which it should address.

3.19 The District Council and Birmingham City Council have jointly prepared an Area Action Plan for Longbridge which was adopted in April 2009. Both Councils also continue to engage on Birmingham's unmet housing need which may require the

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identification of potential sites in Bromsgrove in subsequent plans. A housing study is currently being carried out across the whole of the Greater Birmingham and Solihull Local Enterprise Partnership area which will provide some of the evidence required for this issue.

- 3.20 The District Council and Redditch Borough Council continue to liaise closely to prepare the new local plans for each independent Local Authority area and build a robust evidence base, jointly where appropriate, in order to make the most efficient use of resources and where this makes sound planning sense. This joint working has also included Stratford on Avon District Council in order to resolve the unmet employment needs of Redditch. A separate document concerning the Duty to Cooperate forms part of the evidence base supporting the Bromsgrove District Plan.

All of this consultation alongside the vast amount of technical evidence which supports the plan has influenced the form and content of the submission BDP. Throughout the BDP we have demonstrated alongside each policy how the consultation and other key issues have affect the final policy decisions taken. A full version of the response and issues generated by the Draft Core Strategy 2 consultation was presented to members in November 2011. All the supporting material can be viewed on the evidence base pages at www.bromsgrove.gov.uk/strategicplanning

The BDP contains

- A **District Profile** which describes Bromsgrove as it is at the moment and influences on this
 - The **challenges** facing Bromsgrove that the Plan can help to address and the **objectives** for addressing these challenges
 - A **vision** of how the District could develop as a place to meet the needs of its local residents, businesses and visitors in the future
 - A **strategy** to direct growth to sustainable locations
 - A set of **26 Policies** to deliver the strategy
 - A **monitoring and implementation framework** for delivering the Plan. The Plan is supported by a draft Infrastructure Delivery Plan (IDP) which attempts to show how the proposed development may be delivered. The IDP is a 'live' document will be updated before Submission of the Plan. The draft IDP can be found as a separate document within the evidence base.
- 3.21 The 25 policies covering a wide range of topics summaries of the policies are below the full policies and supporting info can all be viewed in the BDP at appendix B to this report.

BDP1 Sustainable Development Principles

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The policy sets out the presumption in favour of sustainable development and identifies specific principles to ensure that developments are sustainable and can integrate into the locality without undue harm.

BDP2 Settlement Hierarchy

Sets out a hierarchy of settlements in the Bromsgrove District and defines suitable development appropriate by type of settlement.

BDP 3 Future Housing and Employment Growth

The policy sets out development targets for housing and employment in Bromsgrove District up to 2030 and emphasises the importance of maintaining a 5 year land supply. The policy also identifies the need for a Green Belt Review to be undertaken to identify land for housing beyond 2023. The amount of land required to deliver Redditch related growth is also provided

BDP 4 Green Belt

The policy outlines the issues that will be addressed and approach that will be adopted in the Green Belt boundaries revision. The policy also seeks to protect the Green Belt in Bromsgrove District and sets out the type of development which would be appropriate.

BDP5A Bromsgrove Town Expansion Sites Policy

The policy identifies the sites around Bromsgrove Town that will accommodate a significant proportion of growth and sets out guidance for the development of the sites.

BDP5B Other Development Sites Policy

The policy identifies the sites that will accommodate a significant proportion of growth and sets out guidance for the development of the sites.

RCBD1 Redditch Urban Expansion Sites

The policy identifies the sites on the edge of Redditch that will accommodate housing and the associated infrastructure to meet the growth needs of Redditch and sets out guidance for the development of these sites.

BDP6 Infrastructure Contributions

Policy seeks to secure developer contributions towards different types of infrastructure provision.

BDP 7 Housing Mix and Density

Sets out the house sizes most needed in the District and the density requirements.

BDP8 Affordable Housing

Sets out the thresholds and targets for affordable housing provision.

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BDP 9 Rural Exception Sites

Policy sets out the criteria by which the need for affordable housing will be assessed.

BDP10 Homes for the Elderly

To provide adequate housing to meet the demographic trends of an ageing population

BDP11 Accommodation for gypsies, travellers and showpeople

The policy provides criteria based guidance for gypsy and traveller sites to ensure future sites are in appropriate locations in accordance with identified needs.

BDP12 Sustainable Communities

To provide sustainable communities that meets the needs of present and future residents in terms of service provision. This not only includes the provision of new services but the retention of existing facilities.

BDP13 New Employment

Sets out the types of employment opportunities that will help to broaden the economic base of the District and strengthen the local economy.

BDP14 Designated Employment

The policy provides for the protection and promotion of existing employment uses.

BDP15 Rural Renaissance

To encourage the regeneration of rural areas and the promotion of sustainable rural communities.

BDP16 Sustainable Transport

Policy seeks to ensure sustainable transport opportunities are maximised together with opportunities to maximise use of green infrastructure for practical and recreational purposes.

BDP17 Town Centre Regeneration

This policy seeks to set a framework for the regeneration of the Town Centre.

BDP 18 Local Centres

This policy seeks to ensure that day to day local service needs are retained. It identifies compatible uses on the upper floors of retail premises in identified local centres.

BDP19 High Quality Design

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This policy provides a set of principles to safeguard the local distinctiveness of the District and ensure a high quality, safe and distinctive design throughout the development.

BDP20 Managing the Historic Environment

This policy seeks to ensure the positive management of the Districts heritage assets.

BDP 21 Natural Environment

This policy seeks safeguard and enhance the local distinctiveness of the District provided by the Natural Environment

BDP 22 Climate Change

Policy seeks to mitigate the causes of climate change and ensure development is designed to adapt to its impacts.

BDP23 Water Management

This policy provides a set of principles to ensure sustainability of the water environment and safeguard developments from the risk of flooding

BDP24 Green Infrastructure

This policy provides a set of principles to safeguard the delivery of a high quality multifunctional green space within and beyond the district boundaries

BDP25 Health and Well Being

To improve the quality of life and well-being of Bromsgrove by promoting active, healthy lifestyles as well as improving access to health and leisure facilities. Also includes restrictions regarding the provision of A5 Hot food takeaways.

Customer / Equalities and Diversity Implications

- 3.22 As stated above, it is a requirement that representations are received which suggest that the Plan is unsound. In order to guide our customers in this process a Representation Form and accompanying Guidance Note has been prepared which all respondents are encouraged to respond on.

4. RISK MANAGEMENT

- 4.1 Should there be any representations received during the representations consultation, which, in the view of the Head of Service/Director and Strategic Planning Manager suggest that the soundness of plan may in doubt, the portfolio holder will be consulted about the level of risk. This will be informed by a summary of representations received which will enable the Council to consider what, if any change should be made before submission. At this stage a decision can be made about whether or not the Council are advised to continue to submission.

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5. APPENDICES

- Appendix A - Officer Responses to Redditch Housing Growth
- Appendix B - Proposed Submission Bromsgrove District Plan 2011 - 2030
- Appendix C - Proposed Submission Bromsgrove District Plan 2011 - 2030 Policies Map
- Appendix D - Proposed Submission Bromsgrove District Plan 2011 - 2030 Sustainability Appraisal

6. BACKGROUND PAPERS

- A Gypsy and Traveller Accommodation Assessment for the South Housing Market Area, The South Housing Market Partnership
- Affordable Housing Viability Assessment, Level Ltd
- Analysis of Proposed Strategic Sites, Bromsgrove District Council
- BDC Conservation Area Character Appraisals and Management Plans, Bromsgrove District Council
- BDC Village Design Statements, Bromsgrove District Council
- Better Places to live by Design, Office of the Deputy Prime Minister
- Biodiversity 2020, Department for Environment, Food and Rural Affairs
- British Research Establishment Environmental Assessment Methods, British Research Establishment
- Bromsgrove Development Plan – Transport Network Analysis and Mitigation Report Halcrow
- Bromsgrove Green Infrastructure Baseline Report, Bromsgrove District Council
- Bromsgrove Town Centre Health Check
- Bromsgrove Town Centre Retail Capacity Report 2004, CBRE
- Building a Greener Future: Policy Statement, DCLG
- Building for Life 12, CABE
- Building in Context 2001, CABE/ English Heritage
- By Design: Urban Design in the Planning System, CABE
- Car parking: what works where, English Partnership
- Community Infrastructure Levy Regulations 2010 (+ amendments)
- Conservation Principles 2008, English Heritage
- Creating successful masterplans: a guide for clients, Commission for Architecture and the Built Environment
- Crowded Places: The Planning System and Counter-Terrorism and other relevant guidance, National Counter Terrorism Security Office
- Design Review, MADE
- Development Options in Bromsgrove District, Bromsgrove District Council
- Draft Climate Change Strategy for Bromsgrove and Redditch, Bromsgrove District Council and Redditch Borough Council

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- Draft Infrastructure Delivery Plan (2013)
- Draft West Midlands Strategy – Putting the Historic Environment to Work 2009 Worcestershire Historic Farmstead Characterisation Project
- Ecological Evidence for Strategic Sites Allocation, Bromsgrove District Council and Worcestershire Wildlife Trust
- Employment Land Availability Report, Bromsgrove District Council
- Employment Land Review 2012, Drivers Jonas Deloitte
- Five Year Housing Land Supply Document (2013)
- Geological Evidence for Strategic Sites Allocation, Earth Heritage Trust
- Get Britain Cycling, Report from the Inquiry, All Party Parliamentary Cycling Group, April 2013
- Guidance on Transport Assessment, March 2007, DfT
- Healthy Weight, Healthy Lives: A Cross-Government Strategy for England, HM Government 2008
- Heritage at Risk, English Heritage annual report
- Heritage Gateway and Magic websites
- Hewell Grange Estate-Setting of Heritage Assets Assessment
- Historic Environment Assessment for Bromsgrove District Council, Worcestershire County Council
- Historic Landscape Character Assessment of Worcestershire, Worcestershire County Council
- Housing Growth Development Study, Redditch Borough Council and Bromsgrove District Council
- Housing Market Assessment, Housing Vision
- How Local Authorities can reduce emissions and manage climate risk, May 2012, Committee on Climate Change
- Joint Bromsgrove and Redditch Climate Change Strategy and Action Plan, Bromsgrove District Council and Redditch Borough Council
- Leisure Centre Study
- Level 1 Strategic Flood Risk Assessment for Bromsgrove and Redditch, Royal Haskoning
- Level 2 Strategic Flood Risk Assessment for Bromsgrove and Redditch, MWH
- Level 2 Strategic Flood Risk Assessment, MWH
- Living Landscape schemes, The Wildlife Trust
- Local Air Quality Management Detailed Assessment, Bromsgrove District Council
- Local Development Scheme (2013)
- Low Emissions Strategies: using the planning system to reduce transport emissions, Department for Environment, Food and Rural Affairs
- Manual for Streets 1 & 2, Communities and Local Government, Department for Transport, Chartered Institution of Highways and Transportation
- National Adaptation Programme (underway), Department for

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Environment, Food and Rural Affairs

- National Heat Map, Department of Energy and Climate Change
- National, Regional and Local Biodiversity Action Plans
- Outline Water Cycle Study for Bromsgrove and Redditch, MWH
- Panel Report into the Phase 2 Revision of the West Midlands Regional Spatial Strategy (RSS)
- Perryfields Green Infrastructure Concept Plan, Worcestershire County Council
- Planning for Climate Change in Worcestershire, Worcestershire County Council
- Planning for Climate Resilient Infrastructure Report, Worcestershire County Council
- Planning for Renewable Energy in Worcestershire, Worcestershire County Council
- Planning for Water, Worcestershire County Council
- Planning Policy Statement 26: Tackling Climate Change Through Planning, Town and Country Planning Association
- Quality of Life Survey April 2008, Bromsgrove District Council
- Redditch Development Plan – Transport Network Analysis and Mitigation Report Halcrow
- Regulation 18 Statement of Consultation
- Regulation 19 Statement of Representations Procedure
- Renewable Energy Study in Worcestershire (IT Power), Worcestershire County Council
- Retail Study 2013 CBRE
- Secured by Design, Association of Chief Police Officers
- Settlement Hierarchy Background Paper September 2012, Bromsgrove District Council
- Severn River Basic Management Plan, Environment Agency
- Space in new homes: what residents think, Commission for Architecture and the Built Environment
- Standards and quality in development – a good practice guide (2nd edition), National Housing Federation
- Statement of Compliance with the Duty to Cooperate
- Strategic Housing Land Availability Assessment, Bromsgrove District Council
- Strategic Housing Land Availability Assessment, Redditch Borough Council
- Strategic Housing Market Assessment for the South Housing Market Area of the West Midlands Region, The South Housing Market Partnership
- Sustainability Appraisal of Housing Growth Development Study, Redditch Borough Council and Bromsgrove District Council
- Sustainability Appraisal of Strategic Site Options, Bromsgrove District Council

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- Sustainable Communities Act 2007
- The Case for Space, Royal Institute of British Architects
- The Green Infrastructure Baseline Report, Bromsgrove District Council
- The Social Infrastructure Audit, Bromsgrove District Council BDC
- The Way We Live Now, Royal Institute of British Architects
- Town Centre Conservation Area Appraisal
- Transport Modelling, Halcrow and Worcestershire County Council
- Trees and Woodland in Worcestershire, Worcestershire County Council
- UK Climate Change Risk Assessment, Department for Environment, Food and Rural Affairs
- Urban Design Compendium, Homes and Communities Agency
- Visual Appraisal for Strategic Site Options, Bromsgrove District Council
- Water Cycle Study, MWH
- Water Vole Strategy, Bromsgrove District Council
- West Midlands Economic Strategy
- Worcestershire Climate Change Strategy (draft), Worcestershire County Council
- Worcestershire Geodiversity Action Plan, Earth Heritage Trust
- Worcestershire Geodiversity Audit Report, Earth Heritage Trust
- Worcestershire Green Infrastructure Framework Documents, Worcestershire County Council
- Worcestershire Green Infrastructure Strategy(on-going), Worcestershire County Council
- Worcestershire Landscape Character Assessment Supplementary Guidance, Worcestershire County Council
- Worcestershire Landscape Character Assessment, Worcestershire County Council
- Worcestershire Local Flood Risk Management Strategy (on-going), Worcestershire County Council
- Worcestershire Local Transport Plan 2006-2011, Worcestershire County Council
- Worcestershire Local Transport Plan 3, Worcestershire County Council
- Worcestershire Strategic Housing Market Assessment 2012, GVA
- Worcestershire Waste Core Strategy, Worcestershire County Council
- Zero carbon strategies for tomorrow's new homes, Zero Carbon Hub

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CABINET

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PROPOSED TRANSFORMATION OF THE SCHEME OF FEES AND CHARGES FOR NON-STATUTORY PLANNING ADVICE

| | |
|------------------------------|-----------------|
| Relevant Portfolio Holder | Cllr Kit Taylor |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Ruth Bamford |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | No |
| Non-Key Decision | |

1. **SUMMARY OF PROPOSALS**

- 1.1 As a result of the on-going planning transformation project, improvements in service provision in terms of customer experience externally and officer efficiencies internally have been implemented.
- 1.2 Other transformation work in planning has also had regard to the strategic and corporate priorities that have been set. As a result of both of these elements of work, a revision to the charges levied is proposed.
- 1.3 The charges dealt with in this report are those relating to permitted development enquiries – those seeking to know whether planning permission is required – and requests for pre-application advice – those seeking advice on whether their proposals are likely to be acceptable or not.

2. **RECOMMENDATIONS**

- 2.1 **It is recommended that Cabinet approve the fees and charges scheme and schedule as presented in Appendix 1 to come into effect between 1st October 2013 and 31st March 2014 and Appendix 2 to come into effect from 1st April 2014.**

3. **KEY ISSUES**

Financial Implications

- 3.1 Members should be aware that as a result of altering the way that officers in the planning teams operate efficiency savings have been realised by removing waste from the system of processing requests for advice. Therefore, the cost of providing the service, particularly in terms of the smaller, simpler requests for advice, has reduced in terms of stationery and processing costs as well as in staff time.
- 3.2 Whilst there would be a loss of revenue as a result of the proposal to cease charging in some areas, such as for householder enquiries, the loss is not considered to be of great significance in the context of the overall budget for the team in light of the decrease in cost of providing the service noted above and the

customer benefits. (Approximate figures can be found at appendix 3.) The shortfall in income generated will be offset by savings realised within the associated costs of the service.

Legal Implications

- 3.3 The Council has no legal obligation to provide these non-statutory services, but they are considered to be a benefit to the customers and to the quality of submission of applications received as a result of giving advice up front.
- 3.4 The Council cannot make profit from charging for services. However it is able to cover the administrative and overhead costs of service provision, providing this is made clear at the point of charging. Therefore, the proposed fees would remain as covering these elements and not the advice itself.
- 3.5 The legal team have no specific comments to make on these proposals.

Service / Operational Implications

- 3.6 The planning transformation work has been on-going since Spring 2012 and has reviewed the way in which officers provide services to customers, as well as the back office operational aspects of service provision. It has altered the focus towards providing good quality customer services that meet their demands, by improving the efficiency and flexibility of the working practices of staff within the office.
- 3.7 As a result of customer feedback, an appraisal of the corporate and strategic objectives, the continuing work on evidence gathering and policy preparation in relation to Bromsgrove District Plan, and improved efficiency and internal office processes, it is suggested that some of the categories that were not previously exempt from charging should become so.
- 3.8 In order to reflect the strategic purposes of the Council Plan, particularly 'help me run a successful business' and 'provide good things for me to see, do and visit', it is proposed not to charge for non-residential development in order to encourage the work that is continuing under the remit of the LEPs (under the banner Bromsgrove is open for business) and all other economic development in the District.
- 3.9 Customer feedback identified that householders seeking advice on changes to their homes were receiving a mixed response depending on their method of enquiry. As a result, adaptations to the way these enquiries are dealt with have been put in place. These result in a more appropriate level of response to each individual, and a more reasonable requirement for providing information. By identifying what matters to each customer when their query is presented, officers are able to communicate more clearly and effectively at the outset, thus identifying the level of detail and information that is relevant and managing customer expectations on level and timing of services. Wherever possible, the

initial officer will continue with the query right through to the end. This has proved to be welcomed by customers.

- 3.10 Of the two different types of enquiry routinely received and charged for currently, it is suggested that the permitted development enquiries should cease to be subject to a charge. This is because they were almost entirely enquiries by householders relating to small matters on dwellings which can usually be dealt with more simply than via a formal administrative process.
- 3.11 As a result of the proposed changes above, the only remaining categories where charges would be levied would be where new or conversion to new residential development is proposed. Whilst it is noted that housing is also a priority in terms of meeting the housing targets being set, the level of involvement of officers is greater and the benefit of recovering the charges greater as there is more officer time and input in these types of cases. The benefits are also clearer later in the process when better quality planning applications with a higher likelihood of success are submitted.
- 3.12 It is noted that the fees were not increased in April 2013 because it was known that changes to the system were likely to be proposed. It is therefore proposed that this change of when to charge be introduced from the beginning of October, and then the fees increased by 5% in April 2014 to make up for the lack of increase this year (see appendix 3). This reflects a two year inflationary increase on the fee.

Customer / Equalities and Diversity Implications

- 3.13 As a result of the proposed changes to the delivery and charging of this service, it is not anticipated that there would be any significant difference in these impacts. The service will remain advertised on the website and via the customer services team and will be available to all. It is now better tailored towards the individual needs of each customer, and as such has had positive feedback.
- 3.14 The head of service will continue to ensure that the customer service experience is of the highest possible standard. Staff will continue to receive training and feedback on their performance.
- 3.15 The Householder Planning Service remains popular with customers and so will continue to provide free advice on a walk-in basis.

4. RISK MANAGEMENT

- 4.1 The way in which the service is operated is such that any dips in capacity are promptly flagged up and addressed amongst the team in order to ensure that the service continues to be provided well.

- 4.2 The head of service will continue to ensure that advice is not given until a fee has been received in cases where one is due, and that other cases are not held up by any administration relating to fee collection.

5. APPENDICES

Appendix 1 – Proposed new charging schedule

Appendix 2 – Proposed new charging schedule with 5% increase to come into effect in April 2014

Appendix 3 – Likely changes to income as a result of the proposals

6. BACKGROUND PAPERS

Bromsgrove District Council Plan (July 2013)

7. KEY

LEP = Local Economic Partnership

AUTHOR OF REPORT

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BROMSGROVE DISTRICT COUNCIL

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Appendix 1 – Proposed new charging schedule to come into effect on 1st October 2013

| Number of dwellings proposed | Development site area if no. of dwellings unknown | Cost of LPA advice | Cost of additional meeting (after first three) |
|------------------------------|---|--------------------|--|
| 1-4 dwellings | Less than 0.5ha | £268 | £107 |
| 5-9 dwellings | 0.6-0.99ha | £537 | £107 |
| 10-49 dwellings | 1-1.25ha | £1072 | £536 |
| 50-199 dwellings | 1.26-2ha | £2145 | £793 |
| 200+ dwellings | More than 2ha | £3217 | £1072 |

Appendix 2 – Proposed new charging schedule with 5% increase to come into effect in April 2014

| Number of dwellings proposed | Development site area if no. of dwellings unknown | Cost of LPA advice | Cost of additional meeting (after first three) |
|------------------------------|---|--------------------|--|
| 1-4 dwellings | Less than 0.5ha | £281 | £112 |
| 5-9 dwellings | 0.6-0.99ha | £564 | £112 |
| 10-49 dwellings | 1-1.25ha | £1126 | £563 |
| 50-199 dwellings | 1.26-2ha | £2252 | £833 |
| 200+ dwellings | More than 2ha | £3378 | £1126 |

Appendix 3 – Likely changes to income as a result of the proposals

| BDC | 2012/13 year | Likely income if fees change | Likely loss of income p.a. |
|-----------------------|--------------|------------------------------|----------------------------|
| Pre-app income | £41k | £31.5k | £10k max |
| PD enquiry income | £2.5k | £0 | £2.5k |
| Total loss of income? | | | £12k max |

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YOUTH PROVISION TASK GROUP

| | |
|--|---|
| Relevant Portfolio Holder | Councillors M. Sherrey/M. Webb |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service for Overview and Scrutiny | Claire Felton – Head of Legal, Equalities and Democratic Services |
| Wards Affected | All |
| Ward Councillor Consulted | All Ward Councillors were invited to join the Task Group. |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 The purpose of this report is to allow Cabinet to consider the findings and recommendations of the attached Overview and Scrutiny Board report.

2. RECOMMENDATIONS

- 2.1 The Cabinet is requested to:
- (a) consider the attached Overview and Scrutiny Board report (Appendix 1) and the recommendations contained within it;
 - (b) to either agree, amend or reject each of the recommendations contained in the report;
 - (c) provide an Executive Response to the Overview and Scrutiny Board report and recommendations, which may include an Action Plan to summarise how and when each of the agreed recommendations will be implemented.
 - (d) request the relevant Portfolio Holder in consultation with appropriate officers to indicate the expected implementation dates, as appropriate.

3. KEY ISSUES

Financial Implications

- 3.1 The estimated Financial and Resource implications of the recommendations are detailed in the Summary of Recommendations of the appended report.

Legal Implications

- 3.2 These are detailed within the attached report.

Service/Operation Implications

- 3.3 Following the submission of an Overview and Scrutiny Topic Proposal form, by Councillor J. M. L. A. Griffiths, at the Overview and Scrutiny Board meeting held on 19th November 2012 it was agreed that a Task Group would be established to investigate Youth Provision within the District. Full details of the Task Group's investigations are detailed in the attached report.
- 3.4 The report and recommendations were agreed by the Overview and Scrutiny Board at its meeting on 15th July 2013 and referred to Cabinet for consideration.

Customer / Equalities and Diversity Implications

- 3.5 N/A

4. RISK MANAGEMENT

- 4.1 N/A

5. APPENDICES

Appendix 1 – Youth Provision Task Group Report

6. BACKGROUND PAPERS

See attached report for details.

7. KEY

None

AUTHOR OF REPORT

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Youth Provision Task Group Overview & Scrutiny Board

June 2013

Supporting officer: Amanda Scarce



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MEMBERSHIP OF THE TASK GROUP

Councillor Mrs. J. M. L. A. Griffiths (Chairman)
Councillor Mrs. S. Baxter
Councillor C. J. Bloore (withdrawn)
Councillor J. S. Brogan
Councillor R. J. Laight
Councillor P. Lamma
Councillor Mrs. C. J. Spencer

SUPPORTING OFFICER

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FOREWORD FROM THE CHAIRMAN

I must begin by saying what a great pleasure it has been carrying out this investigation as the Task Group has been fortunate enough to visit some exceptional youth facilities and had an opportunity to hear the views and thoughts of young people from different parts of the District.

My thanks go to the Task Group Members who have attended a large number of meetings in a relatively short period of time and I hope they will all agree that it has been a great opportunity to go out and see for ourselves what is happening all over the District for young people.

I hope the information provided within this report and the recommendations go some way to summarising the scope of what is already available and how the Council can further engage with the young people in both promoting and shaping activities in the future.

Finally, special thanks go to Democratic Services Officers, Amanda Scarce for her support and organisational skills in keeping the Task Group on track and Jess Bayley and Pauline Ross for their support with research and note taking.

**Councillor Mrs. J. M. L. A. Griffiths
Chairman of the Youth Provision Task Group**

SUMMARY OF RECOMMENDATIONS

CHAPTER 1 – The Positive Activities Scheme

| Recommendation 1 | Portfolio Holder | Completion Date |
|---|--------------------------|------------------------|
| That Worcestershire County Council ensures that regular meetings between the commissioner and local providers of Positive Activities (within the Bromsgrove District) take place to ensure there is no overlap of services and to enable best practices to be shared. | Councillor M. J. A. Webb | As soon as possible. |
| <p>Financial Implications There are no financial implications arising from this recommendation.</p> <p>Resource Implications There are no additional resource implications for Bromsgrove District Council.</p> | | |

| Recommendation 2 | Portfolio Holder | Completion Date |
|--|--------------------------|------------------------|
| That Bromsgrove District Council write to Worcestershire County Council highlighting its concerns in respect of the limited life span and uncertainty over the provision of a building for the youth services provided by EPIC in the Rubery Ward. | Councillor M. J. A. Webb | As soon as possible. |
| <p>Financial Implications There are no financial implications arising from this recommendation.</p> <p>Resource Implications There are no additional resource implications for Bromsgrove District Council.</p> | | |

| Recommendation 3 | Portfolio Holder | Completion Date |
|--|---------------------------------|-----------------------------|
| <p>That Worcestershire County Council ensure that the activities, which should focus on the Town Centre and provided by the £15k from Sandwell Leisure Trust, are commissioned through the Positive Activities process to ensure that no further delays occur.</p> | <p>Councillor M. J. A. Webb</p> | <p>As soon as possible.</p> |
| <p>Financial Implications There are no financial implications arising from this recommendation. Resource Implications There are no additional resource implications for Bromsgrove District Council.</p> | | |

CHAPTER 2 – What is available to Young People within the District?

| Recommendation 4 | Portfolio Holder | Completion Date |
|--|-----------------------------------|---|
| <p>That Bromsgrove District Councillors familiarise themselves with all facilities for young people within their Ward and build relationships with local providers where appropriate.</p> | <p>Councillor R. Hollingworth</p> | <p>Ongoing and to be reviewed in 12 month's time.</p> |
| <p>Financial Implications There are no financial implications arising from this recommendation. Resource Implications There are no additional resource implications.</p> | | |

| Recommendation 5 | Portfolio Holder | Completion Date |
|--|-----------------------------------|---|
| <p>That through the Local Strategic Partnership's Balanced Communities Group a process is found whereby all providers of youth activities throughout Bromsgrove District are given an opportunity to support each other and share ideas and best practice.</p> | <p>Councillor R. Hollingworth</p> | <p>Within 6 months of the date of approval.</p> |
| <p>Financial Implications There are no financial implications arising from this recommendation. Resource Implications Any support would be met from existing resources.</p> | | |

| Recommendation 6 | Portfolio Holder | Completion Date |
|--|-----------------------------------|--|
| <p>That the Chairman of the Task Group (supported by Democratic Services Officers) give a presentation, of the Task Group's findings, to CALC in order to encourage Parish Councils to support local youth groups.</p> | <p>Councillor R. Hollingworth</p> | <p>Within 3 months of the date of this report.</p> |
| <p>Financial Implications There are no financial implications arising from this recommendation. Resource Implications Any support would be met from existing resources.</p> | | |

CHAPTER 3 – How the Council can promote the activities already available in the District

| Recommendation 7 | Portfolio Holder | Completion Date |
|--|----------------------------|--|
| That Bromsgrove District Council launches a Twitter campaign to promote activities for young people across the District. | Councillor M. A. Bullivant | Within 6 months of the date of approval. |
| <p>Financial Implications There are no financial implications arising from this recommendation.</p> <p>Resource Implications Any support would be met from existing resources.</p> | | |

| Recommendation 8 | Portfolio Holder | Completion Date |
|--|----------------------------|--|
| That Bromsgrove District Council uses active young people to help with and schedule the Twitter campaign including creating the #tag. | Councillor M. A. Bullivant | Within 6 months of the date of approval. |
| <p>Financial Implications There are no financial implications arising from this recommendation.</p> <p>Resource Implications Any support would be met from existing resources.</p> | | |

| Recommendation 9 | Portfolio Holder | Completion Date |
|--|----------------------------|--|
| That via Twitter, Bromsgrove District Council carries out a consultation on youth activities in the District including which activities young people would like to see more/less of. | Councillor M. A. Bullivant | Within 6 months of the date of approval. |
| <p>Financial Implications There are no financial implications arising from this recommendation.</p> <p>Resource Implications Any support would be met from existing resources.</p> | | |

CHAPTER 4 - CONCLUSION

| Recommendation 10 | Portfolio Holder | Completion Date |
|---|----------------------------|--|
| That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District. | Councillor M. A. Bullivant | To be included within the work programme immediately following approval of the recommendation. |
| Financial Implications There are no financial implications arising from this recommendation. Resource Implications There are no additional resource implications. | | |

AREAS OF CONCERN WHICH THE TASK GROUP MEMBERS WISHED TO HIGHLIGHT

Following its investigations, although not able to make recommendations in respect of these areas, the Task Group wished to highlight the areas of concern as set out below.

