



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**MONDAY 15TH SEPTEMBER 2014**  
**AT 6.00 P.M.**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

**MEMBERS:** Councillors L. C. R. Mallett (Chairman), H. J. Jones (Vice-Chairman), C. J. Bloore, J. S. Brogan, R. A. Clarke, S. R. Colella, B. T. Cooper, R. J. Laight, P. Lammas, R. J. Shannon, S. P. Shannon, C. J. Spencer and C. J. Tidmarsh

### **AGENDA**

1. Apologies for Absence
2. Declarations of Interest and Whipping Arrangements  
  
To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 14th July 2014 (Pages 1 - 10)
4. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 18th August 2014 (Pages 11 - 16)
5. WRS Strategic Partner - Presentation from Head of Regulatory Services
6. Development Control - Head of Planning and Regeneration (Pages 17 - 20)
7. Budget Scrutiny Arrangements - Presentation
8. Leisure Provision Task Group - Update (Pages 21 - 24)
9. Cabinet Work Programme - October 2014 to January 2015 (Pages 25 - 32)

10. Overview and Scrutiny Board Work Programme (Pages 33 - 36)
11. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

4th September 2014



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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**MONDAY, 14TH JULY 2014 AT 6.00 P.M.**

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

Officers: Mr. K. Dicks, Ms. J. Bayley and Ms. A. Scarce

#### 17/14 **APOLOGIES**

Apologies for absence were received on behalf of Councillors B. T. Cooper and S. P. Shannon.

#### 18/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillors J. S. Brogan and C. J. Spencer declared other disclosable interests in respect of Item No. 5 as members of the Artrix Operating Trust.

Councillors R. A. Clarke, R. J. Laight and P. Lammas declared other disclosable interests in respect of Item No. 5 as members of the Artrix Holding Trust.

Councillor R. J. Shannon declared an other disclosable interest in Item No. 5 due to a close personal relationship with an employee of the Artrix.

Members agreed that a general declaration of an other disclosable interest in respect of Item No. 9 should be made for every member of the Board as it was acknowledged that all Members (or their families) would use the leisure facilities provided by the Council at some point.

#### 19/14 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 16th June 2014 were submitted.

Members commented that there had been a single spelling mistake on page 7 of the minutes where "n" had been recorded rather than "on".

The Chairman advised Members that the Cabinet had considered the Board's two recommendations on the subject of the staff survey. In relation to the first recommendation, on the subject of a statement in favour of a zero tolerance approach to bullying and harassment of staff being added to the top ten recommendations arising from the survey, the Cabinet had fully endorsed the Board's proposals. However, the Cabinet had debated for some time the

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

Board's second proposal, in respect of providing elected Members with access to the staff finder system on the Council's intranet. This proposal had subsequently been referred on to the Chief Executive for further consideration.

The four recommendations proposed on behalf of the Leisure Provision Task Group had also been debated. In respect of the first of these recommendations Cabinet had concluded that it was not necessary for the Audit Board to consider the financial implications of the proposed new leisure centre. Members expressed some concerns about this response and suggested that due to the significant amount of funding involved and the proposed borrowing levels there was a need for the Audit Board to investigate this matter further. Members also noted that they had the power to refer the recommendation to the Audit Board directly.

In respect of the group's second proposal the Cabinet had suggested that it would not be appropriate for them to make a decision about the work of a Task Group as this needed to be determined by the Overview and Scrutiny Board. However, they had no objections to this proposal. The Cabinet had noted the third and fourth recommendations proposed by the Board but had made it clear that they did not agree with the Board's conclusions in relation to their fourth recommendation.

**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; and

**RESOLVED** that, subject to the amendment to the minutes detailed in the preamble above, the minutes be approved.

20/14

## **WRS JOINT SCRUTINY TASK GROUP - FINAL REPORT**

Councillor R. J. Laight, the Council's representative on the Joint Worcestershire Regulatory Services (WRS) Scrutiny Task Group and Chairman of the review, presented the Task Group's recommendations.

During the delivery of this presentation the following issues were highlighted for Members' consideration.

- Meetings of the group had been co-ordinated by the Council's Democratic Services team because Bromsgrove District Council was the host authority for WRS.
- The subject had been reviewed as a joint scrutiny exercise partly because all of the 7 Councils in Worcestershire were members of the shared service. Members were also advised that it had been a requirement of the original partnership agreement that WRS would not be subject to scrutiny by the Overview and Scrutiny Boards at each partner authority.
- The review had been detailed and lengthy, holding a total of 15 meetings.
- There had been cross party consensus within the group on its final recommendations.

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

- The report had already been considered by Redditch Borough Council and Wychavon District Council's Overview and Scrutiny Committees which had both endorsed all of the group's recommendations.
- Wyre Forest District Council had also considered the report, but had deferred making a decision.
- The report would be presented for the consideration of the Worcestershire Shared Services Joint Committee on 2nd October 2014. The findings of the Joint Committee would subsequently be reported back to the Cabinets at each partner authority for further consideration.
- Members were informed that meetings of the Joint Committee were open to the public. It was suggested that Members might be interested in attending the meeting of the Committee in October to observe the decision making process in action.
- Any feedback from the Board on this report would be detailed in the minutes of the meeting and attached as an addendum to the report when presented to the Joint Committee.
- Members of the group had been concerned that further reductions in partners' financial contributions could have a detrimental impact on public safety, due to the nature of the services provided by WRS.
- The Task Group had been particularly concerned about the approach that had been adopted by some partners to funding the shared service. Members were suggesting that in some cases partners had prioritised their interests, particularly during discussions about finances, which was not necessarily conducive to effective partnership working.
- The Task Group had also been concerned about the governance arrangements for WRS and were proposing significant changes designed to enhance the shared service.
- Members had received evidence from a number of expert witnesses during the review. Councillor Laight was particularly keen to thank the Head of Regulatory Services for his constructive contributions to the review.

