



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 3RD DECEMBER 2014 AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

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

AGENDA

1. To receive apologies for absence
2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 5th November 2014 (Pages 1 - 8)
4. Minutes of the meetings of the Overview and Scrutiny Board held on 25th September 2014 and 17th November 2014 (Pages 9 - 30)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Audit Board held on 18th September 2014 (Pages 31 - 36)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
6. Notes of the meeting of the Shared Services Board held on 6th November 2014 (Pages 37 - 40)

To receive and note the minutes. The recommendation will be considered later in the meeting.

7. Leisure Provision Task Group Report (Pages 41 - 64)
8. Disposal of Stourbridge Road Car Park (Pages 65 - 76)
9. Disposal of Council Held Assets at Hanover Street Car Park and George House (Pages 77 - 82)
10. Medium Term Financial Plan 2015/16 to 2017/18 - Presentation
11. Finance Monitoring Report - Quarter 2 (Pages 83 - 96)
12. 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
13. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

"RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

| <u>Item No.</u> | <u>Paragraph(s)</u> | |
|-----------------|---------------------|--|
| 14 | 3 | |
| 15 | 3 | |
| 16 | 1 and 4 | |

14. Disposal of Stourbridge Road Car Park (Pages 97 - 118)
15. Disposal of Council Held Assets at Hanover Street Car Park and George House (Pages 119 - 132)
16. Environmental Services Business Case (Pages 133 - 178)

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

25th November 2014

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 5TH NOVEMBER 2014 AT 6.00 P.M.

PRESENT: Councillors M. A. Sherrey (Leader), C. B. Taylor (Deputy Leader),
M. A. Bullivant, R. L. Dent and M. J. A. Webb

Observers: Councillors H. J. Jones, E. J. Murray and L. C. R. Mallett

Officers: Mr. K. Dicks, Ms. S. Hanley, Ms. J. Pickering, Ms. J. Willis, Ms.
A. De Warr, Mrs. S. Sellers, Mr. D. Allen, Mr. I. Roberts and Ms. R. Cole.

41/14 **APOLOGIES**

An apology for absence was received from Councillor D. W. P. Booth.

42/14 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

43/14 **MINUTES**

The minutes of the meeting of the Cabinet held on 1st October 2014 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 1st October 2014 be approved as a correct record.

44/14 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meeting of the Overview and Scrutiny Board held on 13th October 2014 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board held on 14th October 2014 be noted.

45/14 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

The minutes of the Worcestershire Shared Services Committee held on 2nd October 2014 were submitted.

RESOLVED:

- (a) that Recommendation 11 of the of the Joint Worcestershire Regulatory Services Scrutiny Task Group be approved as recommended by the

Worcestershire Shared Services Joint Committee in Minute No. 16/14;
and

- (b) that the remainder of the minutes be noted.

46/14

DODFORD, HAGLEY AND BEOLEY CONSERVATION AREA APPRAISALS AND MANAGEMENT PLANS

The Cabinet considered a report on the consultation which had been undertaken in respect of draft Conservation Area Appraisals and Management Plans in respect of Dodford, Hagley and Beoley. It was reported that in respect of Dodford and Beoley boundary extensions had also been included within the consultation process.

Members felt that the report and accompanying detailed documents were clear and well presented and when in place would be a helpful tool to protect and enhance these areas.

It was noted that responses to the consultations had revealed broad support for all three of the Conservation Area Appraisals and Management Plans. It was suggested that revisions to boundaries of both Dodford and Beoley had produced sufficient comment to warrant a further review of the proposed boundaries followed by a further consultation to consider the outcome.

RESOLVED:

- (a) that the Hagley Conservation Area Appraisal and Management Plan be approved and its contents be noted as a material consideration for planning purposes; and
- (b) that further reviews be undertaken of the boundaries of the Dodford and Beoley Conservation Areas and that should the reviews suggest further alterations to the boundaries of Dodford or Beoley, then further public consultation be carried out.

47/14

DISPOSAL OF COUNCIL OWNED LAND - AINTREE CLOSE/LINGFIELD WALK CATSHILL

The Cabinet considered a report on the proposed transfer of Council-owned land at Lingfield Walk/Aintree Close, Catshill, which was currently leased to a local Scouts Group, to Bromsgrove District Housing Trust. It was reported that BDHT would intend to develop a proposal for the erection of 14 one bedroom flats using this land and other adjacent land in the Trust's ownership.

It was noted that in exchange for the land at Lingfield Walk/Aintree Close it was proposed that BDHT would transfer to this Council an alternative local site at Woodrow Lane, Catshill and before transfer would fund the cost of a new Scout Hut to be constructed on the land, which this Council would then lease to the Scout Group.

There was detailed discussion on the proposal and Members noted that it was the intention that the new facility, which had been welcomed by the Scouts both locally and regionally, would be available to other local groups and

organisations within the Community. It was also noted that officers felt that best value was being achieved in respect of the proposal.

It was recognised that if successful, the proposal would enable BDHT to deliver additional affordable housing to meet locally identified priorities and would provide a new building to meet the needs of the Scouts.

It was noted that the proposal had direct links to the Council's Strategic purposes:

- Help me to find somewhere to live in my locality;
- Provide good things for me to see, do and visit;
- Help me to run a successful business

RESOLVED:

- (a) that the transfer of land at Lingfield Walk/Aintree Close to Bromsgrove District Housing Trust in exchange for land at Woodrow Lane together with a new Scout Hut building to be constructed on the site by Bromsgrove District Housing Trust be approved;
- (b) that delegated authority be given to the Executive Director, Finance and Corporate Resources and the Head of Legal, Equality and Democratic Services, to undertake all necessary financial and legal steps to implement the land exchange, terminate the existing lease with the Scouts and enter into a new lease for the new Scout Hut.

48/14

GATEWAY SERVICES FOR YOUNG PEOPLE - PROVISION OF HOMELESSNESS SUPPORT

Members considered a report on the receipt of £11,200 from Worcestershire County Council to be used for the purposes of funding, at District level, a service for young people who approach the Authority with housing needs. It was noted that the funding was on a one year basis at present subject to further review.

It was reported that officers had worked with the County Council, Bromsgrove District Housing Trust and St Basils to develop a proposed Gateway Service for young people which would provide crisis and emergency support to 16 - 23 year olds who are homeless or at risk of homelessness.

The proposal involved supplementing the County Council funding with funding from this Council (£3,000 to be met from existing budgets) and St Basils (£6,000) to meet the cost of a Gateway officer for one year at this stage who would operate within the BDHT Housing Options Team and work closely with Children's Services and other referring agencies.

Members welcomed the proposal and the partnership working, which it was felt would make the best use of the funding available and provide an opportunity to prevent homelessness and improve housing options for young people.

RECOMMENDED that this Council accepts the sum of £11,200 from Worcestershire County Council and that this funding be utilised to meet part of the cost of the provision of a Gateway Service for 16 – 23 year olds as set out in the report.

RESOLVED:

- (a) that this Council supports the provision of a Gateway Service with the allocation of funding from existing budgets of up to £3,000; and
- (b) that authority be delegated to the Head of Community Services to finalise negotiations with St Basils in respect of the establishment of the Gateway Service and to enter into any related agreements.

49/14

**COUNCIL TAX SUPPORT SCHEME - DRAFT REGULATIONS
CONSIDERED FOR FURTHER CONSULTATION**

The Cabinet considered a report which gave details of the outcome of the recent public consultation on possible changes to the Local Council Tax Support Scheme and requested Members to consider any subsequent changes to the Scheme.

Officers and Members referred briefly to the background to this matter which was set out fully within the report and the need to address the potential funding gap for this Council of approximately £45,000 for 2015/16. It was noted that Worcestershire County Council had indicated their intention, if necessary, to again “claw back” from this Council any shortfall to cover their funding gap through reductions in funding for the Essential Living Fund and other services as they had done in the previous year.

Members were reminded that Local Council Tax Schemes are required to protect pensionable age claimants and to incentivise work for working age claimants.

Details were given of the preliminary public consultation which had been undertaken between 1st September and 10th October 2014. This had included statutory consultation with major preceptors and other stakeholders and a full public consultation setting out possible options for change and requesting views on the various options.

The public consultation had included an online survey open to all residents and a direct mailshot to 6,352 households. Checks had been made to ensure that the proportion of Local Council Tax Claimants within the sample was representative of the District as a whole. It was noted that 491 responses had been received from members of the public.

Officers also drew attention to responses received from Worcestershire County Council, Bromsgrove District Housing Trust and the Chair of Bromsgrove District Housing Trust’s Tenants Panel.

The full results of the public consultation as included within Appendix 1 of the report were noted.

Members attention was also drawn to the recent Supreme Court Judgement given on 29th October 2014 which considered the manner and nature of statutory consultation regarding changes to Council Tax Support Schemes. Full details had been included in the supplementary report to Cabinet. It was reported that as a result of the judgement, the statutory consultation with interested parties referred to in section 3.42 of the report, would now include a mailshot to all current working age Council Tax Support Scheme claimants.

In addition, it was proposed that the consultation include possible alternative options for the Council to absorb the shortfall in its budgets, such as raising Council Tax, reducing Council services and using the compensatory savings to fund Council Tax Support or a combination of the two options.

Cabinet welcomed the receipt of the Supreme Court judgement which had helped to clarify a complex legal situation and would enable this Council to amend details of the proposed statutory consultation process in respect of the Draft Scheme accordingly.

Members then considered the options for change to the Council Tax Support Scheme as set out in Appendix 3 to the report and recognised the potential impact of changes on those working age residents who are on a low income. It was noted that officers would be working to use a range of options available to provide transitional support including the setting up of a small Hardship Fund.

Members also noted the tight timetable for consideration of the Scheme which had to be finalised and published by 31st January 2015. Due to the work required to prepare the regulations and guidance, the Scheme was required to be agreed in early January 2015.

Following discussion it was

RESOLVED:

- (a) that the outcome of the initial statutory consultation on options for changes to the Local Council Tax Scheme be noted;
- (b) that the current Scheme be amended as follows:
 - (i) entitlement to Council Tax Support be capped at 80% of Council Tax liability so that all working age claimants will pay a minimum of 20% towards their Council Tax liability;
 - (ii) the provision of second adult rebate be removed; and
 - (iii) non-dependents' income be taken into account
- (c) that authority be delegated to the Head of Customer Access and Financial Support to carry out the next phase of consultation on the Draft Scheme;
- (d) that authority be delegated to the Head of Customer Access and Financial Support to develop a Hardship Fund Policy to provide transitional support for liable persons assessed to be in financial hardship as a result of the changes to Local Tax Support; and

- (e) that in relation to uprating, it be noted that this will apply regardless of any other changes made under (b) above, and that delegated authority be granted to the Head of Customer Access and Financial Support to incorporate the necessary changes to bring uprating into effect into the Scheme.

(In view of the response of the Worcestershire County Council which was included as an Appendix to the report Councillor C. B. Taylor requested that it be noted that he was also a Member of that Authority.)

50/14

FEES AND CHARGES 2015/2016

The Cabinet considered a report on proposed Fees and Charges in respect of a variety of Council Services for 2015/16. It was noted that in general the overall increase was 3% although this did vary between services and some charges such as for Licensing were set at a national level. It was noted that it was proposed that some charges, such as those for Car Parks, remained at the current level.

The Portfolio Holder, Councillor M. J. A. Webb drew attention to the current proposal to increase the Garden Waste Collection Service to £38 per annum. As part of the previous Medium Term Financial Plan it had been agreed to increase the cost to £45 per annum as from March 2015. Councillor Webb referred to charges made by neighbouring Authorities for a similar service which were significantly higher in some cases.

It was reported that officers had subsequently given further consideration to the significant number of additional customers who had taken up the service with the current level of 19,700 increasing by 2,400 from previous years, together with an appropriate fee level to be met by customers and therefore the proposed fee had been revised to £38 per annum. It was noted that this would result in a shortfall of estimated income projected in the current financial year of £7,000 which could be met from existing budgets within Environmental Services. The full year effect of the reduction in 2015/16 was estimated at £63,000 and this would need to be addressed as part of the savings to be delivered during the budget process for 2015/16.

The Executive Director Finance and Corporate Resources referred to the proposal within the report that the increases in fees and charges be implemented from 1st January 2015. On further reflection officers felt it was more appropriate and more beneficial to the Community as a whole for the implementation date to be 1st April 2015.

Following discussion it was

RESOLVED:

- (a) that the fees and charges as set out in Appendix 1 to the report be approved and be implemented from 1st April 2015;

- (b) that the shortfall in income for 2014/15 of £7,000 as a result of the reduction in the Garden Waste Collection charge, be met from existing budgets within Environmental Services; and
- (c) that officers be requested to address any resulting shortfall in income from the Garden Waste Collection service for 2015/16 – 2017/18, estimated at £63,000 per annum, when considering the levels of savings to be made as part of the budget process.

51/14

MEDIUM TERM FINANCIAL PLAN 2015/16 - 2017/18

Members considered a report containing the current summary budget position for 2015/16 – 2017/18 which was at present showing a shortfall of £676,000 for 2015/16. The report also contained details of the costs associated with the Council's strategic purposes.

The Executive Director Finance and Corporate Resources informed Members that information on costs associated with each of the Council's strategic purposes together with costs for enabling services had been included in the appendices to the report. Officers would be using this type of information to suggest alternative ways of delivering savings.

It was reported that this was part of the continuing process of Transformation and would enable both the Cabinet and the Overview and Scrutiny Board to look at the costs associated with meeting a strategic purpose across a number of Council Services. The relevant measures would be brought to Members so that these could inform the value of the expenditure against the demand for the service by the community. It was intended to focus on the purpose of services to the community and to realise savings whilst protecting those services that create value for residents.

The Cabinet were requested to determine any areas which they wished to consider in more detail over the forthcoming months, and to raise these with the Chief Executive or the Executive Directors in the first instance .

Members appreciated that this was a more transparent and effective approach to examining costs and determining the value provided by services.

RESOLVED that the costs associated with delivery of strategic purposes be noted and that officers be requested to work on the Medium Term Financial Plan to realise savings and additional income to meet the projected shortfall.

The meeting closed at 7.00 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

25TH SEPTEMBER 2014 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), C. J. Bloore, B. T. Cooper, R. J. Laight (Present from Minute No. 43/14 to Minute No 45/14), P. Lammas, R. J. Shannon, C. J. Spencer, C. J. Tidmarsh and L. J. Turner (Substituting for Councillor S. R. Colella)

Officers: Ms. J. Pickering, Mr. R. Savory, Ms L. Jones, Mr M. Ashcroft, Ms. J. Bayley and Ms. A. Scarce

43/14 **APOLOGIES FOR ABSENCE**

Apologies were received on behalf of Councillors J. S. Brogan, S. R. Colella, H. J. Jones and S. P. Shannon.

Councillor L. Turner confirmed that he was attending as a substitute for Councillor Colella.

44/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

45/14 **TOWN CENTRE - UPDATE PRESENTATION**

The Town Centre Regeneration Programme Manager presented an update on the second phase of the town centre redevelopment (Appendix 1).

During presentation of this update the following key points were discussed:

- The impact of The Co-operative's lease of a unit in the Birmingham Road Retail Park on the future introduction of a Sainsbury's supermarket at that location and the significant role of Sainsbury's in the overall redevelopment of the town centre.
- The inclusion of break clauses in the leases for The Co-operative and new What store. Members were advised that break clauses would have to have been negotiated between parties, though the content of those clauses were private.
- The completion of High Street works using sources of funding not derived from the Section 106 for the Sainsbury's development.
- The impact of development on the Birmingham Road / Stourbridge Road junction. Members were advised that the works required at the junction would depend on the scale of the development that eventually took place.