- Whilst there was an abundance of activities available around Bromsgrove itself and throughout the District, Members were concerned that there was little available within the Bromsgrove Town Centre area.
- Members were concerned that any increase in the hire charges for use of the facilities at the Ryland Centre (following the expiry of the subsidy provided by WCC) could have a detrimental effect on those groups which were currently based there.

AREAS OF GOOD PRACTICE/EXCEPTIONAL VALUE WHICH THE TASK GROUP MEMBERS WISHED TO HIGHLIGHT

Following site visits and interviews Members wished to highlight the following groups which showed areas of good practice and Members believed were of exceptional value to the communities they served.

- The Basement Project
- Bromsgrove Rugby Club
- Woodrush Youth Centre
- The Lounge
- EPIC
- Stoke Parish Youth Club

INTRODUCTION/BACKGROUND INFORMATION

The Overview and Scrutiny Board received a presentation on the work of the Local Strategic Partnership at its meeting held on 22nd October 2012. Following this presentation the Board agreed at its following meeting, in November 2012 to set up a Task Group which would investigate the youth provision within the District. The key objectives of the Task Group were to consider current arrangements to providing services for young people, to analyse opportunities to participate in youth activities, to scrutinise accessibility of current services provided by the Council and to identify any gaps within the services provided. Members believe that as Young People are a significant proportion of the local population an effective review of the subject would potentially enable them to address the needs of young people living in the District and in the long term have a positive impact on their future prospects.

(Full details of the terms of reference are available at Appendix 1 of this report.)

The Task Group has held a total of 18 meetings, which included 6 site visits and interviews with numerous internal and external witnesses. The Task Group has also considered written evidence from a number of sources and considered information provided by both Ward Councillors and Parish Councils. The initial meeting of the Task Group took place on 5th December when Members considered the Terms of Reference and discussed in detail how it would carry out its investigation, from the early stages Members were keen to visit facilities for young people within the District in order to find out what was available to them. The penultimate meeting of the Task Group took place on 29th May when Members formulated the recommendations which are now outlined within this report and the final meeting took place on 17th June to discuss the draft report before submitting it to the Overview and Scrutiny Board at its July meeting.

CHAPTER 1 – Positive Activities Scheme

At an early stage of its investigations the Task Group asked to meet with both the Head of Leisure and Cultural Services at the Council and the Commissioning Manager, Young People at Worcestershire County Council (WCC), as they were keen to hear what progress had been made in the commissioning of activities under the new scheme. Therefore, following those initial discussions, Members tasked officers with arranging visits to a number of youth facilities within the District. The aim of the visits was to see what each facility provided overall for young people. The Task Group Members visited 3 youth facilities within the District that were supported by the Positive Activities Scheme. During the initial meeting with the Commissioning Manager, Young People WCC Members raised concerns over the recent “take over” of the Ryland Centre in Bromsgrove, which had previously been a base for youth activities and agreed that although this did not fall within the Positive Activities Scheme it would be important to investigate what the Ryland Centre was now providing for young people. Officers were therefore also asked to arrange a visit to the Ryland Centre in order to meet with Sandwell Leisure Trust, who had taken over the running of it.

Originally five providers of Positive Activities had been identified, including the Council; however Members were informed that one provider had withdrawn and it was anticipated that the provision of Positive Activities work at Rubery would now be picked up by EPIC who were also the provider at the Trunk in Charford (together with various other sites in Bromsgrove). At a later meeting with the Commissioning Manager, Young People WCC, Members were concerned to hear that although EPIC had taken over the contract at Rubery with effect from 1st April 2013, the issue of premises continued to be a problem; this was due to WCC’s initial decision to dispose of the current youth centre building in Rubery. WCC had however agreed to extend the life of the building until September 2013 with a view to alternative accommodation being sourced and Members were informed that various options were being considered with one in particular being favoured, subject to WCC’s agreement. The Task Group agreed that it was unlikely that a satisfactory conclusion would be reached in such a short period of time and that the uncertainty could be unsettling for the young people involved.

Bromsgrove District Council

During the course of discussions the Head of Leisure and Cultural Services and the Sports Development & Physical Activity Manager provided the Task Group with a comprehensive list of all the activities available to young people within the District. This ranged from a simple list of parks and open spaces to a comprehensive list of sports clubs and activities. There was a number of school based activities where the Council works with the school to develop a coaching programme and activities throughout the school holidays. These activities were promoted through the Council’s website and local papers. Members were also provided with information on club and coach development, the Council has developed a good strong community sports club culture throughout the District

which included 8-9 football teams, including boys, girls and young people with disabilities. The Members were informed that some of the disabilities groups used the Ryland Centre as their base and as this had recently been “taken over” by Sandwell Leisure Trust were concerned about the knock on effect of any potential increased charges as due to the nature of the groups they tended to be made up of smaller numbers of young people. Members shared this concern not only for the disabilities groups but other smaller groups who would find it difficult to absorb any increase in charges or be able to find alternative accommodation at a reasonable rate.

The Council has a taster community sports programme which then feeds directly into the club structure. The Council’s aim was to facilitate and support these activities in order to reach a stage where a club could be handed over to volunteers to carry on the work. Members were given an example of this in the Gymnastics Club, where the Council funded a coach for 12 months, until the club became established and able to fund the coach itself. These were all activities which were very much reliant upon volunteers and where possible the Council put in appropriate support mechanisms to ensure the good work continued (this support often being provided by Sports England).

The Head of Leisure and Cultural Services informed Members that in respect of Arts and Cultural events, whilst it was acknowledged that it did not have the money to support it that sports had, the events that were organised were well attended and supported. These included working with the Artrix Centre and Arts Alive, Youth Theatre events and Street Theatre. The Artrix Centre provided a good link for those young people who wished to explore the Arts further.

John Godwin, Head of Leisure and Cultural Services, attended several meetings and supported Members throughout the Task Group process.



EPIC/The Trunk, Bromsgrove

Following on from initial discussions with the Head of Leisure and Cultural Services and the Commissioning Manager, Young People WCC it was suggested that Members visit the Trunk in Bromsgrove to see the work that it was carrying

out with young people. The Task Group Members visited the Trunk and spoke to the Managing Director of EPIC and the Youth Co-ordinator. Members were provided with detailed information about the work that was carried out at both the Trunk in Charford and other venues at Sidemoor and Catshill. The Task Group discussed the issues that had arisen in respect of premises for activities in Catshill, which had originally been based at the local middle school. The Youth Co-ordinator had set up a steering group involving other professionals in the area, including representatives from the Scouts and Parish Council. This has led to ongoing partnership working which the Youth Co-ordinator aimed to develop further. The Task Group were informed that following the loss of its building provision in Sidemoor and difficulties in finding alternative accommodation EPIC had sourced funding for a purpose built unit. The Health Authority had provided funding for a purpose built modular unit, the Health Hub at Perryfields and the Task Group members were informed that currently it was used for health related issues and for the provision of services for 13-19 year olds.

EPIC also worked with local schools, often with small groups of young people who were presenting challenging behaviours and the Managing Director informed Members that the links with local schools were important in order to support the young people wherever possible. Activities were inclusive and where necessary arrangements would be made to put staff in place to provide a young person with one to one support. This was particularly important for the needs of young people with autism for example until they became accustomed to the environment within the Centre. There was a mix of staff at EPIC including some volunteers, but it was recognised that there was a risk from using volunteers and that it was difficult for people to make a regular commitment. This had an impact on the young people who often needed a constant presence and familiar face. A Youth Committee has been established at the Trunk and it was hoped that this could be replicated at the other centres. This had given the young people some responsibility for the activities which took place and allowed them to see “the bigger picture” as to how the centre was run.

In respect of the Positive Activities Scheme, the Managing Director confirmed to Members that it would be useful for all the providers from Bromsgrove District to meet regularly in order to exchange ideas and ensure that work was not being duplicated. This would be particularly useful for those groups that did not have such experienced staff as EPIC. The Managing Director also confirmed that she had met with Sandwell Leisure Trust and discussed the use of the Ryland Centre for some activities, but it was agreed that the facilities being offered were not conducive to the type of work that was needed.

The Managing Director confirmed that EPIC, following the withdrawal of the original provider, had been commissioned to provide youth services at Rubery and it was anticipated that her team would provide 2 evening sessions a week. She also informed Members that there was an ongoing issue with premises and that if this was not resolved there was concern that these sessions would not be able to go ahead. The Managing Director was invited to a further meeting of the Task Group, in late April 2013 and asked to provide an update on the situation at

Rubery. She informed Members that a mapping exercise had been carried out within the local area in an attempt to find suitable alternative accommodation, as she had been informed that although the life of the current building had been extended by WCC, this was only until September 2013. However, she had been able to employ 3 of the workers who had previously worked at the Rubery centre for WCC which had given the young people concerned some stability. Members raised concerns that WCC had not resolved this matter and that the search for premises was time consuming and that the Managing Director's time would be better spent concentrating on the activities provided for the young people.

Woodrush Youth and Community Centre

Task Group Members visited the Woodrush Youth and Community Centre and were given the opportunity to hold discussions with the Youth Management Team and Youth Committee. The Director of Youth and Community Provision and other members of staff were able to provide background information on the Centre, including details of the partnership with the school and Members found that, as was often the case, the support of volunteers was paramount to its success. However, through the Positive Activities scheme one of the projects the Centre was able to do was employ a youth worker one evening per week to provide drug counselling and to liaise with partner agencies on other health related issues such as smoking, alcohol and sexual health.

The Youth Management Team and Youth Committee members provided the Task Group with details of centre opening times and activities together with details of particular events which had taken place throughout the year. This included a Work Skills Programme which was linked with the local high school and included mock interviews, voluntary work and money management. The Director of Youth and Community Provision informed Members that she sat on the Worcestershire Local Enterprise Partnership and that it was important for more engagement with schools in order to ascertain what work skills employers wanted and to provide help in preparing young people for work. Other activities included a residential trip which concentrated on self esteem followed by the production of a DVD which had been distributed to all schools in Worcestershire.

The Youth Management Team played a key role in "balancing" the books and was given an opportunity to contribute ideas as to how funds were used. They were also encouraged to become involved in any issues, with the young people that were witnessed or experienced within the Centre (where a zero tolerance policy was in place). The Youth Management Team explained that often young people who either had difficulty in fitting in or initially created problems found it easier to relate to the Members of the Management Team or Committee and often approached them for advice.

The Youth Management Team were keen for the Centre to be part of the local community and had offered the Centre's help and support for a local fun run. It had good links with the local churches and the local Community Safety Officers (CSOs) visited the Centre on a Monday evening and helped out with a football activity on a Tuesday, which had helped the younger age group (11-13 years)

interact with the CSOs whilst attending the Centre. The Centre was used during the day by the School and also a mother and toddler group once a week. The local church also used it for a youth group on Sundays.

The Task Group Members were particularly impressed with the relationship between the staff and the young people and how they were involved in every aspect of the Centre, together with how they took those responsibilities seriously.

The Lounge, Alvechurch

The Lounge was a relatively new youth facility and had been set up by local residents who were concerned about the tensions between the different generations within the community and anti social behaviour (ASB) by some young people and the perception of it by older residents. The Council and the Parish Council had been very supportive and WCC had provided pastoral care and support from youth workers in the early stages of forming the Lounge. The actual concept of the Lounge had come from the young people themselves, who had asked for a café type environment which was separate from school. The café was used during the day by local people of all age ranges and youth specific activities were held 2 evenings a week. It was also open as a drop in for the young people after school and during the school holidays. Members were informed that the café had become the hub of the community and as a consequence the older generation were much more accepting as they saw what was going on and this has had a positive impact on the village itself. The café has a Youth Management Committee, made up of 10 young people from all age ranges, which work on running the youth side of the café and work on projects to help within the community. The café had a good working relationship with the local Community Safety Officer who called in regularly and discussed ASB with those that were involved in it.

The Task Group was provided with details of the work that was carried out with the young people (including those that were vulnerable and more hard to reach) and was impressed with how innovative the staff were with the limited resources that were available to them and as was often the case, the majority of the staff were volunteers. The help and support provided by those volunteers was invaluable to the day to day running of the café in particular. The Task Group discussed with the staff whether they would find it helpful to hold regular meetings with other Positive Activities providers, not only to ensure there was not an overlap of work, but also to share best practice and it was confirmed that although they had made contact with both EPIC and Woodrush, regular meetings would be useful as these centres had much more experience and available resources so the opportunity to meet regularly would be useful.

The Ryland Centre, Bromsgrove

Although the Ryland Centre did not form part of the positive activities scheme, the Task Group had been informed that Sandwell Leisure Trust, who took over the running of the Centre in early 2013, had pledged funding of £15k per year for three years to go towards activities for young people, either to be based at the Ryland Centre or within the town centre area. Members were keen to visit the

Ryland Centre following its refurbishment and speak to representatives of Sandwell Leisure Trust to ensure that, wherever possible consideration continued to be given to activities for young people and to find out more about the funding which it had pledged.

During the visit to the Ryland Centre and discussions with the Chief Executive and Operations Manager from Sandwell Leisure Trust, it was apparent to Members that although the sports groups/clubs which had previously used the centre continued to do so and that the football pitches continued to be only used by youth teams during the weekend period, the focus of the Centre had now changed significantly and was aimed at a different type of clientele. Sandwell Leisure Trust confirmed that it had a 30 year lease with Worcestershire County Council and must continue the work covered by the Sports England grants and had also guaranteed that hire rates for current clubs/groups would not increase within the first year and that it would discuss any increases where necessary with the relevant groups. The Task Group was informed that young people would be encouraged to use the building whenever possible, but development of the gym membership was imperative to the success of the Centre.

Members agreed that whilst the initial work that had been carried out at the Centre appeared positive, it would be useful to visit again in six to twelve months time to see if this remained the case. In respect of the £15k funding, the Trust informed Members that it would be at the discretion of WCC as to how this would be distributed, however if appropriate there was a room available within the Centre which could be used for a youth group of some description. After further questioning it became apparent to Members that this would not necessarily be a suitable option and that careful consideration would need to be given as to how this money could best be used.

At the Task Group's penultimate meeting the Commissioning Manager, Young People WCC informed Members that a meeting had taken place in April 2013 to discuss the method for commissioning the £15k from Sandwell Leisure Trust. This would be along the same lines as the Positive Activities funding and it was hoped that it would be available in time to provide activities over the summer period. The specification for this was currently being written in consultation with Councillors. The Task Group were concerned that although the funding had been available from early 2013 it had still not been drawn down and the process not finalised.

The Task Group therefore recommends the following:

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| Recommendation 1 |
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| That Worcestershire County Council ensures that regular meetings between the commissioner and local providers of Positive Activities (within the Bromsgrove District) take place to ensure there is no overlap of services and to enable best practices to be shared. |
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Recommendation 2

That the Council write to Worcestershire County Council highlighting its concerns in respect of the limited life span and uncertainty over the provision of a building for the youth services provided by EPIC in the Rubery Ward.

Recommendation 3

That Worcestershire County Council ensure that the activities, which should focus on the Town Centre and provided by the £15k from Sandwell Leisure Trust, are commissioned through the Positive Activities process to ensure that no further delays occur.

*Members interviewing
Representatives from
Sandwell Leisure Trust
At the Ryland Centre,
Bromsgrove*



CHAPTER 2 – What is available to young people within the District?

At the initial meeting of the Task Group it was agreed that although Members wished to look at the activities provided through the Positive Activities Scheme they also wanted to investigate what other activities were available for young people throughout the district, as Members believed from initial investigations that there was likely to be much more available than expected.

Officers were tasked with researching activities for young people by Ward area and received detailed information from the Leisure and Cultural Services team on what was provided by the Council. This was both written evidence and through interviews with both the Head of Leisure and Cultural Services and the Sports Development & Physical Activities Manager. Members initial views of this information was that although there was a comprehensive choice of activities, many of them were sports orientated. The Head of Leisure and Cultural Services informed Members that arts and culture events were organised through the Artrix Centre, Youth Theatre and Arts Alive. It was agreed that although Arts and Culture did not have the same funding level to support it as Sports had, the events that were organised were well attended.

Members arranged to visit the Artrix Centre and interviewed the Artistic Director who provided both a tour of the Centre and comprehensive information about the activities that they provided for young people throughout the year. Activities were also arranged during the school holiday period and the Artrix worked with the Council to ensure that these did not “overlap” with those provided by the Council. These activities were a mix of both free and charged activities and drop in sessions for families. The Centre also provided youth theatre/drama sessions throughout the week, some of which were aimed at young people with particular needs (at which parents or carers were able to also attend). During the site visit Members saw how the Centre has adapted some of the rooms to make them multi functional to accommodate as many groups as possible.

The Centre has a mobile cinema, which it had taken out to schools within the District and had also used it for open air film nights at Avoncroft Museum. Members were informed that generally the 16-24 years age range tended not to use the Centre (particularly the cinema facilities) and although attempts had been made to engage with this age range it was felt this would never be successful as they preferred to access more commercial cinemas in particular.

Members were informed that the Centre also had a designated Education & Outreach Co-ordinator. The outreach work was largely aimed at those hard to reach young people through specific projects which could take up to a year to complete. Workshops were also carried out within the parks which were used to engage with young people and art graffiti was a particularly successful area. Member arranged to interview the Education Outreach Co-ordinator at a later meeting and she provided Members with a comprehensive list of the work carried out and how it was funded. West Mercia Police had assisted with particular

projects which were usually around diverting young people away from ASB, raising drug and alcohol awareness and educating them in life choices through the Outreach in Action Projects. Members were particularly interested in the work with the hard to reach young people, as they were concerned that this was a group of young people which could be vulnerable and unlikely to engage, for various reasons, in many of the other activities which were available from other providers.

Following on from the meeting with the Education & Outreach Co-ordinator the Task Group agreed that it was important for it to investigate what was available for those vulnerable young people that the Co-ordinator had spoken of, which led to the Operations Manager at the Basement Project being invited to a meeting together with a member of the Council's Community Safety Team.

During the interview with the Council's Community Safety Project Officer Members were informed that rather than engage in general youth provision, the team seek to identify and target those young people who are most at risk of offending and those who are at risk of harm from participating in inappropriate and/or anti-social behaviour. The work tended to come under the categories of enforcement, education or diversionary activity and took place periodically throughout the year and historically increased its focus on youth activity during the school holidays. The areas covered vary from the Schools Respect Programme, which is a 12 week programme of community safety workshops to target groups of young people in local schools who have been identified by teachers as having challenging behavioural issues, to Community Safety Diversionary Activities. These activities have included projects such as DJ skills sessions, the Community Safety Angling Project and leisure and sports activities and were offered to young people who had shown some improvement in their behaviour and/or had signed up to Acceptable Behaviour Contracts. The Team always aimed to encourage young people to get involved in more general Community Promotions such as environmental action days.

The Basement Project is a charitable organisation which had been set up some 15 years ago and was aimed at homeless and potentially homeless young people from age 16 – 25 years. The Project helped young people find accommodation and provided support at various levels dependent upon each young person's needs. The Operations Manager attended as a witness and provided the Task Group with information on the work it carried out. Members were keen to find out how the Project was staffed and funded. The Operations Manger informed them that there was a total of 5 paid staff and the remainder were volunteers. The Project had a Board of Trustees and donations and fund raising events played a large part in funding the Project and funding of £25k was provided from the Council's homeless fund (which the Project had to apply for annually). The Project had worked with over 200 young people over the previous year, who had come to the Centre from all over the District (and in some cases outside of the District).

A variety of work was carried out, from working within schools on a programme of “story telling” which was based around homelessness and how people were affected by it, to workshops which covered cooking, shopping and raising the young people’s self esteem. The young people were encouraged to join in with stands/stalls which the Project had at events throughout the District, such as the Street Theatre. The aim was to identify each young person’s individual needs and tailor the work around them. Members were impressed with the commitment and work that the Basement Project undertook with limited funding and resources.

As part of the investigation the Task Group agreed that it would be helpful to find out from other Members if they were aware of activities for young people within their own Ward, whether provided by the Council or other agencies. An email was sent to all Ward Members asking them to provide (a) a list of youth services that they were aware of that were available to young people within their Ward (this could include Brownies, Scouts or activities organised by the local Church for example) and (b) if they had ever been contacted by any young people in respect of youth provision within their Ward. Officers also undertook this exercise, by carrying out research on the internet, in order for a comparison to be made. (Information received from Councillors is attached at Appendix 5.)

A limited response to this request was received and has led to one of the recommendations listed below being put forward. However, from the information that was received Members were informed that Stoke Parish Council had funded a youth club, once a week, for young people in the area for the last four years. The Task Group were interested to see how this had been set up and arranged to visit when the Youth Club was taking place. During the subsequent visit the Task Group interviewed Mr. George Verney, who provided background information on his involvement with and running of the Youth Club.

Members interviewed George Verney at Stoke Parish Youth Club and spoke to the young people in attendance.



The youth club completely relied upon volunteers and had become self-sufficient in many ways. The Treasurer for example held a Food Hygiene Certificate which enabled her to provide food preparation/cooking lessons for the young people. The majority of volunteers were first aid trained, with two youth club members also being trained. Several of the volunteers had originally been members themselves and had asked to stay on and help once they had reached the club's age limit. The Club was very much community orientated and Mr. Verney gave examples of how the young people had helped some older members of the community by sweeping snow and collecting shopping during the winter months. Members were impressed with the dedication of the volunteers and the enthusiasm and enjoyment that the young people showed during the visit.

Following on from the visit to Stoke Parish Youth Club all parish councils were contacted and asked to provide details of any activities for young people that the parish contributed towards or organised, whether it was a one off event or on a regular basis. Although several responses were received and parish councils provided funding for activities, the Task Group were not aware of any other parish council provided a similar facility to Stoke.

Receipt of the information from parish councils and the visit to Stoke Parish Youth Club has led to the formulation of recommendation 6 detailed below. The Task Group believe the youth club is an excellent example of a community working together, with minimum financial support and was something which could be replicated in other Wards within the District. It highlighted to Members that providing activities for young people was not necessarily always about large funding streams and providing paid professional staff.

Also highlighted in the information provided by Councillors was the abundance of Scouts/Girl Guide groups that were available throughout the District. In order to find out more about the Scouting movement, Mr. Roy Clarke, District Commissioner for the Scouts was invited to attend as a witness. The Task Group were informed that there was 9 groups throughout the district of Bromsgrove and membership started from aged 6 years (Beavers) up to aged 25 years for Network members. Members were provided with detailed written evidence in respect of the work of the Scouts' Association and the training available. The Scouts Association received no funding and therefore relied upon volunteers and fund raising events. Hagley was the largest unit in the District and as such tended to be "self sufficient" whereas many of the other units tended to work more closely together and shared events and outings. The challenge was to keep the young people interested enough to move up to each different stage and to finally become leaders themselves at aged 18. The majority of the units were open all year round, with only a 2 week break during the summer and met once a week. Girls are allowed to join the Scouts if they so wish, although it was confirmed that there was some strong Girl Guide groups within the District. The District Commissioner confirmed that the Scouts were made up from a good cross section of local communities and that although they are encouraged to participate in all outdoor activities it was recognised that this did not appeal to everyone and therefore there was always opportunities to take part in less

physical activities. It was confirmed to Members that there was a hardship fund available for those unable to afford the annual fees and a family discount could also be applied. The Scouts units try wherever possible to contribute to the local communities and held a Community Week regularly to raise awareness of the Scout movement.

The Task Group had been provided with detailed information from the Head of Leisure and Cultural Services about the sporting activities which the Council supported, but following the information provided by some Councillors Members agreed it would be helpful to receive information from a more "independent" sports provider within the District. Mr. John Blackhall, Chairman of Bromsgrove Rugby Football Club was therefore invited to attend as a witness. Mr. Blackhall informed Members that there were currently 20 teams ranging from under 5s to under 17s at the Club, together with girls, adults and veterans teams. The Club was accredited with 150 volunteers, coaches and first aiders and was completely self-funded (although the Council had previously provided funding for 2 floodlight pitches). There was an annual subscription fee, however if there was a problem with payment the Club would look at each case sympathetically and help where possible with kit and tour visits for example. The Club worked hard to help the young people develop personal skills as well as skills on the field and had a Welfare Officer who was available to everyone. Mr. Blackhall discussed with Members the future plans of the Club and how it hoped to make improvements to the facilities, funds were continuously being raised by various events and monies secured in a separate development fund account. The ground was regularly used by local schools and for school competitions and county matches and tournaments. The Club had a good standard of coaching and the younger players were now being coached by ex players. Members acknowledged that it was important that the Club maintained this interest and appreciated the hard work and dedication of the volunteers at the Club.

Members had also requested that a press release be produced to invite members of the public, of any age, to put forward their views, experiences and ideas. Officers were approached by the Sixth Form Achievement Co-ordinator at Hagley High School on behalf of a number of pupils who were carrying out a survey into what activities young people wanted in Hagley. There had previously been a youth project (part funded by Hagley Parish Council), but following the loss of a paid youth worker and difficulties in finding a replacement; this was no longer the case. Members were keen to hear the views of young people throughout the district and duly invited them to attend and give a presentation on the findings of their survey. The presentation highlighted that the most popular facility requested was that of a skate park and that pupils were concerned that there was not enough facilities for teenagers living in Hagley in comparison to towns such as Kidderminster and Bromsgrove. The pupils informed Members that although there were activities available which were organised by the local church, this type of activity was not always suitable for everyone.

Hagley was keen to ensure that an independent youth project was reintroduced and asked for help from the Task Group in securing a paid youth worker as they believed that youth activities enabled young people to meet with other teenagers

and develop social skills. Although sympathetic to their needs, but as highlighted at Stoke Parish Youth Club, Members did not believe that it was always essential to have a paid youth worker to make a youth club successful.

The Task Group therefore recommends the following:

Recommendation 4

That Bromsgrove District Councillors familiarise themselves with all facilities for young people within their Ward and build relationships with local providers where appropriate.

Recommendation 5

That through the Local Strategic Partnership's Balanced Communities Group a process is found whereby all providers of youth activities throughout Bromsgrove District are given an opportunity to support each other and share ideas and best practice.

Recommendation 6

That the Chairman of the Task Group (supported by Democratic Services Officers) give a presentation, of the Task Group's findings, to CALC in order to encourage Parish Councils to support local youth groups.

Pupils from Haybridge High School gave a Presentation to Members on activities for young people in Hagley.



CHAPTER 3 – How the Council can promote the activities already available in the District

As the work of the Task Group drew to a close it was apparent that there was an abundance of activities available to young people throughout the district. However, it was recognised that there were gaps in particular areas, which could, in some cases, be addressed by support and assistance from the community (as shown at Stoke Parish Youth Club). The Task Group concluded that the activities that were already available needed to be promoted in such a way that the young people would become more aware of what was on offer and also be given an opportunity to take part in the promotion and where possible improvement of the activities.

With these thoughts in mind, the Task Group interviewed the Communications Manager in order to find the most effective (and cost effective) way in which to promote those activities provided by the Council and where possible other organisations. Various options were discussed with the Communications Manager, including the use of a young peoples' supplement to the Together Bromsgrove magazine which was circulated to all households within the District. However, it was agreed that it was unlikely that form of "advertising" was one which young people would access. The Communications Manager explained to Members how Twitter could be used and how this could actually evolve by allowing the young people to lead on producing a #tag thread. It was also explained to Members that as this began to be used, it could also be used not only to promote activities for young people but also as a tool to ascertain which activities were successful and what activities they would like to see more of, leading to an informal online consultation process.