Following delivery of the presentation a number of points were raised during discussion of the group's recommendations:

- The Head of Regulatory Services had advised the group that any further reductions beyond the current budget level would have an impact on service provision as there would be fewer Officers than was needed to deliver services at their current levels.
- Budget reductions would potentially lead to further job losses and could result in a reduction in Officer capacity to react to major crises (such as outbreaks of foot and mouth disease).
- A reduction in the budget available to the shared service could also impact on the potential for Officers to undertake preventative work. In this context there was a risk that WRS would become a purely reactive service.
- Concerns were raised about accountability for WRS and the difficulties that had been encountered in the first 4 years of operation. It was confirmed that the Joint Committee was accountable for the shared service as the elected Members appointed to it made decisions in respect of the partnership and monitored the performance of services.

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

- The partnership had been established in 2010. At that time the significant changes to local government that would subsequently occur, particularly those resulting from financial austerity, had not been anticipated and it had not been possible to predict that challenges would arise in the way that they had.
- Communication problems involving the Worcestershire Hub Service were highlighted within the review. It was anticipated that the new in house communications service would address these problems and improve the service to the customer. The designated Member Liaison Officer, if introduced, would also help to resolve this problem.
- Attempts had been made to consult with Worcestershire County Council regarding their proposed budget cuts. However, a letter sent to the Leader of the Council and relevant Officers had not been taken into account as part of the budget setting process and a response had only been received following further enquiries.
- The Board noted that the County Council and the district Councils had different statutory responsibilities in relation to regulatory services.
- Some Members suggested that if the budget reductions proposed by Worcestershire County Council were critical consideration might need to be given in future to the district Councils working together alone in order to make sure that the partnership remained sustainable. However, the Board acknowledged that this idea would need to be subject to further investigation.
- The review had not necessarily been undertaken at the most appropriate time as it coincided with significant changes for the partnership, including initial discussions about the potential for WRS to enter into a strategic partnership with an external partner.
- Some concerns were expressed that due to the criticisms contained within the report some organisations might be deterred from entering into a strategic partnership with WRS and this could therefore weaken any final partnership arrangements. However, Officers confirmed that four organisations had already expressed an interest in the potential to enter into a strategic partnership with WRS, though no detail could be provided on the progress that had been made with this matter at the time of the meeting.
- Officers confirmed that any decision to enter into a strategic partnership with an external partner would need to be made by the Cabinets at each local authority.
- Members expressed an interest in learning more about the proposed strategic partnership and the implications for the future of WRS. As Officers had already delivered briefings on this subject to other partners, it was agreed that a similar briefing should be requested for Bromsgrove.
- The Council's two elected representatives on the Joint Committee had both been consulted as part of the review. However, whilst they had been advised of the outcomes of the review it had not been felt that it would be appropriate to invite them to speak to the Board on this matter because they had been expert witnesses.
- Amanda Scarce and Jess Bayley, the Democratic Services Officers who had supported the review, were thanked for their help with the exercise. There was a suggestion that further joint scrutiny exercises would be



# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

useful in the future. However, for those to be effective, participating Councils would need to provide more constructive support to the host authority.

The level of funding reductions that had been proposed by Worcestershire County Council for the following three year period were discussed in particular detail. Members were disappointed to learn that this could lead to a significant reduction in the number of Trading Standards Officers employed by WRS and that this could have a detrimental impact on the quality of the trading standards service in the county. Members also noted that in order to manage any future crises involving trading standards WRS might need to hire staff on a temporary basis from other regulatory services which could potentially lead to an increase in financial costs for the partnership. Alongside these considerations Members expressed concerns that the proposed contribution from Worcestershire County Council would not cover the overheads and other costs of the partnership.

Members also noted that a number of district Councils had also requested that specific savings be achieved, particularly Worcester City Council and Wyre Forest District Council. Officers advised that any reductions in financial contribution would be accompanied by a corresponding reduction in service levels within those Councils' boarders. However, Members were concerned that the cumulative impact of all these reductions would be detrimental for the partnership as a whole and, in particular, would undermine the sustainability of the shared service in the long-term.

Whilst Members concurred that the Group's proposals should be endorsed the Board agreed that the concerns they had raised during their debate should also be highlighted for the consideration of the Joint Committee. The Board therefore

**RECOMMENDED** to the Worcestershire Shared Services Joint Committee that

1. the 12 recommendations of the Joint WRS Scrutiny Task Group be endorsed; and
2. the Board's concerns, that further reductions in the financial contributions from partners could risk the future of the partnership and the safety of residents, be noted;

**RESOLVED** that

1. the Head of Regulatory Services be invited to a future meeting of the Overview and Scrutiny Board, together with the Council's Member representatives on the Worcestershire Shared Services Joint Committee, to deliver a briefing on the subject of the strategic partnership plans for WRS; and
2. the report be noted.

21/14

**ARTRIX OUTREACH PROVISION TASK GROUP FINAL REPORT - CABINET RESPONSE**

The Board considered the Cabinet's response to the Artrix Outreach Provision Task Group's report. Officers confirmed that the Cabinet had endorsed the recommendations subject to minor amendments. These recommendations would be added to the Board's Recommendation Tracker and updates would be requested from relevant Officers and partners.

The Chairman commented that he had discussed the Cabinet's response with Councillor S. P. Shannon, who had chaired the Task Group exercise. Councillor Shannon had welcomed the Cabinet's response to the Group's proposals and had asked the Board to note his thanks to all the other members of the group for their hard work. The Board also thanked Councillor Shannon for his work in chairing the review.

22/14

## **TO REVIEW THE TASK GROUP GUIDELINES & SCOPING DOCUMENTS**

The Board considered the Inquiry/Task Group Procedure Guidelines. During consideration of these guidelines the following points were discussed:

- The guidelines were followed by the Board when considering any requests to launch Task Groups. However, they were not included in the constitution and there was the potential to formalise the requirements.
- Short, Sharp Reviews could be undertaken to explore subjects relatively quickly and these exercises could help Members to determine whether a more detailed Task Group review of the subject would be appropriate.
- The Board had launched only one Short, Sharp Review to date; the MUGA (Multi Use Games Area) in Alvechurch in 2010.
- There was the potential to combine the topic proposal form and the scoping checklist. This would ensure that the Board could consider more detail when deciding whether a subject was suitable for further scrutiny and help to reduce the timescales involved in launching a review.
- Interest had recently increased amongst Members in participating in Task Group exercises resulting in competition for places on groups.
- There was the potential to review the minimum and maximum number of Councillors. The Board could also consider the option of reintroducing a form that would need to be completed by Councillors explaining what they could contribute to a review.
- Nominations to Task Groups could also be reviewed. Officers explained that at some other local authorities group leaders nominated Members to groups.
- The timeframes for Task Group exercises could be assessed. Whilst Task Groups were required to complete reviews within 2 – 5 months at present the Board could consider providing greater flexibility over timescales if considered appropriate for the subject.
- Task Group Chairmen already provided verbal updates to the Board on the progress of a review. Interim reports could also be introduced as a requirement to enable the Board to identify any problems with a review as and when they occurred as well as to determine whether it was worth continuing with an exercise.