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Overview and Scrutiny Board
25th September 2014

- The impact of the opening of Parkside on traffic at the same junction. Officers explained that the majority of staff would be required to park in external car parks and this would help to limit traffic at the junction. However, concerns were expressed about the safety of increasing numbers of pedestrians at that junction.
- The deadline for use of Section 106 funding provided by the health centre at Parkside.
- The sale of the car park on Birmingham Road, the potential loss of car parking revenue and the impact on the value of the property. Officers assured Members that the Council took advice from the District Valuer and would require their support to proceed with any proposals.
- The Area Action Plan permitted a mixed use development on Windsor Street, comprising both retail and residential units. The site was being advertised for development and decisions would be made on the exact mix based on the proposals received from developers though the Council was obliged to achieve best value in any final outcome.
- The commitment of the Council to a move to Parkside, with the majority of shared services based at Redditch Town Hall. Officers confirmed that as the agreement had been reached with partners and significant progress made developing the site it would not be appropriate to withdraw from Parkside at this stage.
- There was a covenant on Parkside which required the building to be used as office space and for other services provided by partners, such as the library. Alternative uses of the site were therefore unlikely to be acceptable. Officers suggested that further information about Parkside could be circulated by email after the meeting if required.
- The changes to the recreation ground, which would comprise enhancement works rather than redevelopment. The ground was recognised as being a useful community asset, though significant investment was required to make it more appealing to the public.
- Progress with the development at the Recreation Road site. Officers confirmed that all of the significant milestones had been met and that planning permission would be required to progress further.
- The withdrawal of OPUS from the development of Hanover Street Car Park. The potential tenants and end users remained committed to the development.
- The Local Enterprise Partnership (LEP) had approved the bid from OPUS for £700,000 towards the development on Hanover Street. It had been intended that this funding would be used to support the costs associated with a cinema build and fit out. The cinema operator remained committed to introducing a cinema in Bromsgrove.
- Members were advised that OPUS did not have exclusive rights in relation to any of the potential tenants and that the food retailer did not require the cinema to proceed.
- The introduction of a cinema would have positive implications for the night time economy in particular.
- Officers were in the process of meeting with representatives of the Council's procurement and legal teams to discuss future development options at the site. However, the timeframes for the options could not be confirmed.

- Officers had been formally advised by OPUS that they intended to withdraw on Friday 12th September. However, there had been a delay in communicating this information to elected Members until the return of the Chief Executive from annual leave to enable officers to start to work through the options that could be explored in the future.
- A new housing development had previously been considered for the Hanover Street site. Officers confirmed that this option could be reconsidered alongside other options.
- Options for the rerouting of the brook would also be considered.
- The plans for George House, which remained to be clarified.
- Deliveries in the town centre and the introduction of a gate to restrict access. The gate would be operated remotely once it was connected to the system.
- Use of the High Street as a thoroughfare by cyclists, despite the fact that cycling was not permitted, and the safety implications for pedestrians.
- Snagging works would continue, particularly on the highways, to complete any outstanding works or works which appeared to be unfinished.
- The intention not to undertake any treatment of the natural stone used on paving on the advice of contractors and the equipment available to clean the paving surfaces.
- Officers confirmed that the item had been removed from the Cabinet Work Programme. Further approval from Cabinet was not be required until a later stage.

The Chairman suggested that it would be useful for the Leader and the Portfolio Holder for the Town Centre and Regeneration to attend the next meeting of the Board to comment on the proposals and to answer any questions from Members on the subject. The Board could also discuss progress with the procurement process for the Hanover Street development at the same time.

RESOLVED that

1. the procurement process for the Hanover Street development be discussed at the following meeting of the Board;
2. the Leader of the Council and Portfolio Holder for the Town Centre and Regulatory Services be invited to attend the following meeting of the Board; and
3. the report be noted.

46/14

MAKING EXPERIENCES COUNT QUARTER 1 REPORT

The Customer Services Manager presented the Making Experiences Count Quarterly Complaints Report covering the period 1st April – 30th June 2014. Members were advised that during the period 25 compliments had been received and 17 complaints. 82 per cent of complaints had been resolved in 15 days or less but 3 cases had taken longer to resolve because they related to complicated issues.

During consideration of the report the following matters were highlighted:

- The number of complaints that had been received about planning applications and whether these had been recorded as complaints about Development Control.
- The type of complaints classified as “other”, which generally consisted of questions.
- The need for compliments and complaints to be logged onto the Council’s complaints management system in order to be reflected in the Council’s official complaints statistics.

RESOLVED that

1. the Making Experiences Count report be presented for the Board’s consideration every 6 months in future; and
2. the report be noted.

47/14

FINANCE MONITORING QUARTER 1 REPORT

The Executive Director for Finance and Corporate Resources presented the Finance Monitoring Report for the period 1st April – 30th June 2014. The following points were raised during presentation of the report:

- Officers were anticipating that there would be an underspend of £124,000 by the end of 2014/15.
- Estimates for both revenue and capital expenditure were provided to the Finance teams by Heads of Service.
- There had been a decline in revenue from Civil Parking Enforcement as there appeared to be decreasing use of car parking facilities in Bromsgrove town centre.
- There was a projected overspend on refuse and recycling due to major vehicle repairs. The Head of Environmental Services had been asked to determine whether more savings could be achieved in the long-term if the fleets were to be replaced.
- Additional staff had been recruited to work in the Planning Department. Some of the posts were supported by funding that had been obtained from a portion of Council reserves, valued at approximately £180,000 – £200,000, which had been allocated a few years previously to Planning Transformation and shared services costs.
- This reserve had also been used to fund other areas, including additional staff in the Benefits Service and redundancy costs.

Members discussed residents’ preferences when parking in Bromsgrove district. It was noted that residents appeared to prefer to park in car parks where a pay on foot arrangement was in place. This arrangement had not been introduced at every car park in the district, though the Cabinet had agreed the Recreation Road South Car Park Task Group’s recommendation for more pay on foot charging arrangements to be made available in local car parks in the future. Further analysis was needed of parking charges to enable Officers to assess whether certain parking arrangements were appealing more to residents than others. It was suggested that more information could be

recorded in future financial monitoring reports. To ensure that car parking arrangements remained fit for purpose Members agreed that the contents of the Task Group's final report should be revisited as part of a Short Sharp Inquiry exercise.

The Board discussed the style in which the report was presented for Members' consideration. It was noted that the way in which net figures were presented in the report could be confusing for people who were not trained accountants. In order to clarify the content of the reports it was suggested that a similar practice could be adopted to other public sector organisations, including the NHS, which presented both income and expenditure figures in these types of reports. Furthermore, Members suggested that the data provided in the reports would be more meaningful if comparative figures were also provided for the same quarter in previous years.

The report monitored service budgets in relation to predicted expenditure. These predictions were provided by Heads of Services in their profiles for their services for the year ahead. However, their predictions were not always accurate and in some cases significant underspends could arise. A consequence of these inaccurate predictions could include the Council not allocating funding to services or activities that might otherwise have been delivered during the year. There was a risk that there could be consistent underspends for some services within the remit of the same Head of Service year on year. Members agreed that where applicable Heads of Service in future should be invited to attend future meetings of the Board to investigate any reasons for and patterns in underspending on budgets.

The impact of an underspend on the future budget allocated to a service was also discussed. Officers advised that in previous years an underspend would not necessarily result in a reduction in the budget allocated to that service in the following year. However, Finance Officers were in the process of undertaking a line by line review of each budget and it was possible that in future this could lead to a reduction in the budget allocated to a service where underspends had previously been reported.

Members noted that they were considering the report after both Cabinet and Council had already discussed the matter in detail. It was suggested that by that stage the potential for the Board to make a constructive contribution by scrutinising the report was limited. To ensure that Overview and Scrutiny could make a useful contribution to management of the Council's budget in future Members concurred that financial monitoring reports should be presented for the Board's consideration prior to Cabinet.

RECOMMENDED that

1. income and expenditure figures should be provided in future Financial Monitoring Reports to provide greater clarity about the Council's budget position in each quarter; and
2. comparative budget data should be provided in the Financial Monitoring Reports for previous years.

RESOLVED that

1. the Overview and Scrutiny board receive Finance Monitoring Reports in advance of the Cabinet in future;
2. Heads of Service with services that have consistently reported an underspend over consecutive years should be invited to attend future meetings of the Overview and Scrutiny Board;
3. a Short Sharp Review of car parking arrangements in the district, made up of Members of and taking into account the findings of the Recreation Road South Car Park Task Group; and
4. that the report be noted.

48/14

WRITE OFF OF DEBTS QUARTER 1 REPORT

The Executive Director of Finance and Corporate Resources presented the Quarterly Monitoring of Write Offs report for the period 1st April to 30th June 2014. Members were advised that current bad debt provisions were £471,337. There appeared to be higher levels of outstanding debt than during the same period the previous year. However, in part this was due to the fact that invoices for garden waste payments had been issued later in the year than in 2013/14.

Members noted that the Board had previously requested that Appendix 3 to the report, detailing Council Tax and Non Domestic Rates arrears, should be presented in a slightly different format. In particular, Members had been keen for comparable data for previous years and percentages to be provided in the report. Unfortunately these amendments had not been made for this edition of the report.

RESOLVED that

1. percentages in respect of unrecoverable debts and comparative data for the same quarter in previous years should be included in future editions of the Quarterly Write Offs report; and
2. the report be noted.

49/14

YOUTH PROVISION TASK GROUP FINAL REPORT - 12 MONTH REVIEW

The Board considered the 12 month review of progress that had been made delivering the recommendations that had been made by the Youth Provision Task Group in September 2013. Members noted that, as suggested by the Task Group, a possible investigation of services available to young people not in education, employment or training (NEETs) had been added to the Board's Work Programme, though no decision had been taken as to whether to undertake a review of this subject. It was suggested that as this would be touched on by the Leisure Provision Task Group no decision should be taken until the group's report had been considered by the Board.

The youth club at Stoke Prior was also briefly discussed. Members noted that the club was relatively popular and parents had confidence that their children

would be safe. Traditional activities could be accessed at the youth club and these encouraged young people to be active in their community. Members were advised that the Youth Provision Task Group had recognised the value of the youth club in Stoke Prior and had visited the club as part of their investigation.

RESOLVED that the report be noted.

50/14

TASK GROUP PROCEDURE GUIDELINES - REVIEW

The Chairman explained that following discussion of Task Group procedures at a previous meeting of the Board the guidelines had been updated. Officers had incorporated into the guidelines points raised by Members at that meeting which were designed to improve the procedures. As part of this process the following changes were highlighted:

- The scoping document and checklist for Task Group exercises had been combined.
- Membership requirements for Task Groups, in terms of the number of Members who could sit on any Task Group and how membership would be determined in the event that a topic proved to be popular, had also been addressed.
- An application form had been introduced for Members to complete in order to participate in a Task Group exercise. This form required Members to briefly outline what skills they could bring to a review of the subject and the reasons why they wanted to participate.

Following discussion it was suggested that the guidelines for a Short, Sharp Inquiry should also include that this type of inquiry could also be used following the completion of a Topic Proposal Form should the Board feel that this was more appropriate.

Members were advised that the guidelines did not currently form part of the Council's constitution. It was suggested that the guidelines should be incorporated into the constitution as part of the review of the constitution being carried out by the Constitutional Review Working Party which was due to be completed before the end of the municipal year.

RESOVLED that the revised Overview and Scrutiny Task Group and Short, Sharp Inquiry Procedure Guidelines be noted and endorsed subject to the amendments as detailed in the preamble above.

RECOMMENDED to the Constitutional Review Working Party that the Task Group / Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.

51/14

WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE

Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided an update on the latest work of the Committee. He explained that he had not been able to

attend the meeting but was aware that two key items had been on the agenda for discussion:

- The Wyre Forest Integrated and Intermediate Care Programme.
- Community Stroke Services in North Worcestershire.

The second key item had clear implications for residents in Bromsgrove district. Since 2013 all stroke services in the county had been concentrated at Worcestershire Royal Hospital. It had emerged that stroke patients living in the south of the county were better served by this arrangement than patients living in the north of the county. For this reason the health service was keen to investigate how services and outcomes could be improved for patients living in North Worcestershire. As part of this process capacity was being monitored to enable the service to determine how many beds were required. This information would be used when installing specialist beds in the Princess of Wales Community Hospital in Bromsgrove.

The current position with regard to the provision of incontinence pads to patients was briefly debated. Councillor Cooper explained that there had been no further updates on this matter. However, he agreed to request an update on behalf of the Board at the following meeting of HOSC.

The future of Acute Hospital services in the county was also discussed. Members noted that a meeting of the Bromsgrove and Redditch Clinical Commissioning Group (CCG) had taken place that day. A number of proposals were being made and this would be subject to public consultation. HOSC Members from all parties had been critical of the previous consultation process relating to the Acute Hospital Services and they were hoping that improvements would be made during the latest consultation period.

RESOLVED that

1. an update be requested regarding the Acute Hospital Services Review and consultation process at the next meeting of HOSC; and
2. the minutes of the previous meeting of HOSC be circulated for the Board's consideration.

52/14

ACTION LIST

The Board considered the latest version of the Overview and Scrutiny Action List. Members were advised that the changes requested to the Write Offs report, as discussed under Minute No. 48/14, would be implemented in time for the second quarter update to the Board. Following her attendance at a meeting of the Board on 15th September the Head of Planning and Regeneration had been asked to provide the further information about Development Control that Members had requested.

RESOLVED that the report be noted.

53/14

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members noted that, following discussions about the town centre, the Leader of the Council and Portfolio Holder for the Town Centre and Regulatory Services would be invited to attend the next meeting of the Board in October. The Chairman suggested that if they were not available to attend this meeting of the Board an additional meeting might need to be arranged to take place in late October.

Officers advised Members that scrutiny of the North Worcestershire Community Safety Partnership had been postponed until March 2015.

RESOVLED that the Overview and Scrutiny Board Work Programme be noted.

The meeting closed at 8.40 p.m.

Chairman

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Town Centre Update Overview and Scrutiny Committee 25 September 2014

| AAP Ref. | Site | Development Site Status |
|----------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A | New Health Centre | Complete |
| N/A | New Police Station | Complete |
| TC15 | Birmingham Road / Stourbridge Road | <ul style="list-style-type: none"> Market testing of interest in Car Park May present opportunity for comprehensive redevelopment of site Various developers and end users expressed interest for range of proposals/uses Impact on Stourbridge Road crossroads would be established and resolved during planning process based on net gain/loss of trips generated |
| TC14 | Birmingham Road Retail Park | <ul style="list-style-type: none"> Co-op exercised legal rights under 'Landlord and Tenant Act' and so were granted a 5 year lease, at their request. The new lease has break clauses in it. Sainsbury cannot start works until Co-op have provided vacant possession or it is facilitated by the break points. 'The application for the Local has minimal effect on the main store as they provide different customer offers and therefore serve different requirements.' New What Store creating 40-50 jobs granted similar lease in old Focus store. |
| TC13 | Windsor Street | <ul style="list-style-type: none"> County Council have appointed CBRE to market the site with immediate effect Marketing will be in line with the Area Action Plan |
| TC12 | School Drive | <ul style="list-style-type: none"> A development site will be made available following completion of the new Leisure Centre. The exact size and footprint of this resulting site is not yet known Policy allows for small scale residential, commercial or retail |
| TC11 | Parkside | <ul style="list-style-type: none"> New Library, Council Hub, Register Office, Job Centre and County/District Council offices under construction |
| TC10 | Recreation Road | <ul style="list-style-type: none"> Developer has attended pre-application meeting and is currently working up its full planning submission for a Care Village to include Extra Care, Affordable Retirement Homes in partnership with BDHT, Nursing Home and Dementia Centre |
| TC9 | Recreation Ground | <ul style="list-style-type: none"> Developer will display indicative proposals for upgrade of Recreation Ground as part of public consultation on Recreation Road development |
| TC8 | Hanover Street | <ul style="list-style-type: none"> Cabinet gave approval in March 2014 for Opus to develop Hanover Street Car Park OPUS have recently advised that they are no longer able to deliver the scheme as originally agreed Officers are in the process of considering the options for the site going forward Based on comments received officers believe that there is still a high level of interest on the part of the potential tenants for the development |