The Task Group therefore recommends the following:

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| Recommendation 7 |
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| That Bromsgrove District Council launches a Twitter campaign to promote activities for young people across Bromsgrove District. |
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| Recommendation 8 |
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| That Bromsgrove District Council uses active young people to help with and schedule the Twitter campaign including creating the #tag. |
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Recommendation 9

That via Twitter, Bromsgrove District Council carries out a consultation on youth activities in the District including which activities young people would like to see more/less of.

Members met with the Youth Management Team and the Youth Committee at Woodrush Youth and Community Centre.



CHAPTER 4 - CONCLUSION

The overall conclusion of the Task Group was that there was a large amount of activities available for young people in the District and that they needed to be promoted and encouraged to participate in them. Whilst acknowledging that there was a wide range of activities, Members were concerned that although these were available to everyone, there was a small minority of young people who could potentially have difficulty in accessing them for various reasons.

A particular group that caused Members concern were those hard to reach young people who the Education and Outreach Co-ordinator at the Artrix Centre worked with, together with those that the Community Safety Project Officer worked with in schools and those that accessed the facilities at the Basement Project. The Task Group was also provided with statistics (split into Ward areas) in respect of young people not in education, employment or training and again, although not a large number, Members were concerned that it was this group who perhaps needed both support and access to activities the most.

The Task Group therefore recommends the following:

| Recommendation 10 |
|--|
| <p>That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District.</p> |

The scope of the work of the Task Group has been immense and it was felt some areas which it had covered warranted attention being drawn to them as Members, although noting that recommendations on these areas would not be appropriate, were concerned about the long term effect that these issues could have on young people. Similarly, during the course of its investigations the Task Group visited and spoke to many people whose work within the community and with young people was truly inspirational. The success of these clubs/projects was due to the dedication of the staff and volunteers who worked so hard to support the young people.

The Task Group Members wish to draw attention to the following areas of concern together with areas of good practice/exceptional value to the District.

AREAS OF CONCERN WHICH THE TASK GROUP MEMBERS WISHED TO HIGHLIGHT

Following its investigations, although not able to make recommendations in respect of these areas, the Task Group wished to highlight the areas of concern as set out below.

- Whilst there was an abundance of activities available around Bromsgrove itself and throughout the District, Members were concerned that there was little available within the Bromsgrove Town Centre area.
- Members were concerned that any increase in the hire charges for use of the facilities at the Ryland Centre (following the expiry of the subsidy provided by WCC) could have a detrimental effect on those groups which were currently based there.

AREAS OF GOOD PRACTICE/EXCEPTIONAL VALUE WHICH THE TASK GROUP MEMBERS WISHED TO HIGHLIGHT

Following site visits and interviews Members wished to highlight the following groups which showed areas of good practice and Members believed were of exceptional value to the communities they served.

- The Basement Project
- Bromsgrove Rugby Club
- Woodrush Youth Centre
- The Lounge
- EPIC
- Stoke Parish Youth Club



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: Youth Provision Task Group

For the purpose of this review young people will be classed as aged between 13 and 19 years (in respect of young people with learning disabilities this would increase to 24 years).

Specific Subject Areas to be investigated:

There would be a number of key objectives to this review:

- 1) To consider current arrangements for providing services to young people in the district.
- 2) To analyse opportunities for young people to participate in youth activities and how these opportunities might be extended. This could involve:
 - Interviewing representatives of the Artrix.
 - Interviewing representatives from local sports facilities
 - Interviewing representatives from The Trunk and other facilities within the District
- 3) To scrutinise the accessibility of current Bromsgrove District Council Services to young people and to identify any actions that could be taken to improve accessibility.
- 4) To assess the barriers to participating in youth activities facing young people living in the district and how these barriers could be overcome.
- 5) To assess actions that could be taken by the Council and others to improve marketing of local youth related events. This should involve:
 - Reviewing current actions taken to market local events.
 - Interviewing local young people to identify their preferred forms of communication.
- 6) To investigate actions taken by other district Councils to ensure that appropriate youth services are delivered to young people living within their boundaries. This could involve:
 - Assessing scrutiny reports on the subject of youth services produced by other local authorities.
 - Interviewing representatives of other local authorities.
- 7) To investigate the potential for Bromsgrove District Council services and other service providers to address any current gaps in youth service provision.

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

Possible Outcomes

In the 2011 census 5,500 children aged 10-14 years old and 5,800 children aged 15-19 yrs old, were recorded as living in Bromsgrove district, out of a total population of 93,600. Young people are therefore a significant proportion of the local population. An effective review of this subject could potentially enable Members to address the needs of young people living in the district and in the long-term have a positive impact on their future prospects.

The review would also help Members to identify any gaps in youth service provision as well as an opportunity to promote the activities already available and any actions that could be taken to address the gaps.

- 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
- Arts Development and Events Manager
- Senior Community Safety Officer

- Should any external witnesses be invited to give evidence? **YES**
If so, who and from which organisations?

- Representatives of Worcestershire County Council involved in co-ordinating the Positive Activities for Young People framework.
- Representatives of other local authorities that have reviewed youth services (the Task Group will be provided with copies of scrutiny reports from a variety of local authorities and will have the authority to determine which representatives they ask to interview).
- Representatives of West Mercia Police
- Voluntary Sector Service Providers

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

Education Select Committee Report 2011

- Is it anticipated that any site visits will be required? **YES**
If so, where should members visit?

- Youth activities within the district
- Other local authorities (locations to be determined by the Task Group as part of its investigations).

- Should a period of public consultation form part of the exercise? **YES**
If so, on what should the public be consulted?

Throughout the review it will be important to engage with local young people as they will be affected by any changes that the group might propose to the delivery of youth services in the district.

(Please Note: A separate press release requesting general comments/suggestions from the public will be issued in the normal way at the beginning of the investigation.)

- Have other authorities carried out similar overview and scrutiny exercises?
YES
If so, which authorities?

A large Number of local authorities have reviewed the subject of youth services. The following Councils have been listed because they completed the review recently and / or because the review was completed by a neighbouring authority.

- Gloucestershire County Council
- Rotherham Borough Council
- St Helen's Metropolitan Borough Council
- Stockton-on-Tees Borough Council
- Westminster City Council

- Will the investigation cross the District boundary? **NO***
If so, should any other authorities be invited to participate? **N/A**
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? **NO***
If so, who and from which organisations?

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

It is anticipated that this review could be completed in a maximum of six months. It is anticipated that a draft report will be presented to the Board meeting to be held on 15th July 2013.

DECLARATIONS OF INTEREST

The following interests were declared at various meetings held throughout the Task Group's investigation:

| Councillor | Interest Declared |
|---------------------------------------|--|
| Mrs. J. M. L. A. Griffiths (Chairman) | Member of the Bromsgrove Arts Centre Trust (Artrix Operating Trust) As a Worcestershire County Councillor contribution from Discretionary Grant given to the Lounge, Alvechurch |
| Mrs. S. Baxter | As a Member of Wythall Parish Council a contribution was made to Woodrush Youth and Community Centre |
| J. S. Brogan | Member of the Bromsgrove Arts Centre Trust (Artrix Operating Trust) |
| R. J. Laight | Member of the Bromsgrove Arts Development Trust (Artrix Holding Trust) |
| P. Lammas | Member of the Bromsgrove Arts Development Trust (Artrix Holding Trust) |
| Mrs. C. J Spencer | Member of the Bromsgrove Arts Centre Trust (Artrix Operating Trust) |

ACKNOWLEDGEMENTS

The Task Group wishes to thank the Head of Leisure and Cultural Services for his support throughout the Task Group's investigations and the Democratic Services Officers, Amanda Scarce, Jess Bayley and Pauline Ross.

Thanks also go to all those Ward Councillors and Parish Councils who took the time to respond to requests for information.

The Task Group would also like to thank the following for allowing the Members access to their facilities and sparing the time to discuss, at great length on many occasions, the work that was carried out at those facilities.

Artrix Arts Centre, Bromsgrove

Andy Woods, Artistic Director

Ryland Centre, Bromsgrove

Paul Slater, Chief Executive and Ash Rai, Deputy Chief Executive/Operations Manager, Sandwell Leisure Trust

The Trunk, Charford

Debbie Roberts and Kate Higginson

The Lounge, Alvechurch

David Shoesmith and Emily Yates

Woodrush Youth & Community Centre, Wythall

Kay Parker and Faye Parker

With special thanks to members of the Youth Management Team and the Youth Committee

Stoke Parish Youth Club, Stoke Heath

George Verney

WITNESSES

The Task Group considered evidence from the following sources before making its recommendations:

Internal Witness:

- John Godwin - Head of Leisure and Cultural Services
- Laura Kerrigan - Sports Development & Physical Activities Manager
- Anne Marie Darroch - Communications Manager
- Sarah Kelsey - Community Safety Project Officer

External Witnesses:

- Paul Finnemore – Commissioning Manager, Young People (Worcestershire County Council)
- Debbie Roberts – EPIC
- Roy Clarke – District Commissioner, Scouts, Bromsgrove
- TC Peppercorn – Outreach Co-ordinator, Artrix Arts Centre
- Jackie Hooper – Operations Manager, Basement Project
- John Blackhall – Chairman, Bromsgrove Rugby Club

- The Task Group also received a presentation on “*Youth Facilities for Teenagers in Hagley*” from three pupils at Haybridge High School (accompanied by Linda Bridges, Sixth Form Achievement Co-ordinator)

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Youth Provision Task Group - Youth Provision in each Ward – details provided by Members

| WARD | Youth Clubs | Cricket Clubs | Football Clubs | Rugby Clubs | Other Sports Activities | Scouts/Guides /Brownies | Church Groups | School Clubs/Other |
|---|--|----------------------------|---|---|---|--|---|--|
| Alvechurch | The Lounge Coffee bar & Youth Club | Alvechurch Cricket Club | Alvechurch Lions Football Club | Kings Norton Rugby Club (incl Aussie Rules & American Football) Five Ways Rugby Club | Alvechurch Fisheries | | | |
| Beacon | <i>No response received</i> | | | | | | | |
| Catshill | | | Youth football team | | Judo, Karate, Dance School, play parks | Scouts, Cubs, Brownies, Guides, Rainbows | Sunday School | |
| Charford | The Trunk – youth club | | South Bromsgrove High School – football coaching St Andrew's Church Hall – football coaching from Kidderminster Harriers | | Aston Fields – Well fit, Martial arts tuition. South Bromsgrove High School – Martial Arts St Andrew's Church Hall – Martial Arts, Well Fit | Charford Scouts Hut – Scouts, Marimba Scouts (Muslim) St Andrew's Church Hall - Rainbows | | South Bromsgrove High School – Samba Band |
| Drakes Cross & Walkers Heath | Youth club | Cricket teams | Football teams | Bees Rugby Team Woodrush Rugby Club | TKD, Judo, Jujitsu, Redhill Archers, dance troupes, Road Cycling Club, Tennis, Hockey | Rainbows Brownies | JAM, Christian Life youth group, Boys' Brigade | Film club, animal club, gym club, drama, chess, eco, gardening, trampoline |
| Furlongs | <i>No response received</i> | | | | | | | |
| Hagley | School Youth Club | | | | | Brownies, Scouts, Adventure Scouts | Free Church offers some activities | |
| Hillside | <i>No response received</i> | | | | | | | |
| Hollywood & Majors Green | Woodrush Youth Club | | Football teams | | Tennis Club, Gym Club | Beavers, Cubs, Scouts, Explorers, Rainbows, Brownies, Guides, Rangers | JAM Club (Jesus & Me) | |
| Linthurst | Not aware of any youth activities | | | | | | | |
| Marlbrook | | | Football teams | | | | | |

| WARD | Youth Clubs | Cricket Clubs | Football Clubs | Rugby Clubs | Other Sports Activities | Scouts/Guides /Brownies | Church Groups | School Clubs/Other |
|----------------------|--|-------------------------|--|--------------------------------|--|--|---|--|
| Norton | | | Football pitches | | | | | Various parks & open spaces |
| Sidemoor | | | Bromsgrove Sporting FC – adult team, under 18s, several junior teams | | King George Rec – several junior teams play here. | | Newsong Church – YP group putting on plays, drama and socialising. | |
| Slideslow | | Bromsgrove Cricket Club | | Bromsgrove Rugby Football Club | Bromsgrove Tennis Club, Bromsgrove Hockey Club, Karate | 7th Bromsgrove Scout Group, Rainbows, Brownies x 2 | Five Alive Church Group | |
| Stoke Heath | <i>No response received</i> | | | | | | | |
| St John's | St John's Church Youth Club | | | | Mini Tennis at the Ryland Centre, Various activities at the Dolphin Centre | 1 st Bromsgrove Scouts & Beavers | St John's Sunday School, All Saints' Sunday School, Methodist Centre Boys Brigade, Night Club | IT facilities available at the Library |
| Stoke Prior | Stoke Parish Council run youth activities at Avoncroft | | | | Active sports area at Harris Bush with new pavilion. | | | Play areas in Ryefields Road and Shaw Lane |
| Tardebigge | <i>No response received</i> | | | | | | | |
| Uffdown | | | | | Holiday sports Clubs provided by Youth Sports | Rainbows, Beavers, Cubs, Scouts, Ranger Scouts | Sunday School | Play areas |
| Waseley | <i>No response received</i> | | | | | | | |
| Whitford | 2 x youth clubs | | | | | Scouts, Guides, Brownies | | |
| Woodvale | <i>No response received</i> | | | | | | | |
| Wythall South | <i>No response received.</i> However, see below – many of the activities in both Drakes Cross & Walkers Heath & Hollywood & Majors Green overlap into Wythall South. | | | | | | | |

Additional info re Wythall activities:

- The church youth club meets on Sunday evenings which usually involves a meal followed by a debate, alternating weekly with a social activity. Six times a year they plan to have a 'Challenge Sunday' where they challenge other Youth Clubs within Bromsgrove to a variety of activities. They have a youth band and other activities including drama, dance, videos, and games. There is also youth football on Friday evenings at Woodrush School on Astroturf which is also enjoyed by youths from outside the church.
- JAM Club (Jesus and Me) meets at the Coppice school after school on Wednesdays for infant and junior children. Volunteers and returning youths from Woodrush help to run these sessions which include Bible readings and plenty of games, stories, art and craft making etc.

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**Bromsgrove
District Council**
www.bromsgrove.gov.uk



Legal, Equalities and Democratic Services

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e-mail: scrutiny@bromsgrove.gov.uk

CABINET

Date: 4th September 2013

REVIEW OF SERVICE PROVISION – BROMSGROVE CUSTOMER SERVICE CENTRE

| | |
|---------------------------------|---|
| Relevant Portfolio Holder | Councillor Mark Bullivant |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Amanda de Warr, Head of Customer Services |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | N/A |
| Key Decision / Non-Key Decision | Non Key Decision |

1. SUMMARY OF PROPOSALS

- 1.1 Over the last few years we have seen a reduction in demand at the Customer Service Centre on Saturday mornings, resulting in a high ratio of staff compared with the demand.
- 1.2 The vast majority of customer demand is received Monday to Friday.
- 1.3 The majority of customer demand is now dealt with by service experts, in a variety of fields, who are available Monday to Friday to deal with customer enquiries in full. The service it is possible for the generic Customer Service staff to provide has reduced dramatically as a result.
- 1.4 Based on data collected throughout 2012/13 this report proposes that the opening hours of the Customer Service Centre are changed to reflect the reduced demand and changes to service delivery, and that the staffing resources are realigned to when they are most needed.

2. RECOMMENDATIONS

That Cabinet resolves to :-

Change the opening hours of the Customer Service Centre to Monday to Friday 9am - 5pm

3. KEY ISSUES

Financial Implications

- 3.1 The recommendation is not being made to cut costs and there would be no savings in staffing costs as a result of the recommendation but it would enable more effective use of resources. Currently staff who work on Saturday mornings take the commensurate time off in the week reducing the resources available at busier times.

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- 3.2 Some very small savings would be realised in relation to utilities and other running costs, but these have not been quantified as they would be minimal.

Legal Implications

- 3.3 As providing cover for weekend working forms part of the staff contracts, formal staff consultation will be required before any changes could be implemented.

Service / Operational Implications

- 3.4 The Customer Service Centre is currently open Monday to Friday from 9am until 5pm, and on Saturday mornings from 9am until 12 noon.
- 3.5 Over recent years we have seen a decline in customer number on Saturdays, especially for payments as customers move to other payment methods.
- 3.6 Data for 2012/13 shown in the following table indicates the low demand on Saturdays compared with on weekdays.

| Average customer numbers | Face to face enquiries | Telephone enquiries | Payments – face to face and telephone | Total customers |
|------------------------------------|------------------------|---------------------|---------------------------------------|-----------------|
| Saturdays | 8 | 21 | 33 | 62 |
| Monday – Friday Average per day | 56 | 305 | 114 | 465 |

- 3.7 Through transformation of service delivery and in order to better meet customer needs we have seen a shift towards experts in the key frontline services dealing with customer demand directly. Council Tax and Benefits specialist staff are now located at the Customer Service Centre and deal with their customers directly whether contact has been made over the 'phone or in person. This has significantly increased the ability to resolve the customer's problem at the point of contact. As a result the enquiries that Customer Service staff are able to deal with has reduced.
- 3.8 The data collected during 2012/13 tells us that of the total enquiries received on Saturdays 53% were for council tax and 12% were for benefits. Benefits customers are already encouraged to do their business with us face to face, and during the week, when a benefits expert is available. Therefore, 65% of all the customer demand received on a Saturday cannot be dealt with by the CSA's. This number is increasing as we see more demand going to experts to deal with.

-
- 3.9 The overall number of enquiries received on Saturday mornings is too low to warrant having expert staff available on a Saturdays, but at the same time it is not possible to keep CSA's up-skilled in these areas to ensure customers on a Saturday receive the same level of services as those customers contacting us Monday to Friday. Therefore, customers who access our services on a Saturday morning receive a lower level of service, despite the excellent customer care skills of the staff available.
- 3.10 Around 20% enquiries made either face to face or by telephone on Saturdays are for Worcestershire County Council services and there are County Council phone lines open and available to take those enquiries.
- 3.11 The number of payments received is also very low, although they do make up the majority of the customer demand on Saturday mornings.
- 3.12 15% of payments were made by telephone and we have a 24/7 service available for telephone payments via the automated payments line.
- 3.13 A further 46% of payment were made using a debit or credit card, or by cheque, indicating that the customer could have made the payment using an alternative method such as by telephone, online, or through their bank.
- 3.14 Approximately 11 payments per week, made on Saturdays, are paid in cash. Due to the fact that we take Council Tax by instalments this is likely to equate to in the region of 70 individual customers over the year. These people may be disadvantaged by not being able to make payments on a Saturday but there is no evidence to suggest that they cannot make other arrangements and assistance would be provided to ensure a smooth transition if a change to opening hours were agreed.
- 3.15 Taking into account the data relating to demand and the changing face of service delivery, it would be more practical to focus our resources to those times where demand requires it so that we can best help the majority of customers accessing our services.
- 3.16 Where, through transformation of services, we identify a need to see an individual customer on a Saturday in order to meet their needs, this is more likely to be on site, or as a home visit, rather than in the office.

Customer / Equalities and Diversity Implications

- 3.17 Rationalising the opening hours of the face to face service and therefore not opening on a Saturday would disadvantage a small number of customers. However, it would enable us to focus our resources to the times when we are most needed, and when we can provide the highest level of service.
- 3.18 Not opening the phone lines on a Saturday would have a minimal impact as customers can do their business with us remotely during the week. Over half of

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Date: 4th September 2013

callers needed to speak to a Council Tax expert and therefore were required to speak to that expert at some point Monday – Friday. We see a significant peak of phone calls on Monday mornings and it would be beneficial to use resources at times of peak calls rather than at the weekend when staff can only take and pass on messages.

- 3.19 An equality impact assessment has been carried out and there is no evidence to suggest that any group of customers would be unfairly disadvantaged. Furthermore, we have a wide range of options available to customers to ensure that they can still do their business with us in a timely fashion.
- 3.20 Appropriate out of hours cover is place in the event of any emergencies.
- 3.21 Frequently Asked Questions (Appendix A) would be provided to customers, via the Customer Service Centre and through press releases, to help explain the changes.

4. RISK MANAGEMENT

- 4.1 In order to ensure customers have time to make other arrangements, thus reducing the risk of non-payment of Council Tax, an implementation date for the change should be at least 3 months from date of decision. If the recommendation is agreed changes would come into effect from the 4th January.
- 4.2 Appropriate publicity of any change would be put in place giving alternative methods of payments and contact arrangements.
- 4.3. During the period between decision and implementation staff would work with those customers who regularly use the service on a Saturday to help them identify alternative arrangements.

5. APPENDICES

Appendix A - Frequently Asked Questions

6. BACKGROUND PAPERS

Held by Head of Customer Services

7. KEY

N/A

AUTHOR OF REPORT

Name: Amanda de Warr

email: a.dewarr@bromsgroveandredditch.gov.uk

Tel.: 01527 881241

CHANGES TO OPENING HOURS AT BROMSGROVE CUSTOMER SERVICE CENTRE

FAQ'S

Bromsgrove District Council has reviewed the opening hours of the Customer Service Centre at the Dolphin Centre, Bromsgrove and as a result making some changes. Here are answers to some of the frequently asked questions.

DRAFT

When will you be open?

The Customer Service Centre will normally be open Monday to Friday from 9am to 5pm. We will be closed on Bank Holidays and some additional dates around Christmas and New Year – see our website or posters for details on these dates.

Why are you closing on Saturday mornings?

There is only a very small number of residents who use the service on a Saturday morning which and we can provide a much better service in the week when we have a range of specialist staff available to deal with your enquiries.

Many of our customers do not live within easy access of the Centre and by refocusing our resources to in the week when they are most needed we can provide a better service to the vast majority of customers.

Is this just about saving money?

No, we won't actually save any money, but the change will enable us to increase the staffing available in the week when we are most busy.

DRAFT

How many people will be affected by this change?

On average, during 2012/13, around 8 customers used the walk in service to make enquiries on a Saturday. A further 21 telephoned us to make an enquiry. In the region of 30 payment transactions were taken in total each Saturday morning and of these 61% could have been made using alternative payment methods.

We know that we have a small number of customers who regularly come in each month to pay their Council Tax bill and who currently chose to pay in cash, and we will help these people to use the other payment options available to them.

How can I pay my bills if you are not open?

You can pay online or via telephone on 01527 881474, if you have a debit card or a credit card (other than American Express). This service is free as we do not pass on the charges for card payments.

Or, you make arrangements to pay via Direct Debit or standing order, if you have a bank account.

If you do not have a bank account and cannot visit during the week to make your payments please talk to us so that we can help you to find a suitable alternative arrangement.

What if I cannot easily visit during the week and need to speak to someone about my problem.

Our telephone lines will be open from 9am to 5pm Monday to Friday and if it is apparent that we need to see you in person to resolve the issue we will make an appointment at a suitable time for you to visit us or for us to visit you in your own home if necessary.

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CABINET

4th September 2013

BROMSGROVE PARTNERSHIP'S ANNUAL REPORT 2012/13

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor R. Hollingworth, Leader of the Council and Portfolio Holder for Finance, Partnerships and Economic Development |
| Portfolio Holder Consulted | Yes, as Chair of the Bromsgrove Partnership Board |
| Relevant Head of Service | Kevin Dicks, Chief Executive |
| Wards Affected | All wards |
| Ward Councillor Consulted | The Annual Report will be circulated to all Councillors once it has been considered by the Cabinet |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To present to the Cabinet the latest Bromsgrove Partnership's Annual Report which provides an overview of the work of the Local Strategic Partnership (LSP) during 2012/13.

2. RECOMMENDATIONS

- 2.1 The Cabinet is requested to approve the Bromsgrove Partnership's Annual Report 2012/13.

3. KEY ISSUES

Financial Implications

- 3.1 Apart from printing and postage costs which are budgeted for, there are no financial implications directly relating to the report attached at Appendix 1 as it simply provides an outline summary of Partnership work that has taken place over the past year.
- 3.2 Strategic purposes of the District Council link to the wider strategic priorities contained within the Bromsgrove Partnership section of the Sustainable Community Strategy (SCS). Capital and revenue budget provision in future years will reflect Council purposes.
- 3.3 Partnership working is important at any time to meet the needs of our residents as it is a more effective and efficient way compared to working in isolation. However, in light of reduced resources due to the current economic climate, partnership working is even more crucial. It can allow resources to be pooled and partners to work together in a more joined up way to achieve better outcomes. The Bromsgrove Partnership is seen as essential in facilitating and co-ordinating this to happen.

Legal Implications

- 3.4 Under section 4.1 of the Local Government Act 2000, the Local Strategic Partnership (LSP) is a non-statutory partnership and the Sustainable Community Strategy (SCS) and associated Action Plans is the delivery mechanism for the LSP.
- 3.5 The Department for Communities and Local Government announced its intention to repeal the statutory duty to prepare a SCS and this statement was included in the Best Value Statutory Guidance published on 2 September 2011. When the legislation is repealed authorities will be able to opt to continue to have a strategy, but it will no longer be a statutory requirement and the duty to report back information will cease. For the time being, until these changes are introduced, the Council remains under a statutory obligation to prepare an SCS.
- 3.6 The Government has revoked the whole statutory guidance 'Creating Strong, Safe and Prosperous Communities', which required the SCS to be agreed at Full Council. However, the Strategy remains in this Council's Constitution as a policy document which needs Full Council endorsement. The Annual Report does not require Full Council approval but it will be circulated to all District Councillors for their information.

Service / Operational Implications

- 3.7 LSPs act as a mechanism for working better together to deliver joined up outcomes. It breaks down silo working as it enables local organisations from the public, private and voluntary and community sectors to come together and jointly address issues that are important to local communities in a more effective and cohesive way.
- 3.8 A SCS sets out the overall strategic direction and long-term vision for the economic, social and environmental well-being of a local area. Strategic purposes of the District Council link to the wider strategic priorities contained within the Bromsgrove Partnership section of the single countywide SCS.
- 3.9 The Annual Report shows how the Bromsgrove Partnership is progressing against the Bromsgrove District section of the single countywide SCS. The annual report was approved by the Bromsgrove Partnership Board at its meeting held on 25 July 2013. By formally endorsing the Bromsgrove Partnership's Annual Report, it demonstrates that Bromsgrove District Council is working in partnership to address the needs of its customers and it is ensuring that future plans and resources are included in the relevant strategic plans.

Customer / Equalities and Diversity Implications

- 3.10 In terms of customer implications, working in partnership delivers joined up outcomes, which is of great benefit to our customers.
- 3.11 An equalities impact assessment has been completed for the Bromsgrove District chapter of the single SCS for Worcestershire.
- 3.12 The Bromsgrove Partnership receives the minutes of the Bromsgrove Equalities and Diversity Forums at their Board meetings.

4. RISK MANAGEMENT

- 4.1 The Council will not be able to meet customer needs without working in partnership, therefore having an effective LSP is vital.
- 4.2 The LSP is non-statutory, however partnership working locally is strong and this has been built up over the years through the LSP. It is recognised by local organisations that although it is not always straightforward, partnership working is the most effective way of addressing the needs of our local communities and delivering the best possible outcomes. Key partner organisations are involved in the development of the strategic plans and partnership strategies, thus gaining buy in. The contents of the Annual Report prove that partners are committed to the SCS and its key deliverable outcomes.

5. APPENDICES

Appendix 1 – Bromsgrove Partnership’s Annual Report 2012/13.

6. BACKGROUND PAPERS

None.

7. KEY

LSP – Local Strategic Partnership (known as the Bromsgrove Partnership)
SCS – Sustainable Community Strategy

AUTHOR OF REPORT

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Bromsgrove Partnership
Your District Your Future

Bromsgrove Partnership **Annual Report**

2012/2013

Bromsgrove
Your District Your Future
Partnership



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Introduction

Welcome to the 2012/13 annual report of the Bromsgrove Partnership which is the local strategic partnership for Bromsgrove District.

This is intended to give an insight into the work of the Bromsgrove Partnership by providing an overview of activities and achievements over the past twelve months. I hope as you read on that it becomes evident that partnership working locally is strong, despite the difficult times that we are facing.

This year we welcomed two additional partner representatives on to the Board from Hereford and Worcester Fire and Rescue Service and the new NHS Redditch and Bromsgrove Clinical Commissioning Group (RBCCG). I am extremely pleased that both organisations accepted our invitation to join us and I am sure it will prove a fruitful relationship.