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

- The arrangements for presenting task group final reports to both the Board and Cabinet could also be assessed. Members were advised that at some other Councils the Chairman of a task group would deliver a short presentation to the Board and then Cabinet, supported at the table by the lead Democratic Services Officer for the task group.

The Chairman explained that he would discuss all of these suggestions in further detail with Officers. He suggested that Members consider any additional changes that could be made to the scrutiny process and report back to him prior to the following meeting of the Board. Members agreed that this subject should also be considered in further detail at that meeting, subject to the Board's work programme.

**RESOLVED** that the subject be considered in detail at a future meeting of the Board.

23/14

## **QUARTERLY RECOMMENDATION TRACKER**

The Board considered the Recommendation Tracker Report and noted that there were a number of recommendations where action remained outstanding.

The Chairman suggested that the outstanding recommendations in respect of the Planning Policy Task Group could be discussed with the Head of Planning and Regeneration at the next meeting of the Board.

A number of the recommendations that had been proposed by the Air Quality Task Group in 2013 were in the process of being implemented. In particular, Officers reported that the Worcestershire Health and Wellbeing Board was due to consider relevant recommendations at its meeting on 22nd July.

Members expressed concerns about the lack of information that had been received in respect of the recommendations made by the Youth Provision Task Group. Members agreed that as the 12 month review of the Task Group Report was due in September a more detailed response should be brought back to the Board at that time..

The Chairman also suggested that it was not appropriate for Democratic Services Officers to have to spend time chasing other Officers for updates on progress that had been made in implementing recommendations. The Board was therefore advised that he would undertake to chase relevant Officer for an update on progress with this matter.

**RESOLVED** that the report be noted.

24/14

## **JOINT INTEGRATED WASTE SERVICES SCRUTINY TASK GROUP**

Following the previous meeting of the Board Officers had contacted Worcestershire County Council (WCC) to discuss the terms of reference for the review. The lead support Officer from WCC had confirmed that as a district Council remained a member of this Task Group (Worcester City

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

Council) this exercise would continue to be classified as a Joint Task Group review. There were no plans to alter the terms of reference.

The reasons why other district Councils had decided not to participate in this exercise were briefly debated. In particular, it was noted that Redditch Borough Council's Overview and Scrutiny Committee had decided not to participate as there had been cross party consensus that a shared waste collection and disposal service was not suitable for the Borough.

The suitability of the Council remaining involved in this Task Group exercise was debated in some detail. Some Members suggested that it was important to provide the Council with an opportunity to influence the work of this group. Members noted that as this review was being undertaken as a scrutiny exercise participation in the review would not commit the Council to entering into a shared waste collection and disposal service as Task Groups did not have any decision making powers. There was also no guarantee that the Task Group would recommend the introduction of a countywide shared service. However, concerns were expressed by other Members about the time that would be required and the potential for constructive outcomes to be achieved when only a limited number of district Councils would be participating in the exercise.

Officers advised that the scrutiny team at WCC had requested further information from the Head of Environmental Services about the Council's waste collection service. A number of Members expressed concerns about providing this information, particularly if it would require Officers to spend a significant amount of time responding. However, Members also noted that out of courtesy it would be appropriate to respond to this request for information. It was noted that this response could be highlighted as good practice if and when the Council co-ordinated any future joint scrutiny exercises.

Members noted that the group's final report would need to be referred back to the Council if proposals were brought forward to introduce an integrated waste service in Worcestershire. The Board would have the option to scrutinise the report at this stage.

**RESOLVED** that

1. Officers should respond to the Joint Integrated Waste Services Scrutiny Task Group's request for information about the Council's waste collection service as and when appropriate and should use their discretion when determining the level of information that could reasonably be provided; and
2. Bromsgrove District Council's Overview and Scrutiny Board withdraw from the Joint Integrated Waste Services Scrutiny Task Group.

25/14

## **LEISURE PROVISION TASK GROUP**

Councillor C. J. Spencer, Chairman of the Leisure Provision Task Group, explained that the next meeting of the group would take place on Thursday 17th July.

Councillor C. J. Bloore explained that following the previous meeting of the Board he had discussed leisure provision within the district with local sports clubs. Many of these clubs had reported that costs at the Ryland Centre for use of sports hall facilities had increased recently and they were therefore using facilities in Redditch. Members agreed that this issue and the implications for participation in leisure activities in the district should be considered further by the Task Group.

The Chairman thanked Councillor Spencer for producing a detailed written report for Members' consideration at the previous meeting of the Board and that this had helped to facilitate a constructive debate of the matter.

26/14

## **WCC HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

The Chairman read out a statement that had been provided by Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) in which Councillor Cooper had explained that the most recent meeting of the HOSC was devoted to a presentation by Worcestershire Health and Care Trust on 'Community Services development: the next phase of integration'.

In view of the concerns expressed by the Board, about possible charging for incontinence pads, Councillor Cooper had raised the issue at the HOSC. The Chairman of HOSC had reported that he was aware of the issue and would be discussing the matter further with the Chairman of Worcestershire County Council's Overview and Scrutiny Performance Board to ascertain whether HOSC could deal with the matter in the future. Councillor Cooper understood that this conversation had subsequently taken place and that the issue of charging for pads had been raised but no decision had been made.

At the request of Councillor Cooper copies of the draft minutes from the meeting of the HOSC held on 17th June were circulated for the consideration of the Board.

27/14

## **CABINET WORK PROGRAMME**

Members considered the Cabinet Work Programme for the period 1st August to 30th November 2014.