Agenda Item 4

| TC 4 -Public Realm: | Completed Works |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High Street (Stratford Road to New Street) | Drainage repair and redesign to alleviate long standing flooding issues. Complete excavation and reconstruction of High Street, finished with York Stone and Granite Setts, complete with ambient lighting, granite planters and ornamental trees. |
| High Street South (West Side – New Rd to Hanover St) | Repair of collapsed storm drain and redesign and reinstall of surface drainage to alleviate long standing flooding issues. Lifting old worn setts, laying new sub-base to pavement, finished with new 'Saxon' paving slabs and bollards |
| Worcester Road (Market Place to Hanover Street) | Lifting old and worn setts, redefining kerb lines to provide additional street parking. New proud kerbs together with removal of raised carriageway section and new drains to alleviate long standing flooding issues. Laying new sub-base to pavement, finished with new 'Perfecta' paving slabs and bollards |
| Cleggs Entry | Lifting old and worn out paving slabs and replacing with new 'Saxon' paving slabs. Cleaned out contaminated tarmac area. Installing new fence to prevent access to recess to eliminate anti-social behaviour, installing additional lighting fittings, upgrading lighting. |
| Crown Close | Reconstruction of carriageway and footway to Amphlett Hall and St. John's Church. Installation of new Burma Star memorial. New benches. Soft landscaping and specimen tree planting. |
| Market Street | Digging out unsafe terrain outside ASDA Store along Market Street to remove mud and roots. Reconstitution of area with hard landscaping to provide safe pedestrian route. Tree enhancement works. Benches. |
| ASDA / Market Street Plaza | Removal of old unsafe planters and hard landscaping of area to provide open plaza paved with York Stone to improve disabled and general access and line of sight to ASDA, Churchfields Car Pak and Shop Mobility. Installation of Benches and ornamental trees. Landscaping to Car Park boundary wall. |
| Bus Station | Landscaping and installation of benches to bus station area. Tree/shrub & bulb planting. Brook enhancements. Drop kerbs. |
| School Drive | Complete reconstruction of pavements from Dolphin Centre to North Bromsgrove High School. Carriageway improvements. |
| School Drive Cycle Path | To improve public safety, removal of hedges and undergrowth, raising of tree canopy. Resurfacing. New LED lighting. Improved signage. |
| Spadesbourne Brook | Brook clearance/dredging of water course to enhance habitat, improve water flow and mitigate flooding issues Burcot Lane to rear of B'ham Rd Retail Park |
| Churchfields | New black top and drop kerbs |
| Rock Hill | New black top and reconstructed pavements |
| New Road | New black top and drop kerbs |
| Strand/Stourbridge Road | New black top. Removal of trip hazard broken paving and installation of grassed area with tree planting. |
| Old Market Street | New black top |
| TC 4 -Public Realm: | Works yet to be done |
| High Street South | Reconstruction of High Street South (East Side) pavements |
| High Street Side Streets | Reconstruction / resurfacing of streets adjoining High Street – Mill Lane, Church Street, Chapel Walk |
| Soft landscaping & Public Art | In conjunction with Environmental Services identify small areas across town for soft/hard landscaping to create new or enhanced mini green and/or garden areas for seating and tree planting. Seek opportunities to install public art pieces across the Town Centre as part of new Public Art policy; to be drafted as part of Townscape Heritage Initiative. |

Richard Savory 25/09/2014

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

17TH NOVEMBER 2014 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), H. J. Jones (Vice-Chairman), J. S. Brogan, R. A. Clarke, S. R. Colella, R. J. Laight, P. Lammas, P. M. McDonald, R. J. Shannon, S. P. Shannon, C. J. Spencer and C. J. Tidmarsh

Invitees: Councillor M. Webb

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

64/14 **APOLOGIES**

Apologies for absence were received on behalf of Councillors C. J. Bloore and B. T. Cooper.

Councillor P. McDonald confirmed that he was attending as a substitute for Councillor Bloore.

65/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor H. J. Jones declared an other disclosable interest in respect of Item No. 8 as a trustee of Amphlett Hall.

66/14 **MINUTES 25TH SEPTEMBER 2014**

The minutes of the Overview and Scrutiny Board held on 25th September 2014 were submitted.

It was noted that Councillor R. A. Clarke's apologies had been omitted from the minutes.

RESOLVED that, subject to the amendment detailed in the preamble above, the minutes of the meeting held on 25th September 2014 be approved as a correct record.

67/14 **MINUTES 13TH OCTOBER 2014**

The minutes of the Overview and Scrutiny Board held on 13th October 2014 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board held on 13th October 2014 be approved as a correct record.

68/14

QUARTER 2 WRITE OFF OF DEBTS REPORT

The Head of Customer Access and Financial Support presented the Quarterly Monitoring of Write Offs report for the period 1st July to 30th September 2014. During the presentation of this report the following points were highlighted for Members' consideration:

- The total amount of debt that had been written off during the quarter was £46,935.
- As requested, comparative data had been provided for the previous year.
- The level of debt that had been written off had decreased since the previous year.
- There had been a review of all of the Council's debts and this had resulted in the identification of a number of cases where Officers had concluded there was no possibility of writing off the debt. The outcomes of this review had impacted on the figures recorded for the previous year.
- The Council was collecting debts dating back to 1999/2000. The level of debts owed from previous years continued to fall.
- Colour copies of the graphs included in the report were provided and Officers explained that these graphs had been updated to illustrate both the total write off of debts for 2013/14 and the position for 2014/15 at the time of writing.
- The Council would pursue all options to support people struggling to repay their debts, but would start to pursue repayment of the debt more actively if the individual experienced a change in circumstances.

Following delivery of the report Members discussed a number of matters in further detail:

- Officers explained that incentives could not be offered for the payment of Council Tax or business rates. However, incentives were offered by some Councils to pay off other debts, such as sundry debts, by direct debit.
- The deadline for invoices for debts. The deadline tended to be 30 days, though this varied depending on the type of payment involved.
- The possibility of including debtors personal details in the report. Officers explained that under data protection rules they were unable provide this information for Council Tax and it would only be possible to supply the information in a redacted form for business rates, which would be time consuming to provide.
- The potential to predict the level of write offs in advance. Officers advised that it was not possible to make predictions on a quarterly basis, though the Council had made relatively accurate predictions in previous years about bad debt provision for the year ahead.
- The circumstances that might encourage individuals in debt to approach the Council for support.
- The increasing focus of the local authority on the needs of the individual as a whole, rather than as customers of separate Council services.

- The repeated attempts adopted by the Council to obtain payment of debts. The arrangements for payment of debts from previous years and how the funds returned to the Council were reflected in Council budgets.
- The reasons why the report focused on debts dating back to 1998/1999. Officers clarified that the Council's computer systems had changed at this stage and the data could be obtained from this period for inclusion in the reports.
- The value of outstanding debts that had not been paid for over 30 days or more and how this compared to previous years.
- The use of debt collection agencies. Members were advised that debt collection agencies were involved in collecting outstanding debts when no other action could be taken by the Council and would only be paid a fee in cases where they were able to recover a debt.
- The circumstances where "statute barred" applied. Members were advised that this referred to debts which the Council was not legally permitted to collect.
- The frequency with which the Council reviewed payment plans for bad debtors.
- The amount of debt due to liquidation that had been written off and the extent to which this debt was owed by multiple parties in relatively small sums.
- The increase in the number of invoices that had been dispatched for Lifeline. Officers confirmed that Bromsgrove District council had not had to cover the costs of lifeline services delivered to residents living outside the District.
- The extent to which particular individuals and businesses were more frequently in debt to the Council.

RESOLVED that the report be noted.

69/14

LEISURE PROVISION TASK GROUP - FINAL REPORT

The Chairman of the Leisure Provision Task Group, Councillor C. J. Spencer, presented the Group's final report. Members were advised that the group had held 6 meetings and had reviewed leisure services in detail. The Group had also used evidence gathered during two previous reviews, the Youth Provision Task Group and the Artrix Outreach Task Group.

Based on the evidence that had been obtained the Task Group had proposed four recommendations. In respect of the second recommendation from the group Councillor Spencer commented that Members already received a detailed list of all the leisure activities that were taking place in the district. Similarly, she acknowledged that a number of Ward Councillors maintained the content of the noticeboards located in their wards. In relation to recommendation 4 Members were advised that the Council was already in negotiations with BAM to use the sports hall facility at North Bromsgrove High School outside school hours. Sports England had confirmed that there was sufficient sports hall facilities within the area and therefore the inclusion of a sports hall within the new Dolphin Centre was not necessary. The Board discussed the proposal and the potential impact on cleaning arrangements at

the school. Officers explained that the cleaning arrangements would be addressed as part of the negotiations.

Councillor R. J. Shannon explained that as one of the local ward Councillors for the town centre he would be happy to endorse the Group's third recommendation. He also explained that he would be willing to fund the installation of a second noticeboard, as detailed in this recommendation, using his Ward Councillor grant funds.

The extent to which Councillors were familiar with the leisure activities that were delivered in their wards was also discussed. It was suggested that many activities were provided by external organisations whilst some activities had been withdrawn following budget reductions. The Board also discussed the launch of the review and noted that the Councillor who had proposed the exercise, Councillor R. Dent, had not been consulted during the review. To some extent it was suggested that it would be useful to determine whether she felt her objectives had been addressed by the review.

The Chairman concluded her remarks by thanking the other members of the Task Group for their hard work as well as the Head of Leisure and Cultural Services and the Sport and Physical Activity Development Manager.

RECOMMENDED that the Leisure Provision Task Group report and recommendations be submitted to Cabinet for approval.

70/14

FEES AND CHARGES REPORT

The Executive Director for Finance and Corporate Resources presented the Fees and Charges 2014/15 report. Members were advised that Cabinet had already considered and resolved on the report, with the fees and charges that had been approved due to be introduced in the new financial year. In future years it was anticipated that the report would be presented for the Board to pre-scrutinise. For 2014/15 the report had been provided to help contextualise the Council's income and assist in constructive budget scrutiny.

During consideration of the report a number of issues were discussed in detail:

- A decision had been taken by Cabinet to reduce the charge for green waste collection from £45 to £38. There would be a shortfall in the estimated income in 2014/15 of £7,000 and in 2015/16 the full year effect of the reduction would be a shortfall of £63,000.
- The garden waste collection service had previously generated a surplus.
- The reduction in the charge for garden waste collection services would not result in other Council Tax payers subsidising the service. The reduction in the charge would reduce the profit generated by the service for the Council.
- The number of customers paying for the garden waste collection service had increased in recent years.
- The surplus generated by the garden waste collection service in recent years had been returned to balances.

- The potential for the surplus funds to be used to finance green energy initiatives was discussed and Members questioned the extent to which the carbon footprint of the green waste collection service had been assessed.
- The impact of the withdrawal of a green waste collection service in the district was also discussed and concerns were raised that this might lead to an increase in fly tipping.
- Members understood there had previously been a policy at the Council which was designed to encourage residents to compost green waste. Concerns were raised that the increase in demand for the green waste collection service ran counter to this policy.
- The Board noted that the green waste collected was processed and sold as soil conditioner.
- An increase in the fees for bulky collections had also been agreed by Cabinet. Officers explained that a new approach to collections had been adopted whereby the Council would remove items in situ. Council staff would also dismantle items if required.
- The fees for strategic housing were briefly discussed and further detail was requested.
- The increase in the fees that were charged for the burial of children and for memorial trees and plaques was debated and Members questioned whether these increases were necessary.

The car parking charges were also discussed. Members noted that these had remained static. Members discussed how parking fees could be reduced during evening hours in order to have a positive impact on the night time economy. Members noted that the subject of parking charges was in the process of being reviewed by the Car Parking Short, Sharp Review and it would be more appropriate to wait until the review had been completed before any decisions were made on this subject. Members were also disappointed to note that a notice of motion on this subject had been proposed for the consideration of Council on 19th November.

RESOLVED:

- (a) that the Head of Environmental Services be invited to attend the following meeting of the Board to present a report on the green waste and bulky waste collection services; and
- (b) that the report be noted.

71/14

OVERVIEW OF BUDGET REPORT

In addition to the report, the Executive Director for Finance and Corporate Resources delivered a short presentation focusing on expenditure for the period April to September 2014 and projected figures for 2014/15 at the end of the year. The Board was advised that Officers anticipated that there would be an underspend of £1,000 at the end of the financial year.

It was noted that there had been significant change to borrowing costs for the Council for the year when compared to the projected borrowing levels that had been anticipated at the start of the year. This was attributed to delays with the development of the Dolphin Centre and Parkside. As a result of these delays

the costs associated with both initiatives would not, for the time being be met through borrowing but by using capital receipts.

A shortfall of £200,000 was expected in respect of Environmental Services at the end of the year, which could be offset by savings made by other departments. The shortfall related to a decision to investigate the potential to dispose of trade waste in-house rather than to contract this service out to the private sector as originally planned.

Members considered the Medium Term Financial Plan 2015/16 to 2017/18. Officers explained that the report had been designed to list costs in relation to the Council's strategic purposes as part of a new approach to presenting budgetary information for scrutiny.

Whilst considering this report the following matters were discussed:

- Funding for the New Homes Bonus. This had been higher than anticipated and there would be a report to Cabinet in January 2015 on the subject.
- The causes of the delays of the development at Parkside. Officers explained that more lime plaster than had originally been anticipated was required for the building and this would take a number of weeks to dry.
- The inclusion of savings from vacancies in the budget figures. Members were advised that there would always be some unfilled vacancies due to unexpected staff resignations.
- The level of savings that had been accrued following the departure of the former Director of Planning and plans in the long-term to fill this post.
- The figures detailed in relation to the strategic purposes included contributions that had been made by partner authorities involved in shared services with the Council.
- The costs for emergency planning, listed as enabling services. The Board was informed that this figure referred to the Council's contribution to the Emergency Planning Officer for North Worcestershire.
- The proposal to increase Council Tax by 1.9 per cent.
- The increase in business rates. This would be accompanied by an increase in the amount generated by business rates that local authorities would be required to pay to the government.
- The reasons why no income had been recorded for Amphlett Hall. Members were informed that the figures provided covered the Council's costs as a landlord.
- The net expenditure of £1.8 million on ICT and the reasons for these costs. Members were advised that staff wages represented only a small fraction of the costs.
- The overall expenditure on CCTV at £488,869, which needed to cover both staff and licensing costs. Income was provided by partner authorities for use of this service.
- The disabled facilities grants and whether figures for these grants should be included within the report or treated as capital expenditure.
- Income from licenses for taxi drivers and concerns amongst drivers that they were subsidising other services provided by Worcestershire Regulatory Services (WRS). Officers explained that the charges for

licenses could only be set at a level that covered the costs of providing the service.

- The investment property listed under the strategic purpose “help me run a successful business”.
- The need to pay full business rates for properties, regardless of whether they were vacant. A short period of void rates could apply when a property was empty and business rates could be reduced if a property was partly demolished.
- The lower business rates levied for car parks compared to properties.
- Contingency plans in the event that the site of the existing Council House did not sell following the move to Parkside.
- The listing of transport costs under a number of the strategic purposes. Officers explained that the transport costs listed under enabling services were for MOT testing and those detailed for “keep my place safe and looking good” were for fleet vehicle maintenance.
- The income figures recorded for the museum. Officers clarified that this figure covered income from both the museum and sponsorship of the roundabouts in the district.
- The benefits of presenting comparative figures for each item and the potential for this to be done for the relevant strategic purposes.
- The inclusion of figures for general grants, donations and bequests. This included a grant to the CAB and a donation to the Bromsgrove Festival. Officers confirmed that other events in the district received Council funding from alternative budgets.

RESOLVED that the report be noted.

72/14

JOINT WRS SCRUTINY TASK GROUP - UPDATE REPORT

Councillor R. J. Laight, the Chairman of the Joint WRS Scrutiny Task Group and the Council’s representative on the group, provided an update to Members on the outcomes of the Worcestershire Shared Services Joint Committee’s consideration of the scrutiny group’s recommendations. The Board was advised that the Joint Committee had approved the first 5 recommendations. One further recommendation, recommendation 11, had been forwarded to Cabinets at partner authorities for approval and had been agreed by Bromsgrove District Council’s Cabinet on 5th November 2014.

The Joint Committee had not endorsed recommendations 7, 8, 9 or 10. To some extent Members were advised that this had not been surprising, particularly the recommendation on the changes to the governance structure. However, all of the Overview and Scrutiny Boards in the county, apart from the Wyre Forest Scrutiny Committee, had endorsed the recommendations. The Management Board for WRS had been asked to review the findings detailed in relation to those 4 recommendations and to report alternative proposals in due course which it was hoped would address some of the scrutiny group’s concerns.

The Task Group had not discussed proposals for WRS to enter into a strategic partnership with an external organisation in detail. These proposals were still in the process of being reviewed, though Members were aware that the level

of interest in the partnership had been reduced to a single bidder. Officers confirmed that the strategic partnership would only be pursued if it represented the best option for partners and there remained the option for partners to continue to work together without entering into partnership with the private sector if Members did not feel the option represented value for money.

RESOLVED that the report be noted.