In fact, it has been due to joining forces with RBCCG that our Areas of Highest Need (AOHN) Project is now able to deliver services in Sidemoor through the new Community Health Hub which opened in January 2013. I was delighted to see the huge turnout of local residents at the grand opening and the positive response it received. I am confident that EPIC, the social enterprise company commissioned to run our AOHN project, will make it a success in much the same way as The Trunk, which is located in our other area of highest need, Charford.

I would like to take this opportunity to thank all members of the Bromsgrove Partnership, on the Board and Theme Groups, for contributing their valuable time and effort to help make a difference.

Roger Hollingworth
Chair of the Bromsgrove Partnership Board
and Leader of the District Council



Background

2

What is the Bromsgrove Partnership?

The Bromsgrove Partnership is the Local Strategic Partnership (LSP) for our District which brings together different organisations from the public, private and voluntary and community sectors.

What does the Bromsgrove Partnership do?

Instead of each organisation working in isolation, Bromsgrove Partnership provides a forum for local organisations to come together and address cross-cutting issues that are important to those living, working and visiting Bromsgrove District. It also provides a united strategic voice for the District at a regional and national level.

What is a Sustainable Community Strategy (SCS)?

A Sustainable Community Strategy (SCS) sets out the overall strategic direction and long-term vision for the economic, social and environmental well-being of the local area and Local Strategic Partnerships (LSP) are responsible for delivering it. The aim is to provide a co-ordinated approach to address issues that matter to local people and improve the quality of life for everyone.

Is there an SCS for Bromsgrove District?

There is a countywide Sustainable Community Strategy which includes a chapter specifically relating to Bromsgrove District and it includes Bromsgrove Partnership's vision and priorities. A copy of the SCS can be viewed on the website: www.bromsgrovepartnership.org.uk

What are the Bromsgrove Partnership's Vision and Priorities?

Its vision and three priorities are shown in the diagram on the next page.

How is the Bromsgrove Partnership structured?

As shown in the diagram, there is one Board and three Theme Groups focusing on one priority each. There are sub groups and tasks groups that are set up as and when appropriate. There are also links with other groups and partnerships such as the Worcestershire Partnership, North Worcestershire Community Safety Partnership/Safer Bromsgrove Group and the Equality and Diversity Forum.

Who is represented on the Board?

The Bromsgrove Partnership Board membership in 2012/13 is shown below (in no particular order):

- | | |
|---|--|
| <ul style="list-style-type: none">• Bromsgrove District Council• Bromsgrove and Redditch Network (BARN)• Bromsgrove District Housing Trust (BDHT)• NHS Redditch and Bromsgrove Clinical Commissioning Group (RBCCG)• NHS Public Health• Hereford and Worcester Fire and Rescue Service | <ul style="list-style-type: none">• North East Worcestershire (NEW) College• Small and Medium Business Representative• West Mercia Police• Worcestershire County Council• Parish Councils (County Association of Local Councils (CALC)• Act on Energy |
|---|--|

Many more partners are engaged as members of the Theme Groups.

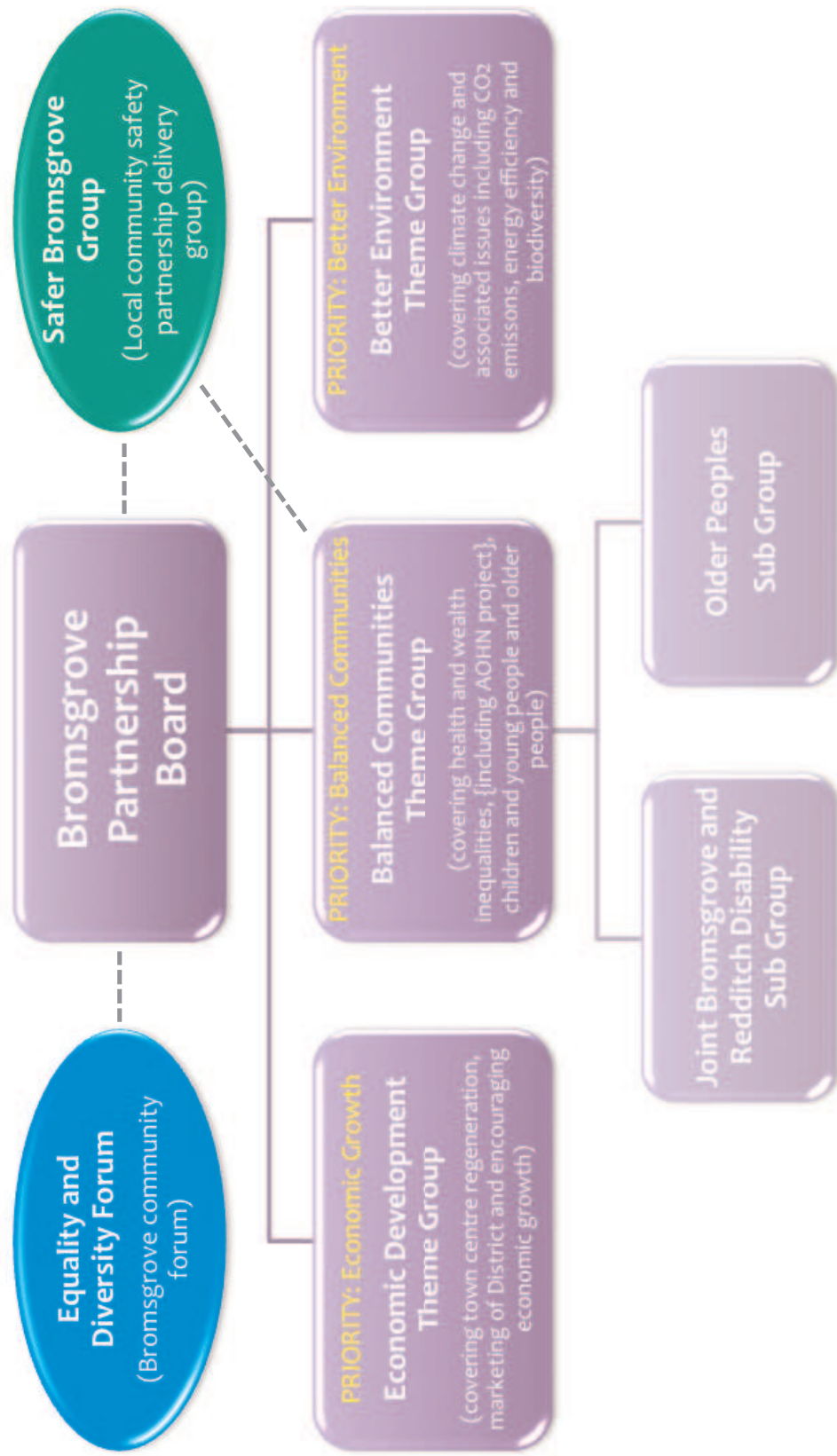


Background

3

Structure of the Bromsgrove Partnership in 2012/13

Our Vision: **“We will make Bromsgrove District the place to live, do business and to visit.”**



The **Economic Development Theme Group** is chaired by and includes private sector representatives and its focus has been to oversee the town centre regeneration, successful marketing of the District and to encourage business growth.

Despite the poor economic conditions there has been **continued interest in the key town centre sites**, although progress has been relatively slow as developers attempt to put together viable schemes. Such sites include the land off Recreation Road (Extra Care village) and the Hanover Street car-park (retail led, mixed use development). Development of the new combined Police and Fire Station is now well advanced and once occupied will allow for redevelopment of the existing town centre site in Windsor Street. Following the grant of planning permission, the indications are that the Sainsbury's development is still scheduled to go ahead and a commencement date is awaited. A scheme for the High Street improvements, including new surfacing materials, street furniture and landscaping, were submitted for approval and some initial works have already commenced.



Plans for a new and relocated Bromsgrove Train Station were the subject of consultation between January and March 2013 and a planning application is expected to be submitted for consideration by Worcestershire County Council this autumn. Construction work should commence in 2014 with the new station scheduled to open in summer 2015.

The '**Building a Better Bromsgrove**' website went live during the summer 2012 and has been developed to promote inward investment into the District but also draw attention to the many attractions in the District. The website has links to local businesses and a number of these have expressed their appreciation. Why not take a look for yourself – www.betterbromsgrove.com

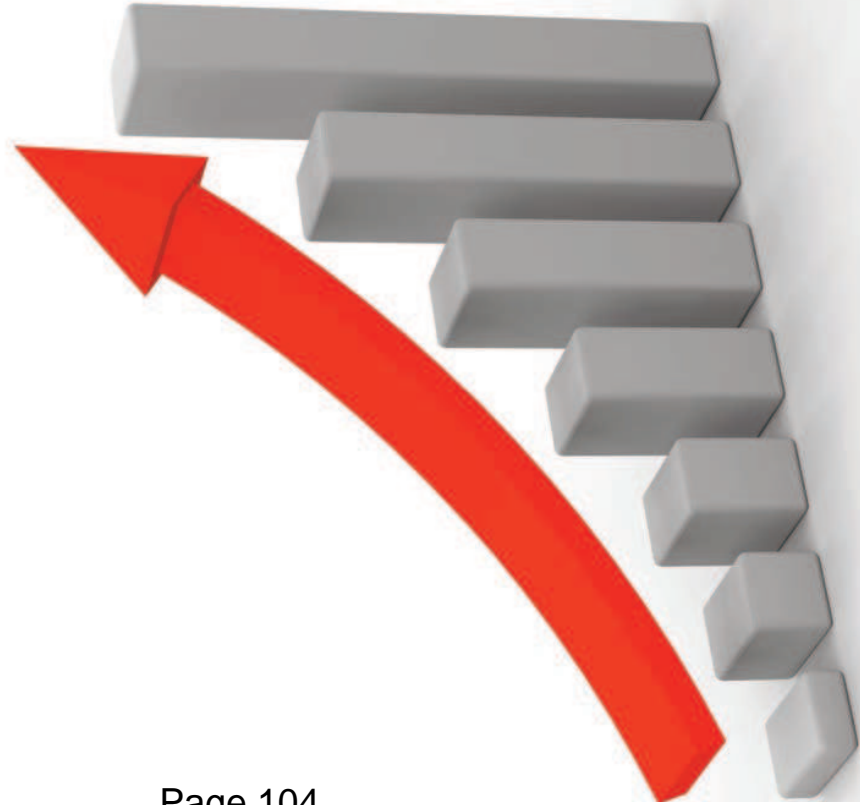


During the year, **the Theme Group met with individuals and representatives from a number of organisations.** These included Property Consultants, who gave the Group their perspective on the levels of interest in the District by the Employment/Industrial Sector, the suitability of available employment sites and likely new space required in future years. The Principal and Chief Executive of NEW College took Theme Group members on a virtual tour of some excellent facilities the local college campus has to offer, including the 'Harley Davidson University', automotive workshops and TV studio. The Group was particularly interested in the College's links with small and medium businesses and the focus on ensuring students have the right skills local businesses are seeking. Representatives from Community Regeneration Organisations Worcestershire North (CROWN) have recently been in discussions with the Group regarding the value of the third sector to the economy and how important it is to ensure the relationship between the local enterprise partnerships (LEPs) and the third sector are strengthened.

Findings from the **Employment Land Review**, which had been commissioned by the District Council to assess the demand for and supply of land for employment in the District, was shared with partners and discussed. The Theme Group is keen to ensure that sufficient employment land is made available to meet the anticipated growth in the workforce and that advantage is taken of the M42 corridor when identifying possible sites. It was positive that **Bromsgrove District was generally viewed as a good location to do business.**

North Worcestershire Economic Development and Regeneration is represented and have provided regular reports on unemployment rates, business survival rates, commercial property enquiries and awards of business grants, as well as other information regarding economic indicators. Between April 2012 and March 2013, **11 new business grants and 5 booster grants were awarded.**

As the Theme Group also includes representation from the **Worcestershire Local Enterprise Partnership (WLEP)** and the **Greater Birmingham and Solihull LEP (GBSLEP)**, the Group is updated at each meeting on relevant activity in the LEPs as well as the Worcestershire Partnership's Place Shaping Group. In addition to identifying possible sources of funding, the LEP representatives are able to feedback on areas of concern to ensure there is strong partnership working going forward.



Balanced Communities

6



The **Balanced Communities Theme Group** is now well established and has been running successfully for two years focusing on the wide remit of health and wellbeing, older people and children and young people. There are two smaller sub groups underneath that meet on a quarterly basis which are the Older People's Sub Group and a joint Bromsgrove and Redditch Disability Sub Group. Through the membership of the Theme Group, there are also links to the Safer Bromsgrove Group, which is the local community safety delivery group that sits under the North Worcestershire Community Safety Partnership.

In relation to health and wellbeing specifically, the Theme Group supports local efforts to promote healthy lifestyles, improve health and wellbeing outcomes and reduce health inequalities amongst local residents. At the beginning of the 2012, the newly formed NHS Redditch and Bromsgrove Clinical Commissioning Group (RBCCG) provided funding which enabled partners to develop and lead a variety of sustainable health improvement initiatives across the District. These included:

A **healthy cookery training package** was designed to help families, older people and those on a low income to learn practically about adopting a healthy balanced diet including nutrition, cookery sessions, shop tours and label reading skills. The training package and resources are loaned out to organisations and it has been delivered as a 'train the trainer' model to relevant frontline staff.



A number of businesses in Bromsgrove signed up to **Worcestershire Works Well** which meant they received one to one support to help their staff address smoking, diet, physical activity and mental health. The programme has been shown to improve the health and wellbeing of staff as well as benefiting the business with reduced levels of sickness and absenteeism.

Furthermore, a number of canteens, cafés and mobile caterers signed up to a newly developed healthy catering scheme called '**Canny Catering**'. The scheme was well evaluated by both caterers and customers and for many resulted in both healthier food options for customers and increased sales for the caterers. An Awards Ceremony to celebrate the excellent hard work by Canny Caterers was held.



Balanced Communities

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As childhood accidents are most common in the home, particularly amongst younger children, funding allowed ROSPA to provide home safety training for many staff from Children's Centres through the **Child Accident Prevention** project. This enabled home assessments and in addition, home safety resources such as safety equipment, information leaflets and DVDs were purchased to be used alongside the assessments.

To support **ongoing work around falls prevention**, partners arranged for Age UK Wellcheck officers in Bromsgrove to receive falls prevention training which has helped raise awareness. Over the year, 745 additional older people have received falls advice and a number have accessed occupational therapy, handyman services and postural stability instruction (PSI). PSI has been a great success, with many health professionals referring into the 7 courses that are delivered across Rubery, Hagley, Wythall and central Bromsgrove.

One of the priorities for the Theme Group is mental health and wellbeing. To complement the range of statutory and voluntary provision and services, a website has been developed to promote improved wellbeing and to support those with low level mental health needs: www.wellbeinginpartnership.co.uk. The website focuses on the '**5 ways to wellbeing**' and provides examples and self help materials, signposting and information.

To ensure partnership work focused on the most appropriate areas going forward, a **detailed assessment of health and wellbeing needs** was undertaken in 2012 together with a mapping of existing services to help try and identify any gaps in provision as well as avoid any unnecessary duplication.



Balanced Communities

8



With regards to children and young people, the Theme Group is **preparing to work as the Local Children's Trust** for the district and form a link with the newly emerging Worcestershire Children's Trust Executive Board. Local providers of positive activities for young people, commissioned by Worcestershire County Council this year, are engaged on the Theme Group and partners continue to ensure they are involved in the development of local Early Help Services and the Stronger Families Initiative which are being implemented across Worcestershire.

It has been an exciting year in local sports and physical activity for all ages and abilities due to the 2012 Olympic Games. The 'Sportivate' initiative, designed to increase the amount of young people aged 14 – 25 engaged in sport, showed a huge increase from previous years which saw **Bromsgrove overachieve its target towards the national figure by nearly 100%**. A successful school delivery programme engaged local primary schools and this has helped increase partnership opportunities in 2013/14.

Since launching in November 2012, **BRAVO (Bromsgrove and Redditch Active Volunteering Opportunities)** has made links with the local community and the programme has supported the successful placement of volunteers in activity camps, schools and sports clubs. The aim of BRAVO is to increase the employability and social interaction of the volunteers while being a valuable asset to the placement itself.



The support forums for new clubs were a big success, with 16 clubs signed up to the scheme and 33 clubs attending the annual High 5 event, which this year included the annual **sports awards and community games event in Sanders park**, inspired by London 2012. As part of the Olympics, the athlete support scheme with Wychavon Leisure was refreshed and 10 local athletes benefitted from free membership at the Dolphin Centre.



New sessions were created for the older population reaching out in new areas of the District, offering Zumba Gold and mature men's fitness classes.



Sport England awarded £79,000 to the 'Make it Like Mandeville' disability sport project which helped create more competitive opportunities and activities that cater for older people with disabilities locally. Following the successful trike bike projects in Sanders Park, funding was also awarded to add a hand cycle to increase accessibility.



'Ageing Well' funding was secured through a partnership bid between Bromsgrove and Redditch Age UK, BDHT and Bromsgrove District and Redditch Borough Councils. The project is focusing on mental health, active lives and providing information, advice and guidance. It is anticipated that further funding next year will be awarded if the project proves effective.

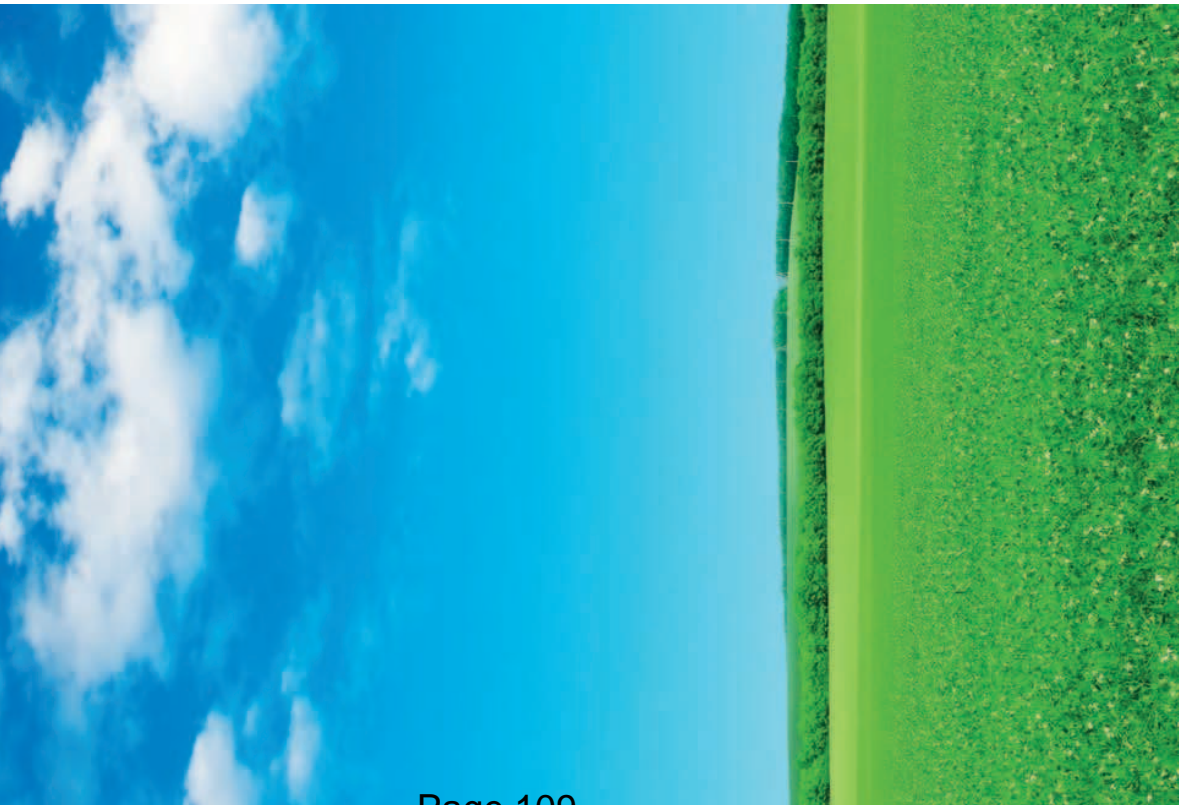
A **successful International Older People's Day event** was held in Bromsgrove in October 2012. The well attended event had representatives from a range of organisations who were on hand to provide information and advice on

services they offered. The latest edition of 'Together Bromsgrove Plus' was also launched at the event. The partnership publication included news, contact details and information on a range of topics of interest to older people living and visiting the District and it was delivered to all households too.



Better Environment

10



The **Better Environment Theme Group** continues to focus on its **key priority area of addressing Climate Change and its associated issues.**

Each year data is produced to show the CO2 levels across the District. The data is broken down by sector and the latest data set is shown in the table.

| LA Region | Year | Industry and Commercial | Domestic | Road Transport | LULUCF* | Total | Population ('000s, mid-year estimate) | Per Capita Emissions (t) |
|------------|------|-------------------------|----------|----------------|---------|-------|---------------------------------------|--------------------------|
| Bromsgrove | 2005 | 153 | 247 | 498 | 8 | 904 | 91 | 9.9 |
| | 2006 | 162 | 250 | 498 | 7 | 916 | 92 | 10 |
| | 2007 | 154 | 243 | 495 | 6 | 899 | 92 | 9.7 |
| | 2008 | 157 | 241 | 473 | 6 | 876 | 93 | 9.4 |
| | 2009 | 133 | 217 | 458 | 6 | 813 | 93 | 8.7 |
| | 2010 | 142 | 232 | 458 | 5 | 837 | 93 | 9 |

The latest data released from the Department of Energy and Climate Change show that emissions have increased slightly with per capita emissions figure of 9 tonnes of CO2. This overall increase is predominantly in the Domestic and Industry sectors. There was a drop in emissions of CO2 in both transport and land use. These changes are most likely due to the re-estimation of the data sets from 2005-2010 when the underlying methodology was improved.

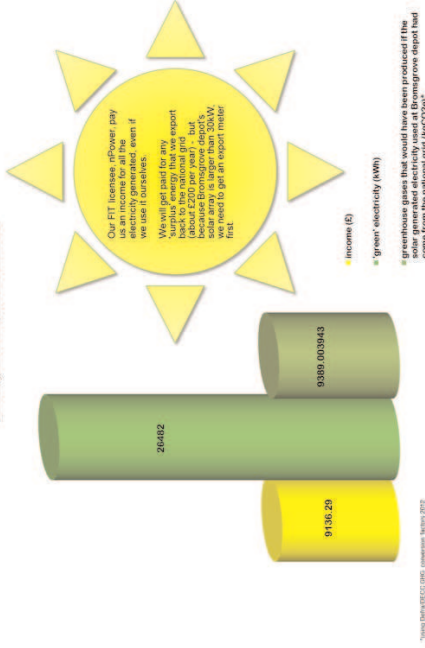
To help address the Theme Group's key priority the following actions have taken place:

- Provision of a **free insulation scheme** for private sector and private rented housing. This was a highly successful scheme with 305 referrals for insulation measures.
- Working with partners across the County through **Warmer Worcestershire** to ensure delivery of **Cold Weather Plans** and to ensure information is accessible to local residents. This has included the production of thermocards, emergency heating scheme, benefit uptake scheme, boiler repair service, training to front line staff and home visits to vulnerable households.
- Partners are actively involved with the implementation of the Government's new flagship policy, the **Green Deal**, at both a Worcestershire and ultimately a Bromsgrove District level, to ensure that both householders and local businesses can access and benefit from the new policy.
- To help address issues of biodiversity across the District, members of the Bromsgrove Partnership Theme Group have been involved with the Countywide Environment Partnership to enable Worcestershire to become a **Local Nature Partnership**.





- **Bromsgrove Brooks Project** – work on 5 pools at Lingfield Walk in Catshill took place earlier this year to **improve the site for biodiversity** and store water during high flows to help prevent overflowing of a culvert and **alleviate flooding of residential properties** immediately downstream. Due to the partners working together and using each organisation's in house expertise and resources, this project was carried out in just 3 months and is already seeing an improvement for both wildlife and local residents. Without partnership working, the same works would have taken a lot longer and been considerably more expensive or even been **impossible to achieve had just one organisation attempted to work alone.**
- The District Council has installed 141 Photo Voltaic (PV) panels on the Depot which have successfully reduced the electricity costs of the building and provided some additional income through selling unused energy back in to the grid (see graph).
- Across the District, there have been **604 installations of PV panels** since the introduction of the Feed in Tariff, of which **592 installs were on Bromsgrove homes.**
- Partners have organised **various events throughout the District** which have helped to promote energy efficiency/savings, climate change, waste reduction etc. These have included electric blanket testing events, dedicated energy advice surgeries, flu jab clinics, community street theatre events, tenant events and landlord forums.
- The waste team at Bromsgrove District Council has continued to promote its key areas of concern, including recycling. It has also continued its rolling promotion campaign which includes: fly tipping; dog fouling; and food waste.
- Worcestershire Regulatory Services (WRS) were invited on to the Theme Group as it was recognised that we were missing an important link. WRS have produced and consulted on a draft Air Quality Action Plan to address local air quality issues across the County, including the 4 Air Quality Management Areas in Bromsgrove District.
- During 2012, the landfill site at Sandy Lane captured and treated 2734 tonnes of methane - **representing a CO2-equivalent saving of 48,000 tonnes.** This is the same as would be produced by the average family car travelling 150 million miles!



Areas of Highest Need Project

12



Despite the challenging economic climate, there has been significant development and growth in the range of services delivered from the Trunk in Charford over the last twelve months. Furthermore, a much needed community Health Hub in Sidemoor also opened its doors this year.

EPIC (Empowering People In Communities) is a Community Interest Company which was commissioned by the Bromsgrove Partnership in 2009 to deliver services for residents within our **areas of highest need, Charford and Sidemoor**. In 2010, the outreach programme was extended to include Catshill.

EPIC continues to successfully run the **Trunk in Charford**, a community resource which provides a delivery base for a number of partner agencies including NEW College, Worcestershire County Council Libraries and Learning, Crime Reduction Initiatives (CRI), Stonham, Citizens Advice Bureau (CAB), West Mercia Probation Trust, National Careers Service, and Shaw Trust. However, January 2013 also saw the opening of the **Community Health Hub in Sidemoor** which has enabled locally based health related services to be delivered. Over 200 people attended the opening including local community members and partner agencies. It was through working in partnership with the NHS Redditch and Bromsgrove Clinical Commissioning Group (RBCCG) that this vital community venue is now available which is helping EPIC and partners to address the health inequalities more effectively in Sidemoor.



This year has seen an **expansion in the delivery of services for young people** aged 13-19 years. EPIC was awarded a contract from Worcestershire County Council to deliver positive activities in Charford, Sidemoor and Catshill. EPIC was then approached to extend their contract for the delivery of positive activities to the Rubery area commencing from April 2013.

The Section 10 agreement was renegotiated and signed by partners for a further three years. The agreement enables partners to 'pool funds' to ensure joined up delivery of services for children and young people and families within the Bromsgrove District. Subsequently, EPIC is now undertaking more in depth **work within Bromsgrove schools around wider health interventions** to support the work of the school nurses and ensuring links with the positive activities provision. In addition, EPIC will also be providing a stop smoking service for young people in three Bromsgrove High Schools.

EPIC was chosen as a regional 'pathfinder' to develop the work of the National Careers Service. Members of the EPIC team were trained to support people in job searches and a dedicated phone line and resource room was funded at the Trunk. Due to the success of this resource, the National Careers Service has continued to provide bi-weekly surgeries from the Trunk to support people in their search for employment and training.

We have further developed our work with Crime Reduction Initiatives (CRI) and Pathways to Recovery to **support people in their recovery journey from substance misuse.** Our Healthy Lifestyles Co-coordinator has worked with staff from CRI to promote wider access to social inclusion opportunities. Following a team building event, held at Upton Warren Outdoor Centre to build skills around working together, this group now meets weekly in the Starlight Café to offer peer support.

To celebrate the Queen's Diamond Jubilee, a community party was held and around **220 community members took part** in zumba and hula hooping demonstrations, craft stalls, youth activities and sharing afternoon tea in the Starlight Café.

Inevitably, even with all its success, there have been some testing times for the project but EPIC has remained passionate and committed. With further support being offered from local business leaders through the Shenstone Group (which is part of the Worcestershire Partnership), EPIC and the Bromsgrove Partnership will be striving to continue to build on the project's achievements.



Looking to the Future

14

Our Vision:

“We will make Bromsgrove District the place to live, do business and to visit.”