The Chairman expressed disappointment that the layout of the Cabinet Work Programme had not changed as discussed at previous meetings of the Board. Members also suggested that it remained unclear whether some items listed on the Cabinet Work Programme were key decisions. In particular, Members requested further clarification as to whether the Council-owned land on Aintree Close, Catshill, was worth more than £50,000 and therefore likely to be the subject of a key decision.

The Town Centre Public Realm Phase 2 was also discussed and Members commented that they had received a presentation on the first phase of this

# Agenda Item 3

Overview and Scrutiny Board  
14th July 2014

project the previous year. It was agreed that a further presentation to the Board on the second phase would therefore be useful.

The Chairman explained that due to the timing of the Board meetings, which took place a week after the Cabinet met, it was currently difficult for the Board to pre-scrutinise items listed on the Cabinet's Work Programme constructively. He informed Members that he would therefore approach the Leader to discuss the potential to alter the order of the meetings of the two Committees in future years to enable the Board to undertake pre-scrutiny more effectively.

**RESOLVED** that

1. a presentation be delivered at a future meeting of the Board on the subject of the Town Centre Public Realm Phase 2; and
2. the Cabinet Work Programme for the period 1st August to 30th November 2014 be noted.

28/14

## **ACTION LIST**

Officers explained that information received regarding the parts for CCTV equipment had been circulated for Members consideration outside the meeting.

**RESOLVED** that the Action List be noted.

29/14

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Chairman commented that following the addition of a number of items to the Board's Work Programme during the meeting the agenda for the September meeting of the Board was relatively large. He suggested that consideration should therefore be given to holding an additional meeting. Members commented that any additional meeting should take place in September as it was likely that many Members and Officers would be on leave in August. Members agreed that a suitable date should therefore be identified in September and that Officers should work with the Chairman to identify any items that could be postponed for consideration at a later meeting in the municipal year.

**RESOLVED** that

1. Officers investigate the potential to hold an additional meeting of the Board in September in consultation with the Chairman;
2. Officers draft a series of questions for the consideration of the Head of Planning and Regeneration and the relevant Portfolio Holder and circulate for the consideration of Board Members; and
3. the Committee's Work Programme be noted.

The meeting closed at 8.10 p.m.

Chairman

## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**18TH AUGUST 2014 AT 6.00 P.M.**

PRESENT: Councillors L. C. R. Mallett (Chairman), H. J. Jones (Vice-Chairman), C. J. Bloore, R. A. Clarke, S. R. Colella, B. T. Cooper, R. J. Laight, R. J. Shannon, S. P. Shannon, C. J. Spencer, C. J. Tidmarsh and M. A. Sherrey

Observers: Councillor M. A. Bullivant, Councillor R. L. Dent and Councillor C. B. Taylor

Invitees: Councillor M. A. Sherrey

Officers: Ms. J. Pickering, Ms. A. De Warr, Mr. D Riley and Ms. A. Scarce

#### 30/14 **APOLOGIES**

Apologies for absence were received from Councillors J. S. Brogan and P. Lammas.

#### 31/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillor S. R. Colella declared an other disclosable interest in respect of item No. 3 as his father was in receipt of particular benefits under his acute care package. The Executive Director, Finance and Resources confirmed that the dispensation signed in respect of the Council Tax would cover this item.

#### 32/14 **COUNCIL TAX SUPPORT SCHEME REVIEW**

The Chairman provided background information as to why the special meeting of the Board had been called. He explained that following the last full Council meeting this item had been referred back to Cabinet. However, Councillor C. J. Bloore had subsequently contacted the Chief Executive and following discussions with the Leader, it had been agreed that this meeting take place, together with a special Cabinet and full Council meeting on 20<sup>th</sup> August 2014. It was confirmed that any recommendations from the Board would therefore be considered at that Cabinet meeting.

The Executive Director, Finance and Resources presented the report and explained that she would break this down into three areas; the timeline, costs of the aborted consultation and the revised consultation, taking questions between each section. During the presentation of the report the following areas were highlighted:

# Agenda Item 4

Overview and Scrutiny Board  
18th August 2014

- The Local Government Finance Act 2012 required each billing authority to consider whether to revise its scheme or to replace it each financial year.
- Consultation was only statutory with preceptors and this was a Cabinet decision, the final decision on a proposed scheme would be taken by full Council as this would be a formal change to the budget and policy framework.
- In September 2012 Cabinet received a report explain the changes to the Council Tax Benefit Scheme and its replacement with the Council Tax Discount Scheme, with a reduced level of Government funding.
- This was then followed with an 8 week “soft touch” consultation period through the press, Customer Service Centre and letters to BDHT, Parishes and Precepting bodies. One response had been received.
- Further reports and a verbal update was received by Cabinet in January and July 2013 when details of the projected financial shortfall for 2014/15 for the Council Tax Support Scheme was provided. The detail was agreed at the July 2013 full Council meeting and Members were provided with the specific minute, which it was noted did not state the financial year it related to.
- Following this Officers had assumed that Members would be reviewing the scheme again for 2015/16. Again, the agreement to go to consultation on this basis would be a Cabinet decision, the results of which would go back to Cabinet and Council to agree a final scheme.

Members raised the following points in respect of the timeline:

- The confusion which had occurred at the recent full Council meeting and whether Officers had been aware that the item was likely to cause a problem.
- Any pre meeting discussions which were carried out between Officers and the Leader/relevant Portfolio Holder.
- The item was “resolved” in the Cabinet minutes and therefore it was not anticipated that there would be an issue.
- The potential “increase” in Council Tax which any changes would cause for, in many cases, some of the most vulnerable residents in the District. Officers explained that this was due to a change in legislation and an opportunity to develop a scheme and to consider reducing Council Tax discount.

The Head of Customer Access and Financial Support provided an estimate of the cost of the abortive consultation including the cost of the additional meetings and relevant paperwork which had been incurred. It was explained that there was a “New Burdens” grant which the Council received specifically to fund any costs associated with the implementation of a Localised Council Tax Support Scheme (currently this had covered the cost of upgrading the software) and as there was current a balance within this, the costs of the abortive consultation would be borne from this. The Council would also receive a separate administration grant for the scheme.