73/14 **CAR PARKING SHORT SHARP REVIEW**

Councillor S. P. Shannon, Chairman of the Car Parking Short, Sharp Review, provided a verbal update to Members on the work of the group. The Board was informed that the group had held 2 meetings. During which Members had considered information on car parking patterns in the district and interviewed the Environmental Services Manager. Comparative figures, comparing income from car parking charges this year to previous years, had also been reviewed. The group had requested comparative data for car parking charges at similar local authorities for the following meeting.

Members noted that it would be useful for the group to compare car parking patterns prior to and following the redevelopment of the town centre, although it was acknowledged that as the official opening of the town centre had only recently taken place, this data would not yet be available.

74/14 **WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Officers advised Members that Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), had hoped that the minutes from the latest meeting of HOSC, which took place on 5th November, would be available for the Board's consideration in his absence. Unfortunately this was not the case and a brief update provided by Councillor Cooper was read out to Members..

The Board was advised that two key issues had been discussed by HOSC. This included:

- Mental Health Liaison.
- The Acute Hospital Services Review. Members were informed that the preferred option required by NHS England was for external scrutiny by the West Midlands Clinical Senate, which was due to report in February 2015. In the meantime existing services would continue to be maintained unless safety or governance issues were identified.

75/14 **ACTION LIST**

Officers explained that additional information had been circulated to Members of the Board that morning. This had been provided in response to a number of questions that had been raised at the previous meeting of the Board.

The Chairman commented that there were a number of outstanding items listed on the Action Sheet. In order for the Board to discuss this item in more

detail the Action Sheet would be considered early on the agenda at the next meeting..

76/14

CABINET WORK PROGRAMME 1ST DECEMBER 2014 - 31ST MARCH 2015

The Board considered the Cabinet Work Programme for the period 1st December 2014 to 31st March 2015. Members expressed an interest in the Environmental Services Transformation and Shared Services Restructure. Officers advised that this report had been presented at a recent meeting of the Shared Services Board, to which all Members had been invited, and a decision would be made on it by Cabinet prior to the next meeting of the Board. However, due to Members' interest in this item it was agreed that the Head of Environmental Services would be invited to attend give a presentation on the shared services and transformation which had been undertaken.

The Chairman informed Members that Cabinet was due to receive an update on the development of the Hanover Street site, though this had been included in the Cabinet Work Programme. Due to the Board's previous interest in this subject he invited the Executive Director for Finance and Corporate Resources to provide the Board with an verbal update on this matter,.

Members were advised that Officers were hoping to prepare a report on this subject for consideration at Cabinet on 3rd December, though it was possible that a special meeting of the Cabinet would need to be convened.

The following areas were discussed in detail:

- The previous development plans for the site were no longer applicable following the withdrawal of the developer.
- There were a number of options available to the Council for development of the site including: marketing the site in its current state, developing the site and selling it in its entirety, developing and retaining the site as a landlord and dividing the site up for sale for various purposes.
- Cabinet would need to decide which option would represent value for money for Bromsgrove District Council and for local residents.
- It was likely that some of the information would be exempt. Wherever possible the Board would consider information in an open and transparent manner, but if necessary could enter into confidential session.

The Board discussed whether there would be a need for an extra meeting to provide Members with an opportunity to pre-scrutinise the report. The option for this meeting to be held prior to Cabinet on 3rd December was considered, but due to the uncertainty as to when the report would be ready it was agreed that Officers would canvass dates once the date for the Cabinet's consideration of the report was finalised.

RESOLVED that

Agenda Item 4

Overview and Scrutiny Board
17th November 2014

- (a) the Head of Environmental Services be asked to present a summary of the Transformation and Shared Services Restructure at the following meeting of the Board; and
- (b) an additional meeting of the Board be arranged in order to pre-scrutinise the report in respect of the future development of the Hanover Street site.

77/14

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members considered the latest edition of the Overview and Scrutiny Board's Work Programme. As Members had requested a significant amount of additional information as well as extra items it was agreed that no further items should be requested for the following meeting.

The meeting closed at 8.55 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE AUDIT BOARD

THURSDAY, 18TH SEPTEMBER 2014 AT 6.00 P.M.

PRESENT: Councillors H. J. Jones (Chairman), M. T. Buxton (Vice-Chairman), S. J. Dudley (Minute 18/14 to Minute 22/14) , P. A. Harrison (Minute 18/14 to Minute 22/14), R. J. Laight (substituting for B. T. Cooper) and R. J. Shannon (substituting for P. M. McDonald)

Officers: Ms. J. Pickering, Ms D. Poole, Mr. J. Godwin, Mr. A. Bromage and Ms. R. Cole

18/14 **APOLOGIES**

Apologies for absence were received from Councillors S. J. Baxter, B. T. Cooper and P. M. McDonald.

19/14 **DECLARATIONS OF INTEREST**

No interests or whipping arrangements were declared.

20/14 **OVERVIEW AND SCRUTINY BOARD**

Members considered a recommendation relating to the replacement Leisure Centre from the Overview and Scrutiny Board contained within minute 19/14 of the meeting of Overview and Scrutiny Board held on 14th July 2014.

The recommendation was as follows:

“that financial concerns around the increased membership that will be needed to ensure good annual revenue should be addressed through an Audit Board investigation of the figures”.

The Chairman welcomed Mr. J. Godwin, Head of Leisure and Cultural Services to the meeting.

The Head of Leisure and Cultural Services briefly confirmed the work which had been undertaken in order to give a forecast on membership numbers including detailed research work and surveys undertaken by leading companies in the field. This had taken into account current membership levels and future trends.

During the discussion on this matter a number of Members commented that in view of the level of borrowing involved in the development of a new Leisure Centre, it would be appropriate to request Internal Audit to review the membership figures involved which would impact on the revenue stream.

Reference was also made by Members to the detailed work which had already been undertaken on this matter by Consultants from a national Company and whether there was value in requesting officers from Internal Audit to look further at the figures. It was felt to be important that there was no further delay in the process.

Following discussion it was

RESOLVED that no action be taken on the request from the Overview and Scrutiny Board that the Audit Board undertake an investigation of the figures in respect of the Membership levels of the replacement Leisure Centre.

21/14

DEPARTMENTAL RISK REGISTER PRESENTATION - BUSINESS TRANSFORMATION

The Chairman welcomed Ms D. Poole, Head of Transformation and Organisational Development to the meeting.

The Head of Transformation and Organisational Development provided Members with a presentation detailing operational risks for Business Transformation and Organisational Development.

The presentation detailed the operational risks which involved ICT, Information Management and HR issues. The presentation also detailed how the risks were being mitigated. It was recognised that due to the nature of the service, issues such as ICT capacity had an impact upon other services across the Authority and the use of an Apprenticeships Programme to help to address the difficulty in recruiting staff was welcomed. Reference was made by Members to some of the issues around Shared Services in relation to staffing including differences in salary levels.

The Chairman thanked the Head of Transformation and Organisational development for her presentation.

22/14

INTERNAL AUDIT MONITORING REPORT

The Board considered a report which detailed the monitoring report of internal audit work and performance for 2014/15.

The Service Manager, Worcestershire Internal Audit Shared Service introduced the report which gave a summary of all of the Audits which were taking place.

In respect of the ICT full systems audit it was noted that a clear action plan had been agreed and was being implemented. In relation to the return of ICT

equipment including by former Members, the Head of Transformation and Organisational Development undertook to look further at the process for this.

The Executive Director, Finance and Corporate Resources stated that the Internal Audit Monitoring report was to be considered by the Corporate Management Team as a whole on a regular basis. Clearly the Heads of Service involved in each Audit report were already closely involved in the consideration of the report.

The Executive Director, Finance and Corporate Resources stated that it was important that the Audit reports were produced in a form which was easily accessible to Members and it was suggested that Councillor H. J. Jones as Chairman of the Audit Board and lead Member for Audit, meet with relevant Heads of Service to consider how the format of the reports could be amended or supplemented to improve focus on the points within each Audit Report which needed to be addressed.

RESOLVED that the report be noted.

23/14

MINUTES

The minutes of the meeting of the Audit Board on 19th June 2014 could not be confirmed as a correct record at present, as insufficient Members were present at the current meeting who had also been present at the meeting on 19th June.

The minutes would therefore be considered at the next meeting of the Board.

It was noted that:

- the updated Fraud and Corruption Policies were on the Work Programme for the next meeting (Minute 6/14):
- the Executive Director, Finance and Corporate Resources would update in relation to Minute 8/14; and
- that no requests had been received in relation to Minute 9/14

24/14

BENEFIT FRAUD - QUARTER 1

The Board considered a report on performance information in respect of the Benefits Fraud investigation Service from 1st April 2014 to 30th June 2014 quarter1.

The Executive Director, Finance and Corporate Resources highlighted the advantages of close working with and the sharing of information with other agencies such as the Department of Work and Pensions.

In relation to the Fraud Trends data set out in Appendix 3 to the report, Members requested additional information on Student Awards and The executive Director , Finance and Corporate Resources undertook to circulate this to Members.

RESOLVED that the Benefits Services Fraud Investigations update for 1st April 2014 to 30th June 2014, quarter 1 be noted.

25/14 **APRIL - JUNE 2014/2015 FINANCIAL SAVINGS MONITORING**

The Board considered the Finance Monitoring report for the period April to June 2014.

The Executive Director, Finance and Corporate Resources reminded Members that this report focussed on projected savings for the year in respect of each of the Council's Strategic Purposes and in particular savings delivered for April to June 2014.

It was noted that the Council's External Auditors had recommended that the delivery of savings be monitored more closely to ensure that savings are being made in the way expected when the budget was set.

The Executive Director, Finance and Corporate Resources informed the Board that some areas had not yet delivered the projected savings because of timings of restructures and service reviews. In some areas such as CCTV additional income generation was adding to savings achieved.

RESOLVED that the current position in respect of projected savings as set out in the report be noted.

26/14 **RISK MANAGEMENT MONITORING GROUP**

The Executive Director, Finance and Corporate Resources reported that there had been a recent meeting of the Risk Management Monitoring Group which had looked at Terms of reference for the Group. The next meeting was set for early October and there would be an update to the next meeting of the Board.

RESOLVED that the information be noted.

27/14 **CONTRACTS REGISTER**

The Executive Director, Finance and Corporate Resources reported that there was now a detailed Contracts Register in place. It was confirmed that the Register was open to Inspection.

RESOLVED that the information be noted.

28/14 **AUDIT BOARD WORK PROGRAMME 2014/2015**

Members considered the Board's Work Programme for the remainder of 2014/2015.

It was noted that there were a number of reports due to be considered at the 19th March 2015 meeting and that it may be appropriate to include an additional meeting in March 2015.

Agenda Item 5

Audit Board
18th September 2014

RESOLVED that the Work Programme for 2014/15 be noted and that officers consider whether an additional meeting is required.

The meeting closed at 7.10 p.m.

Chairman

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BROMSGOVE DISTRICT COUNCIL AND

REDDITCH BOROUGH COUNCIL

SHARED SERVICES BOARD

6th November 2014 at 5.30 pm

COMMITTEE ROOM 3, THE TOWN HALL, REDDITCH

Present: Councillors Bill Hartnett (Chairman) and Greg Chance (Redditch Borough Council)

Councillors Roy Clarke, Margaret Sherrey, Kit Taylor and Mike Webb (Bromsgrove District Council)

In attendance: Councillors Carol Gandy and Pat Witherspoon (Redditch Borough Council)

Councillor Mark Bullivant (Bromsgrove District Council)

Officers: Kevin Dicks, Sue Hanley, Guy Revans, Kevin Hirons, Ian Roberts and Helen Mole

Notes: Amanda Scarce

The Chairman suggested a round of introductions for the benefit of those Members who were new to the Shared Services Board. He also informed Members that the presentation in respect of Planning had been withdrawn and that the meeting would therefore concentrate on Place and the Business Case for Environmental Services.

1. APOLOGIES

Apologies for absence were received from Councillors Juliet Brunner and Debbie Taylor (Redditch Borough Council).

2. NOTES

The notes of the previous meeting of the Board held on 28th August 2014 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 – PLACE

Members received a presentation from the Head of Environmental Services supported by Environmental Services Managers, Kevin Hiron and Ian Roberts.

A detailed and thorough review of the service area had taken place taking into account the Councils' strategic purposes and had looked at both strategic and operational measures rather than the traditional way of monitoring the work being carried out. The presentation would show how the service proposed to meet the demand and customer expectations, by being both focused and prioritising work based on data, experience and qualitative information gathered from the Place trials.

The aim was to reduce waste within the system by redesigning it, which in turn would reduce the cost and to reduce the enabling element of the service, which it was explained referred to "backroom" services such as administration, in order to concentrate on the elements of the service which provided "value" to the community. This had been discussed in detail within CMT and had included working across other service areas, for example Community Safety and Strategic Housing, in order to understand the demands from those receiving the services, which in turn would enable Environmental Services to create value to the communities which they were working with and also show them that they were receiving value for money.

The work of Environmental Services covered a number of the Councils' strategic purposes; with the main one being "keep my place safe and looking good". The presentation then went on to cover Place transformation trials and lessons learned from the trials with the following areas highlighted in more detail:

- The areas in both Redditch and Bromsgrove where Place trials had taken place.
- Details of the old and new way of working and the roles of team members.
- Principles of Place and relevant measures, together with details of how the measures highlighted improvements in various services.
- Changes to litter and dog bins and the bulky waste service.
- Transformation work within other services – Trees, Bereavement Services, Support Services and Waste Collection (route optimisation).
- Learning from Transformation trials and moving forward from the trials.
- The proposals for the Shared Service and key principles of the review.
- Place and Core services functions.
- The team structure and roles together with details of Place areas and what Core services would be covered by those teams.
- The proposed host authority and reasoning behind this decision.
- Financial savings and staffing implications, including relevant grading information.

At the end of the presentation, Members discussed a number of areas and raised questions which officers responded to in respect of the following:

- The possible impact of any workload pressures on the enforcement team in particular.
- The Cemeteries Services and its possible inclusion within the parks team.
- Work carried out for BDHT in the future.
- The potential to increase the amount of contracted work carried out on behalf of both the County Council and Parish Councils.
- Recycling and the work carried out by an Overview and Scrutiny Task and Finish Group on this subject.
- More relevant data being available through the use of measures.
- The aim to create a career progression for employees and the role of apprentices.
- Preliminary discussions with the unions and the consultation process which will be followed.
- Briefings for staff.
- Whether the Election process would have any impact on the process.

4. BUSINESS CASE – ENVIRONMENTAL SERVICES

It was agreed that the areas contained within the Business Case had been covered by the presentation. Officers confirmed that the Business Case would now go before the Executive and Cabinet in December and then on to full Councils in January 2015 as confidential papers. Staff would be briefed formally before a period of consultation took place, should the Business Case be agreed. The option for further Member briefings on the changes which would take place was also discussed.

Members were concerned how the changes would be relayed to residents as it was important that they be kept informed of what changes were happening and how they would be affected. Officers took on board Members concerns and agreed to put in place an appropriate publicity programme. Members were informed that the Councils' websites were currently being refreshed and it was understood the new format would be much more user friendly.

Following further discussion it was

RECOMMENDED to Cabinet/Executive and Council that the Business Case for Environmental Services is endorsed in principle moving forward.

5. DATE OF NEXT MEETING

It was confirmed that the next meeting of the Shared Services Board would be held on Monday 12th January 2015 at 6.00 pm in the Committee Room at Bromsgrove District Council.

The meeting commenced at 5.30 pm

And closed at 6.53 pm

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LEISURE PROVISION TASK GROUP



September 2014



Bromsgrove
District Council
www.bromsgrove.gov.uk

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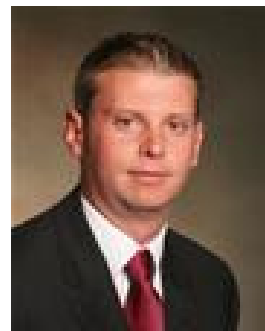
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MEMBERSHIP OF THE TASK GROUP



Councillor Caroline Spencer (Chairman)



Councillors June Griffiths, Helen Jones, Luke Mallett



Councillors Chris Scurrrell, Elaine Shannon, Sean Shannon

SUPPORTING OFFICER DETAILS

Amanda Scarce – Democratic Services Officer
a.scarce@bromsgroveandredditch.gov.uk

Foreword from the Chairman

The Leisure Provision Task Group had been asked by the Overview and Scrutiny Board to consider the proposed new Dolphin Centre Business Case Report as part of the Task Group's investigations and to ascertain a greater understanding of the make up of the budget of Leisure Services and the activities both provided by and facilitated by the Council.