Our Priorities:

- **Economic Growth**
(including the town centre regeneration, marketing the District and encouraging business growth)
- **Balanced Communities**
(including addressing health and wealth inequalities, the needs of older people and children and young people)
- **Better Environment**
(including reducing CO2 emissions through improved energy efficiency, biodiversity and delivering shared priorities cohesively)

There is no doubt that we are facing challenging times and with significant budget cuts, there is always the danger that partner agencies move away from partnership working and move towards self-protection. However, we are fortunate that within the Bromsgrove Partnership, it is recognised that it should be the citizen, as opposed to budget savings, that is the primary focus of everything we do.

Making the best use of resources available is even more critical and this can only be achieved by taking a more joined up approach to delivering local services and ensuring they are responsive to our customers' underlining needs.

Looking ahead, there are opportunities for partners to jointly transform local services and the Bromsgrove Partnership will be making certain that it is the individuals and families within our local neighbourhoods that are at the heart of any redesign.

Partnership working is often challenging, however, there is a strong will locally to work in partnership as it is recognised that together we can make a big difference. Therefore, the Bromsgrove Partnership will continue to strive towards making its vision a reality and making Bromsgrove District the place to live, do business and to visit.

If you would like any further information, please contact Della McCarthy, Bromsgrove Partnership Manager, on 01527 881618 or email d.mccarthy@bromsgroveandredditch.gov.uk or you can visit www.bromsgrovepartnership.org.uk





Bromsgrove
Your District Your Future
Partnership

Agenda Item 12

BROMSGROVE DISTRICT COUNCIL

CABINET

4TH SEPTEMBER 2013

ANNUAL GOVERNANCE STATEMENT – 2012/13

| | |
|----------------------------|--|
| Relevant Portfolio Holder | Councillor Roger Hollingworth |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Jayne Pickering, Executive Director Finance and Resources |
| Wards Affected | None. |

1. SUMMARY OF PROPOSALS

To seek Members' approval of the Annual Governance Statement (AGS) for signature by the Leader of the Council and the Chief Executive, for inclusion in the Statement of Accounts 2012/13.

2. RECOMMENDATIONS

2.1 The Cabinet is asked to RESOLVE that

Subject to any member comments the Annual Governance Statement be recommended for inclusion in the Statement of Accounts.

3. KEY ISSUES

3.1 Authorities are expected to publish the Annual Governance Statement (AGS) for 2012/13 with their Statement of Accounts.

3.2 The CIPFA/SOLACE framework for the Annual Governance Statement requires the AGS to be signed by the most senior Officer (Chief Executive or equivalent) and the most senior member (Leader or equivalent).

3.3 There is an expectation in the guidance that the Head of Internal Audit, or equivalent, will provide a written annual report to those charged with governance timed to support the Annual Governance Statement. The report prepared by the Internal Audit Manager has been included in a separate report within the Agenda.

3.4 The AGS should be as up to date as practicable at the time of publication which will follow the completion of the final accounts audit in August.

Financial Implications

3.5 There are no specific financial implications.

BROMSGROVE DISTRICT COUNCIL

CABINET

4TH SEPTEMBER 2013

Legal Implications

- 3.6 The preparation and publication of an annual governance statement is necessary to meet the statutory requirement set out in Regulation 4(2) of the Accounts and Audit (Amendment)(England) Regulations 2006 to prepare a Statement on Internal Control (SIC) in accordance with 'proper practices'.

Service/Operational Implications

- 3.7 The Annual Governance Statement (AGS) is a statutory document, which provides an overview of the governance arrangements within the Council.
- 3.8. The purpose of the annual governance statement is not just to be 'compliant' but also to provide an accurate representation of the arrangements in place during the year and to highlight those areas where improvement is required.

Customer / Equalities and Diversity Implications

- 3.9 There are no customer/equalities and diversity implications.

4. RISK MANAGEMENT

- 4.1 The Council will not meet the requirements of Regulation 4(2) of the Accounts and Audit (Amendment) (England) Regulations 2006 if it fails to produce an Annual Governance Statement for publication with the Statement of Accounts.

5. APPENDICES

Appendix 1 - Annual Governance Statement, 2012/13

6. BACKGROUND PAPERS

- 6.1 'Delivering Good Governance in Local Government' – CIPFA/SOLACE (Framework and Guidance Note)
- 6.2. The Annual Governance Statement – Rough Guide for Practitioners – The CIPFA Finance Advisory Network

AUTHOR OF REPORT

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Bromsgrove District Council

DRAFT Annual Governance Statement 2012/13

1. Scope and responsibility

Bromsgrove District Council is responsible for ensuring that:

- its business is conducted in accordance with legal requirements and proper standards
- public money is safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Bromsgrove District Council is also responsible for maintaining proper arrangements for the governance of its affairs, which facilitate the effective exercise of its functions, including arrangements for the management of risk.

The Council's Executive Director of Finance and Resources is the officer with statutory responsibility for the administration of the Council's financial affairs as set out in section 151 of the Local Government Act 1972.

2. The purpose of the governance framework

The governance framework comprises the cultural values, systems and processes used by the Council to direct and control its activities, enabling it to engage, lead and account to the community. The framework allows the Council to monitor the achievement of its strategic objectives and to consider whether appropriate, cost-effective services have been delivered.

A significant part of the framework is the Council's system of internal control which is designed to manage risk to a reasonable level. It cannot eliminate all risks of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Bromsgrove District Council for the year ended 31 March 2013 and up to the date of approval of the annual report and accounts.

Bromsgrove District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the Members, Executive Directors, Heads of Service, and other managers of the Council, who have responsibility for the development and maintenance of the Governance environment, and the Internal Audit Manager's annual report, and by the external auditors and other review agencies and inspectorates.

3. The governance framework

The Chartered Institute of Public Finance and Accountancy (CIPFA) has identified six principles of corporate governance that underpin the effective governance of all local authorities. Bromsgrove District Council has used these principles when assessing the adequacy of its governance arrangements. The main elements that contribute to these arrangements are listed below:

Core Principle 1: focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area

- A clear statement of the Council's purpose, vision and priorities for the next three years is set out in the Council Plan 2011/14. This brings together the national, regional and local agenda, in terms of policy, performance and customer feedback, and sets out the recommended priorities and strategic key deliverables for the year ahead, so that they provide a strategic framework for setting the Council's budget. The Council is looking to move towards Strategic Purposes as part of the transformational work that is being undertaken and the purposes are to be presented to Members in the Summer 2013.
- For each priority there are clear outcomes for residents and service users, together with identified actions that will deliver the vision.
- The residents magazine "Together Bromsgrove" is sent to all households twice a year
- Regular staff forums are held by Senior Management Team to communicate key issues and aims of the Council
- The Bromsgrove Partnership provides a partnership review forum
- Use of Worcestershire Viewpoint to support the measurement of resident satisfaction
- Consultation informs our Community Strategy which is available to the public

- The Community Strategy and Annual Report articulate the Council's activities and achievements
- The Council's budget monitoring statements show financial plans at a detailed level for the financial year
- Effective budgetary monitoring takes place monthly and is reported on a quarterly basis to Cabinet, Overview and Scrutiny and Full Council
- Savings have exceeded expectations
- Service standards have been published and are available to the public
- Scrutiny task groups are supported by officers and have delivered tangible outcomes

Core Principle 2: members and officers working together to achieve a common purpose with clearly defined functions and roles

- The Council's Constitution clearly sets out the roles and responsibilities of Councillors, and the procedural rules for Full Council, Cabinet and the other Boards operated by the Council
- Terms of reference for member working groups (e.g. Scrutiny Task Groups) are clearly defined
- Officers are appointed with clear job descriptions
- Adoption of statutory and professional standards
- Compliance with Financial Regulations and Contract Procedure Rules that are reviewed and approved by the Council
- Financial administration procedures are agreed by the Executive Director of Finance and Resources
- Appropriate segregation of duties and management supervision.
- A clear scheme of Councillor/officer delegation exists to provide clarity on the powers entrusted to those appointed to make decisions on behalf of the Council.
- The roles and responsibilities of Councillors are underpinned by an extensive Member Development Programme to include both mandatory and discretionary training.
- Overarching legal agreement between Bromsgrove District Council and Redditch Borough Council clearly defines the roles and responsibilities and the support from officers to deliver the joint services

Core Principle 3: promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- The Council's priorities and aims clearly demonstrate its vision and values
- A Member/ Officer protocol is set out within the Constitution
- The behaviour of Councillors is regulated by the Member Code of Conduct and is supported by a number of protocols.
- There is an established and effective Standards Committee

Core Principle 4: taking informed and transparent decisions which are subject to effective scrutiny and management of risk

- There is an established and effective Overview and Scrutiny Board
- There is an established and effective Audit Board to advise Council on the effectiveness of Internal Control arrangements
- Shared Service Board receives regular progress and benefit realisation updates
- A review of the constitution is undertaken on a regular basis to ensure it enables members to make informed and transparent decisions
- A formal Service level agreement is in place with Worcester City Council to ensure Internal Control arrangements are reviewed in a consistent and professional way
- Decisions taken are formally minuted
- An amended standard report template is in place which is subject to regular review by officers to ensure appropriate information is available to members in making informed decisions.
- The Cabinet forward plan is rolled forward and reviewed weekly at Corporate Management Team.
- Overview and Scrutiny have an annual workplan supported by any considerations from the forward plan and have the authority to pre-scrutinise any Cabinet decisions. During 2012/13 Overview and Scrutiny undertook pre-scrutiny of :
 - Homelessness Grant 2012/13
 - Longbridge Statement of Principals regarding Affordable Housing Provision
 - Enforcement and Fixed Penalty Notices of Environmental Services
 - Proposed Fly Posting policy and procedures
- Regular Task Groups are established to review service areas and to make recommendations for their improvement. These have included during 2012/13:
 - Planning Policy (from work carried out during 2011-12)
 - Youth provision – due to report early 2013-14
 - Air quality – due to report early 2013-14
- Formal governance arrangements are in place for the shared services. The Shared Service Board meets on a regular basis to consider the impact of shared services and the benefits realised from the transformational activities being undertaken by the Council.
- Consideration of risk implications in committee reports and the decision making process
- Audit Board have a workplan that is reviewed at each meeting for completeness
- Full risk register for corporate and shared service risks. In addition the risk management of departmental risks will be undertaken for 2013/14 by an web

based on-line system to ensure managers control and mitigate risks in a timely manner.

- Active health and safety arrangements, including a robust policy, Member champion, regular consideration of issues at SMT and Health and Safety Committee
- Regular Trade Union liaison meetings with Senior Management Team
- Financial management arrangements, where managers are responsible for managing their services within available resources and in accordance with agreed policies and procedures. Elements include:
 - monthly review of budgetary control information by Officers and the appropriate Portfolio Holder, to compare expected and actual performance
 - formal quarterly budgetary monitoring reports to the Cabinet and Overview and Scrutiny Board
- A revised and effective complaints/ compliments procedure is in place and is widely publicised – this has been revised in 2012/13 to include reporting of customer feedback to the Overview and Scrutiny Committee.
- A whistle blowing policy is in place and available on the Council's web site
- Freedom of Information requests are dealt with in accordance with established protocols
- All committee reports include reference where relevant to the potential impact on the Council's services

Core Principle 5: developing the capacity and capability of members and officers to be effective

- The Council operates a Member Development Programme, overseen by a cross party Member Development Steering Group. The Programme is extensive and includes: induction, chairmanship training, performance training, portfolio holder training and mock Full Councils.
- Portfolio Holders meet on a monthly basis with Directors and Heads of Service to ensure they are aware of all issues within their service and to enable them to present reports at Cabinet in relation to their portfolio area
- The shared services have continued to develop across Bromsgrove District Council and Redditch Borough Council to improve resilience and capacity to deliver services
- There have been numerous opportunities for staff to take part in transformation sessions to include an understanding of systems thinking methods and to review current systems to enable an awareness of how improvements could be made.
- All staff has the opportunity to attend training courses, provided through the staff training directory. Each member of staff receives a monthly one to one with their manager, at which training is also discussed.
- An induction programme is in place for Officers and Members

- A managers conference takes place every 2 years to develop managers understanding of new initiatives (transformation)
- Deputy s151 and Monitoring Officers are in place
- Staff Leadership Training is available
- Development of roles and responsibilities for staff managing the transformation of services

Core Principle 6: engaging with local people and other stakeholders to ensure robust public accountability

- The Sustainable Community Strategy is positively used and developed in conjunction with the Bromsgrove Partnership
- The Council has an Inclusive Equalities Scheme, operates an Equalities and Diversity Forum and Disabled Users' Forum, holds an annual equalities conference and supports the community events that are funded via the forum budget considerations
- The Council is defined as “achieving” against the Equality Framework for Local Government
- The District Council has a service level agreement with the voluntary sector infrastructure organisation, Bromsgrove and Redditch Network (BARN) to support the Compact and enable BARN to attend Bromsgrove Partnership Board meetings
- The Council has service agreements with the Artrix and Community transport service delivery (WRS) to ensure joint decisions are made on service provision
- Surveys are conducted on the Council's website, at the Customer Service Centre and resident feedback is obtained at Council events (e.g. summer events at local parks)
- Board, Cabinet and Council meetings are open to the public, with papers available on the internet
- Clear and colourful publications e.g. Annual Report, residents' magazine.
- Customer complaints are tracked and monitored and actions reported to residents via the website.

4. Review of effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. This responsibility is in practice carried out by Senior and 4th tier Managers, with the S151 officer informing the Cabinet of any significant matters warranting their attention.

The review of effectiveness of the system of internal control is informed by three main sources: the work of Internal Audit; by managers who have responsibility for the development and maintenance of the internal control environment; and also

by comments made by external auditors and other review agencies/inspectorates.

Internal Audit

Bromsgrove's responsibility for maintaining an effective internal audit function is set out in Regulation 6 of the Accounts and Audit Regulations 2003. This responsibility is delegated to the Executive Director Finance and Resources.

The Worcester City Internal Audit Services Team has been in place since June 2010 and operates in accordance with best practice professional standards and guidelines. It independently and objectively reviews, on a continuous basis, the extent to which the internal control environment supports and promotes the achievement of the Council's objectives and contributes to the proper, economic, efficient and effective use of resources. All audit reports go to the manager of the service, the appropriate Director and the Chief Executive. The Audit Board receives a quarterly report of internal audit activity and have input and final approval of the annual audit plan for the forthcoming year.

Managers

Individual managers are responsible for establishing and maintaining an adequate system of internal control within their own sections and for contributing to the control environment on a corporate basis. There are a number of significant internal control areas which are subject to review by internal audit. All managers acknowledge their responsibilities and confirm annually that they have implemented and continuously monitored various significant controls. This is done on a checklist covering the following areas: Council objectives and service plans, staffing issues, corporate procedure documents, service specific procedures, risk management, performance management and data quality, and action on independent recommendations. This checklist is reviewed by the Executive Director Finance and Resources.

External auditors and other review agencies/inspectorates

Our external auditors have not identified any significant weaknesses in our internal control arrangements when working with us throughout the year and in their annual audit letter.

Other external reviews during the year included:

- External Auditor work, for example subsidy claim audits and annual audit

5. Significant governance and internal control issues

During 2012/13 a total of 13 complaints made to the Standards Committee of alleged breaches of the Code of Conduct. These complaints related to 11 members.

Outcomes as follows:

- No further action without an investigation - 6
- No further action following new information coming to light during an investigation – 1
- Investigation on-going and not yet concluded – 3
- Complaint determined at final hearing – 1 [Outcome = finding of breach of the code by not declaring a personal interest. No sanction other than the member being required to undergo training].

The review of Bromsgrove's system of governance and internal control has not identified any significant weaknesses.

The External Audit Annual Governance Statement and internal reviews have identified a number of actions to be undertaken to improve the governance arrangements these include (with current actions on each issue) :

Review the shared service plans accounting arrangements in order to simplify the process

- A workshop has been undertaken with internal finance staff and external audit to review the way that we account for the shared service. The issue of ensuring that each organisation funds an accurate proportion of the costs associated with the services provided was the focus of the session. The resulting framework will ensure that the accounts can be easily verified and checked by the External Auditors as part of the year end final accounts process.

Improve risk management arrangements and reporting

- As Members are aware a significant amount of work has been undertaken to ensure Corporate and Departmental Risk registers are developed. There is a clear plan for these to be presented to the Audit Board on a regular basis.

Continue to monitor the delivery of the Internal Audit plan

- The Shared Service Internal Audit manager will continue to present quarterly reports to the Audit Board to ensure that the Audits are being completed and that the resources are adequate for the level of service to be delivered.

Review the format of the monitoring of savings as presented to officers and members

- The financial monitoring reports for 2013/14 (from April – June 2013) will have better information in relation to the savings to be delivered. This will be managed within the current system ability and will not use further resource to analyse the information.

Formally review the Housing Benefit transformation work

- The work undertaken by the Benefits team is evolving and currently the team are working with customers to ensure a comprehensive support and advice service is provided. It is not envisaged that the transformation of the service will come to an end as the changing work focus resulting from Universal Credit which will have a significant impact on the District will continue to redesign how we provide the service.

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4 September 2013

UPGRADE OF THE PUBLIC REALM

| | |
|----------------------------|----------------------------|
| Relevant Portfolio Holder | Del Booth |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | John Staniland |
| Wards Affected | St Johns |
| Ward Councillor Consulted | Cllr Dent & Cllr R Shannon |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to consider the funding arrangements for the improvements to the Public Realm in the High Street and Worcester Road.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND to the Council

- 2.1 That the Capital Programme 2014/15 is increased to £2.350m to reflect the additional cost of the works on the Worcester Road (£350k).
- 2.2 That current capital receipts of £600k are utilised during 2013/14 to fund the costs associated with the High Street Public Realm to be returned to capital once the future Town Centre receipts are generated.

3. KEY ISSUES

Financial Implications

- 3.1 The cost of scheme is being funded by Worcestershire County Council and the District.
- 3.2 The costs are estimated as follows:
- High Street Works £2m
Worcester Road works £350k
- 3.3 There are a number of funding elements that can be attributed to the scheme however some are subject to future receipts being generated. The current receipts available to fund the £2.350m scheme are :

| | |
|---|-------|
| WCC – Health Centre Funding | £500k |
| BDC - remaining funds from the sale of industrial units | £500k |
| WCC Highways funds available | £400k |

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| | |
|-----------------------------------|-------|
| BDC General Capital Receipts | £600k |
| WCC allocation for Worcester Road | £350k |

The costs from the works at Worcester Road will initially be funded by Worcestershire County Council with repayment made by Bromsgrove when future receipts in relation to the Town Centre are generated

3.4 It is anticipated that sufficient funding can be realised from the sale of assets which offer redevelopment opportunities within the town centre to enable repayment of the £600k of capital receipts.

3.5 Officers are confident that the capital receipts mentioned in 3.4 will be generated, however, if they are not, the following significant capital income receipts are also earmarked for public realm upgrades around the town centre and could be called on if required:

| | |
|----------------------|-----------------------|
| Recreation Road | £365k |
| BDC Sainsburys S106 | £300k |
| BDC Market Hall S106 | £Yet to be negotiated |

3.6 Members should be aware that should no further capital receipts be received from the Town Centre redevelopment opportunities in respect of either 3.4 or 3.5 the Council will be in a position of borrowing earlier than originally anticipated.

3.7 As members are aware the initial estimate of costs associated with the High Street Public Realm project were £2m. With the benefit of more detailed designs and up to date information this estimate has been increased to £2.35million for reasons which include the following:

- County Highways have incurred costs from their budget for the technical approval process by their retained consultants.
- The cost of the initial area of Marshalls Saxon slabs laid at High Street South, was greater than expected, primarily due to the cost of traffic management during the works. The estimated cost of the same works along Worcester Road has therefore been revised upwards as a result.
- The Worcester Road scheme has been developed with extra works to include changes to Taxi Ranks and increased day time street parking (subject to consultation).
- To satisfy requirements of Worcestershire Highways the size of the natural stone pavements to be laid throughout the High Street area have been reduced from 'slabs' or 'flagstones' to 'setts', which have a higher labour cost of installing.

- The drainage survey of the High Street identified some necessary remedial works, to prevent future flooding issues, which were not known at the time the initial estimate was prepared.
- In light of the discovery of drainage rectification works, County Highways have requested an increase in the contingency fund associated with the works from 10% to 15%.
- The on-going Programme Management costs to Bromsgrove District Council have been included to cover the work detailed in 3.9 and 4.2.

Legal Implications

- 3.8 Agreements are required with Worcestershire County Council in respect of their role as the Highways Authority for the public realm areas in question and their role in executing the works and for the advance financial support in relation to Worcester Road.

Service / Operational Implications

- 3.9 The Regeneration Programme Manager will manage the financial framework supporting the delivery of the public realm projects and report to members any concerns they may have.

Customer / Equalities and Diversity Implications

- 3.10 The upgraded Public Realm utilises distinct linear zones which are different in a tactile sense and also visually to help the navigation of the High Street for those with some visual impairment. Clear lines of sight and unfettered movement along the High Street will also be possible on Market Days. A full Impact Assessment Record has been prepared.

4. RISK MANAGEMENT

- 4.1 The Public Realm budget will continue to be reviewed on an ongoing basis against the agreed costs of the schemes, completed elements, contingency elements and the availability of additional third party funding. Further reports will be brought to Cabinet accordingly.
- 4.2 The Regeneration Programme Manager will continuously monitor works planning, stakeholder consultation, construction progress and

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completion certification in order to constantly review and agree the ongoing programme to ensure the works programme is expedited efficiently with no un-necessary delays.

5. APPENDICES

6. BACKGROUND PAPERS

Public Realm Consultation Report
Public Realm Brief
Town Centre Area Action Plan

7. KEY

AUTHOR OF REPORT

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Tel: 01527 881281

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5 SEPTEMBER 2013

APRIL - JUNE (QUARTER 1) FINANCE MONITORING REPORT 2013 /14

| | |
|---------------------------|--|
| Relevant Portfolio Holder | Cllr Roger Hollingworth |
| Relevant Head of Service | Teresa Kristunas Head of Finance and Resources |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To report to Cabinet on the Council's financial position for the period April - June 2013 (Quarter 1 – 2013 /14)
- 1.2 At Council Tax Setting members approved a number of savings, these are detailed in Appendix 2 with an update on progress

2. RECOMMENDATIONS

- 2.1 That Cabinet note the current financial position on Revenue and Capital as detailed in the report and requests officers to consider actions to enable the predicted overspend to be as mitigated as possible.
- 2.2 Cabinet Members delegate Capital Carry forward to S151 Officer across Financial years if it is to be used for the purpose it was originally approved for.
- 2.3 Amendments to the capital program as detailed in appendix 3 be approved as follows; for 13/14 be reduced by £115K. For 14/15 be increased by £276K and 15/16 increase by £1,008K
- 2.4 That £28K be drawn down from earmarked reserves to finance the Civil Parking Enforcement set up costs as provided by the Wychavon District Council.

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 During the budget process Heads of Service identified various savings that they would achieve during 2013/14. Details of these and there progress are included in Appendix 2.
- 3.3 A separate finance report for each department plus a council summary is shown on the following pages.

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Overall Council

| Service Head | Revised Budget 2013 /14 £'000 | Budget April - June £'000 | Actual Spend April – June £'000 | Variance to date April - June £'000 |
|--|--------------------------------------|----------------------------------|--|--|
| Environmental Services | 4,036 | 191 | 253 | 62 |
| Community Services | 2,447 | 449 | 442 | -7 |
| Leisure & Cultural Services | 1,962 | 531 | 531 | 0 |
| Planning & Regeneration | 1,193 | 98 | 91 | -7 |
| Pre-Regulatory Services | 740 | 50 | 45 | -5 |
| Customer Services | 1 | 91 | 89 | -2 |
| Finance & Resources | 773 | 26 | 5 | -21 |
| Legal, Equalities & Democratic Services | 1,377 | 203 | 162 | -41 |
| Business Transformation | 40 | 484 | 449 | -35 |
| Corporate Services | 1,695 | 518 | 526 | 8 |
| SERVICE TOTAL | 14,264 | 2,641 | 2,593 | -48 |
| Interest Payable | 75 | 19 | 0 | -19 |
| Interest on Investments | -67 | -17 | -20 | -3 |
| COUNCIL SUMMARY | 14,272 | 2,643 | 2,573 | -70 |

Financial Commentary:

- Environmental Services – initial issues relating to Route optimisation of waste rounds teething problems which will delay anticipated savings. It is anticipated these will not be material.
- Legal, Equalities & Democratic Services – £28K of savings are predominantly due to vacant posts in all three areas, however a service review has taken place and the new structure came in to effect from 01/07/13. Budgets will be revised and reflected in the 2nd Qtr report. There are also savings within the Members services as not all of the posts were appointed to in the 1st Qtr, there is also an under spend from the Members training budget.
- Finance & Resources variance is due to the Corporate training budget as explained further below.

Capital Budget summary Quarter 1 (April - June) 2013 /14 – Overall Council

| Department | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual spend April – June £'000 | Variance to date April – June £'000 |
|--|--------------------------------------|----------------------------------|--|--|
| Environmental Services | 1,725 | 427 | 430 | 3 |
| Community Services | 993 | 86 | 89 | 3 |
| Leisure & Cultural Services | 933 | 174 | 172 | -2 |
| Planning and Regeneration | 4,473 | 9 | 9 | 0 |
| Pre-Regulatory Services | 56 | 3 | 3 | 0 |
| Financial Services | 25 | 25 | 17 | -8 |
| Business Transformation | 34 | 34 | 11 | -23 |
| TOTAL | 8,239 | 758 | 731 | -27 |

Financial Commentary:

- North Cemetery Phase 2 – will begin this year, meeting with designers to take place
- Within Business Transformation requirements for members and the Microsoft Office Project are currently under review.

| | |
|-------------------------------|--|
| Environmental Services | Quarter 1 (April - June) 2013 /14 |
|-------------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Environmental Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|--|--|---|--|--|
| Car Parks/Civil Parking Enforcement | -495 | -87 | -43 | 44 |
| Cemeteries/ Crematorium | 89 | 10 | 7 | -3 |
| Cesspools/ Sewers | -82 | -26 | -10 | 16 |
| CMT | 0 | 13 | 13 | 0 |
| Depot | 21 | 222 | 202 | -20 |
| Grounds Maintenance | 631 | 104 | 101 | -3 |
| Highways | 255 | 38 | 26 | -12 |
| Public Conveniences | 42 | 9 | 10 | 1 |
| Refuse & Recycling | 2,241 | -303 | -266 | 37 |
| Street Cleansing | 1,290 | 192 | 191 | -1 |
| Transport | -48 | -14 | -10 | 4 |
| Waste Management Policy | -5 | 9 | 9 | 0 |
| Climate Change | 48 | 12 | 6 | -6 |
| Land Drainage | 49 | 12 | 17 | 5 |
| TOTAL | 4,036 | 191 | 253 | 62 |

Financial Commentary:

- Reduced income for car parks which officers are reviewing.
- Following the route optimisation of Waste rounds, there have been a few issues which have caused delay. This has meant that some of the anticipated savings will be delayed. Senior managers and financial officer will be meeting to go through the budgets and saving predictions before the half year.