Whilst there had been no terms and conditions attached to the New Burdens grant it was understood that a requested had recently been received from the relevant Government Department asking for specific information under various categories as to how the monies so far had been spent and there was therefore the possibility that if the Council did not implement any changes and did nothing then the funds would have to be re-paid.

The Head of Customer Access and Financial Support explained that in terms of the consultation there were a number of stages to go through prior to the draft scheme being drawn up. There was a statutory duty to consult with the other precepting authorities, then the draft scheme would be published with a further consultation on that draft with persons likely to have an interest in the scheme. Officers had felt that a preliminary public consultation, although not statutory would be a valuable way in gaining feedback and customer insight.

Details of the proposed initial consultation were provided and it was confirmed that the 5,000 households had been randomly selected from the Council Tax data base, this equated to about 12.5% across that data base. It was believed that this would provide a cross section of the community, including those in receipt of support and those that were not. The Council was also required to protect those of pensionable age regardless and still liable for Council Tax and these would be included within the random sample. Copies would also be available through the Customer Service Centre and BDHT and an online survey would also be set up, with signposting for anyone who preferred a paper copy. The resolution had been to undertake that consultation and then a further report summarising the responses and any draft scheme would have been provided to Cabinet. The second stage would be a further consultation but with a "lighter touch" inviting comments on that draft scheme. Again, going back to Cabinet with the final results and recommendations to be considered at full Council.

Members were informed that there was 3 principles which needed to be followed when advising on a scheme. These were those of pensionable age to be protected on 100% support, should be an incentive to work and there should be measures in place to protect the most vulnerable, for example through a hardship fund being in place.

Following the presentation of the consultation section of the report, Members discussed the following in more detail:

- The number of letters which had been sent out from the aborted consultation and the costing prior to it being stopped, which were estimated at approximately £9,500.
- The spending limits for individual Officers at a particular level, for example Head of Service or fourth tier manager. (The Executive Director, Finance and Resources agreed to provide Members with the exact amounts for each level of management.)
- What liability, if any, the Council had for those that received the questionnaire and were concerned enough by its content to visit the CAB and their Ward Councillor.

# Agenda Item 4

Overview and Scrutiny Board  
18th August 2014

- The number of complaints had been minimal and the majority were in relation to the retraction letter which was sent out. It was not viable to cross check those letters which had gone out and those which had been retrieved therefore there were some people who had received the retraction letter and not the initial letter.
- The selection of the addresses – approximately 10% from larger areas and 20% from smaller parishes and computer generated.
- The inclusion of the 1,700 people who were currently receiving support within the consultation. It was accepted that this would have to be proportionate in order to show a clear balance, but Officers agreed that this could be considered within the process.
- Equalities issues around the consultation process and the use of ward areas.

The content of the actual questionnaire was discussed and concerns were raised around the technical jargon used and the difficulty in explaining the subject. Assistance would be provided where necessary if those in receipt of the questionnaire required it. The aim being to gather evidence in order to give a balanced view. The Board discussed the scheme options available to the Council and the financial implications and impact, in particular the following areas:

- The impact on empty houses – currently discount for 3 months and reducing it to 1 month.
- New properties being considered the same as void properties.
- The financial implications on those families affected and the support in place for them.
- Work that was being done to support those families in order to maximise their income and manage their finances. A hardship fund was also in place.
- Currently Bromsgrove was the only authority in Worcestershire not to have adopt a scheme. Other authorities had advised officers that there had not been any significant impact in other areas although it was accepted that from information provided by CAB an increase in recovery and hardship had been linked to support schemes.
- The Council had put in place a welfare reform reserve based around the changes.
- Members were informed that in the first quarter of 2014/15 700 people had made contact about financial support and for the same quarter in 2013/14 the figure had been 875.
- It was understood the number of working age claimants affected by the changes had increased from 1,762 to approximately 2,200 and Officers agreed to provide the current figure as Members were concerned that this appeared to be a significant increase. Although Officers believed that this was primarily due to people reaching pensionable age, as Bromsgrove had an aging population. Officers undertook to provide Members with the up to date figure following the meeting.

Following the presentation of the report, Members discussed a number of points in detail:

# Agenda Item 4

Overview and Scrutiny Board  
18th August 2014

- The deferral of the report pending further information being provided, as some Members felt insufficient time had been allowed for consideration of such a detailed report.
- The statutory duty to review what was in place.
- The impact on the Council and residents if it chose to do nothing. This would include having to look for savings elsewhere to cover the £45,000 shortfall to the Council. There was also the possibility that the other preceptors would look to the Council to cover their shortfalls.
- The Board's comments be considered by Officers and Cabinet in the decision making process.

**RESOLVED that the report be noted.**

The meeting closed at 7.35 p.m.

Chairman

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## **Overview and Scrutiny Board – 15<sup>th</sup> September 2014**

**Ruth Bamford/Cllr Kit Taylor**

### **Making Experiences Count Report**

The Head of Planning and Regeneration will attend in order to respond to concerns raised in respect of the Making Experience's Count Quarterly Report and outstanding recommendations from the Planning Policy Task Group Report as detailed below.

Whilst considering the above report at the Board meeting held on 16<sup>th</sup> June Members raised concerns over the apparent increase in the number of complaints relating to Development Control. It is understood that these complaints were as a result of improvements being made to the system and the transformation process. It would be helpful if you could provide us with details and the progress of the transformation work being carried out in Development Control and what action is being taken to address the staffing problems also mentioned in the Making Experiences Count Report.

It was noted that a complaint had also been received from a customer unhappy with no consideration having been given to residents regarding an application for a property in the next road. Members understand that the process of consultation in some authorities includes this and it would be useful if you could explain whether this has ever been considered at Bromsgrove.

There are also a number of recommendations from the Planning Policy Task Group which remain outstanding, can you please provide an update on the current position in respect of these (please see the attached extract from the Board's Quarterly Recommendation Tracker).