Six meetings of the Leisure Provision Task Group have been held and the specific areas which have been investigated and reviewed by members have been:

- Terms of Reference/agreement to any specific areas where more detail required
- The new Dolphin Leisure Centre and the Business Case including budget breakdown and key risks
- Value for money and activities provided by BDC meeting the needs of residents throughout the District
- Provision for the disabled
- Sports and Arts Development
- Events Team
- Parks and Open Spaces
- Playing Pitches and Allotments
- The Council's statutory duty to provide any of these activities
- Promotion of activities provided by Bromsgrove District Council

Much of the background information was already available for members of the Leisure Provision Task Group from the recent Youth Provision, Artrix Outreach Provision and Older Peoples Task Group Final Reports.

Robust discussion has been held by members at all meetings and on behalf of the Leisure Provision Task Group, I would like to thank the Head of Leisure and Cultural Services, John Godwin, Sport and Physical Activity Development Manager, Laura Kerrigan for providing so much information and feedback which has been tremendously useful towards the recommendations put forward by the Leisure Provision Task Group for consideration of the Cabinet.

I know I speak again on behalf of the Leisure Provision Task Group in sincerely thanking our Democratic Services Officer, Amanda Scarce for all her support and efficiency throughout the Task Group's investigations.

Following the evidence made available and interviewing witnesses, the Leisure Provision Task Group have proposed 4 Recommendations for consideration by the Cabinet.

Councillor Caroline Spencer
Chairman of the Leisure Provision Task Group

Summary of Recommendations

After consideration of the evidence available and interviewing witnesses the Task Group have proposed the following recommendations:

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation 1 |
| (a) That charges for leisure facilities & services, such as the Dolphin Centre, should be used to promote usage and participation in leisure activities; and (b) That the Council's concession scheme should be publicised where appropriate to ensure price is not a barrier to participation in leisure activities. |
| Financial Implications: No additional costs/within existing budgets |
| Resource Implications: Within existing resources/officer time |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation 2 |
| That Members should familiarise themselves with the leisure activities available within their Wards via the information provided by the Sports Development Team and visit activities as appropriate. |
| Financial Implications: No additional costs |
| Resource Implications: Within existing resources |

Recommendation 3

- (a) The noticeboard situated adjacent to Blockbuster by utilised;
- (b) A noticeboard be included in the list of requirements for the Phase 2 Works of the Town Centre; and
- (c) Whilst it was acknowledged that there were often problems with noticeboards being maintained and information displayed kept up to date, to minimise this it is recommended that these be maintained by the local ward councillor.

Financial Implications:

An estimated cost of £400 for the noticeboard plus installation costs.

Resource Implications:

Ward Member time in maintaining the noticeboards.

Recommendation 4

Sports Hall Facility at the new Dolphin Centre

- (a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and
- (b) If the negotiations with BAM are unsuccessful, then Cabinet reconsider and make recommendations to full Council for the facility to include a Sports Hall.

Financial Implications:

- (a) - Within existing budgets
- (b) –The estimated additional cost associated with including a Sports Hall into the construction of the new centre would be approximately £1.6m inclusive of professional fees. This would incur additional borrowing and due to the limitations of the prudential borrowing code, sufficient income would have to be generated to enable the additional funds to be borrowed.

Resource Implications:

- (a) Within existing project plan
- (b) Officer time

Background Information

A topic proposal completed by Councillor Rita Dent was submitted to the Overview and Scrutiny Board meeting held on 24th March 2014.

The aim of Councillor Dent's proposal was to ensure that the Leisure Provision provided by the Council was what the residents wanted and met their needs, together with identifying any possible duplication of activities and any possible savings that could be made.

Following discussion it was agreed by the Overview and Scrutiny Board that a Task Group would be established to scrutinise the Leisure Provision and that Councillor Caroline Spencer would be appointed Chairman.

At the Board meeting held on 14th April 2014 Members agreed both the Membership of the Task Group and its Terms of Reference and set a timescale for completion of the work of within 6 months of the date of its first meeting.

It should be noted that, although not within the terms of reference of the Task Group, but due to the fact that there was no Overview and Scrutiny Board meeting during May 2014, the Board asked Task Group Members to pre-scrutinise the Dolphin Centre Business Case which was due to be presented to Cabinet, on its behalf.

The Group held its first meeting on 19th May and at the following meeting duly considered the Business Case report and the Chairman of the Task Group provided a short report containing its findings and a number of suggested recommendations at the Overview and Scrutiny Board meeting held on 16th June 2014. Further information on this is provided in Chapter 3 of this report.

The Task Group held 6 meetings in total.

Chapter 1

Value for Money and Meeting the Needs of Residents

At an early stage of its investigations, the Task Group became aware that a great deal of work had already been carried out through various other task groups and that this work could be used as background and supporting information for its investigation. Members were keen to ensure that work was not duplicated in anyway and therefore wished to make reference to the work of the following previous task groups within this report. It was however acknowledged by the Task Group that some of the activities covered by these investigations were not provided by the Council.

Older Peoples' Task Group

Whilst it was appreciated that this work was carried out in December 2009 it provided Members with some useful background information in respect of activities both available and provided by the Council, for Older People within the District. This investigation had culminated in the production on an Older People's Directory which contained useful information and details of various activities available. This had been included within the issue of the Together Bromsgrove magazine and launched at one of the events organised for Older People's Day in 2010.

It was also noted that the Bromsgrove Partnership were planning to introduce a leaflet signposting services available to Bromsgrove Over 50's in time for this year's Older People's Day on 1st October.

Youth Provision Task Group

The Leisure Provision Task Group had agreed that the work of this Task Group was most useful to them as an in depth investigation had been carried out over a number of months and had culminated in a number of recommendations. The final report had been considered at the Overview and Scrutiny Board's meeting in June 2013. It was noted that this Task Group's final report and recommendations were due to be reviewed in the near future.

This investigation had a number of key objectives:

- 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.
- 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.
- 6) To investigate the potential for Bromsgrove District Council services and other service providers to address any current gaps in youth service provision.

There had also been a number of areas which the Youth Provision Task Group Members had wished to highlight, as although those groups referred to were not strictly “council” run they had received funding to support them and had shown areas of good practice. Members had also been of the opinion that they were of exceptional value to the communities they served. Those groups included the Bromsgrove Rugby Club, Stoke Parish Youth Club, Woodrush Youth Centre and the Lounge at Alvechurch.

By providing support (both financial and practical) to groups within the community it was clear that a large proportion of the work carried out provided value for money and again, by supporting groups within the community, they were not only meeting the needs of the residents but was able to be focused on what those residents wanted.

Artrix Outreach Provision Task Group

This more recent task group had completed its investigations and presented the results to the Board in March 2014. The Outreach Work was provided as part of the funding from the Council and it had a number of performance measures which needed to be met as part of the agreement between the Council and the Artrix. That performance information had been useful in ensuring that the work being carried out was both value for money and met the needs of the residents it focused on. The Members of the Task Group had been pleasantly surprised at the amount of Outreach Work which was carried out and the variety of activities available, through out the District. With its limited funds the Artrix tried to reach those that would benefit from the activities available the most and not making them cost restrictive if possible. The Artrix took the opportunity to apply for additional funding and provided specific activities aimed at particular groups within the community using that funding.

Members were keen to ensure that not only were the activities provided by the Council value for money but also met the needs of the residents. At one of its earliest meetings the Task Group therefore asked the Head of Service to provide it with details of the budget for Leisure Services, broken down into a number of specific areas; this included the Dolphin Centre, Sports Development, Recreation Grounds and Open Spaces, Football Pitches, Allotments, Arts & Culture (including the Bandstand, street theatre and other specific projects) and annual events such as the Christmas Light switch on and the Civic Bonfire.

The Head of Leisure and Cultural Services explained to Members that for him, the key was to strengthen delivery in local areas by facilitating and enabling groups within the community, whilst being mindful that the groups/activities

were ones which the Council would want to be associated with. Good examples of where this had been successful were both the Rugby and Hockey Clubs and Bromsgrove Sporting; the Council had supported them in applying for funding whilst also meeting the wider agenda of health and wellbeing of residents. Details were also provided to the Task Group of a number of events which had been set up and which were run entirely by volunteers, this included the Couch to 5K run which took place at various venues throughout the District together with the Junior Park Run (this had been set up with funding from a County Councillors divisional funds) and had been a great success. Approximately 200 young people had taken part, with an average of around 60 per week. Members were informed that these activities were run entirely by volunteers who the Council had supported and trained as “run leaders”.

From interviews with the Sports Development Team it was clear to Members that the Team tried to reach out to all areas of the District and the Task Group was informed that when this proved difficult the team would, wherever possible bring them together in one place, for example this often applied to the activities organised for older people. From the information provided it was also clear to Members that the activities were all well attended. Some of the activities were of a developmental nature and had a limited shelf life, but often lead to clubs/groups being formed and in these circumstances the Council would help support those clubs/groups by providing for example a small pot of money or support in applying for funding, in other words the tools to help them progress. The aim was to provide something for everyone and to ensure that there was no duplication of activities.

During discussions with Officers Members raised concerned that, although they should be aware of what was taking place within their own Wards, that it would be useful for Sports Development to contact the local Ward Councillor where possible, as they may have useful local knowledge and be able to support the work of the Team in some way. The Task Group were informed that the Sports Development Team regularly provided all Members with details of the activities it provided and were also sent a top 3 of things which were happening together with the results of the county school games or information on any new projects which had been awarded funding. Where appropriate Sports Development also worked closely with the relevant Parish Council and found their support useful.

A previous recommendation from the Youth Provision Task Group had been *“That Bromsgrove District Councillors familiarise themselves with all facilities for young people within their Ward and build relationships with local providers where appropriate.”* The Task Group Members agreed that this should once again be reiterated to Members as it was clear from the information provided by the Sports Development Team that Members received the information and should therefore perhaps be more aware of what was available in their Ward and take the time to visit some of the activities in order to show support to Officers of the good work which was being carried out.

Members were mindful that, whilst it was useful providing information via leaflets and having specific websites, information could quickly become out of date and maintenance of these, particularly of websites, could be both costly and time consuming. This led Members to discuss more generally how the activities could be promoted more particularly to those who did not have access to the internet and suggested that an old fashioned noticeboard would be useful within the town centre for example. Members recalled that at one time there had been a number of noticeboards within the town centre, there had been one in the Mill Lane area, which was not only a busy cut through to other shops and the bus station, but also an area where the seating was well used. It was also brought to Members' attention that there was a noticeboard at the far end of the town centre, near to the old market hall site, which was currently not in use. It was felt that this could be utilized and whilst it was appreciated that noticeboards were also difficult to maintain and the information on them kept up to date, this could be done by the local Ward Councillor. Members further suggested that other noticeboards, which were not maintained by Parish Councils, such as the one in Sanders Park, could also be maintained by the local Ward Councillor –the relevant Ward Councillor and a member of the Task Group was happy to undertake this task at Sanders Park.

The noticeboard located by the old Market Hall site.



The Task Group received information on a wide range of activities provided by Leisure Services, which not only included organised or sports based activities but also details of the parks and open spaces available throughout the District, which were available for residents to enjoy all year round, together with details of the allotments which were available to rent. Members were pleased to note that for some allotment sites there was the option to rent a smaller plot in order for residents to get a taster before progressing to a full sized plot. The Task Group was also provided with information on BRAVO (Bromsgrove and Redditch Active Volunteering Opportunities) which had a wealth of sports clubs and organisations which played a key role in providing leisure activities for the people of both Redditch and Bromsgrove. This was a flexible programme and there was a wide variety of placements for volunteers to choose from ranging from IT support fro clubs to assistant coaches and health intervention for older people.

From the information provided and from the background information referred to in the previous task group reports Members were satisfied that not only was the Leisure Provision within the district value for money but also was focused on both meeting the needs and requirements of the residents wherever possible. It was acknowledged that there were a number of small suggestions which could be made to both support and promote the work of the Sports Development Team throughout the District. Members were also keen to ensure that any charges which were made for leisure activities, whether it be at the Dolphin Centre for a swimming session or an activity held out in the community, were not to the detriment of residents and did not mean that they were price restrictive in any way to those residents who might otherwise be in most need of the opportunity to participate in that activity.

The Task Group therefore recommends the following:

Recommendation 1

- (a) The noticeboard situated adjacent to Blockbuster by utilised;
- (b) A noticeboard be included in the list of requirements for the Phase 2 Works of the Town Centre; and
- (c) Whilst it was acknowledged that there were often problems with noticeboards being maintained and information displayed kept up to date, to minimise this it is recommended that these be maintained by the local ward councillor.

Recommendation 2

That Members should familiarise themselves with the leisure activities available within their Wards via the information provided by the Sports Development Team and visit activities as appropriate.

Recommendation 3

- (a) A noticeboard be installed in a prominent position in the Town Centre to promote activities; and
- (b) Whilst it was acknowledged that there were often problems with noticeboards being maintained and information displayed kept up to date, to minimise this it is recommended that these be maintained by the local ward councillor.

Chapter 2

Statutory Duty

Members were informed that local authorities had a central role to play when it comes to the provision of community sport and recreation facilities. From local parks to leisure centres, they allow a huge range of leisure activities to be performed locally. Authorities also now had a duty of care for the health and wellbeing of residents within its area. However, despite their duty to promote healthy lifestyles, there is no statutory provision for sport – meaning there is no legal requirement for local authorities to provide facilities.

Bromsgrove District Council is no different to any other Council, whilst providing an array of opportunities to participate in various leisure activities; it is not under any statutory duty to provide those facilities/activities.

The Council does however have a statutory duty in respect of allotments. There is a requirement, under the Allotments Act 1950 that if land owned by the Council was used as allotments then it became a statutory duty for it to remain as such.

Chapter 3

Dolphin Centre Business Case

Whilst not within the terms of reference of the Task Group, it was asked by the Board to “pre scrutinise” the Dolphin Centre Business Plan and bring forward any suggested recommendations for the Board to refer on to Cabinet for its consideration. Therefore at the Task Group meeting on 12th June the Head of Leisure and Cultural Services, together with the Portfolio Holder for Leisure presented the Business Plan and responded to numerous questions from Members.

The Report contained an overview of the current position with the Dolphin Centre including background history of the building, the site selection process for the new centre and the findings from the Bromsgrove Leisure Consultation Analysis Report which took place during summer 2010. This covered participating in physical leisure activities, swimming pools, fitness suites/gyms, café/restaurants, team and racquet sports which were perceived as providing good value for money. From the public’s responses to the survey it suggested that there was a demand for a small to medium sized Leisure Centre located in the Town Centre and which should consist of – Main Swimming Pool, Teaching Pool, Gymnasium, Sports Hall, Dance Studio, Cycle (Spinning) Room, Changing rooms, Café, Reception and Back Offices. It was highlighted that the data had recently been refreshed to ensure that the requirements remained the same. However, it was highlighted that the Sport England’s facility planning model had identified that there was currently an adequate supply of Sports Halls in the area.

The Task Group received further information from the Head of Leisure and Cultural Services, at a later meeting, in respect of the inclusion of a sports hall and the alternative arrangements that were at the early stages of negotiation. It was anticipated that there would be an annual rental figure and the overall situation had been discussed with Sports England who were happy with it. Further discussions took place around whether there would be an opportunity to add a sports hall at a later date. The very latest this could happen was at the detailed design stage, which was anticipated to be autumn 2015.

Members were keen to ensure that facilities were available for those with a disability and the Head of Leisure and Cultural Services informed the Task Group that the Council worked with many organisations and galvanised partnerships with key local providers in order to provide positive activities for disabled people. These groups would welcome increased access to the centre and the flexibility a new site would offer. The Task Group asked that the Board be regularly updated on the more detailed plans for the new Centre in order to ensure that consideration was given to the needs of this section of the community.

The main concerns raised by the Task Group were the financial implications to the Council and the increased membership that was required to support the

new Centre, no sports hall being included and the apparent lack of facilities for young people. As the Chairman of the Task Group was unable to attend the meeting of the Board on 16th June, when the Task Group's views would be considered, she provided a detailed written update.