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Capital Budget summary Quarter 1 (April – June) 2013 /14 Environmental Services

| Service | Revised Budget 2013 /14 £'000 | Budget April - June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|--|--------------------------------------|----------------------------------|--|--|
| Depot Site Security | 46 | 22 | 22 | 0 |
| Vehicle & Equipment replacement programme | 1,303 | 346 | 350 | 4 |
| Rollout Bins – Round Extension | 150 | 38 | 38 | 0 |
| North Cemetery Phase 2 | 179 | 0 | 0 | 0 |
| Cemetery Toilets | 23 | 1 | 1 | 0 |
| Bromsgrove Monument – Armed Forces Monument | 20 | 20 | 19 | -1 |
| CPE (Civil Parking Enforcement) | 4 | 0 | 0 | 0 |
| TOTAL | 1,725 | 427 | 430 | 3 |
| Financial Commentary: | | | | |
| <ul style="list-style-type: none"> • North Cemetery Phase 2 – will begin this year, meeting with designers to take place • A separate report will be coming to Members regarding the Cemetery toilets and the requirement for additional budget. | | | | |

| | |
|---------------------------|--|
| Community Services | Quarter 1 (April – June) 2013 /14 |
|---------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Community Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April – June £'000 | Variance to date April - June £'000 |
|--|--------------------------------------|---|--|--|
| Housing Strategy | 1,875 | 271 | 260 | -11 |
| Community Safety & Transport | 551 | 171 | 175 | 4 |
| Community Cohesion | 21 | 7 | 7 | 0 |
| TOTAL | 2,447 | 449 | 442 | -7 |
| Financial Commentary: | | | | |
| <ul style="list-style-type: none"> • There are no significant variances to report at this stage | | | | |

Capital Budget summary Quarter 1 (April – June) 2013 /14 Community Services

| Service | Revised Budget 2013/14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|--|-------------------------------------|----------------------------------|--|--|
| Strategic Housing | 993 | 89 | 89 | 0 |
| TOTAL | 993 | 89 | 89 | 0 |
| Financial Commentary: | | | | |
| <ul style="list-style-type: none"> Expenditure is expected within the forth coming quarters | | | | |

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Leisure and Cultural Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|--|--------------------------------------|---|--|--|
| Business Development | 30 | 235 | 241 | 6 |
| Cultural Services | 337 | 72 | 72 | 0 |
| Leisure & Cultural Management | -12 | 14 | 14 | 0 |
| Parks & Open Spaces | 468 | 43 | 36 | -7 |
| Sports Services | 1,139 | 167 | 168 | 1 |
| TOTAL | 1,962 | 531 | 531 | 0 |
| Financial Commentary: | | | | |
| <ul style="list-style-type: none"> The underspend within Parks & Open Spaces is due to a vacant post. This has now been filled with effect from July. | | | | |

Capital Budget summary Quarter 1 (April – June) 2013 /14 Leisure and Cultural Services

| Service | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|--------------------------|--------------------------------------|----------------------------------|--|--|
| Sports Facilities | 468 | 103 | 103 | 0 |
| Play Areas | 370 | 71 | 69 | -2 |
| Other Schemes | 95 | 0 | 0 | 0 |
| TOTAL | 933 | 174 | 172 | -2 |

Financial Commentary:

- The Section 106 funded project at Wythall Community Park was included in the MTFP for 2013/14 as £152K. However, the total Section 106 receipt is £303K, so the Capital Programme needs to be increased by an additional £151K.

| | |
|----------------------------------|--|
| Planning and Regeneration | Quarter 1 (April - June) 2013 /14 |
|----------------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Planning and Regeneration

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|---|--------------------------------------|---|--|--|
| Building Control | -5 | -34 | -42 | -8 |
| Development Control | 494 | 37 | 33 | -4 |
| Strategic Planning | 470 | 75 | 65 | -10 |
| Economic & Tourism Development | 226 | 29 | 28 | -1 |
| Emergency Planning | 13 | 3 | 3 | 0 |
| Land Charges | -50 | -22 | -14 | 8 |
| Town Centre Development | 45 | 10 | 18 | 8 |
| TOTAL | 1,193 | 98 | 91 | -7 |

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5 SEPTEMBER 2013

| |
|---|
| <p>Financial Commentary:</p> <ul style="list-style-type: none"> Strategic Planning received reimbursement of underspent contribution to WCC for Community Infrastructure Levy work. |
|---|

Capital Budget summary Quarter 1(April – June) 2013 /14 Planning and Regeneration

| Service | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|--|--------------------------------------|----------------------------------|--|--|
| Town Centre Development - Project Management | 54 | 0 | 0 | 0 |
| Town Centre Development – Public Realm | 919 | 9 | 9 | 0 |
| Parkside School - New Offices | 3,500 | 0 | 0 | 0 |
| TOTAL | 4,473 | 9 | 9 | 0 |

| |
|--|
| <p>Financial Commentary:</p> <ul style="list-style-type: none"> Town Centre Development – Public Realm awaiting works to be carried out by WCC before our work can commence. |
|--|

| | |
|----------------------------|--|
| Regulatory - Client | Quarter 1 (April - June) 2013 /14 |
|----------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Regulatory Client

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|----------------------|--------------------------------------|---|--|--|
| Environmental Health | 922 | 91 | 86 | -5 |
| Licensing | -182 | -41 | -41 | 0 |
| TOTAL | 740 | 50 | 45 | -5 |

| |
|---|
| <p>Financial Commentary:</p> <ul style="list-style-type: none"> Environmental Health transferred to Regulatory Services 1st June 2010 |
|---|

| | |
|---|--|
| Worcestershire Regulatory Services | Quarter 1 (April - June) 2013 /14 |
|---|--|

Capital Budget summary Quarter 1 (April – June) 2013 /14 Regulatory Services

| Service | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|--|--------------------------------------|----------------------------------|--|--|
| Worcestershire Enhanced Two Tier Programme (WETT) | 56 | 0 | 0 | 0 |
| TOTAL | 56 | 0 | 0 | 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.

| | |
|--------------------------|--|
| Customer Services | Quarter 1 (April - June) 2013 /14 |
|--------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Customer Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|--------------------------|--------------------------------------|---|--|--|
| Customer Services | 1 | 91 | 89 | -2 |
| TOTAL | 1 | 91 | 89 | -2 |

Financial Commentary:

- There are no significant variances to report at this stage

| | |
|------------------------------|--|
| Finance and Resources | Quarter 1 (April - June) 2013 /14 |
|------------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Finance and Resources

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|--------------------------------------|--|---|--|--|
| Accounts & Financial Mgmt | -16 | 117 | 117 | 0 |
| Human Resources & Welfare | 0 | 68 | 48 | -20 |
| Revenues & Benefits | 789 | -159 | -160 | -1 |
| TOTAL | 773 | 26 | 5 | -21 |

Financial Commentary:

- There is an under spend on Corporate Training in this Qtr as Human Resources are currently visiting management teams to establish training requirements, to be reviewed for 2nd Qtr.

Capital Budget summary Quarter 1 (April – June) 2013 /14 Financial & Resources

| Service | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|---|--|--------------------------------------|--|--|
| Income Management PCI Compliance | 25 | 25 | 17 | -8 |
| TOTAL | 25 | 25 | 17 | -8 |

Financial Commentary:

- The scheme is currently in progress and more costs are expected to be incurred

| | |
|--|--|
| Legal, Equalities and Democratic Services | Quarter 1 (April - June) 2013 /14 |
|--|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Legal, Equalities and Democratic Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April – June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|---|--|---|--|--|
| CMT | 0 | 12 | 12 | 0 |
| Democratic Services & Member Support | 1,166 | 113 | 91 | -22 |
| Elections & Electoral Services | 204 | 12 | 11 | -1 |
| Legal Advice & Services | 7 | 66 | 48 | -18 |
| TOTAL | 1,377 | 203 | 162 | -41 |

Financial Commentary:

- Legal, Equalities & Democratic Services – £28K of savings are predominantly due to vacant posts in all three areas, however a service review has taken place and the new structure came in to effect from 01/07/13. Budgets will be revised and reflected in the 2nd Qtr report.
- There are also savings within the Members services as not all of the posts were appointed to in the 1st Qtr, there is also an under spend from the Members training budget.

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| | |
|--------------------------------|--|
| Business Transformation | Quarter 1 (April - June) 2013 /14 |
|--------------------------------|--|

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Business Transformation

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|---------------------------------|--------------------------------------|---|--|--|
| IT Services | 29 | 450 | 424 | -26 |
| Business Transformation | 0 | 16 | 9 | -7 |
| Policy & Performance | 11 | 18 | 16 | -2 |
| TOTAL | 40 | 484 | 449 | -35 |

Financial Commentary:

- The underspend within IT Services is due to vacancies within the department and re-negotiation of software contracts
- The underspend within Business Transformation is due to vacancies within the department

Capital Budget summary Quarter 1 (April – June) 2013 /14 Business Transformation

| Service | Revised Budget 2013 /14 £'000 | Budget April – June £'000 | Actual Spend April – June £'000 | Variance to date April – June £'000 |
|------------------------------|--------------------------------------|----------------------------------|--|--|
| Member ICT Facilities | 9 | 9 | 0 | -9 |
| Sunray Devices | 9 | 9 | 11 | 2 |
| ESX Services | 16 | 16 | 0 | -16 |
| TOTAL | 34 | 34 | 11 | -23 |

Financial Commentary:

- Member ICT Facilities are currently being reviewed
- ESX servers are part of the Office project which is currently under review

Revenue Budget summary Quarter 1 (April – June) 2013 /14 – Corporate Services

| Service Head | Revised Budget 2013 /14 £'000 | Profiled Budget April - June £'000 | Actual Spend April - June £'000 | Variance to date April - June £'000 |
|--|--|---|--|--|
| Corporate Resources | 1,614 | 445 | 461 | 16 |
| Corporate Admin / Central Post / Printing | 81 | 73 | 65 | -8 |
| TOTAL | 1,695 | 518 | 526 | 8 |

Financial Commentary:

- The underspend within Corporate Admin, Central Post and Printing is related to vacant posts within the department, these are due to be filled in August.
- The overspend within Corporate Resources is due to the vacancy management provision which is offset by underspends in departments within departments.

4. TREASURY MANAGEMENT

- 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 June short term investments comprised:

| | 31st March 2013 £000 | 30th June 2013 £000 |
|--|----------------------------|---------------------------|
| Deposits with Banks/Building Societies | 10,800 | 12,000 |
| Total | 10,800 | 12,000 |

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 3 months to 30 June the Council received income from investments of £20k.

5. REVENUE BALANCES

5.1 Revenue Balances

The revenue balances brought forward at 1 April 2013 were £3.093m (subject to audit). 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 2013 of £2.996m.

Legal Implications

None.

Service/Operational Implications

All included in financial implications.

Customer / Equalities and Diversity Implications

None as a direct result of this report

7. RISK MANAGEMENT

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

8. APPENDICES

Appendix 1 Reserves Transfers to be approved
Appendix 2 Review of savings identified in budget round
Appendix 3 Capital Program to be approved

9. BACKGROUND PAPERS

Available from Financial Services

10. KEY

None

AUTHORS OF REPORT

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| Bromsgrove District Council | | | | | | | | | |
|--|-------------|------------------------------------|----------------------------------|---------------------------------------|--|-----------------------------|-------------|-----------------------------------|----------------------------------|
| Earmarked Reserves Final Accounts Schedule | | | | | | | | | |
| 2013/14 | | | | | | | | | |
| Description | Cost Centre | Balance at 31 March 2013 (Q4) £000 | Transfers In (New Reserves) £000 | Transfers In (Existing Reserves) £000 | Budgeted release (budget saving 13/14) & budgeted R&R £000 | Drawdown from Reserves £000 | Q1 movement | Balance at 30 June 2013 (Q1) £000 | Purpose (New Reserves)/ Comments |
| Ballot box and Booths | XX767 | -10 | | | | 7 | 7 | -3 | |
| Health and Wellbeing (CM20) | XX772 | -9 | | | | 5 | 5 | -4 | |
| TRUNK/AOHN | XX779 | -85 | | -23 | | 15 | -8 | -93 | |
| Apprenticeships | XX816 | -32 | | | | 5 | 5 | -27 | |
| CRC New Burdens | XX818 | -13 | | -16 | | | -16 | -30 | |
| Welfare Reform Act - Benefits | XX825 | -19 | | -13 | | | -13 | -32 | |
| Localising C/Tax New Burdens Grant | XX832 | 0 | -42 | | | | -42 | -42 | |
| Local Authority Data Sharing (LADS) | XX833 | 0 | -13 | | | | -13 | -13 | |
| | | -1,994 | -55 | -53 | 0 | 32 | -76 | -2,069 | |

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SAVINGS - Including additional income (income growth)

| Description | Department | Net saving planned 2013/14 | Commentary (link to priorities etc) | Comments at end of first quarter |
|--|---------------------------------------|----------------------------|---|--|
| Duplicate version back funding budget | BDC Reg Client | 32 | Will be funded from reserve for 2013/14 only | Savings will be met |
| Basement Project | Community | 26 | | Budget given up as expenditure met from reserve. Saving based on 2012/13 figures therefore if expenditure and income does not change the saving will be met |
| Lifeline | Community | 41 | Savings from Shared Service | Saving based on 2012/13 figures therefore if expenditure and income does not change the saving will be met |
| CCTV | Community | 56 | Savings from Shared Service | Increased income from SLA with WFDC. |
| CCTV income SLA | Community | 25 | Income generation from selling services to external organisations | |
| HIA (home improvement agency) SLA | Community | 0 | See pressure tab for new SLA - Derek Allen | |
| The Trunk - section 10 | Community | 0 | See pressure tab for new SLA - I have new SLA | |
| The Lounge | Community | 0 | See pressure tab for new SLA | |
| Amphlett Hall | Corporate | 10 | Grant | SLA agreement finished in March 2011, no payments made since this time |
| External Audit Fees | Corporate | 68 | Reduce fees to indicative 12/13 fee structure | |
| Shared Service Comms/Print/Graphics | Corporate | 1 | Shared services | |
| Customer Services | Customer | 117 | Salaries - reduction in CSA requirements through transformation of service delivery | A number of vacant posts were deleted and the budget for those posts removed for 2013/14 onwards therefore the salary savings will be achieved. Staff numbers have reduced therefore it is expected that training requirements will reduce in line with the revised budget. |
| Customer Services | Customer | 1 | Training - reduced staff base requiring training | |
| Customer Services | Customer | 2 | Cleaning - through renegotiation | The cleaning contract has been renegotiated and the savings will be met. The expected changes due to transformation have been implemented therefore the savings will be achieved. |
| Customer Services | Customer | 2 | Cash collection - through transformation of system this reducing need for collection at Council House | |
| County Elections income | Elections | 0 | Funding from C.C. - see Pressure tab | |
| Stop locking cemetery gates | Environmental - Bereavement | 6 | We currently have a contract with an individual to lock all the cemetery gates at both the Bromgrove Cemetery and North Cemetery. Potential implications gates would be left unlocked, it is possible this could lead to antisocial behaviour however pedestrian access is permitted in Redditch without consequences | |
| Stop free parking at Christmas | Environmental - Car parking | 10 | Currently we offer free car parking in BDC car parks on the 2 weekends before Christmas | Any savings will be achieved in latter part of 3rd qtr (for last two weekends before Christmas) |
| Improve working rota's cleansing | Environmental - Cleansing | 9 | Due to improved working rota's the cleansing team are able to offer a part time post as a saving. | This will be achieved in 2013/14 salaries |
| Stop locking park gates | Environmental - Grounds | -1 | We currently pay GM operatives £4K to lock Sanders park. Net of revenue costs for new bollards. Locking the gate only prevents vehicle access, the bollards would be to prevent vehicles from driving on the grass. Again possible antisocial behaviour if car drivers meet in the car park. Pedestrian access would be unaffected. | Spent to save bid - savings budgeted 2014/15 onwards |
| Use of Red Diesel | Environmental - Grounds | 2 | Currently the whole BDC fleet runs on white diesel. Some bits of equipment such as tractors and mowers could run on Red diesel which attracts a lower duty. | Red diesel usage has not been implemented in first quarter |
| Route optimisation BDC | Environmental - Refuse | 74 | This will see a reduction in the number of rounds and there is therefore a saving in terms of staff and vehicles. Expenditure of 10k will be incurred to implement link to unavoidable. Due to the implementation of route optimisation it is expected to reduce the current rounds by one, this saving has been pro rata as implementation will not occur until part way through 13/14, the following year 14/15 onwards will benefit from the full annual saving of 102k **** (ie an additional saving of 28k on the previous year) | Following the route optimisation of waste rounds there have been a few teething problems. This has meant some of the anticipated savings will be delayed. Managers and finance to meet to go through budgets & saving predictions before 2nd qtr & allocate savings across budget heads within cost centre DW11. |
| Switch bin type | Environmental - Refuse | 10 | This would see us replace some of the diamond lift bins in an area of the district with comb lift that are cheaper. This is possible because of the route optimisation and move to all green all grey collections but it needs to be done on an area basis so that crews only collect one type of bin. | This saving should be met as new bins have been purchased |
| Change of vehicle type | Environmental - Refuse | 15 | Removal of hire costs by replacing with own smaller vehicles actual saving is £25k but there is a £10 running cost for the new vehicle. Net of Revenue saving of £15K. | Hired vehicle will be used to mid August due to major repairs on existing fleet vehicle reducing the saving by approx £2k |
| Extend garden waste using Gems to inaccessible areas | Environmental - Refuse (garden waste) | 59 | Need to check if it should just be the extra income between 99 & 105 ie additional 6 in second year | Savings based on rolling out service to inaccessible areas - Managers to meet and discuss delivery of this and report back at qtr 2 |
| Additional Income Cesspools | Environmental - waste | 9 | Marketing cost see revenue bid | Savings based on increased customer base - this has been delayed due to resources needed for additional employings at Frankley Green and Dodford pumping stations (as previously reported) |
| Housing Benefit Admin Grant | Finance | 20 | Additional subsidy payable for 13/14 only. | |
| NNDR | Finance | 6 | Additional cost of collection allowance | |
| NNDR | Finance | 91 | Reliefs within calculation of retained rates figure | NNDR 1 form completed and income for cost of collection confirmed |

SAVINGS - Including additional income (income growth)

| Description | Department | Net saving planned 2013/14 | Commentary (link to priorities etc) | Comments at end of first quarter |
|-------------------------------------|------------|----------------------------|--|---|
| Members allowances | Legal | 17 | These are underpends that need to be agreed with members before they can be removed | These reductions were made in 13/14 budget, however a 3% increase was agreed after the reduction, but this should not impact on the current budget. |
| Operational budgets | Legal | 52 | Potential savings from staff reductions through transformation. Savings within operational budgets for printing, books and publications as a result of shared operational resources with Redditch. | Up to the 1st Oct there are salary savings, however a restructure of the whole service has taken place and comes into effect 01/07/13. An update at 2nd qtr will give an accurate position for saving made in 13/14. |
| Income from WCC | Legal | 15 | Contractual income for legal support provided to Worcester City Council | This figure is now going to be 10,000 from Worcester City, however a further 8,000 per year pro-rated for 13/14 to 6,500. |
| Allotments | Leisure | 2 | Saving based upon increasing the fees and charges by 40% to bring the applicable fee in line with other local authorities. On this basis a sixteenth of an acre plot (standard size) would increase from £28.00 to £40.00 per annum or from £2.33 per month to £3.33 per month. This price increase is staged process and we will increase accordingly in 2014/15 also. | Saving is based on charge increasing from Oct'13. However, the increase is currently subject to a legal challenge so it will depend upon the outcome of that. |
| Cleaners | Leisure | 12 | Following the reduction in the usable parts of the Council House building and the changes within services as part of the shared service process there is less demand for cleaning. As such the cleaning service requires less capacity/resource and the current vacant position (vacated following a resignation) will be offered as an ongoing saving. There will be no reduction in service standards based on this recommendation. | The vacancy saving available was actually lower than in the establishment because additional hours were being covered by existing staff & agency. However, this saving can be contained within the bottom line of the Council House Cost Centre due to a rates reduction & lower maintenance costs. |
| Parks | Leisure | 12 | As part of a review of the Parks & Green Space Service it has been identified that the current parks information service at Sanders Park during the summer months can be operated in a different way which reduces the requirement to appoint seasonal staff to cover this area and will use an existing capacity within the park team more effectively to cover the day time operation of the service. Casual cover will still be required at weekends and bank holidays (inc. leave cover) and this provision has been maintained as part of the review. There will be no reduction in service provision based on this recommendation. | Staff costs have not reduced by the expected level due to cover for absence & work on transformation. However, this saving can be contained within the bottom line of the Cost Centre due to lower maintenance costs. |
| Parks | Leisure | 5 | Increased income based upon maximising the operation of the parks services and implementing additional charges/promotions linked to commercial activities in the park areas, renegotiation of contract arrangements and the use of the parks as venues for activity programmes etc. | As at the end of Quarter 1 the additional income target has not been reached. However, the intention is to review income received to date to identify opportunities for the remainder of the year & I have been assured that the target will be met. |
| Dolphin Ctr | Leisure | 5 | Freeze R&M spend at the DC based on the limited life expectancy of the building and the CSC. | On target |
| Arts Dev | Leisure | 6 | Arrix funding excludes an annual RIP increase and as such can be frozen until the contract expires in March 2015 at £120,000. As from April 2015 the members have indicated that they will be funding the Arrix at £60k per annum offering BDC a £60k per annum saving. | On target |
| Town Heritage Post Building Control | Planning | 15 | Lottery Funding for Town Heritage post (4 years) | Posts given up in 2013/14. |
| Reduced Hours | Resources | 37 | Additional revenues transformation savings | This service is now shared and the savings have been met through a staffing restructure. |
| Shared Benefit Mgrs | Resources | 5 | In Human Resources | This has been achieved as a member of staff asked for a reduction in hours from 01-Apr-13. |
| Childcare vouchers | Resources | 46 | Need to check with TK if ongoing. | This saving should be met as the Shared Mgmt is set to continue. |
| Training budget | Resources | 2 | Reduction in hours - term time hours | This has been achieved as a member of staff asked for a reduction in hours from 01-Apr-13. |
| Treasury Mgmt | Resources | 2 | Administration costs less | This will be achieved as administration costs are considerably less than anticipated. |
| Equalities Bids | Resources | 50 | Corporate Training budget | The reduction was made in 13/14 budget and currently looks on target to be met. |
| Helpdesk costs | Resources | 22 | Shared Treasury Mgmt | This is currently being looked at, and will update in 2nd qtr. |
| Hardware Costs | Resources | 0 | Linked to revenue bids for equalities money | Savings will be met as contract for helpdesk not renewed |
| Spatial Contract | Resources | 14 | Redesign of the helpdesk potentially means no requirement for outside support | This will be met as contracts have been renegotiated |
| Software Costs | Resources | 70 | Renegotiation of contracts | Savings will be met as contracts have been renegotiated |
| WCC analyst costs | Resources | 10 | Change of contract terms | Smartpoint savings will not be achieved in 13/14 due to the timings of the contract cessation date which will not finish until the end of 13/14 therefore savings will not be met this year. LANDesk savings will be achieved as contract has not been renewed |
| Additional transformation savings | Resources | 9 | Contracts no longer required - LANDesk and Smartpoint | Post removed from salary budget and costs built in for WCC analyst |
| Transformation Savings | Corporate | 7 | | |
| | | 30 | | |
| | | 20 | | |

Summary of amendment to Capital Programme 2013/14 - 2014/15

| Description | Department | Funding | Status | 13/14 MTFP £'000 | 14/15 MTFP £'000 | 15/16 MTFP £'000 |
|---|---------------|-------------------------------|---|------------------------|------------------------|------------------------|
| Implementation of Localism changes | Community | Capital Receipts contribution | New Bid 13/14 - QTR1 report | 9 | | |
| Funding for DFGs | Community | Capital Receipts general | Reallocation of 13/14 MTFP - Reflected in Qtr1 report | -190 | | |
| Contribution towards affordable housing | Community | Capital Receipts general | Reallocation of 13/14 MTFP - Reflected in Qtr1 report | 190 | | |
| Fleet Replacement | Environmental | Capital Receipts general | New Bid 13/14 MTFP - Reflected in Qtr1 report | -401 | 276 | 1,008 |
| Braces Lane Play Improvements | Leisure | S106 play area & open places | New Bid 13/14 MTFP - Reflected in Qtr1 report | 50 | | |
| Crown Close Open Space Enhancements | Leisure | S106 play area & open places | New Bid 13/14 MTFP - Reflected in Qtr1 report | 40 | | |
| Rubery St Chads Park junior play and open space | Leisure | S106 play area & open places | New Bid 13/14 MTFP - Reflected in Qtr1 report | 65 | | |
| Wythall Community Park | Leisure | S106 play area & open places | New Bid 13/14 MTFP - Reflected in Qtr1 report | 152 | | |
| Wythall Community Park - additional bid to reflect total S106 receipt | Leisure | S106 play area & open places | New Bid 13/14 - QTR1 report | 151 | | |
| Aston Fields Recreation Ground | Leisure | S106 play area & open places | New Bid 13/14 - QTR1 report | 94 | | |
| Train Station Development | Planning | Capital Receipts general | Existing MTFP 12/13 - Saving reflected in Qtr1 report | -200 | | |
| Support Services - Charge to Capital | Support | Capital Receipts general | Existing MTFP 12/13 - adjustment reflected in Qtr1 report | -75 | | |
| TOTAL CURRENT CAPITAL PROGRAMME | | | | -115 | 276 | 1,008 |

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CABINET

4th September 2013

**GREATER BIRMINGHAM & SOLIHULL LOCAL ENTERPRISE
PARTNERSHIP DELEGATION OF FUNCTIONS TO A JOINT COMMITTEE
(LOCAL SUPERVISORY BOARD)**

| | |
|---------------------------|---|
| Relevant Portfolio Holder | Councillor Roger Hollingworth, Leader of the Council and Portfolio Holder for Finance, Partnerships and Economic Development |
| Relevant Head of Service | John Staniland - Executive Director (Planning, Regeneration, Regulatory and Housing Services) |
| Non-Key Decision | |

1. PURPOSE OF REPORT

This report seeks to update Council on the current position regarding the Greater Birmingham and Solihull Local Enterprise Partnership (LEP) and to agree a format of governance necessary to ensure the appropriate legal mandate for decisions made by the LEP in relation to the expenditure of any funds devolved to the LEP under a Single Local Growth Fund.

2. RECOMMENDATION

That Cabinet agree

- 2.1 to the creation of a Joint Committee to act as a Supervisory Board for the Greater Birmingham and Solihull Local Enterprise Partnership in accordance with the Local Government Act 1972 with voting representatives appointed by each constituent local authority and non voting business representatives and agree to the terms of reference as attached at Appendix 1;**
- 2.2 to delegate to the Joint Committee (Supervisory Board) functions relating to the bidding for and approval of schemes and expenditure of funds devolved under the Single Local Growth Fund;**
- 2.3 to the appointment of the Leader as an ex officio appointment as the Bromsgrove District Council Representative on the Joint Committee;**
- 2.4 to the appointment of one Councillor as substitute Bromsgrove District Council representative on the Joint Committee;**
- 2.5 to authorise the Head of Legal, Equalities and Democratic Services to agree and enter into all necessary legal documents to**

effect the above decisions and update the Council Constitution accordingly; and

2.5 to note the need to create a Joint Scrutiny Committee to review or scrutinise decisions made or other action taken in connection with the discharge of any functions which are the responsibility of the Supervisory Board.

2.6 to recommend to Council that it approves the establishment of a Joint Scrutiny Committee, its terms of reference and appoints a representative from this Council to the Committee as appropriate.

3. KEY ISSUES

Background

- 3.1 In its report 'The Greater Birmingham Project: the Path to Local Growth', the GBSLEP committed to forming a Supervisory Board comprising the nine elected local authorities, if a single pot was created.
- 3.2 In the Government's response to Lord Hestletine's 'No Stone Unturned' the Government has created a Local Growth Fund of c.£2billion of which about half will be available for LEPs to bid into competitively. To be successful a LEP will be expected to demonstrate a number of things including arrangements for delivering their Strategic Economic Plan which 'deliver collective decisions from all local authority leaders including the district Councils within the LEP, with evidence underpinning robust partnership arrangements'.
- 3.3 In order to satisfy this requirement members are advised that work has been undertaken over the past few months to develop proposals for the Supervisory Board. The proposal is to establish a Supervisory Board as a Joint Committee with each Council delegating functions to it. Various options on the scope and functions were discussed by LEP Leaders on 13th June 2013. The draft terms of reference at Appendix 1 reflect the outcome of this discussion and the discussion at the LEP Board on 26th June 2013 when Directors endorsed this proposal.
- 3.4 Once each Local Authority has the appropriate approvals the GBSLEP Board's Articles of Association will be amended to reflect the new governance model. It is intended that the Supervisory Board will be in operation by the end of September 2013. It states that the strength of governance arrangements in place, including decision-making on spend, will be a key criterion in the negotiations around accessing the single Local Growth Fund.

Financial Implications

CABINET

4th September 2013

- 3.5 Funds applied for and received as part of the Single Local Growth Fund will be devolved to the GBSLEP and as such have no impact on this district's budget.
- 3.6 The Board will have responsibility for determining how new funding streams are allocated within the LEP area. Scrutiny of these decisions will be provided by the establishment of a Joint Scrutiny Committee.
Legal Implications
- 3.7 The Supervisory Board will act as a Joint Committee under Sections 101, 102 Local Government Act 1972 and Section 20 Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 3.8 Political Proportionality will not apply to the Joint Committee as so constituted.
- 3.9 The power to co-opt non authority members on to a Committee is contained in Section 102 (3) of the Local Government Act 1972.

Customer / Equalities and Diversity Implications

- 3.10 There are no specific customer, equalities or diversity implications.

4. RISK MANAGEMENT

- 4.1 The North Worcestershire economic development and regeneration shared service has a Client Management Group (CMG) that oversees the service and makes joint key strategic decisions and through this means the North Worcestershire representative on the Joint Committee will be charged with effecting the vote for the collective North Worcestershire partners' benefit.

5. APPENDICES

Appendix 1 – Local Supervisory Board Terms of Reference
Appendix 2 – Joint Scrutiny Committee Terms of Reference

6. CONCLUSION

The GBSLEP proposes to establish a Joint Committee Supervisory Board to determine, in this first instance, expenditure across the LEP geography (including North Worcestershire) in respect of the funding devolved under a single local growth fund.