# Agenda Item 6

Date of O&S Board	Recommendation	Date Considered by Cabinet & Comments on action taken to implement the recommendation(s)							
10 <sup>th</sup> September 2012	<u>Recommendation 4</u> That a detailed review of the Planning Enforcement Policy, which was adopted in April 2011 (as encouraged in Section 8 – Conclusion), be carried out giving particular attention to Sections 4 – Enforcement Procedures (Informal) and 7 – Council’s Commitment to Complainants.	4 <sup>th</sup> July 2012	July		Oct	√ Jan (2015)		April	<u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process.  <u>Update September 2013</u> <i>This will occur, if necessary, when the Enforcement process is considered through the Transformation process.</i>
10 <sup>th</sup> September 2012	<u>Recommendation 8</u> That thorough the Transformation programme a review and mapping exercise be carried out in respect of the process post planning application approval stage and that the results of this be shared with the Overview and Scrutiny Board.	4 <sup>th</sup> July 2012	July		Oct	√ Jan (2015)		April	<u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process.  <u>Update September 2013</u> <i>Enforcement is not yet at the Transformation stage.</i>
10 <sup>th</sup> September 2012	<u>Recommendation 9</u> That the Internal Audit Report recommendations be supported and included within the Overview and Scrutiny Board’s Quarterly Recommendation Tracker report to ensure that progress on the implementation is monitored in an	4 <sup>th</sup> July 2012	July		Oct	√ Jan (2015)		April	<u>Cabinet Comment:</u> Agreed Implementation date – with immediate effect.  <u>Update September 2013</u> <i>Recommendations from this report and comments are attached at Appendix 1 of the tracker.</i>  <u>July 2014</u> <i>The outstanding recommendations</i>

Date of O&S Board	Recommendation	Date Considered by Cabinet & Comments on action taken to implement the recommendation(s)	
	appropriate and timely manner.		<i>from this report are detailed below.</i>

**INTERNAL AUDIT REPORT – Ad Hoc Investigation: Marlbrook Tip**

Recommendation	Comment on actions taken to implement recommendation
<p>1. <u>Planning Approval</u> Where a planning application may result in the approval including a significant number of conditions, that the Planning Committee is made aware of:</p> <ul style="list-style-type: none"> <li>• the resources needed to effectively monitor compliance;</li> <li>• whether there are suitably qualified and/or experience officers within the Council; and</li> <li>• if not, what outsourcing arrangements would be required.</li> </ul>	
<p>2. <u>Monitoring Arrangements</u> That for any future similar developments and in order to provide clear accountability monitoring should be undertaken by officers and/or a group with suitable experience and expertise and the authority to make decisions.</p>	

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## REPORT FROM LEISURE PROVISION TASK GROUP – 31<sup>st</sup> July 2014

One of the main aims of the last meeting was to re-visit the Terms of Reference and agree to any specific areas where the Task Group needed more detail.

Although the pre-scrutiny of the Dolphin Centre had not been included within the Terms of Reference, the Group felt that this had been a useful piece of work.

The Democratic Services Officer, Amanda Scarce had provided further information of evidence which highlighted facilities and activities available throughout the district which had been covered by other Task Groups including the Youth Provision Group but it was felt important that we did not duplicate areas of work which had already been covered by those Task Groups.

Additional information was also tabled at the meeting which included a number of activities facilitated by Age UK, local Children's Centres and Worcestershire County Council and which were carried out at venues throughout the district. It was however acknowledged that not all of the activities were facilitated by Bromsgrove District Council but they did have indirect involvement.

Discussion was held as to whether or not the Council had a statutory duty to provide any of the activities, but at the same time, ensure the activities provided are meeting the needs of residents and that the Council receives value for money from the service. It was agreed that this was an area which should be covered in the final report in some detail and that clarity should be given as to the legal position and used as supporting evidence. Agreed that Mr John Godwin be asked to clarify the position in respect of any statutory duty. The discussion covered:

- Duty on Councils for health and wellbeing of its residents under the Social Care Act 2012.
- It was likely that only a very few Authorities did not provide leisure services.
- Income generated from leisure facilities – hire of tennis courts, football pitches.
- Members were in agreement that they would not want the Council to be seen as making a profit from such services.

Concerns were raised about the charges for the facilities at the Dolphin Centre as it would be competing with other leisure facilities throughout the district. It was felt that the principle was that the Council could provide services to enable those who would not be able to access such facilities provided by the likes of David Lloyd. It was agreed that a possible recommendation be 'That charges for leisure facilities, such as the Dolphin Centre, should be cost neutral and should not be increased in order to make a profit'.

Comment was raised on the cost of the High Flyer event which had taken place in the Town Centre recently and whether this had proved to be value for money. There appeared to be conflicting information as to the cost which had ranged from £17 - £26k.

# Agenda Item 8

Following further discussion, it was agreed that further information was required on the following:

- Concern was also raised at the last meeting with regard to the closure of EPIC and of the Health Hub. Members of the Task Group were not aware of these closures.
- Duplication of provision for the disabled – activities being carried out by Bromsgrove District Council and the Ryland Centre.
- Information on activities which were run by Age UK taking place at Amphlett Hall.

## **REPORT FROM LEISURE PROVISION TASK GROUP - Thursday 21<sup>st</sup> August 2014.**

**The Chairman welcomed Mr John Godwin, Head of Leisure & Cultural Services and Miss Laura Kerrigan, Sports & Physical Activity Development Manager to the meeting of the Task Group.**

At the previous meeting held on 31<sup>st</sup> July 2014, one or two queries were raised which members of the Task Group requested confirmation of from Mr John Godwin.

- **Duplication of provision for the disabled** – Members were informed that this referred to the ‘Keep on Moving’ project held on a Friday in the Spadesbourne Suite and attended by people from Amber Support who were based in Sidemoor and further details were provided.
- **Statutory Duty of the Council** – With regard to the statutory duty of the Council, Mr Godwin stated that the Council were under no statutory duty to provide leisure facilities other than allotments. Referring to the Allotments Act 1950, there was a requirement if the land was owned by the Council and used as allotments, then it did become a statutory duty to remain as such. This also applied as a same legal requirement to land owned by a Parish Council.

Mr Godwin reported that over recent years they had started to offer and provide starter plots which were half the size of the 16<sup>th</sup> of an acre plot and had also changed the season to March – September for the growing season. Mr Godwin also confirmed to the Task Group that the allotments at Stoneybridge, Fairfield were owned by Bromsgrove District Council. It was agreed that the Legal Department be consulted to confirm the statutory duty position with respect of allotments.