Following discussion the Board put forward a number of recommendations for Cabinet to consider – these are detailed below, together with Cabinet's response. The Task Group were also keen for the Board to be involved in scrutinising the more detailed plans for the new Centre in some way in order to ensure that they included the disabilities issues that it had discussed during consideration of the Business Case.

Recommendation 1

Financial concerns around the increased membership that will be needed to ensure good annual revenue should be addressed through an Audit Board investigation of the figures

Cabinet were aware of the importance of increasing the membership of the new centre, but it was felt that the membership figures included in the report were reasonably conservative. Officers had advised after investigation that they were achievable given that the facilities would be of a high quality.

It was therefore felt not to be necessary to refer the figures to the Audit Board but Cabinet recognised that the Board could call for further investigation if it felt this was required.

Recommendation 2

The Overview and Scrutiny Board should be involved in scrutinising more detailed plans to ensure that they address the needs of customers with disabilities.

Cabinet recognised that a great deal of work had been undertaken to date to ensure that the new facilities would be fully accessible to customers with disabilities. Cabinet were aware however that members of the Overview and Scrutiny Board had an interest in this area and were welcome to call for the opportunity to scrutinise more detailed plans.

Recommendation 3

Cabinet note the Board's disappointment that the Sports hall has not been included within the plan for the new Dolphin Centre.

Cabinet took note of the Board's comment but drew attention to the Sports England report on the provision of Sports Halls in Bromsgrove which had demonstrated a more than sufficient supply of Sports Hall facilities. It was intended that public access to existing or new Sports Hall facilities would be increased through hire or dual use agreements. It was part of the role of the

Council to promote the use of alternative facilities and to make the best use of public funds.

Recommendation 4

Cabinet note the Board's concern that insufficient facilities have been planned for the Centre, especially for young people (i.e. No climbing wall as has been installed in other leisure centres).

Cabinet took note of the Board's concern but did not agree that insufficient facilities had been planned. The mix of facilities had been carefully considered with a view to providing the best opportunities for all age groups. The installation of a climbing wall had been looked at but after investigating the experience of other providers was not felt to be the best use of public money.

Following discussion of the responses at the next Board meeting, it was agreed that Recommendation 1 would be amended as follows:

“Recommended to the Audit Board that financial concerns around the increased membership that will be needed to ensure good annual revenue should be addressed through an Audit Board investigation of the figures.”

This was considered at the Audit Board meeting held on 18th September 2014.

The Task Group continued to be concerned, throughout the investigation, about the lack of a sports hall facility being included in the business case and that the negotiations, in respect of the use of the sports hall outside of school hours, with BAM, the contractor responsible for North Bromsgrove High School, had not been completed and therefore it was not a given that this facility would be available.

The Task Group therefore wish to make the following recommendation:

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recommendation 4 |
| <u>Sports Hall Facility at the new Dolphin Centre</u> |
| (a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and (b) If the negotiations with BAM are unsuccessful, then Cabinet reconsider and make recommendations to full Council for the facility to include a Sports Hall. |

Appendix 1



Bromsgrove
District Council
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OVERVIEW AND SCRUTINY TOPIC PROPOSAL

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Name of Proposer: Cllr Rita Dent Tel No: 01527 835635 Email: bromcon@yahoo.com Date: 3rd February 2014</p> | |
| Title of Proposed Topic: | Leisure Activities throughout the Bromsgrove District |
| Specific subject areas to be investigated: | <ul style="list-style-type: none"> • Activities that are provided throughout the district by the Council (including such areas as the Dolphin Centre, Street Theatre and the role of Sports Development) • Do the Council have a statutory duty to provide any of these activities? • Including accessibility and availability to all parts of the District. • The cost to the Council of providing any activities and to establish whether these are value for money |
| Reasons why this subject should be considered: | <ul style="list-style-type: none"> • To find out what is provided and whether the activities are what the residents want and to ensure we are meeting their needs. • To identify any possible duplication of activities • To identify any possible savings which could be made |
| Evidence to support the need for this particular investigation: | Leisure and Cultural Services have a considerable budget and in these times of economic difficulty it is important to ensure that the Council is receiving value for money and the activities provided are meeting the needs of residents and are evenly distributed throughout the District. |
| Council priorities it links to: | Provide good things for me to see and do in my locality & help me live life independently. |
| Possible key outcomes: (i.e. what do you anticipate could be achieved?) | <ul style="list-style-type: none"> • Ensuring the Council receives value for money from the service • Ensure the activities provided are meeting the needs of residents |

Agenda Item 7

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

| CRITERIA | NO | YES | Why? |
|-----------------------------------------------------------------------------------------------------------------------|----------|----------|---------------------------------------------------------------------------------------------------------|
| Is it a priority issue for the Council or the Local Strategic Partnership? | | Y | Health and wellbeing |
| Is it an important issue for local residents? | | | This will be established through the investigation. |
| Is it a topic where Overview and Scrutiny could feasibly and constructively make recommendations? | | Y | In order to ensure that the right services are being provided and the Council receives value for money. |
| Is it a topic where external review would be helpful? | | | A comparison of what is provided in other authorities may be useful. |
| Is it a topic where a review could be made in time to make recommendations for the executive decision making process? | | | N/A |
| Is it a poorly performing service? | | | This will be established from the investigations. |
| Is it a review that could render significant savings or value for money? | | Y | This will be established through the investigation, with a potential for savings to be made. |
| Is the topic strategic in scope? | N | | |

Appendix 2

Declarations of Interest

It was agreed by Members at the initial meeting of the Task Group that a general declaration would be included within the report advising that all Members had some sort of involvement/connection with leisure provision throughout the District.

Appendix 3

ACKNOWLEDGEMENTS

The Task Group wishes to thank the Democratic Services Officer, Amanda Scarce for her support throughout the Task Group's investigations, together with the Head of Leisure and Cultural Services and his team who attended numerous meetings.

WITNESSES

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

Internal Witnesses:

John Godwin – Head of Leisure and Cultural Services

Laura Kerrigan – Sport and Physical Activity Development Manager

Councillors:

Councillor Mike Webb – Portfolio Holder for Leisure and Cultural Services (at the time of the investigation)

KEY DOCUMENTS

Artrix Outreach Provision Task Group Report (March 2014)

Youth Provision Task Group Report (June 2013)

Older Peoples Task Group Report (December 2009)

Legal, Equalities and Democratic Services

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

Telephone: 901527) 881288

Email: scrutiny@bromsgrove.gov.uk

CABINET

3rd December 2014

LEISURE PROVISION TASK GROUP

| | |
|----------------------------------------------------|-------------------------------------------------------------------|
| Relevant Portfolio Holder | Councillor Mark Bullivant |
| 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 ask 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.

CABINET

3rd December 2014

Service/Operation Implications

- 3.3 Following the submission of an Overview and Scrutiny Topic Proposal form, by Councillor Rita Dent, at the Overview and Scrutiny Board meeting held on 24th March 2014 it was agreed that a Task Group would be established to ensure that the Leisure Provision provided by the Council was what the residents wanted and met their needs . 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 17th November 2014 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 – Leisure Provision Task Group Report

6. BACKGROUND PAPERS

See attached report for details.

7. KEY

None

AUTHOR OF REPORT

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

Disposal of Stourbridge Road Car Park – Public report

Cabinet

03 December 2014

| | |
|------------------------------|--------------------|
| Relevant Portfolio Holder | Cllr. Rita Dent |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Kevin Dicks |
| Ward(s) Affected | St Johns /Sidemoor |
| Ward Councillor(s) Consulted | Yes |
| Key Decision | |

1. SUMMARY OF PROPOSALS

To inform members of the outcome of the recent marketing exercise in relation to the council owned site at Stourbridge Road car park; to advise members of the identity of the successful bidder; to seek members' approval of the land being disposed to the successful bidder and for authority to be delegated to officers to enable the sale to proceed.

2. RECOMMENDATIONS

- 2.1 That Members note the contents of this report.
- 2.2 That Members approve the disposal of the freehold land at Stourbridge Road Car Park as shown marked in red on the plan attached at Appendix 1 to Cordwell Property Group..
- 2.3 That delegated authority be granted to the Executive Director for Finance and Resources to agree the final terms for the disposal of the land.
- 2.4 That delegated authority be granted to the Head of Legal Equalities and Democratic Services to enter into the necessary legal documents required for the disposal of the land in accordance with the terms agreed pursuant to 2.3.
- 2.5 That officers consider the loss of car parking income of approximately £12,000 as part of the medium term financial plan

3. KEY ISSUES

Financial Implications

- 3.1 In the financial year 2013/14 the car park generated income of £12k. Officers are waiting for information regarding the occupancy rate for the car park and will present this is the Cabinet meeting.

Disposal of Stourbridge Road Car Park – Public report

Cabinet

03 December 2014

- 3.2 The District Valuer has valued the land being disposed of.
- 3.3 The Council must dispose of its assets at best value. The offer from the developer represents best value. A higher offer was received for the site, but the proposed development linked to that offer did not accord with the development principles for the site set out in the Area Action Plan.

Legal Implications

- 3.4 Bromsgrove District Council owns the freehold of the land.
- 3.5 Bromsgrove District Council's freehold interest in the land will be disposed of. Bromsgrove District Council will retain no rights or responsibilities in respect of the land. The developer will be able to develop the land in accordance with any planning consent obtained.
- 3.6 This report sets out the information regarding the decision which can be made available publically. The financial background behind the report and information that is commercially sensitive to the Council/developer cannot be reported on publically and that information will be available to members separately in an exempt report.

Service / Operational Implications

- 3.7 The Stourbridge Road long stay car park is situated on the junction of Birmingham Road and Stourbridge Road and covers approximately 0.72 acres.
- 3.8 The site is currently maintained by Bromsgrove District Council.
- 3.9 The Area Action Plan identified a number of areas as potential sites for regeneration, one of which was the area at the Birmingham Road/Stourbridge Road junction which includes the Council owned car park land off Stourbridge Road.
- 3.10 In April 2012, members approved a recommendation to conduct a marketing exercise of the Council owned land to ascertain interest from developers.
- 3.11 The site was marketed on behalf of Bromsgrove District Council by GJS Dillon.
- 3.12 Seven expressions of interest were received. One was excluded as not meeting the District Valuer's valuation. The remaining six were requested to present their offer for the site and development plans to a selection panel. One presenter subsequently withdrew their offer.

Disposal of Stourbridge Road Car Park – Public report

Cabinet

03 December 2014

- 3.13 The selection panel consisted of the Leader of the Council; Portfolio Holder; C.E.O; Finance Director and the Development Control Manager. Other officers and a representative from GJS Dillon attended the presentations but did not score.
- 3.14 Each proposal was scored using a matrix based on price, regeneration, planning including fit with the Area Action Plan and deliverability including strength of proposed tenants for the site (see Appendix 3). The highest scoring proposal was submitted by Cordwell Property Group (the developer), a development company based in Belbroughton. Cordwell are proposing the construction of three ground floor retail units with 35 car parking spaces. There is also the potential for a further first floor unit which is of interest to a fitness provider. Cordwell have named potential tenants in their bid and the final tenant mix will be a matter for the developer.
- 3.15 The Area Action Plan identifies the development site for an office led mixed use development. None of the expressions of interest in the land received proposed office led development.
- 3.16 The Area Action Plan sets out the following development principles for the site:
- (A) A perimeter block arrangement will be encouraged to reinstate street frontages
 - (B) High quality distinctive architecture will be required to establish the Parkside Crossroads as a key gateway into the town
 - (C) The scale of the development on Birmingham Road would need to respect likely development taking place on the Birmingham Road Retail Park
 - (D) The Stourbridge Road frontage would need to have regard to the former Parkside School opposite.
- 3.17 The proposed development by Cordwell Property Group accords with these development principles because the design will provide a street frontage visible from the town centre and approach roads and will be designed in line with Planners' requirements. The proposal would also provide jobs both in the construction of the site and once development is operational.
- 3.18 The proposed development may provide a catalyst for development of the adjacent sites which are in private ownership.

Customer / Equalities and Diversity Implications

- 3.19 The regeneration and redevelopment of the town centre has been a priority issue raised by the community for a number of years. This is a gateway site and may act as a catalyst for development of adjacent sites.

Disposal of Stourbridge Road Car Park – Public report

Cabinet

03 December 2014

4. RISK MANAGEMENT

- 4.1 The developer will insist on the contract for sale being conditional on a number of factors including ground investigations and an acceptable planning permission being obtained for the scheme. If any of the conditions in the contract are not met the sale may not go ahead. .
- 4.2 There is also a risk that the sale may go ahead but the developer fails to develop the land, or develops the land in a different way to that outlined in their proposal. This risk is mitigated by the selection of a local, respected and motivated developer which has confirmed that it has finance available for the development and named tenants for the retail units. Any alternative development proposal will have to be approved through the planning process. It should also be noted that by the time of any transfer the developer will have committed considerable resource to the site through its ground investigations and engagement in the planning process.

5. APPENDICES

- Appendix 1 - Site plan of Stourbridge Road car park.
Appendix 2 - District Valuers Report – Exempt and not available
Appendix 3 - Scoring matrix.
Appendix 4 - Summary of scores – Exempt and not available
Appendix 5 – plans showing proposed lay-out of the site

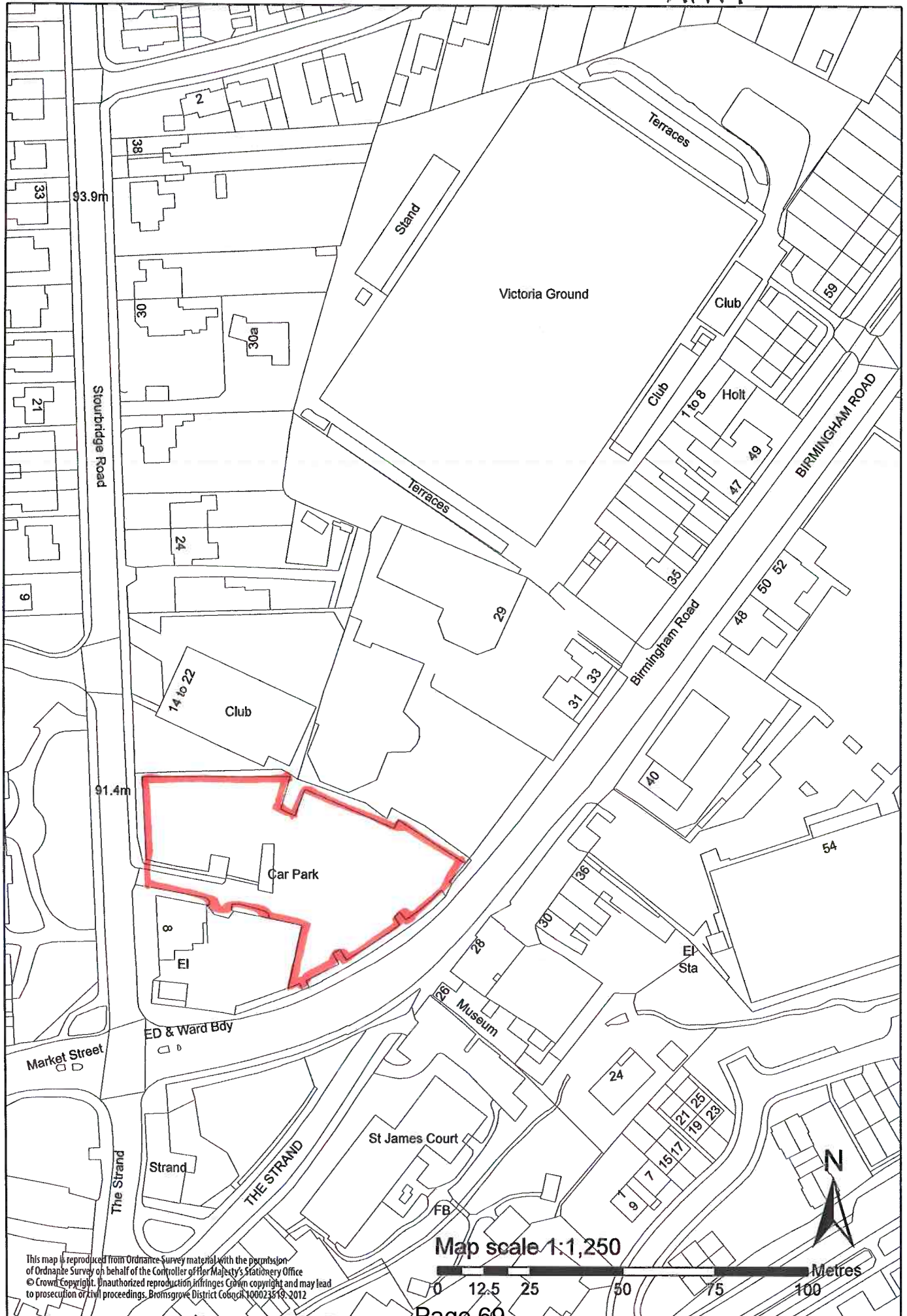
6. BACKGROUND PAPERS

- 6.1 Report to Cabinet dated 4th April 2012 – Exempt and not available.