7. BACKGROUND PAPERS

The LSB Proposed Terms of Reference.

AUTHOR OF REPORT

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Supervisory Board: Draft Terms of Reference

1. Governance

- 1.1 The Supervisory Board acts as a Joint Committee under ss 101, 102 Local Government Act 1972 and s20 Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.2 Political Proportionality rules will not apply to the Supervisory Board as so constituted.
- 1.3 The Supervisory Board will include the local authorities within the GBS LEP area i.e. Birmingham, Bromsgrove, Cannock Chase, East Staffordshire, Lichfield, Redditch, Solihull, Tamworth and Wyre Forest.

2. Host Authority

- 2.1 The Supervisory Board will be hosted under local government arrangements by Birmingham City Council and the Chief Executive or nominated Strategic Director of Birmingham City Council shall be Secretary to the Supervisory Board. The Host Authority will also provide s151 and Monitoring Officer roles to the Joint Committee.

3. Objects of Supervisory Board

- 3.1. To provide effective decision making and clear political accountability for management of the Single Local Growth Fund and other significant funding streams that cover the full GBS LEP geography as agreed with the LEP Board;
- 3.2. To empower the GBSLEP Board;
- 3.3 To oversee and review the activities of the GBSLEP Board;
- 3.4. To co-ordinate and liaise with GBS Local Transport Board; and
- 3.5 To consider any further measures necessary to strengthen the GBSLEP Board.

4. Membership

- 4.1. One member from each constituent authority. Such member to be the Leader (or other appointed member) from each constituent authority (voting).
- 4.2. The Chair of GBSLEP (non-voting).
- 4.3 Each Supervisory Board member to identify an alternate (an Executive Member).

5. Voting

- 5.1. One member one vote for local authority members.

- 5.2. Normal rules as to declarations of interest to be applied in accordance with the law and regulations governing pecuniary interests and Birmingham City Council Code of Conduct. The Chair has the right to decide whether observers declaring an interest can observe the meeting or should be asked to leave.
- 5.3. No ability to vote for private sector members.
- 5.4. In the event of any voting member of the Committee ceasing to be a member of the Council which appointed him/her, the Council shall forthwith appoint another voting member in his/her place.
- 5.5. Except as otherwise provided by the Local Government Acts 1972 and 1985, all questions shall be decided by a majority of the votes of the voting members present, the Chair having the casting vote in addition to his/her vote as a Member of the Committee.

6. Quorum

- 6.1. Four members present (one from Birmingham City Council, one from Solihull MBC, one District from Staffordshire and one District from Worcestershire).

7. Meetings

- 7.1. The Chair of the Meeting will be elected at the first meeting and then each Annual Meeting of the Supervisory Board (usually on the same day as the LEP's AGM) and if the Chair is not present at any meeting within 10 minutes of the start of the meeting then those present will elect a Chair to act for that meeting.
- 7.2. Only a voting member is entitled to be elected as Chair or Vice-Chair of the Committee.
- 7.3. Each person entitled to attend will send an alternate as per para 4.3 in the event of his or her unavailability. The Secretary for the Supervisory Board shall be informed prior to the commencement of the meeting of any alternate members attending.
- 7.4. The Supervisory Board will normally meet on the same day and immediately following the GBSLEP Board meeting, but meetings can be called at other times as needed. A meeting of the Supervisory Board must be convened by the Chair within 28 days of the receipt of a requisition of any two voting members of the Supervisory Board addressed to the Secretary to the Supervisory Board. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.

8. Standing Orders

- 8.1. Standing Orders for the Supervisory Board shall be the Standing Orders from time to time of Birmingham City Council

9. Administration

- 9.1 (i) The Secretary shall keep proper accounts of the money received and expended by the Supervisory Board.
- 9.1 (ii) The Secretary shall apportion the expenses of the Supervisory Board between the Councils in proportion to the population of each Council in the Greater Birmingham and Solihull Local Enterprise Partnership area.
- 9.2 This Terms of Reference and, subject as hereinafter mentioned, the functions of the Supervisory Board may be amended at any time by the unanimous agreement of the voting members of the Supervisory Board.

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GBSLEP Joint Scrutiny Committee – Draft Terms of Reference

1. Governance

The Joint Scrutiny Committee will act as a Joint Committee under ss 101, 102 Local Government Act 1972 and s 21 Local Government Act 2000 (as amended).

1.2 Access to Meetings

Normal rules apply as to public access i.e. as a Joint Committee the public has access except for exempt business.

1.3 Approvals Process

It is assumed that Full Council authority at each constituent authority has been obtained to mandate and as necessary delegate functions to the Joint Scrutiny Committee.

1.4 Host Authority

1.4.1 The Joint Scrutiny Committee will be hosted under local government arrangements by Solihull Metropolitan Borough Council and the Chief Executive of Solihull Metropolitan Borough Council shall be Secretary to the Joint Scrutiny Committee.

1.4.2 Solihull Metropolitan Borough Standing Orders will apply to the Joint Scrutiny Committee (save for section 5 below).

1.4.3 The Host Authority will also provide s151 and Monitoring Officer roles to the Joint Scrutiny Committee.

2. Objects of Joint Scrutiny Committee

2.1 To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Supervisory Board which are as follows:

- To provide effective decision making and clear political accountability for management of the Single Local Growth Fund and other significant funding streams that cover the full GBS LEP geography as agreed with the LEP Board;
- To empower the GBSLEP Board;
- To oversee and review the activities of the GBSLEP Board;
- To co-ordinate and liaise with GBS Local Transport Board; and
- To consider any further measures necessary to strengthen the GBSLEP Board.

- 2.2 To make reports or recommendations to the Supervisory Board with respect to the discharge of any functions which are the responsibility of the Supervisory Board.

3. Membership

- 3.1 24 Members in total comprising (based on population):-
 - 3.1.1 Provide for eight members from BCC, four from SMBC and one each from the seven districts – appointments will be made by the councils concerned although BCC and SMBC will be caught by the 1989 Act's requirements to allocate seats in accordance with political balance
 - 3.1.2 Requirement for the committee to co-opt three additional members from S Staffs districts and two additional members from N Worcs districts, in order to provide political balance across the district members from S Staffs and N Worcs respectively. The maximum number of additional members co-opted from any district council is to be one.
 - 3.1.3 Power for the committee to co-opt other members as it sees fit [this can include further councillors but also covers ability to co-opt members from the private sector etc.]

4. Voting

- 4.1 One member one vote for local authority members. Councillors appointed under (3.1.1) or co-opted under (3.1.2) will be voting members
- 4.2 No ability to vote for non-local authority members or Members co-opted under (3.1.3).
- 4.3 Conflicts of Interest will be dealt with in accordance with the Members Code of Conduct of the Host authority.

5 Quorum

- 5.1 Eleven members present (four from Birmingham City Council, two from Solihull MBC, three from South Staffordshire Districts and two from North Worcestershire Districts).

6 Meetings

- 6.1 The Chair of the Meeting will be elected at the first meeting of the Committee at the start of each municipal year. A Vice Chair shall also be elected at the same meeting.
- 6.2 Meetings are to take place when there is a valid call-in of a decision and also when the Committee considers it expedient to have an overview of the overall expressed purpose and intended outcomes of the GBSLEP. In the event of an Annual Conference of the GBSLEP part of that event (subject to the necessary processes being followed) may incorporate a meeting of the Committee.

BROMSGROVE DISTRICT COUNCIL

CABINET

4th September 2013

GREATER BIRMINGHAM & SOLIHULL LOCAL ENTERPRISE PARTNERSHIP DELEGATION OF FUNCTIONS TO A JOINT COMMITTEE (LOCAL TRANSPORT BOARD)

| | |
|---------------------------|--|
| Relevant Portfolio Holder | Councillor Roger Hollingworth, Portfolio Holder for Finance, Partnerships and Economic Development. |
| Relevant Head of Service | John Staniland, Executive Director (Planning, Regeneration, Regulatory and Housing Services). |
| Non-Key Decision | |

1. PURPOSE OF REPORT

This report seeks to establish a Joint Committee to act as the Local Transport Board for the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP).

2. RECOMMENDATION

That Cabinet agree

- 2.1 to the creation of a Joint Committee to act as the Local Transport Board for the Greater Birmingham and Solihull Local Enterprise partnership in accordance with Section 102 of the Local Government Act 1972;**
- 2.2 to delegate to the Joint Committee (Local Transport Board) functions relating to the approval of Local Transport schemes in the area of the Greater Birmingham and Solihull Local Enterprise partnership and the bidding for and expenditure of funds devolved to the Joint Committee under the Local Major Transport Scheme capital funding;**
- 2.3 to approve the Terms of Reference of the Local Transport Board as detailed at Appendix 3 to the report and the Local Transport Board Assurance Framework as detailed at Appendix 4 to the report;**
- 2.4 to agree the appointment of Councillor J P Champion (Wyre Forest District Council) to the Local Transport Board to represent Bromsgrove and Wyre Forest District Council and Redditch Borough Councils, with Councillor P Mould (Redditch Borough Council) as the substitute member; and**

- 2.5 to delegate authority to the Head of Legal, Equalities and Democratic Services to agree and enter into all necessary legal documents to effect the above decisions and to update the Council Constitution accordingly.**

3. KEY ISSUES

Background

- 3.1 On 31st January 2012 the Department for Transport (DfT) issued a consultation document entitled 'Devolving Local Major Transport Schemes.' This set out a number of considerations local areas need to give when developing a Local Transport Body (LTB) which would be able to receive major scheme funding from the DfT post 2015. The DfT published the responses to the consultation on 2nd August 2012.
- 3.2 In addition to the summary of responses, a letter from the DfT on 1st August 2012 outlined guidance for the establishment, geography and governance of the LTB's. The guidance invited Local Authorities and Enterprise Partnerships to confirm the geography of their LTB by September 2012. This was agreed by Council on 26th September 2012.
- 3.3 Further to this, additional guidance was issued by the DfT on 18th September 2012, outlining their expectations for the devolving of major scheme funding from 2015. Historically these monies (for schemes up to £5m) would have been passported directly to the appropriate local highway authority.
- 3.4 On 23rd November 2012, the DfT published further guidance outlining the process for developing an assurance framework for LTBs (see appendix 1). LTBs were asked to develop Assurance Statements for submission to DfT by the end of February 2013. Assurance Statements should cover voting arrangements within the LTB, the status and role of the Accountable Body, administrative arrangements to comply with DfT requirements, protocols for scheme prioritisation and programme management.
- 3.5 On 18th January 2013 the GBSLEP Board met to discuss the establishment of the GBS LTB and agreed to invite Birmingham City Council to act as the accountable body for the GBS LTB (see copy letter dated 25th January at appendix 2).
- 3.6 On 23rd January 2013 DfT issued indicative funding allocations for LTBs (see below). These figures were provided for planning purposes. The actual allocation will not be determined until further spending rounds within Government. Despite the North Worcestershire

representation during the consultation that our preference was for our respective allocations to be divided equally across the two LEPs that we are members of, DfT announced the following:

- Wyre Forest District Council 100% to Worcestershire LEP*£100,200.00
- Redditch Borough Council 50% to Worcestershire LEP £ 43,250.00
- Bromsgrove District Council 50% to Worcestershire LEP £ 48,500.00

- Redditch Borough Council 50% to GBS LEP £ 43,250.00
- Bromsgrove District Council 50% to GBS LEP £ 48,500.00

* Wyre Forest District Council has made representations to DfT regarding its preference to mirror the Redditch and Bromsgrove 50:50 split.

3.7 The GBSLEP has responded to DfT as required by the end of February 2013 with its proposals for the governance structure to oversee the expenditure of these monies via a Local Transport Board established as a formal Joint Committee.

3.8 The proposed terms of reference for the Joint Committee (Local Transport Board) are at Appendix 3 and Members are asked to agree the creation of the Joint Committee and the inclusion of the same in the Council's Constitution.

Financial Implications

3.9 The devolved Local Major Transport Scheme Funding would ordinarily have been passported through to Worcestershire County Council so the fact that such monies are being devolved directly to the LEPs will have no impact on this district's own finances.

3.10 Final allocations for the capital funding to be devolved to the GBS LEP are not yet know. However, the DfT have advised an indicative allocation which is cited in the main body of the report.

3.11 Funding will be awarded by GBS LTB to local authorities promoting major transport capital projects on the basis of business case applications (in a format to be agreed with DfT).

3.12 The allocation of funding to approved transport capital projects via the GBS LTB will not replace the requirements for each local authority to obtain the necessary approvals for successful projects through their own procedures and the responsibility for managing project delivery within DfT conditions will be the responsibility of those authorities receiving funding.

Legal Implications

- 3.13 The establishment of the GBS LTB as a Joint Committee is undertaken under section 102 of the Local Government Act 1972 (as amended).
- 3.14 The power to co-opt non voting members onto a committee is contained in Section 102(2)(3) of the Local Government Act 1972.

Service/Operational Implications

- 3.15 There are no specific service or operational implications.

Customer / Equalities and Diversity Implications

- 3.16 There are no specific customer, equalities or diversity implications.

4. RISK MANAGEMENT

- 4.1 If the Council decides not to take part in the new LTB it will risk not being part of key strategic transport decision making that it could benefit from along with its North Worcestershire partners.
- 4.2 The North Worcestershire economic development and regeneration shared service has a Client Management Group (CMG) that oversees the service and makes joint key strategic decisions and through this means the North Worcestershire representative on the Joint Committee will be charged with effecting the vote for the collective North Worcestershire partners' benefit.

5. CONCLUSION

The GBSLEP proposes to establish a Local Transport Board with the Joint Committee structure to determine, in this first instance, expenditure across the LEP geography (including North Worcestershire) in respect of the DfT's devolved Local Major Transport Scheme funding. It is proposed that each of the three North Worcestershire authorities delegate as necessary to the North Worcestershire representative on this LTB to exercise decisions as part of the Joint Committee.

6. APPENDICES

- Appendix 1 – DfT Guidance on Assurance Frameworks for LTBs.
- Appendix 2 – Letter to Birmingham City Council asking it to act as the accountable body for the GBS LTB.
- Appendix 3 - Local Transport Board Terms of Reference.
- Appendix 4 – Local Transport Board Assurance Framework.

7. BACKGROUND PAPERS

The LTB Proposed Terms of Reference.

AUTHOR OF REPORT

Name: John Staniland, Executive Director (Planning, Regeneration, Regulatory and Housing Services).

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Tel: (01527) 881417

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**Department
for Transport**

By email

MOSTAQUE AHMED
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Mostaque.ahmed@dft.gsi.gov.uk
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23 November 2012

John Dowie wrote to you in August outlining our intention to produce more detailed guidance about the setting up of Local Transport Bodies (LTBs) and our requirements for local assurance frameworks. This followed the consultation exercise for plans to devolve funding for local major transport schemes that we carried out earlier this year. We published our main proposals for taking forward major scheme devolution on 18th September and I am now pleased to enclose a copy of the detailed guidance document on assurance frameworks which is being published today.

You will recall there was overwhelming support for the principle of devolution. One of the most important issues emerging from the consultation and subsequent discussions we've had with local partners was the need for greater clarity from DfT on how we can be assured LTBs are fit for purpose and have the necessary arrangements in place to ensure value for money and good decision making. This guidance sets out our key requirements and principles.

We acknowledge that this guidance is appearing later than we had initially anticipated and we appreciate that concerns have been raised from some stakeholders over timescales, in particular, the December deadline for LTBs to submit their assurance frameworks and the subsequent April 2013 deadline to submit their prioritised lists. We acknowledge the timescales are challenging but they are driven by the need to ensure sufficient numbers of schemes are ready for delivery from 2015/16. We do, however, aim to be flexible as well as pragmatic and are therefore extending these deadlines to February 2013 and July 2013 respectively.

As you will note from the guidance document we are happy to adopt a practical approach to frameworks that have the essential matters covered by the deadlines but require more detail to be fleshed out later. The important thing is to engage closely as your respective drafts and proposals develop. Our local engagement teams are well placed to help provide you with advice and support enabling us to work together to resolve issues quickly and effectively and ensure arrangements meet minimum standards. This support could include direct advice and assistance to individual LTBs but in parallel we also plan to provide more general support and guidance in the form of written material and

Appendix 1

workshops early in the new year on aspects such as proportionality in appraisal and producing value for money statements. We hope these will provide useful tools for you in producing your assurance frameworks to the required standard.

It has never been the Department's intention to be overly burdensome but putting in place the robust arrangements now will benefit all of us for the long term. We all want a system that works for everyone and to attain this we need to work together to ensure we have in place good governance systems, effective processes for identifying priorities along with high standards of programme management and investment decisions.

We cannot give a full list of indicative funding levels as we are still awaiting confirmation of LTB geography. Ministers are considering the geography issues and we hope to make a decision soon, at which point we can publish these indicative figures. I would however remind you that the indicative funding will be based on £1.1bn nationally (England excluding London) allocated to local areas by population as set out in John Dowie's letter of 2nd August.

If you have any queries regarding this letter please contact your DfT local engagement teams.



MOSTAQUE AHMED



Appendix 2

Andrew Cleaves
Non-Executive Board Director
Greater Birmingham & Solihull LEP
c/o LEP Executive
Ground Floor, Baskerville House
Centenary Square
Birmingham
B1 2ND

Email: yvonne.ashford@birmingham.gov.uk
Telephone: 0121 303 2150

28th January 2013

By email:
Councillor Sir Albert Bore
Leader, Birmingham City Council
The Council House
Victoria Square
Birmingham
B1 1BB

Greater Birmingham & Solihull Local Transport Body - Accountable Body

The GBSLEP Board at its meeting on the 18th January 2013 considered a report and recommendations relating to the establishment of a Local Transport Body based on the LEP Geography.

As an outcome of the meeting the recommendations outlined below were agreed.

1. That a Local Transport Body (LTB) for the Greater Birmingham and Solihull geography be established, based on the principles set out in paragraph 10 of the report.
2. Formally invite Birmingham City Council to be the Accountable Body for the LTB.
3. Delegate authority to sign off the Assurance Statement setting out the principles for the establishment of the greater Birmingham and Solihull Local Transport Body to the Lead Board Member for Transport in consultation with the Chair, and the leader of Birmingham City Council (as accountable body), such that the draft proposal can be finalised for submission to the Department for Transport by the deadline of the 28th February.
4. Agree that a Shadow LTB Board be formed to replace GBS LEP's Strategic Transport Group, supported by a Transport Advisory Group (replacing the existing Transport Officers Group) to facilitate transition to the new arrangements.

I am writing formally to expedite recommendation two, in seeking the agreement of Birmingham City Council to act in the role of “Accountable Body” for the GBS LTB.

As the Accountable Body for the GBS LTB, Birmingham City Council will:

- a. Hold the devolved major scheme funding and make payments to delivery bodies such as other Local Authorities
- b. Account for these funds in such a way that they are separately identifiable from the Accountable Body’s own funds
- c. Provide financial statements to the LTB as required. The local agreements that underpin the LTB will ensure that the funds can be used only in accordance with an LTB decision.

I would be grateful if Birmingham City Council could confirm agreement for this role no later than 21st February in order that this assurance can be included in a response to the DfT by 28th February.

Yours sincerely,

Andrew Cleaves
Non-Executive Director, Greater Birmingham and Solihull Local Enterprise
Transport Lead & Chair GBS LEP Strategic Transport Group

GREATHER BIRMINGHAM AND SOLIHULL

LOCAL TRANSPORT BOARD – TERMS OF REFERENCE

Appendix 3

| | |
|---|--|
| <p>Strategic Objectives</p> <ul style="list-style-type: none"> a) Ensure that value for money is achieved regarding the devolved local authority major scheme funding; b) Identify a prioritised list of investments within the available budget; c) Make decisions on individual scheme approval, investment decision making and release of funding, including scrutiny of individual scheme business cases; d) Monitor progress of scheme delivery and spend; e) Actively manage the devolved budget and programme to respond to changes in circumstances (for example scheme slippage, scheme alteration or cost increases); f) Engage government in dialogue to ensure resource is maximised and additional funding streams are coordinated; and g) Fully participate in the development of strategic cross boundary schemes. | <p>Remit</p> <ul style="list-style-type: none"> 1. To promote and, where appropriate, present a view on the transport priorities of the Greater Birmingham & Solihull Sub-Region. 2. To make decisions on devolved major transport schemes, in line with the guidance issued by the Department for Transport; 3. To work across LEP Boundaries to ensure the development of strategic cross boundary schemes; 4. To determine which major transport schemes should have resources allocated to them from any funding the Board controls or will control in the future; 5. To maximise and co-ordinate additional funding streams; 6. To have responsibility for ensuring value for money is achieved; 7. To identify a prioritised list of investments within the available budget; 8. To make decisions on individual scheme approvals, investment decision making and release of funding, including the scrutiny of individual scheme business cases; 9. To monitor progress of scheme delivery and spend; 10. To actively manage the devolved budget and programme to changed circumstances, including scheme slippage, alteration, cost variances, etc; 11. To engage consultants, subjects to funds being available to assist the Board in scheme appraisal and additional work where needed; 12. To consider any matter within these Terms of Reference referred to it by any constituent Council, any agency including Government Departments, The GBSLEP, the West Midlands Joint Committee and West Midlands Integrated Transport Authority and Worcestershire and Staffordshire County Council as member LTA's; 13. To review, and where appropriate, respond to consultation on policy and frameworks; including Local Transport Plans of the GBS geography 14. To promote best practice in all matters within these Terms of Reference. |
| <p>Membership</p> | |
| <p>As per appendix 1</p> | |

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Assurance Framework

**Greater Birmingham & Solihull Local Transport
Board**

28th February 2013

Any enquiries relating to this Assurance Framework should, in the first instance, be directed to:

Ann Osola

Head of Growth & Transportation

Birmingham City Council

1 Lancaster Circus

Queensway

Birmingham

B4 7DJ

Telephone: 07557 203165

E-mail: ann.osola@birmingham.gov.uk

Part 1: Purpose, Structure and Operating Principles

Name

1. The Greater Birmingham & Solihull Local Transport Board (GBS LTB).

Geography

2. The Greater Birmingham & Solihull Local Transport Board (GBS LTB) covers the geographical boundary of the Districts of Birmingham, Solihull, East Staffordshire, Lichfield, Tamworth, Cannock Chase, Bromsgrove, Redditch and Wyre Forest. It sits at the heart of the West Midlands, representing an economic geography made up of both Metropolitan and Shire Districts. The geography is based on the Greater Birmingham and Solihull Local Enterprise area.

Membership

3. The Board has been established and consists of the following voting members:
 - a. Representatives of the Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) - (3 voting members)
 - b. Birmingham City Council (Highway Authority) - Leader or nominated substitute. (1 voting member)
 - c. Solihull MBC (Highway Authority) - Leader or nominated substitute (1 voting member)
 - d. WM Integrated Transport Authority (Local Transport Authority for Birmingham & Solihull) – Lead Member or nominated substitute (1 voting member)
 - e. 1 representative from the North Worcestershire GBSLEP Shire Districts (Leader or nominated substitute)
 - f. 1 representative from the Southern Staffordshire GBSLEP Shire Districts (Leader or nominated substitute)
 - g. Staffordshire County Council (Local Transport Authority) – Leader or nominated substitute (1 voting member)
 - h. Worcestershire county Council (Local Transport Authority) – Leader or nominated substitute (1 voting member)

4. Also in attendance at the LTB will be the Chair of the Strategic Transport Advisory Group (STAG). The Board Membership is shown in diagrammatic form in Appendix 1.
5. The Chair and Vice Chair for GBS LTB will be nominated by the LTB voting members on an annual basis. The Chairman shall preside at all meetings at which he/she is present. In the absence of the Chairman, the Vice-Chairman, if present, shall preside. In the absence of both Chairman and Vice-Chairman, the Board shall appoint a chairman for the purpose of that meeting.
6. Representatives of the Transport Boards from The Black Country LEP, Coventry Warwickshire LEP, Staffordshire and Stoke LEP, The Marches LEP and Warwickshire LEP will be invited as observers, with voluntary attendance based on agenda.
7. Membership will be reviewed on an annual basis or more frequently should events require.
8. All matters put to the vote shall be decided by a majority of the Board Members present and voting thereon at the meeting. In the case of an equality of votes, the Chair shall have a second or casting vote. The method of voting shall ordinarily be by a show of hands.
9. The Board may decide to weight the votes of individual voting members to reflect the constituency that they represent.
10. Not less than five voting members shall form a quorum, a majority of which should be Elected Members.
11. The Secretary to the GBS LTB shall be provided by Birmingham City Council's Strategic Director for Development & Culture or his delegated nominee.

Registration and Declaration of Interests

12. Voting members of the LTB must register their personal interests; elected members will have already undergone this procedure and their own local authority's register of interest will be sufficient. This will cover interests across the LTB geography. Non-elected voting members will utilise a conflicts of interest procedure based on Birmingham City Council's (Accountable Body) procedure, see Appendix 2, Code of Conduct.
13. Members must act in the interest of the Greater Birmingham & Solihull geography as a whole and not in the interest of their sector or geographical area.
14. When reviewing business cases and approving individual schemes those voting members who have a personal interest in the scheme should declare this at the start of the meeting.
15. Completed conflicts of interest forms will be available on the GBS LTP web page.

Gifts and Hospitality

16. Gifts and hospitality policy for elected members will be the same as that of their own local authority. Copies of these will be available on the respective members own local authority website. A collated register will be made available on the GBS LTP web page.
16. For non -elected voting members Birmingham City Council’s policy should be used to declare any gifts or hospitality which may be seen as related to a specific scheme, see Appendix 2, Code of Conduct.

Status and Role of Accountable Body

17. The preferred option is that the Greater Birmingham and Solihull LTB will be established as a Joint Committee of the Birmingham and Solihull Metropolitan Authorities, along with Staffordshire and Worcestershire Country Council and the ITA. This will be subject to Department for Communities and Local Government (DCLG) approval of LEP representatives having voting rights on the LTB. Moreover, in the context of on-going dialogue over the transport elements of the Greater Birmingham and Solihull City Deal , this model will be subject to further review in order to ensure consistency with the delivery of the City Deal outputs and outcomes.
18. Birmingham City Council will be the Accountable Body for Greater Birmingham & Solihull Local Transport Board. As accountable body, Birmingham City Council will:
 - a. Hold the devolved major scheme funding and make payments in accordance with the decisions of GBS LTB;
 - b. Account for these funds in such a way that they are separately identifiable from BCC’s own funds and provide financial statements to GBS LTB as required;
 - c. Ensure that the decisions and activities of the GBS LTB conform to legal requirements with regard to equalities, environmental, EU issues and other relevant legislation and guidance;
 - d. Ensure (through the Section 151 Officer) that the funds are used appropriately;
 - e. Ensure that the GBS LTB Assurance Framework as approved by DfT is being adhered

- to by tasking the Chair of STAG with monitoring and reporting conformity of individual projects;
- f. Maintain the official record of GBS LTB proceedings and hold all GBS LTB documents;
 - g. Record the decisions of the GBS LTB in approving schemes (for example if subjected to legal challenge);
 - h. Supply protocol and guidance in relation to transparency and audit for the GBS LTB to adhere to;
 - i. Supply format for non-elected voting members to declare interests (elected voting members can utilise their own authority's procedure); and
 - j. Supply access to all associated documents. Documents will be available online via the LEP website, via Birmingham City Council's own website.
19. Appropriate legal agreements will be implemented to underpin the working of the LTB and define the responsibilities that partners have to one another, particularly any back to back assurances the accountable body will need from other LTB partners in order to assume the above responsibilities

Audit and Scrutiny

20. Regular independent (external) audit and assurance checks will be commissioned and undertaken to verify that GBS LTB is operating effectively within the terms of its agreed assurance framework. BCC will be responsible for taking the necessary action to remedy any shortcomings identified within any such audit.
21. The first audit will take place and be submitted to DfT before December 2014.
- Subsequent reports will be submitted to DfT on an annual basis.
22. Birmingham City Council will provide protocol and guidance in relation to

transparency and audit for the LTB to adhere to.

Strategic Objectives and Purpose

23. The LTB will: -

- a) Ensure that value for money is achieved regarding the devolved local authority major scheme funding;
- b) Identify a prioritised list of investments within the available budget;
- c) Make decisions on individual scheme approval, investment decision making and release of funding, including scrutiny of individual scheme business cases;
- d) Monitor progress of scheme delivery and spend;
- e) Actively manage the devolved budget and programme to respond to changes in circumstances (for example scheme slippage, scheme alteration or cost increases);
- f) Engage government in dialogue to ensure resource is maximised and additional funding streams are coordinated; and
- g) Fully participate in the development of strategic cross boundary schemes.