## **Mr John Godwin – Head of Leisure & Cultural Services**

Mr Godwin discussed with Members several areas in respect of the Dolphin Centre and the business case for the new Centre. In particular these discussions concentrated on the inclusion of a sports hall, as Members had previously aired their concerns over the lack of this facility in the business case and the options available to the Council to address this.

Badminton facilities were discussed in detail and the availability of facilities at other venues and whether these were adequate for the needs of players.

# Agenda Item 8

Referring to the Swimming Club, Mr Godwin confirmed that they had been fully consulted and had supported the proposals and they would be further consulted as more detail is worked out for the swimming pool. There was however a reduction in the spectator space and the pool could deal with this except for large galas of which only 2 galas had been held in the last 12 months. There were other venues available and the ASA had been more than happy with the new arrangements.

Referring to block bookings at the Dolphin Centre, Mr Godwin stated that the one group remained which needed to be addressed. The parties were very successful and members were informed on details of how Wychavon Leisure rotated the inflatables between the sites they managed in order to maintain interest.

## **Laura Kerrigan – Sports & Physical Activity Development Manager**

Laura Kerrigan, Sports & Physical Activity Development Manager gave an in-depth report to Members of the Task Group on the types of activities, including disability groups held within Bromsgrove and the District and which covered all age groups in providing something for everyone but at the same time, ensuring that activities were not duplicated. These details were regularly sent to all Councillors for their information.

The activities were all very well attended some being developmental and could lead to Clubs being formed whereby the Council would help by providing a small pot of money for support to help them progress, but at the same time, be mindful that the groups are ones which the Council would want to be associated with in helping. Examples of where this had been successful was reported on by Mr Godwin – the Rugby and Hockey Clubs and also Bromsgrove Sporting whereby the Council had supported them in applying for funding together with meeting the health and wellbeing agenda. The Council had also supported other groups in providing Positive Activities.

Details were also given by Laura Kerrigan on other initiatives which were taking place, run completely by volunteers who the Council had supported and trained as 'run leaders'. The groups build up runners who then register and pay a small fee to cover any expenses.

Further details were given:-

- The new Couch to 5k run in conjunction with 'Run England' to get Bromsgrove running and would be held at different venues throughout the District – Catshill Meadow, Rubery, St. Chads and Cofton Park commencing in September.
- Children's Junior Park Run - running groups in Sanders Park on Saturday mornings. This had been set up and funded through Cllr. Mallett's County Council Divisional Funds and had been very successful with around 60 children taking part each week.
- The Sports Development had also supported other groups such as the table tennis group held at the Dolphin Centre.
- Keep Fit sessions on Saturday mornings were held in Sanders Park.
- Walking for Health on Monday's – (1 – 3 miles) from Sanders Park

# Agenda Item 8

and on Friday's starting from different areas within the district and driving out into the countryside for a 3 – 4 mile walk.

All the above sessions were free of charge to residents and children.

Laura Kerrigan informed the meeting on other groups including a fairly new group – Nordic Walking at the Lickey Hills. Bromsgrove District Council were working in partnership with Birmingham City Council and this was proving to be very successful. Disabilities sailing at the Upton Warren site with Chadsgrove School and other disabilities clubs – training of some of their Staff would be done to further develop this activity.

Information was also given with regard to the Bromsgrove and Redditch Active Volunteering Opportunities (BRAVO). BRAVO was a flexible programme and there were a wide variety of placements for volunteers to choose from such as IT support for clubs and to assistant coaches for health intervention for older people. Both Bromsgrove and Redditch had a wealth of sports clubs/organisations and had a huge impact on the people who live in these areas.

Following the lengthy discussions, it was agreed by all members of the Leisure Provision Task Group that the Council provided excellent opportunities for the residents of Bromsgrove and the district to partake in the many activities, suitable for all ages and at a variety of venues across the Bromsgrove area.

It was however felt that we needed to widen the circulation across the whole district so that more residents could be informed on the many excellent and wide ranging activities/opportunities offered to join the many groups.

Members of the Task Group wished to record thanks to Mr John Godwin, Laura Kerrigan all the members of the Sports Development Team who were working so hard to enable these facilities to be provided for residents, of all ages.

**Possible recommendations and Final Report** - Amanda Scarce discussed with the Task Group a suggested template for the Report which included – statutory duty, the Dolphin Centre Business Case and Value for Money and meetings the needs of residents. Additional recommendations had also been picked up from this meeting and members were asked to let the Officer or the Chairman know if there were any further suggestions for recommendations.

**Future Meeting Dates** It was agreed by members of the Task Group that one further meeting would be required in order to consider the final draft report and recommendations. It was also agreed that although the report could be ready earlier than expected, it would still be presented to the Overview & Scrutiny Board for the November meeting.

Cllr. Caroline Spencer  
Chairman  
Leisure Provision Task Group

2<sup>nd</sup> September 2014

# **CABINET LEADER'S WORK PROGRAMME**

**1 OCTOBER 2014 TO 31 JANUARY 2015**

**(published as at 1 September 2014)**

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

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

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

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

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

**Key Decisions** are those executive decisions which are likely to:

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

**Key Decisions** will include:

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

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

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

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

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

**CABINET MEMBERSHIP**

Councillor M. A. Sherrey	Leader of the Council and Portfolio Holder for Community Services, Partnerships and Governance
Councillor C. B. Taylor	Deputy Leader of the Council and Portfolio Holder for Planning Services and Housing
Councillor M. J. A. Webb	Portfolio Holder for Leisure Services, Economic Development and Emergency Planning
Councillor D. W. P. Booth	Portfolio Holder for Enabling (excluding Finance and Governance)
Councillor R. L. Dent	Portfolio Holder for the Town Centre and Regulatory Services
Councillor M. A. Bullivant	Portfolio Holder for Environmental Services
Councillor R. Hollingworth	Portfolio Holder for Finance, Revenues and Benefits