7. KEY

AUTHOR OF REPORT

Name: Richard Savory.
email: r.savory@bromsgroveandredditch.gov.uk
Tel.: 01527 881281



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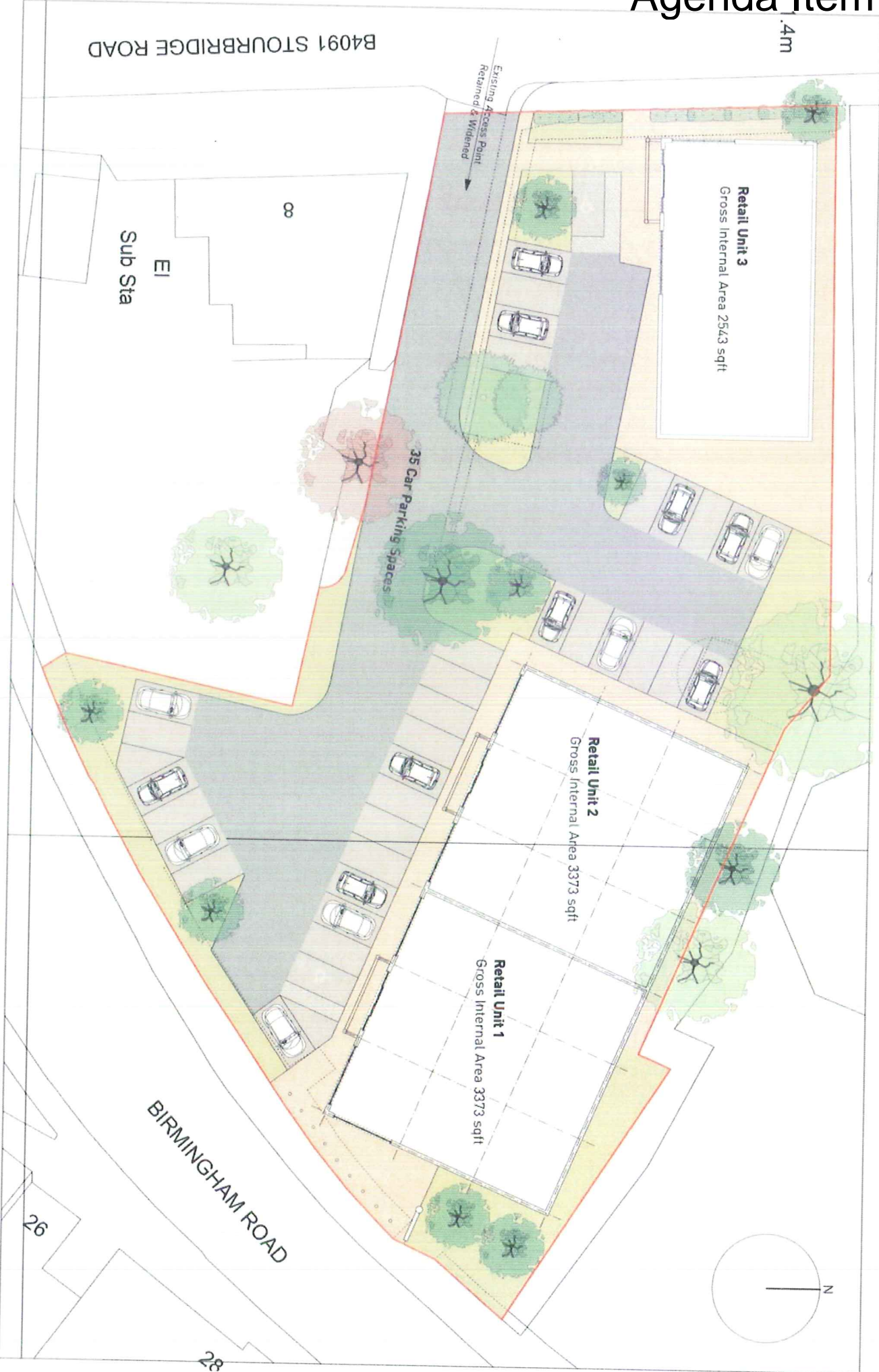
Agenda Item 8

Birmingham Road / Stourbridge Road Junction – Developer Proposal Scoring Matrix

| NAME: | | Score | Max Score |
|---------------------------------|---------------------------------------------------------------------------------------|-------|------------|
| PRICE | DV baseline figure* | | 25 |
| | *suggest sliding scale so that higher offers score more | | |
| DELIVERABILITY | Finance | | 10 |
| | Strength of tenancy agreements | | 10 |
| | Timescale | | 5 |
| | | | |
| PLANNING | Fit with the AAP | | 10 |
| | Part of a comprehensive scheme (or could sit well with a later phase) | | 10 |
| | Links with the High St. | | 10 |
| | | | |
| REGENERATION | Jobs | | 10 |
| | Footfall | | 5 |
| | Visits to Bromsgrove | | 5 |
| | Helps to make Bromsgrove T.C facilities comparable with other shopping destinations | | 5 |
| | Total | | 100 |
| Area Action Plan | | | |
| Site specific | Street Frontages | | 2 |
| | Regards to Parkside / Stourbridge Road | | |
| | Regards to Sainsbury / Birmingham Rd | | |
| | Distinctive Architecture | | |
| | Tree Planting | | |
| | Office Accommodation | | |
| Retailing and the local economy | 6.18 – Retail Capacity Assessment – no need for further convenience retail floorspace | | 2 |
| | Increase footfall | | |
| | Increase amount land developed for retail | | |
| | Increase number of restaurants, cafes and eating places | | |
| | Increase satisfaction with the evening economy | | |
| Living and Working | Decrease unemployment | | 2 |
| | Increase number of private homes delivered | | |
| | Increase number of affordable homes delivered | | |
| | Increase amount of land for office space | | |
| Environment and Open Spaces | Upgrading the public realm and primary shopping zone | | 2 |
| Transport and Accessibility | Parkside Junction improved | | 2 |
| | Improved pedestrian linkages | | |
| | Decrease number of car parks | | |

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Uses for Upper Levels



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CABINET

03 December 2014

UPDATE REPORT RE DISPOSAL OF COUNCIL HELD ASSETS AT HANOVER STREET CAR PARK AND GEORGE HOUSE – PUBLIC REPORT

| | |
|------------------------------|-----------------|
| Relevant Portfolio Holder | Councillor Dent |
| Portfolio Holder Consulted | YES |
| Relevant Head of Service | Jayne Pickering |
| Ward(s) Affected | St Johns |
| Ward Councillor(s) Consulted | Yes |
| Key Decision | |
| | |

1. SUMMARY OF PROPOSALS

- 1.1 Following the decision of Opus not to proceed with the purchase of the site, this report sets out the options appraisal that has been carried out by officers since September 2014. The report explains why officers are of the view that the site should now be re-marketed. The report sets out a timetable for this exercise and seeks authority from members to proceed with the marketing.

2. RECOMMENDATIONS

- 2.1 That Cabinet note the contents of this report and approve the option of re-marketing the site as set out in Option 4 of the Options Appraisal at Appendix 2.
- 2.2 That delegated authority be granted to the Executive Director of Finance and Resources to instruct the Council's appointed agent GJS Dillon to remarket the site with immediate effect.

3. KEY ISSUES

Financial Implications

- 3.1 The remarketing exercise will add around £10k to the costs of disposal of the site. This will consist of additional marketing costs and further District Valuer and other professional fees. This can be met from the funding allocated to the current capital project relating to the regeneration of this site.
- 3.2 In order to ensure that best value for the site is achieved, officers will be commissioning a new up to date valuation assessment from the District Valuer. This will be used to inform the process for scoring of expressions of interest.

Legal Implications

- 3.3 The proposed remarketing satisfies the Council's legal obligations in respect of identifying a purchaser. Any consideration, decision or agreement to sell the assets as a result of the marketing exercise will be subject to a further Cabinet report.

CABINET

03 December 2014

- 3.4 Extensive preparatory work has already been completed in legal terms for the sale of the site, which would therefore allow for exchange of contracts to be expedited quickly, subject to negotiations. Members are reminded that any agreement to sell the land will be conditional on various factors including the obtaining of planning permission.
- 3.5 This report sets out the information regarding the decision which can be made available publically. The financial background behind the report and information that is commercially sensitive to the Council and to other parties cannot be reported on publically and that information will be available to members separately in an exempt report.

Service / Operational Implications

- 3.6 In April 2014 Members approved the long-term lease of the freehold land at Hanover Street Car Park and George House to OPUS Developments (the developer). This was on the basis that the Council would retain ownership of the car park and that the development would consist of a food retailer, cinema and restaurants.
- 3.7 Authority was delegated to the Executive Director for Finance and Resources following consultation with the Portfolio Holder to agree the final terms for the disposal of the land with the developer. Subsequently officers were involved in protracted commercial and legal negotiations with the developer. However, prior to the conclusion of the negotiations the developer chose to withdraw from the scheme.
- 3.8 Since September officers have been working to review the position regarding the site and to assess what the different options are for the Council in identifying a new purchaser or developing the land itself. Officers have investigated the potential build costs of the previous scheme and taken advice from a retail specialist in order to determine the interest in the site from potential occupiers. The retail survey shows a healthy level of interest from potential occupiers. Running alongside these enquiries a number of expressions of interest have been received from parties interested in the site.
- 3.9 Taking into account all the information available, and looking at the current market conditions, GJS Dillon has compiled an appraisal of the development options.
- 3.10 The conclusion of the Appraisal is that the only viable option is for the Council to re-market the site.
- 3.11 In terms of the practicalities of re-marketing, the approach will be a combination of regional press and national property publications that are available to developers across Europe.

CABINET

03 December 2014

- 3.12 Recognising the importance of the site to the town centre it is proposed that the marketing be started as soon as possible and to avoid there being any delays officers have identified the following timetable:-

| | |
|--------------------------------------------------------------------------------------|-------------------------------------------------|
| Issue marketing material including advert in the Estates Gazette and Birmingham Post | By no later than 10 th December 2014 |
| Closing date for expressions of interest | 30 th January 2015 |
| Presentations to panel | 4 th and 5 th February |
| Special Cabinet meeting to consider outcome of panel scoring | 18 th February 2015 |

Customer / Equalities and Diversity Implications

- 3.13 None arising directly from the marketing exercise.

4. RISK MANAGEMENT

- 4.1 Risks of not achieving best value for the site will be mitigated by remarketing the site. Professional advice will be taken from the District Valuer to ensure that an appropriate value for the site has been achieved.
- 4.2 Risks of delay to the project are being mitigated by the advertising being in place as early as possible together with the fixed timetable for the assessment of expressions of interest.
- 4.3 Risks of the final redevelopment option chosen by the Council being challenged by interested parties will be mitigated by remarketing the site on the same basis as the original marketing exercise.
- 4.4 Risks of the preferred developer failing to agree terms leading to the need for a further re-marketing exercise will be mitigated by ensuring a robust selection process for selecting the preferred bidder which confirms access to finance and occupier agreements.
- 4.5 Additionally the selection process will identify two reserve bidders to whom the development opportunity can be offered should the primary preferred developer withdraw for any reason.

5. APPENDICES

- Appendix 1 - Retail Report – Exempt and not available
 Appendix 2 - Options Analysis – GJS Dillon – Exempt and not available
 Appendix 3 - Plan of Site

CABINET

03 December 2014

6. BACKGROUND PAPERS

07 April 2014 Cabinet Report – Disposal of Council owned assets at George House and Hanover Street Car Park

04 April 2012 Cabinet Report – Marketing Exercise: Inclusion of Council owned assets – Exempt and not available

7. KEY

N/A

AUTHOR OF REPORT

Name: Jayne Pickering - Executive Director Finance and Resources

email: j.pickering@bromsgroveandredditch.gov.uk

Tel.: 01527 881400



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Project: **Market Hall Site, St John Street
Bromsgrove**

Drawn: PTL

Drawing: **Site Boundary Details**

Scale: 1/1250

Page 81

Drawing No: **P2193/12**

Date: Jan 2013

Engineering and Design

Town Hall
Walter Stranz Square
Redditch
Worcs B98 8AH

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CABINET

3 DECEMBER 2014

APRIL - SEPTEMBER (QUARTER 2) FINANCE MONITORING REPORT 2014/15

| | |
|----------------------------------|-------------------------------------------------------------------------------------------|
| Relevant Portfolio Holder | Councillor Mike Webb, Portfolio Holder for Finance, Partnerships and Economic Development |
| Relevant Head of Service | Jayne Pickering, Executive Director Finance and Corporate Resources |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To report to Cabinet on the Council's financial position for Revenue and Capital for the period April -September 2014 (Quarter 2 – 2014/15)

2. RECOMMENDATIONS

- 2.1 That Cabinet note the current financial position on Revenue and Capital as detailed in the report.
- 2.2 To recommend to full council the drawdown of a Business Transformation earmarked reserve towards the Capital project Public Services Network compliance of £90k.

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. The report is currently based on the departments within the Council. The aim is to report the financial position across the strategic purposes from April 2015 when the new financial system is implemented.
- 3.2 This report includes both revenue and capital expenditure with a summary for the Council followed by the departmental analysis of expenditure.

CABINET

3 DECEMBER 2014

Revenue Budget summary
Quarter 2 (April – September) 2014/15 – Overall Council

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

| Service Head | Revised Budget 2014/15 £'000 | Profiled Budget 2014-15 £'000 | Actual Spend 2014-15 £'000 | Variance to date £'000 | Projected Outturn 2014/15 £'000 | Projected Variance £'000 |
|-------------------------------------|------------------------------------|-------------------------------------|-------------------------------|---------------------------|---------------------------------------|-----------------------------|
| BDC Reg Client | 154 | 40 | 24 | -16 | 136 | -18 |
| Business Transformation | 2,393 | 1,014 | 981 | -33 | 2,365 | -28 |
| Community Services | 2,378 | 727 | 708 | -20 | 2,322 | -56 |
| Corporate Resources | 1,984 | 1,039 | 1,041 | 2 | 1,998 | 15 |
| Customer Access & Financial Support | 567 | -1,003 | -1,013 | -9 | 533 | -34 |
| Environmental Services | 2,456 | 964 | 1,027 | 63 | 2,659 | 204 |
| Finance & Resources | 464 | 202 | 207 | 5 | 507 | 43 |
| Legal & Democratic Services | 832 | 384 | 364 | -20 | 808 | -24 |
| Leisure & Cultural Services | 2,362 | 1,031 | 1,016 | -15 | 2,350 | -11 |
| Planning & Regeneration | 712 | 402 | 393 | -9 | 695 | -18 |
| SERVICE TOTAL | 14,301 | 4,799 | 4,748 | -52 | 14,374 | 73 |
| Interest Payable | 283 | 142 | 0 | -142 | 0 | -283 |
| Interest on Investments | -58 | -29 | -23 | 6 | -58 | 0 |
| COUNCIL SUMMARY | 14,526 | 4,912 | 4,725 | -187 | 14,316 | -210 |

Financial Commentary:

At the end of quarter 2 there is a predicted saving against budget of £210k. This includes a number of variances across services as detailed in this report. It also includes an shortfall in income relating to Environmental Services. The initial budget was based on £250k income realised from the potential sale of the Trade Waste service. Officers are now reviewing the position on Trade Waste to bring forward options that may be available for service delivery. It is anticipated that this will be presented to members in early 2015/16. In addition to the shortfall in income there has also been an increase in vehicle repairs and maintenance.

The savings on interest payable is due to an the initial budget including costs associated with borrowing to support the capital programme during 2014/15. This has not been required this year due to slippage on a number of capital schemes.