24. Terms of reference for the LTB are available in Appendix 3 -Terms of Reference.

Support and Administration Arrangements

25. Administrative support will be provided by Birmingham City Council. Costs

pertaining to this administrative role will be met by Birmingham City Council, with

contributions, as appropriate, from the other Local Authorities, and central government grant funding.

26. Professional advice to the GBS LTB will be provided by the Chair of STAG, drawing upon the resources of STAG as required. STAG will comprise of officers from the Local Authorities, Centro, Network Rail, Birmingham Airport, Highways Agency, DfT, Birmingham Chamber of Commerce and Business Representatives.
27. Independent scrutiny of business cases will be undertaken by an independent consultant to be appointed by GBS LTB, with findings presented for discussion at STAG. Feedback from STAG will be incorporated into the consultancy report to the LTB. STAG members will be expected to provide briefings to their LTB Members in advance of LTB Decision Making Meetings as appropriate.
28. The Greater Birmingham and Solihull Strategic Transport Advisory Group will be in place to perform actions which are borne from the GBS LTB. (STAG ToR to be agreed by LTB)

Working Arrangements and Meeting Frequency

29. Meetings of GBS LTB will be programmed to occur quarterly, with special meetings held as required. Special meetings are likely to be required when determining the scheme programme and when making investment decisions. All of these meetings will be open to the public and subject to a minimum notice period of 2 weeks.
30. The Chairman and Vice-Chairman shall be authorised to make decisions on matters of urgency between normal meetings of the Board and where exceptional meetings of the Board cannot be convened within an acceptable time frame. The actions shall be reported to the next available meeting of the Board for information. Notice of any special (exceptional) meetings will appear on Birmingham City Council's website.
31. GBS LTB will meet and approve the initial prioritised programme in late June 2013 in order to make the required submission to the DfT in July 2013.
32. GBS LTB will meet when making individual scheme investment decisions in line with the approval process set out in Part 3 of this document.

Transparency and Local Engagement

33. Meeting papers and minutes, scheme business cases and evaluation reports, funding decision letters with funding levels and conditions indicated and regular programme updates on delivery and spend against budget will be published on the GBS LEP website. Meeting papers, minutes and reports will also be published on Birmingham City Council’s website.
34. The public and stakeholders will be able to provide input via the GBS LEP website. Stakeholders will be made aware of how to provide input via a newsletter distributed through intermediaries such as the Chamber of Commerce.
35. The GBS LTB will adhere to Local Government Transparency Code through Birmingham City Council as the administrative body, see Appendix 4 for a link to the Code of Recommended Practice for Local Authorities on Data Transparency.
36. A statement detailing the process by which the GBS LTB will make decisions upon major investment will be published online alongside other documentation.
37. FOI and EIR requests will be dealt with in accordance with the relevant legislation of the local authority to which the request pertains to. Cross boundary requests will be led by Birmingham City Council.

Complaints and Whistleblowing

38. Complaints from stakeholders, members of the public or internal whistle blowers will be dealt with and resolved using Birmingham City Council’s procedures. See Appendix 5 for BCC’s Anti-Fraud and Corruption Policy and Whistleblowing Policy.

Part 2: Prioritisation

39. A prioritised and affordable list of schemes will need to be identified for submission to the Department for Transport (DfT) by July 2013. It is presumed that candidate schemes would be promoted by one of the GBS LTB Member Organisations. Scheme eligibility would be based upon:

- GBS LEP transport priorities as set out in the GBS LEP Strategy for Growth, and developed within the GBS LEP Place Prospectus;
- Priorities to support regional economic growth as captured under the following headings:
 - Access to international gateways and HS2
 - Access to growth (i.e. enterprise and investment sites)
 - Freight and Business Efficiency (tackling congestion and journey time reliability)
 - Access to labour and skills
- Value for Money, Deliverability, Environmental and Social/Distributional impacts as outlined in the DfT's Early Assessment and Sifting Tool (EAST) framework.

40. Minimum Eligibility Criteria would be as follows:

Aim

- The proposal must be a transport scheme to be delivered on any local highway, national motorway, railway, light rail or canal network.

Threshold

- The minimum gross cost threshold for any scheme to be considered is £5 million and must be capital which creates a physical asset. Any proposal that is valued below this threshold will not be eligible for major scheme funding.

Scheme Types

- A scheme could include proposals for improvements to the highway network, public transport (bus, rail and rapid transit) walking and cycling improvement or improvement to canal transport. GBS LTB will also consider any genuine package of measures with a focused and well-defined set of aims, benefits and deliverables that includes a combination of the above modes.

Strategic Fit

- Scheme proposals must demonstrate as a minimum how the scheme will affect positive change particularly for businesses within GBS LEP, wider transport and economic benefits to the West Midlands, the GBS LEP priorities and DfT wider transport objectives.

Economic Impact

- Proposals must clearly demonstrate a positive economic impact to the GBS economy and the wider West Midlands region. Emphasis will be on economic growth and inward investment for GBS LEP.

Deliverability

- Any proposal must clearly demonstrate that it has good political, stakeholder and public support, a timetable for delivery within the funding period and must be affordable within the available devolved funding (or supplemented in part by committed third party contributions). GBS LEP will take into consideration whether a proposed scheme is being funded (in part) through other means i.e. a combination of devolved funding, Integrated Transport Block, Local Sustainable Transport Fund, Better Bus Area Fund, Highways Agency funding, Network Rail Funding or private sector led funding stream. Any rail scheme where the contribution required is valued higher than the LEP allocation and the scheme is not included as part of the High Level Output Specification (HLOS) 2012 or Network Rail's Strategic Business Plan for Control Period 5 (2014-19) will not be prioritised.

Joint Funding

- Where major scheme funding represents one element of the proposed scheme costs, GBS LTB will require evidence of the commitment from the other funding streams.

Delivery Time Frame

- All schemes must demonstrate a clear timetable for delivery before March 2019. Any scheme that cannot be delivered in this period will not be considered for funding as part of this investment period.

How will an initial list of candidate schemes be identified?

41. To develop a long list of schemes, existing Local Transport Plans, the GBS LEP Planning Framework and the Development Plans for the Local Authorities within the LTB geography will serve as starting points for identifying transport investment priorities. The LTB will also consider the plans of Network Rail and the Highways Agency, and new schemes which can clearly demonstrate alignment with existing and future strategies.
42. Scheme promoters (Local Highway and/or Transport Authorities) will be asked to consider potential candidates which fall within their area of responsibility. Any scheme that has been previously considered by DfT and rejected, must demonstrate clearly where costs, scope or circumstances have changed sufficiently to warrant an improved assessment.

43. Scheme promoters will be required to submit an Outline Business Case for schemes they wish to put forward for consideration, giving consideration to Strategic Fit, Economic Impact and Deliverability. GBS LTB will provide a detailed pro-forma for Promoters to complete, which will ask for scheme objectives, consideration of alternative options and robust evidence of benefits. Scheme submissions will be based upon the EAST guidance, with additional decision trees being developed to reflect GBS LEP's strategic priorities.
44. GBS LTB would appoint an independent expert to assess the Outline Business Cases and produce a brief evaluation report for each schemes, and an overarching evaluation report which ranks all schemes submitted in relation to their performance against the specified evaluation criteria. These reports and the accompanying Outline Business Cases would then be submitted to STAG for review. Any queries in relation to inconsistencies or the robustness of evidence would be fed back to Scheme Promoters, who would then have the opportunity to respond before a final evaluation report is prepared for consideration by the LTB.
45. The LTB will select the GBS LTB 2015-2019 priorities for delivery, given consideration of the indicative funding allocation for the period, and the fact that the LTB has been advised by DfT that the actual funding allocation could be up to a third higher or lower than this sum. The list of schemes prioritised will also reflect the level of delivery risk of schemes in the pool.
46. Schemes which are not included on the short-list will be referred back to scheme sponsors for further work and will form a reserve list of contingency schemes during the period. The onus will be on scheme sponsors to undertake further development work to get these reserve schemes in a state of readiness to be re-prioritised should a revision in programme be required if any priority scheme falls out of the short-list.

Prioritisation Process

47. GBS LTB has developed an approach to prioritisation that is based on Multi Criteria Analysis. The information provided in the Outline business Case will be assessed against three headline streams and a sub-set of criteria for each stream. The main headline streams are: -
 - Strategic Fit
 - Economic Impact, and
 - Deliverability
48. GBS LEP has commissioned KPMG to develop a strategic fit model based upon scheme contributions to economic growth in the context of the GBS LEP geography.
49. The set of criteria to be used against each stream will be a combination of qualitative and quantitative evidence.

50.

Stream 1 – Strategic Fit

- Alignment with GBS LEP Strategy for Growth | GBS Planning Framework | Local Transport Plans | Local Development | Market Demand |

Stream 2 – Economic Impact

- Access to Growth and Regeneration | Business Efficiency | Business Investment | Labour Market Efficiency | National Network and International Gateways | Access to Labour & Skills | Carbon Emissions | Social Distributional Impacts | Benefits to areas with high indices of multiple deprivation | Expected Value for Money Category

Stream 3 – Deliverability (Stage 1)

- Development Cost | Affordability | Design Stage | Delivery Programme | Public, Stakeholder & Political Support | Delivery Risks | Statutory Instruments | Land Requirements | Planning Consent | Local Contribution | Potential funding Sources | Procurement |

Deliverability (STAGE 2)

- CPO (Land Costs) | CPO Cost | CPO Funding | Structures | Ground Conditions | Business Case Status | Utilities Works | Utilities Cost | TWA Orders | Side Road Orders | any relevant orders |

51. GBS LTB will expect scheme sponsors to seek and secure a local contribution of 10% of the scheme value. It will not be necessary for local contribution or match funding to be formally secured at the point of submission for prioritisation. However at the prioritisation stage, the level of local development funding committed or already incurred to the scheme should be declared.

52. The composition of the GBS LTB allows for collaborative working to enable pooling of resources and securing third party investment. The prioritisation process has been developed in consultation with other LTBs/LEPs in the West Midlands Metropolitan Area and the scoring criteria are in line with wider strategic objectives.

53. GBS LTB will publish its draft prioritisation process and the outcome on its website and on the website of GBS LEP. This will form part of the public consultation and scrutiny of the process.

54. By using comparable assessment criteria which has been agreed at a West Midlands sub-regional level, it ensures that cross boundary schemes are being scored/prioritised/appraised in a similar manner. A full prioritisation framework will be published on the LTB web page in advance of Scheme Promoters submitting Outline

Business Cases. This will ensure that criteria cannot be retro-fitted to justify specific schemes.

55. Where schemes have been referred back to sponsors on grounds of affordability in the next investment period, the GBS LTB will retain engagement with scheme sponsors and other LEP partners through cross-boundary working forums to devise a method for funding these schemes in future.

Value for Money

56. At the prioritisation stage, the value for money assessment will be based on a broad brush evaluation of the scheme benefits, as captured by the EAST framework. Scheme sponsors will be required to provide a robust statement on the anticipated benefits expected from a scheme proposal. Scheme benefits may include a wider range of economic impacts that affects regeneration corridors, strategic centres and congested part of the highway network. GBS LTB will support those schemes that can demonstrate benefits to inward investment, journey time savings, creation of jobs in the GBS LEP Area and unlocking land for development. GBS LTB will expect scheme sponsors to clearly outline the benefits to be derived from a scheme and any assumptions made.

Part 3: Programme Management and Investment Decisions

Scheme Assessment and Approval

57. Promoters will be responsible for developing scheme proposals and producing major scheme business cases (MSBCs) in line with the criteria set out in this Assurance Framework. The LTB will be responsible for assessing the business case and deciding whether or not to provide funding for the schemes and on what conditions.
58. There will be a clear distinction and separation between those individuals sponsoring a scheme and those individuals making investment decisions. The intention is that GBS LTB will receive impartial advice on the merits of business cases, thereby facilitating decisions that are objective and transparent.
59. See Figure 1 for Scheme Assessment and Decision Making Process
60. Each scheme approval decision by GBS LTB will be supported by an assessment of the scheme, carried out independently of the promoting authority and signed off by the Chair of STAG. Recognising the potential competition between scheme sponsors, the assessment will be commissioned from transport consultants with suitable experience of major scheme business case development and independent of all potential scheme sponsors. A number of funding streams are being considered to resource the production of assessments, including those resources made available to Local Transport Bodies by the Department for Transport.
61. A staged approval process and a staged business case development process will be employed. This will enable the scrutiny of the different aspects of the business case to be made at the appropriate time. It will also ensure that GBS LTB funding is not committed irreversibly before delivery of the scheme is guaranteed (e.g. legal powers are in place) or costs are finalised (e.g. contracted prices).
62. Schemes supported at Prioritisation State (see Section2) will achieve Programme Entry' approval, based on an Outline Business Case. Programme Entry approval will provide confidence to the scheme sponsor that funds will be available, thereby enabling the sponsor to seek any necessary statutory powers.
63. A final approval stage, 'Full Approval', will only be made when the legal powers and any third party contributions are in place, and final costs have been formally agreed (i.e. contracted) with a delivery partner. This funding decision is irreversible. Application for full approval status will be made after a Full Business Case (Stage-3 business case) has been completed.
64. An interim approval stage, 'Conditional Approval', can be introduced before the procurement process commences at the request of GBS LTB e.g. to ascertain that the project delivery profile and the value-for-money assessment remains valid once the necessary statutory powers are in place. However, in most cases schemes will progress directly from programme entry status to full approval status.

65. See Figure 2 – Major Transport Scheme: Development Process.
66. A full approval decision will require a formal agreement between GBS LTB and the promoting authority, setting out the agreed maximum STB contribution and the respective responsibilities of each party, including the scheme sponsor's responsibility for any cost increases and project risks. The agreement will also detail the reporting arrangements (to enable monitoring of scheme progress and management of the overall programme) and audit requirements.
67. Scheme Promoters will provide quarterly update reports on scheme development. Where there is significant change to scope, timetable and cost, the Chair of STAG will advise whether such changes impact upon the basis upon which GBS LTB support was given, and recommend any appropriate course of action to ensure that schemes deliver GBS LTB priority outcomes.

The Transport Business Case

68. Scheme promoters will be required to develop and submit proposals that are in line with the key principles of the DfT's Transport Business Case Guidance as set out in WebTAG. This will ensure a consistency of approach built around the following five cases: -
- Strategic case – a robust case for change that fits with wider public policy objectives;
 - Economic case – demonstrates the value for money of the scheme;
 - Commercial case – demonstrates that the scheme is commercially viable;
 - Financial case – demonstrates that the scheme is financially affordable; and
 - Management case – demonstrates that the scheme is achievable.
69. The requirements of the Transport Business Case Guidance describe the minimum requirements for the development of any major scheme. GBS LTB will clearly specify what, if any, additional information is required of scheme sponsors in business case documents to enable funding decisions to be made. GBS LTB will also set out how it will assess this information and take it into account when making its funding decisions.
70. A central requirement for scheme sponsors will be the clear articulation of scheme objectives and the intended outcomes that the scheme is intended to achieve. This will be the basis for evaluating the scheme and ultimately inform the public and stakeholder view of the scheme's success (or otherwise).
71. It will be the responsibility of Scheme Promoters to ensure that Business Cases are WebTAG compliant. WebTAG emphasises the need for proportionality, based on the cost and impact of the scheme. Each scheme sponsor will be responsible for justifying how the WebTAG guidance is applied based on their understanding of the type of scheme, traffic/public transport

modelling approach, environmental impact and the social and distributional effects of the intervention(s).

Value for Money

72. Scheme sponsors will also be required to conduct appraisals and value for money assessments based on WebTAG guidance.
73. GBS LTB will ensure that scheme traffic/public transport modelling and appraisal is robust and meets this guidance at the time a business case is submitted for each stage of approval (programme entry; conditional approval – if required; full approval).
74. The assessment of the scheme traffic/public transport modelling and appraisal will require expert resources which are independent of each scheme sponsor. The most appropriate resource will be commissioned from transport consultants with suitable experience of major scheme business case development and independent of the scheme sponsor in question i.e. a transport consultant could not sit on a panel assessing scheme traffic/public transport modelling if it has been commissioned (in whole or part) to develop the traffic model in question.
75. In order to minimise the financial impact on the LEP and local transport authorities, GBS LTB will explore the utilisation of intra-LEP/LTB technical support and joint procurement to resource the expert inputs required for scheme appraisal.
76. Central case assessments will be based on forecasts that are consistent with the definitive version of the Department for Transport's National Trip End Model (NTEM) and accessed using TEMPRO software. The forecasts include population, employment, households by car ownership, trip ends and simple traffic growth factors based on data from the National Transport Model (NTM).
77. This approach will be supplemented with locally-specific land use change figures set out in Local Development Frameworks.
78. It is essential that all large, complex and long-running projects are managed effectively. Scheme sponsors will be required to manage projects using recognised project management principles and techniques, with a clearly defined project structure.
79. All schemes will be subject to a formal review process at the end of each major stage of the project lifecycle. This is in addition to the regular reviews of progress which are undertaken throughout the life of the project.
80. The key stages at which reviews will take place include: -
 - a. STB appraisal of business case (programme entry approval)
 - b. • Detailed design

- c. • Statutory orders and acquiring land/property
 - d. • Procurement
 - e. • STB appraisal of business case (full approval)
 - f. • Construction
81. Reviews will include consideration of the project management process and quality plan (risk management) procedures. The work supporting the review process will be undertaken by the scheme sponsor and be submitted to the Chair of STAG , who will appraise submissions on behalf of GBS LTB.
82. The review findings will be reported to the scheme sponsor and the GBS LTB.
83. Scheme sponsors will be required to seek early technical advice from officers working on behalf of the GBS LTB regarding traffic modelling approach and assessing the social and distributional impacts (SDI) of schemes. These work streams can have significant lead times and the intention is that the overall approach is approved at an early stage in order to prevent any abortive work (with significant cost implications) being undertaken.
84. GBS LTB will produce a Value for Money (VfM) statement for each scheme put forward for approval summarising the overall assessment of the economic case for the scheme. This statement will be in line with WebTAG guidance.
85. The VfM statement will be signed off by Chair of STAG, who will have responsibility for VfM assessments within GBS LTB.
86. The initial value-for-money appraisal, which is based on an assessment of the scheme's monetised impacts in line with WebTAG (e.g. journey time savings and accident reductions), will result in each scheme being placed in one of five categories: -
- a. Very High – where benefits are greater than 4 times costs;
 - b. High – where benefits are between 2 and 4 times costs;
 - c. Medium – where benefits are between 1.5 and 2 times costs;
 - d. Low – where benefits are between 1 and 1.5 times costs; and
 - e. Poor – where benefits are less than costs.
87. Whilst the benefit/cost ratio (BCR) (or initial VfM assessment) is not the only consideration impacting on scheme approval, GBS LTB will aim to support only schemes with a 'High' benefit to cost ratio or better. In exceptional circumstances, schemes with a lower BCR will be supported where they are of key strategic importance to GBS LEP.
88. In order to articulate a comprehensive set of reasons for making an investment, the VfM assessment will ultimately need to take into account the non-monetised costs and benefits of

each scheme. This will involve consideration of both quantitative and qualitative assessment of scheme impacts and a judgement as to how they affect the overall VfM appraisal of the scheme.

89. GBS LTB will take account of other compelling reasons for investing in a scheme (e.g. significant numbers of jobs created or investment unlocked) within the context of a wider VfM appraisal. This may mean, for example, that a scheme may have an initial medium VfM assessment but the non-monetised benefits generated by the intervention elevate this scheme to a final high VfM assessment; equally a scheme with an initial high VfM assessment could have that assessment reduced when non-monetised costs are considered.
90. The value-for-money of schemes will be assessed against the relevant WebTAG thresholds at each approval stage. The staged approval process and business case development process will allow GBS LTB to reassess schemes as the VfM analysis progresses.
91. GBS LTB will only consider schemes that have previously been rejected on VfM grounds where the costs, scope or circumstances have changed sufficiently to warrant an improved assessment. Any such decision will be based on reviewing the previous analysis of the scheme, which should be available from the DfT.
 - a. A commitment to post-implementation evaluation will form a central part of any funding offer. The objective of scheme evaluation is as follows: -
 - b. Determine whether scheme benefits have been realised as intended;
 - c. Provide accountability for the investment;
 - d. Enhance the operational effectiveness of existing schemes (or future scheme extensions); and
 - e. Improve future initiatives based on learning.
92. GBS LTB will monitor delivery of outputs and ensure schemes are evaluated in line with DfT guidance³. All scheme sponsors will be required to submit an evaluation plan for LTB approval prior to the scheme being awarded full approval.
93. Scheme sponsors will be required to meet the cost of evaluation and monitoring, which will be separate from the GBS LTB investment in the scheme.
94. Specified evaluation outputs will feature as a condition of the funding offer from the GBS LTB to the scheme sponsor.
95. The evaluation and monitoring outputs for each scheme will be reviewed independently of the scheme sponsor and GBS LTB. This will be undertaken by a Task and Finish Group convened on a scheme-by-scheme basis from officers from the constituent local transport authorities.
96. The results will be published by the scheme sponsor and the GBS LTB web page.

External Views on Business Cases

97. GBS LTB will consider external views on scheme business cases prior to funding approval. The scheme sponsor must engage relevant stakeholders as part of the business case development process and include the results of this engagement in the business case documents.
98. The scheme sponsor will also be required to publish and publicise their business case(s) on their own website when bids are submitted to GBS LTB for each stage of funding approval. This should include a further opportunity for stakeholder comment prior to a funding decision being made. All views received – whether positive or negative – must be available to GBS LTB in writing at the time funding decisions are being made.
99. The minimum time that business cases should be publicly available for comment prior to a funding decision being made by GBS LTB is six weeks. This is shorter than the DfT guideline of 13 weeks, which would unduly impact on the development timetable for a major scheme. Six weeks is considered adequate to make stakeholders aware of the proposals; invite their views; and capture their views.
100. GBS LTB reserves the right to withdraw its support for a scheme at the conclusion of the consultation process, should this demonstrate a significant lack of public and/or political support for the scheme in question.

Release of Funding, Cost Control and Approval Conditions

101. Any funding award from GBS LTB will be subject to a cap and will require the promoting authority to be responsible for all cost increases post full approval. Consequently, in line with WebTAG guidance, a fully quantified risk register must inform the final scheme cost, and scheme sponsors will be encouraged to develop a register that is proportionate to the overall scheme size and risk profile.
102. Funding for actual expenditure ('actuals') will be released by the GBS LTB in arrears and in line with an agreed funding profile. This will mean that the scheme sponsor will incur expense and then submit grant claims every 3 months.
103. GBS LTB reserves the right to suspend grant payments if project spend and/or achievement of delivery milestones are not keeping pace with agreed funding and delivery profiles.
104. The accountable body for GBS LTB, namely Birmingham City Council, will manage the devolved funding; process claims; and release funds to scheme sponsors in line with the LTB's decisions. Details of what functions the Accountable Body will undertake are set out in Part 1 of this Assurance Framework.
105. Funding applications from scheme sponsors will only be considered if the application is supported in writing by the Section 151 officer of the promoting authority, thereby

guaranteeing the local contribution to the scheme and signifying acceptance of all risk for cost increases.

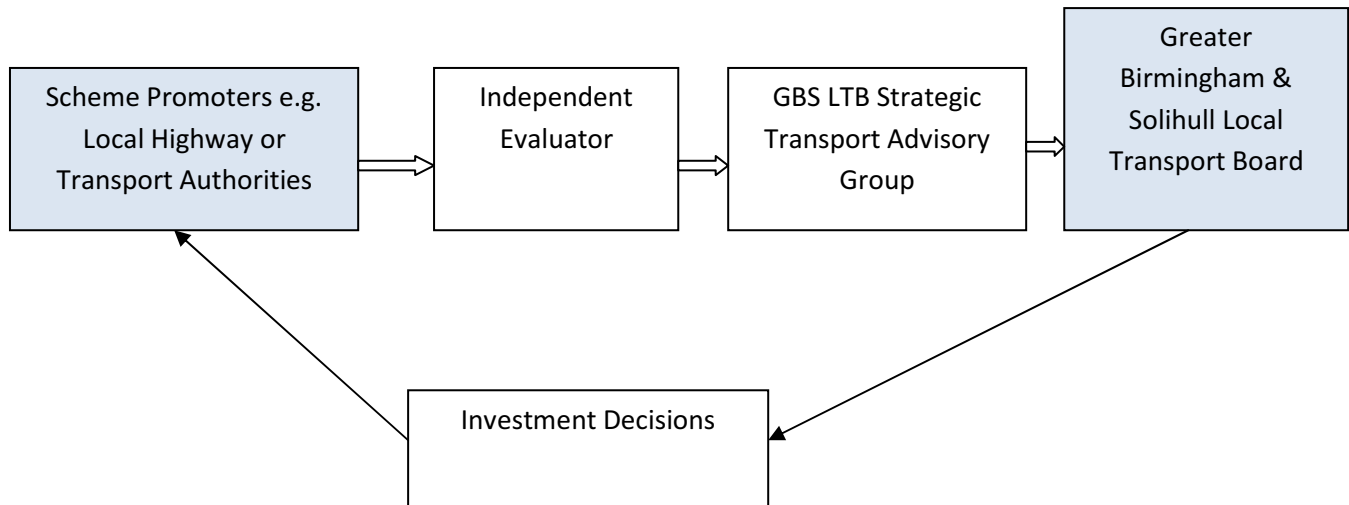
106. GBS LTB will require financial and delivery information to be provided as part of regular progress reports from each scheme sponsor. Progress reports will be measured against a set of agreed milestones, which will be set out in the full approval application and GBS LTB's funding offer.
107. In cases where the accountable body is also the scheme promoting authority, GBS LTB will ensure that the local transport authority's status as the accountable body does not put it in a more favourable position than any other local transport authority in the GBS LTB area.
108. GBS LTB will also ensure that adequate local audit arrangements are in place so that it can be satisfied that funding is spent solely for its intended purpose i.e. on the specified schemes approved by GBS LTB; that scheme sponsors maintain robust records and audit trails, and have mechanisms in place to undertake fair and effective procurement and to safeguard funds against error, fraud or bribery.
109. GBS LTB will impose sanctions on the scheme sponsor should it fail to deliver effectively.
110. GBS LTB will put measures in place to detect incorrect use of funds, misuse of funds, or fruitless payments made by scheme sponsors.
111. GBS LTB will enable the recovery of any misused funds. It will also report any such instances in the annual audit report to DfT with an explanation of any remedial action taken.

Programme and Risk Management

112. The GBS LTB 2015-19 major scheme programme will be managed using PRINCE2 principles and techniques.
113. GBS LTB will set out a policy for managing change. This will cover major scheme changes such as scope, benefits, timetable and cost. A change process is necessary in order to allow the STB to manage the delivery of an effective programme.
114. GBS LTB will minimise programme risk by:
 - Receiving and reviewing Quality Plan submissions from scheme sponsors;
 - Receiving regular project and programme delivery updates at its meetings;
 - Designating the Chair of STAG as the named official with overall responsibility for programme management with a direct line to the GBS LTB Chair; and
 - Making evidence-based project and programme management decisions on the advice of the Chair of STAG.

115. Programme management decisions will be designed to minimise the impact of risks e.g. in order to minimise the financial risk associated with project delays, funding will only be released upon submission of an invoice for actuals in arrears.
116. For each scheme included in the 2015-19 programme, the scheme sponsor will provide an initial expenditure/funding profile, a project programme and a quality plan (including risk register/management plan). The programme will detail the estimated timetable for the major project stages: -
- Business case production/technical work
 - Design (outline; preliminary; detailed)
 - Statutory orders (where necessary)
 - Stakeholder consultation
 - Procurement
 - Mobilisation
 - Construction
 - Monitoring and evaluation
117. This information will be updated at key stages throughout the project lifecycle and reported to GBS LTB. This will allow timely and informed project and programme management decisions to be made, which in turn will help ensure the delivery of an effective GBS LTB 2015-19 programme.
118. As schemes move through the various stages of the project lifecycle, significant changes in cost, scope, risk, benefits, impact and programme may become apparent, and these may mean that it is not in the best interests of GBS LTB to allocate funding to the scheme in the 2015-19 period, even where the scheme has previously received programme entry approval. In this situation, and in line with its change process, GBS LTB reserves the right to reprioritise the programme and bring forward a contingency scheme that is affordable and deliverable within the overall programme timescale.
119. An emphasis will be placed on pro-active risk management and it will be the scheme sponsor's responsibility to ensure that risks are routinely monitored, managed and reassessed. Evidence of proportionate risk management for each scheme included in the 2015-19 programme will be required by GBS LTB as part of regular delivery updates.

Figure 1 – Scheme Assessment and Prioritisation Process



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