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Audit Findings Report 2013/14	Cabinet ( <i>with recommendations to Council</i> )	24 September 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Final Accounts Statement 2013/14	Cabinet ( <i>with recommendations to Council</i> )	24 September 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Page 28 Ward Members' Fund to establish details of the Scheme	Cabinet	24 September 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Local Lettings Policy (linked to the Housing Allocations Policy item)	Cabinet	1 October 2014	Report of the Deputy Chief Executive and Executive Director	Derek Allen Housing Strategy Manager 01527 64252 ext 1278 Councillor K. Taylor
Disposal of Council Owned land – Aintree Close, Catshill <b>Potentially Key Decision</b>	Cabinet ( <i>may be some confidential parts to the report</i> )	1 October 2014	Report of the Deputy Chief Executive and Executive Director	Derek Allen Housing Strategy Manager 01527 64252 ext 1278 Councillor K. Taylor



Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Budget Position Report and Expenditure	Cabinet	1 October 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Outcome of the Marketing Exercise for the Birmingham Road/Stourbridge Road Car Park  <b>Key Decision</b>	<i>Cabinet (may be some confidential parts to the report)</i>	1 October 2014	Report of the Town Centre Regeneration Programme Manager	Richard Savory 01527 881281 Councillor R. Dent
Debt Recovery Policy Review of Policy on Council Tax, NNDR and Sundry Debts	<i>Cabinet (possible recommendation to Council)</i>	5 November 2014	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor R. Hollingworth
New Policies in relation to the Town Centre, including Street Café Areas, Street Collections and Premises Licences	<i>Cabinet (possible recommendations to Council)</i>	5 November 2014	Town Centre Regeneration Programme Manager	Richard Savory 01527 881281 Councillor R. Dent
Mobile Homes Act 2013 – New Policy relating to Licensing Fees	<i>Cabinet (possible recommendations to Council)</i>	5 November 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen Housing Strategy Manager 01527 64252 ext 1278 Councillor K. Taylor

Page 23

Agenda Item 9

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Dodford, Hagley and Beoley Conservation Area Appraisals and Management Plans - Adoption	Cabinet	5 November 2014	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325 Councillor K. Taylor
Fees and Charges Review 2015/16	Cabinet	5 November 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Budget Position Statement 2014/15 – 2016/17	Cabinet	5 November 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Council Tax Support Scheme Draft Regulations considered for further consultation	Cabinet ( <i>possible recommendations to Council</i> )	5 November 2014	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor R. Hollingworth
Playing Pitch Strategy Review of the Council's approach to the provision of playing pitches	Cabinet	3 December 2014	Report of the Head of Leisure and Culture	Dave Wheeler Manager  Councillor M. Webb

<b>Decision Including Whether it is a Key Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
Finance Monitoring Report Q2	Cabinet	3 December 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor R. Hollingworth
Council Tax Support Scheme Final Scheme	Cabinet	January 2015	Report of the head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor R. Hollingworth

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## OVERVIEW & SCRUTINY BOARD

### WORK PROGRAMME

2014-15

#### RECOMMENDATION:

That the Board considers and agrees the work programme and updates it accordingly.

#### ITEMS FOR FUTURE MEETINGS

<b>Date of Meeting</b>	<b>Subject</b>	<b>Additional Information</b>
<b>15<sup>th</sup> September 2014</b>	Development Control – Making Experiences Count update	Requested 16/06/14
	Briefing – WRS Strategic Partnership Plans	Requested 14/07/14
	Leisure Provision Task Group - update	
	Budget Scrutiny for 2015/16	
	Cabinet Work Programme	
	O&S Work Programme	
<b>25<sup>th</sup> September 2014</b>	Presentation on Town Centre Public Realm Phase 2	Requested 14/07/14
	Youth Provision Task Group 12 month Review	
	Finance Monitoring Quarter 1 Report	
	Write Off of Debts Quarter 1 Report	
	Task Group Procedure Guidelines - Review	
	Leisure Provision Task Group – Update	
	WCC Health Overview & Scrutiny Committee – Update	
	Action List	
O&S Work Programme		
<b>13<sup>th</sup> October 2014</b>	Scrutiny of Crime and Disorder Partnerships – Update North Worcestershire Community Safety Partnership	
	Summary of Environmental Enforcement	
	Quarterly Recommendation Tracker	
	Leisure Provision Task Group – Update	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	

# Agenda Item 10

Date of Meeting	Subject	Additional Information
	Action List	
	O&S Work Programme	
<b>17<sup>th</sup> November 2014</b>	WCC Health Overview & Scrutiny Committee – Update	
	Leisure Provision Task Group Final Report	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
<b>15<sup>th</sup> December 2014</b>	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
<b>19<sup>th</sup> January 2015</b>	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
<b>16<sup>th</sup> February 2015</b>	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
<b>16<sup>th</sup> March 2015</b>	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
<b>13<sup>th</sup> April 2015</b>	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	

**Reports to be Received by the Board Quarterly – dates to be confirmed**

Finance Monitoring  
 Write Off of Debts  
 Sickness Absence Performance  
 Making Experiences Count

## **Reports to be Received by the Board Annually**

Summary of Environmental Enforcement (October meeting)

## **Scrutiny of Crime & Disorder Partnership**

The Board must hold at least one meeting at which it considers the scrutiny of Crime and Disorder Partnership. This will be discussed at the meeting to be held on 13<sup>th</sup> October 2014.

## **Topics to be considered** (as recommended by Task Groups)

The following topics were suggested by Task Group for further investigation. It is up to the Board to decide whether they wish these to be considered within its current Work Programme.

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

## **OVERVIEW & SCRUTINY TASK GROUP/INQUIRY 12 MONTH REVIEWS 2014-15**

<b>Task Group</b>	<b>Date of Review</b>
Youth Provision Task Group	September 2014
Air Quality Task Group	March 2015
Artrix Outreach Provision Task Group	July 2015

When considering topics for investigations Members may wish to take into account the Council's Strategic Purposes as detailed below:

## Our Strategic Purposes for Bromsgrove



*Help me to live my life independently*

*Help me to be financially independent*

*Keep my place safe & looking good*

*Help me find somewhere to live in my locality*

*Provide good things for me to see, do & visit*

*Help me run a successful business*

**Support services enable us to deliver our purposes**

 **Bromsgrove District Council**  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

For more information view the Council Plan at:  
<http://www.bromsgrove.gov.uk/cms/council-and-democracy/council-plan.aspx>