CABINET

3 DECEMBER 2014

Capital Budget summary
Quarter 2 (April -September) 2014/15 – Overall Council

| Department | Revised Budget 2014- 15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|-----------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------|------------------------------------------|------------------------------|------------------------------------------|--------------------------------|
| Regulatory Services | 19 | 1 | 1 | 0 | 19 | 0 |
| Business Transformation | 90 | 45 | 45 | -0 | 90 | 0 |
| Community Services | 939 | 647 | 578 | -69 | 939 | 0 |
| Environmental Services | 2,540 | 194 | 202 | 8 | 2,540 | 0 |
| Leisure & Cultural Services | 2,835 | 244 | 244 | -0 | 2,834 | -0 |
| Planning & Regeneration | 4,993 | 3,904 | 3,907 | 3 | 4,997 | 4 |
| Budget for Support Services Recharges to be allocated to the schemes at the end of 2014/15 | 0 | 0 | 0 | 0 | 25 | 0 |
| TOTAL | 11,397 | 5,035 | 4,977 | -58 | 11,426 | 4 |

Financial Commentary

Due to the review of Environmental Services, there has been a delay in the procurement of vehicles. Officers are now developing timescales to ensure that the vehicles required can be purchased as soon as possible. This may mean that capital budget has to be carried forward to 2015/16 and officers will include the implications of the procurement into the next quarterly report.

CABINET

3 DECEMBER 2014

**Regulatory - Client
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|-------------------------------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| BDC Reg Client | 351 | 150 | 137 | -13 | 330 | -20 |
| Environmental Health / Protection / Enforcement | -11 | -7 | -7 | 0 | -9 | 2 |
| Pest & Dog control | 0 | 0 | -3 | -3 | -4 | -4 |
| Public Health | 0 | 0 | 0 | 0 | 0 | 0 |
| Licenses (all) | -186 | -103 | -103 | -0 | -182 | 4 |
| CMT | 0 | 0 | 0 | 0 | 0 | 0 |
| Grand Total | 154 | 40 | 24 | -16 | 136 | -18 |

Financial Commentary:

There is currently an expected saving within the Worcestershire Regulatory Services function which will be shared across all partners and this represents the BDC share.

**Worcestershire Regulatory Services
Quarter 2 (April - September) 2014/15**

Capital Budget summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|-----------------------------------------------|------------------------------|------------------------------------|---------------------------------|------------------------|---------------------------------|--------------------------|
| BDC share of Regulatory - WETT shared service | 19 | 1 | 1 | 0 | 19 | 0 |
| Total | 19 | 1 | 1 | 0 | 19 | 0 |

Financial Commentary:

The expenditure for a new IT System is jointly funded by all partners in accordance with the business case. The £19k represents the financial cost for Bromsgrove and it is expected to be fully spent by the end of the financial year.

CABINET

3 DECEMBER 2014

**Business Transformation
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|--------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| ICT | 1,909 | 767 | 767 | -0 | 1,908 | -1 |
| Human Resources | 304 | 152 | 112 | -40 | 281 | -23 |
| Transformation | 65 | 33 | 43 | 10 | 66 | 1 |
| Equalities | 34 | 22 | 23 | 1 | 34 | 1 |
| Policy | 81 | 41 | 36 | -5 | 77 | -5 |
| Grand Total | 2,393 | 1,014 | 981 | -33 | 2,365 | -28 |

Financial Commentary:

There are a couple of posts within the HR department that are currently vacant and maternity leave cover is being provided internally. One of the posts has been filled and therefore the savings will not be as significant at the end of the financial year.

Capital Budget summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|--------------------------------|------------------------------|------------------------------------|---------------------------------|------------------------|---------------------------------|--------------------------|
| Infrastructure refresh and PSN | 90 | 45 | 45 | -0 | 90 | 0 |
| Total | 90 | 45 | 45 | -0 | 90 | 0 |

Financial Commentary:

Work continues with the PSN project, officers recommend that budget is drawn down from this specific reserve for this scheme, expected costs £90k.

CABINET

3 DECEMBER 2014

Community Services
Quarter 2 (April - September) 2014/15

Revenue Budget summary

| Service Area | Revised Budget 2014-15 £'000 | Budget April - June £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|------------------------------|---------------------------------|------------------------------|------------------------------------|---------------------------|------------------------------------|------------------------------------|
| Housing Strategy | 1,769 | 521 | 513 | -7 | 1,744 | -25 |
| Community Safety & Transport | 497 | 157 | 144 | -13 | 468 | -29 |
| Community Cohesion | 111 | 49 | 50 | 1 | 110 | -1 |
| Grand Total | 2,378 | 727 | 708 | -20 | 2,322 | -56 |

Financial Commentary:

There has been a reduction in the cost of running the community transport scheme due to the contract being renegotiated.

Within Housing Strategy there is a saving due to BDHT not increasing their contract by inflation.

Capital Budget summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|---------------------------------------------------------------|---------------------------------|---------------------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------------|
| Disabled facilities Grant | 515 | 435 | 424 | -11 | 515 | 0 |
| Energy Efficiency Home Insulation Project | 17 | 9 | 0 | -9 | 17 | 0 |
| Grants - affordable housing | 313 | 156 | 119 | -37 | 313 | 0 |
| Implementation of Localism Changes | 5 | 2 | 0 | -2 | 5 | 0 |
| Discretionary Home Repair Assistance & Housing Renewal Grants | 89 | 44 | 35 | -10 | 89 | 0 |
| Total | 939 | 647 | 578 | -69 | 939 | 0 |

Financial Commentary:

There has been less demand for Disabled Facilities grants during the first quarter of the year. Officers are continuing to work with residents to ensure all support is in place in their homes.

Affordable Housing grants relate to funds to support Registered Social Landlords and these have not yet been drawn on for 2014/15

CABINET

3 DECEMBER 2014

**Corporate Services
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|------------------------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| Corporate Resources | 1,700 | 902 | 873 | -29 | 1,656 | -45 |
| Corporate Admin/ central post & printing | 283 | 137 | 131 | -6 | 269 | -14 |
| Grand Total | 1,984 | 1,039 | 1,004 | -35 | 1,924 | -59 |

Financial Commentary:

Within Communications there is a projected saving of £14k on various budgets relating to marketing/promotion. Savings within Corporate Services is due to the vacant post of Executive Director Planning & Regulatory

**Customer Access & Financial Support
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|-------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| Customer service centre | 330 | 172 | 172 | -0 | 350 | 20 |
| Financial Support | 72 | 31 | 31 | -0 | 65 | -7 |
| Revenues & Benefits | 149 | -1,208 | -1,216 | -9 | 101 | -47 |
| Valuation Services | 16 | 1 | 0 | -1 | 16 | 0 |
| Grand Total | 567 | -1,003 | -1,013 | -9 | 533 | -34 |

Financial Commentary:

Within Customer Services the variance is due to a reduction in funding from Worcestershire County Council. It is expected that this overspend will reduce over the next six months. Revenues & Benefits has an underspend due to a review of the Fraud Service and vacancy management.

CABINET

3 DECEMBER 2014

**Environmental Services
Quarter 2 (April - September) 2014/15**

Revenue Budget Summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|-------------------------------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| Car Parks/Civil Enforcement Parking | -623 | -280 | -264 | 16 | -593 | 30 |
| Cemeteries | 32 | 18 | 1 | -17 | 2 | -30 |
| Cesspools/Sewers | -108 | -58 | -28 | 30 | -76 | 32 |
| CMT | 0 | 25 | 25 | -0 | -1 | -1 |
| Depot | 690 | 367 | 322 | -45 | 610 | -80 |
| Grounds Maintenance | 441 | 199 | 191 | -8 | 433 | -7 |
| Highways | 174 | 70 | 48 | -22 | 121 | -52 |
| Refuse & Recycling | 937 | 228 | 370 | 142 | 1,308 | 371 |
| Street Cleansing | 882 | 386 | 357 | -29 | 832 | -51 |
| Transport | -40 | -28 | -31 | -3 | -46 | -6 |
| Waste Management, policy, promotion, management | -5 | -3 | -3 | -0 | -6 | -1 |
| Climate Change | 16 | 8 | 8 | -0 | 15 | -1 |
| Land Drainage | 61 | 30 | 30 | -1 | 59 | -2 |
| Grand Total | 2,456 | 964 | 1,027 | 63 | 2,659 | 204 |

Financial Commentary:

Income from off street/on street car parking enforcement is lower than anticipated. Officers will be meeting with Wychavon District Council who provides the parking service under an SLA agreement to discuss this and the SLA payments.

Bromsgrove Bereavement Services income is more than budgeted and accounts for the projected surplus.

Cesspools continue to show a deficit due to the removal of trade effluent at Frankley and other pumping stations.

Salary savings due to vacant posts within Depot services.

Savings within the Highways team are due to staff vacancies.

Within Refuse and recycling there is a £250k shortfall in the Trade Waste Service for 2014-15. This relates to the anticipated sale of the trade Waste Service. Officers are now exploring other options for developing the service but due to the timescales this will result in the saving not being achievable in this financial year.

Ongoing issues with vehicle breakdown within the service will continue until new freighters are received nearer the end of the financial year.

Staff vacancies account for the savings within Street Cleansing which is currently under review, which accounts for holding vacancies.

CABINET

3 DECEMBER 2014

Capital Budget Summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|-------------------------------------------------|---------------------------------|---------------------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------------|
| North Cemetery Phase 2 | 479 | 6 | 6 | 0 | 479 | 0 |
| Refuse collection vehicle replacement programme | 2,025 | 188 | 196 | 8 | 2,025 | 0 |
| Flooding Mitigation Measures | 36 | 0 | 0 | 0 | 36 | 0 |
| Total | 2,540 | 194 | 202 | 8 | 2,540 | 0 |

Financial Commentary:

North Cemetery Phase 2 - the infrastructure review is now taking place. Budget has been reprofiled to reflect expenditure taking place at end of second quarter.

Refuse Vehicle replacement programme is for Environmental Services Vehicles. Procurement of vehicles is currently taking place, but procurement of other vehicles is on hold until the service review is completed.

Flood Mitigation Measures - replacement of culvert grilles - the work has been undertaken but invoices have not yet been received

**Finance and Resources
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|---------------------------------|-----------------------------------------|------------------------------|------------------------------------|---------------------------|------------------------------------|------------------------------------|
| Accounts & Financial Management | 434 | 202 | 207 | 5 | 477 | 43 |
| Central Overheads | 30 | 0 | 0 | 0 | 30 | 0 |
| Grand Total | 464 | 202 | 207 | 5 | 507 | 43 |

Financial Commentary:

The projected overspend is due to redundancy and pension strain costs following a service review.

CABINET

3 DECEMBER 2014

**Legal, Equalities and Democratic Services
Quarter 2 (April - September) 2014/15**

Revenue Budget Summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|--------------------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| Democratic Services & Member Support | 483 | 209 | 195 | -14 | 477 | -6 |
| Election & Electoral Services | 175 | 68 | 76 | 8 | 161 | -13 |
| Professional Legal Advice & Services | 266 | 147 | 136 | -11 | 264 | -3 |
| Land Charges | -92 | -41 | -43 | -2 | -94 | -2 |
| Grand Total | 832 | 384 | 364 | -20 | 808 | -24 |

Financial commentary:

In Democratic Services officers have been working with the Member Development Steering Group to identify a comprehensive training programme post 2015 election. It was therefore felt that a saving could be achieved in the final quarters of 2014/15 by reducing the training offering recognising that this is the final part of a 4 year term. Within Legal there is a saving in salaries taking account of a short term change in working pattern agreed for a member of staff.

**Leisure and Cultural Services
Quarter 2 (April – September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|------------------------|--------------------------------------|---------------------------|---------------------------------|------------------------|---------------------------------|---------------------------------|
| Business Development | 800 | 474 | 483 | 9 | 811 | 11 |
| Cultural Services | 287 | 140 | 141 | 1 | 285 | -2 |
| Leisure & Cultural Mgt | 103 | 52 | 59 | 7 | 117 | 14 |
| Parks & Green Space | 337 | 78 | 72 | -7 | 334 | -3 |
| Sports Services | 835 | 286 | 262 | -25 | 803 | -32 |
| Grand Total | 2,362 | 1,031 | 1,016 | -15 | 2,350 | -11 |

Financial Commentary:

Business development income has reduced in relation to the Spadesbourne suite as we prepare to relocate to Parkside resulting in a predicted shortfall. Sports services is predicting an saving in sports development and car park refunds at the Dolphin Centre, however this may be mitigated during the busier months ahead.

CABINET

3 DECEMBER 2014

Capital Budget summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|-----------------------------|---------------------------------|---------------------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------------|
| Sports Facilities | 2,224 | 60 | 60 | 0 | 2,224 | 0 |
| Play Areas | 494 | 184 | 184 | -0 | 494 | -0 |
| Other Schemes | 117 | 0 | 0 | 0 | 117 | 0 |
| Total | 2,835 | 244 | 244 | -0 | 2,834 | -0 |

Financial Commentary:

Officers have advised that all schemes are scheduled to take place before the end of the financial year, so the budgets have been re-profiled to reflect the fact that expenditure will be in Quarter 3 - Quarter 4 (Oct 2014 – March 2015). The revised full year budget has been re profiled by £170k to reflect expenditure planned for 2015/16.

**Planning and Regeneration
Quarter 2 (April - September) 2014/15**

Revenue Budget summary

| Service Area | Revised Latest Budget 14-15 FY £'000 | Budget April - Sept £'000 | Actual Spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Sum of Projected Variance £'000 |
|------------------------------------------|-----------------------------------------|------------------------------|------------------------------------|---------------------------|------------------------------------|------------------------------------|
| Building Control | -128 | -73 | -70 | 3 | -111 | 17 |
| Development Control | 213 | 190 | 189 | -1 | 154 | -9 |
| Economic & Tourism Development | 150 | 85 | 92 | 7 | 220 | 20 |
| Emergency Planning / Business Continuity | 14 | 7 | 7 | 0 | 14 | 0 |
| Strategic Planning | 404 | 166 | 147 | -19 | 366 | -38 |
| Town Centre Development | 59 | 27 | 28 | 1 | 51 | -8 |
| Grand Total | 712 | 402 | 393 | -9 | 695 | -18 |

Financial Commentary:

Strategic Planning has had a number of vacancies which will be filled by March 2015. Also a number of budgets will be underspent.
 Building Control had a vacancy which is now filled.
 Development Control planning applications are lower than the previous year but have assumed income will increase to budget.

CABINET

3 DECEMBER 2014

Capital Budget summary

| Capital Project Description | Revised Budget 2014-15 £'000 | Profiled budget April - Sept £'000 | Actual spend April - Sept £'000 | Variance to date £'000 | Projected Outturn 2014-15 £'000 | Projected Variance £'000 |
|----------------------------------------------|---------------------------------|---------------------------------------|------------------------------------|---------------------------|------------------------------------|-----------------------------|
| Town Centre Development - Project Management | 38 | 19 | 19 | 0 | 38 | 0 |
| Town Centre - Public Realm | 1,533 | 1,533 | 1,604 | 71 | 1,604 | 71 |
| Market Hall development site | 73 | 73 | 72 | -1 | 73 | 0 |
| Stourbridge Road development site | 0 | 0 | 4 | 4 | 4 | 4 |
| Parkside School | 3,350 | 2,550 | 2,550 | 0 | 3,350 | 0 |
| Total | 4,993 | 4,174 | 4,248 | 74 | 5,068 | 75 |

Financial Commentary:

There are a number of projects that are under construction within this service area. Both the redevelopment of Parkside and the High Street Improvements are committed to be fully spent by the end of the financial year.

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 September short term investments comprised:

| | 31st March 2014 £000 | 30th September 2014 £000 |
|----------------------------------------|-------------------------|-----------------------------|
| Deposits with Banks/Building Societies | 10,000 | 11,000 |
| Total | 10,000 | 11,000 |

CABINET

3 DECEMBER 2014

Income from investments and other interest

- 4.5 An investment income target of £58k has been set for 2014/15 using a projected return rate of 0.5%. 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 6 months to 30 September the Council received income from investments of £23k.

5. REVENUE BALANCES

5.1 Revenue Balances

The revenue balances brought forward at 1 April 2014 were £3.74m. Excluding the impact of any projected over or under spends it is anticipated that £210k will be transferred to balances during 2014/15.

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

None

9. BACKGROUND PAPERS

Available from Financial Services

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