



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 13TH OCTOBER 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 15th September 2014 (Pages 1 - 8)
4. Town Centre - Update
The Leader and the Portfolio Holder for the Town Centre and Regulatory Services have been invited to discuss this matter following the information received at the previous Board meeting.
5. Overview of Budget Report (Pages 9 - 28)
6. Quarterly Recommendation Tracker (Pages 29 - 42)
7. Action List (Pages 43 - 46)
8. WCC Health Overview and Scrutiny Committee - Update

9. Cabinet Work Programme (Pages 47 - 52)
10. Overview and Scrutiny Board Work Programme (Pages 53 - 56)
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.

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

2nd October 2014

K. DICKS
Chief Executive



INFORMATION FOR THE PUBLIC

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- Meeting Agendas
- Meeting Minutes
- The Council’s Constitution

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

15TH SEPTEMBER 2014 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), H. J. Jones (Vice-Chairman), C. J. Bloore, S. R. Colella, B. T. Cooper, R. J. Laight (during Minute No. 34/14 to Minute No. 39/14), P. Lammas, C. R. Scurrall (Substituting for Councillor R. A. Clarke), R. J. Shannon, S. P. Shannon, C. J. Spencer and C. J. Tidmarsh

In attendance: Councillor C. B. Taylor

Officers: Ms. J. Pickering, Mr. S. Jorden, Mrs. R. Bamford, Mrs. P. Ross and Ms. A. Scarce

34/14 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J. S. Brogan and R. A. Clarke.

The Chairman asked Members to note that as detailed in the Constitution, trained substitutes were permitted subject to the restriction that each Member of the Board could only nominate a substitute on up to two occasions during the municipal year.

35/14 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

36/14 **DEVELOPMENT CONTROL - HEAD OF PLANNING AND REGENERATION**

Members were reminded that during consideration of the Making Experiences Count Report when it was noted that there was a number of complaints relating to Development Control and following on from the meeting held on 14th July 2014 when the Board had considered the quarterly recommendation tracker and had noted the outstanding recommendations in respect of the Planning Policy Task Group, the Head of Planning and Regeneration and Portfolio Holder had been invited to attend and provide an update.

The Head of Planning and Regeneration provided Members with details of the principles developed during the Vanguard transformation process. The service now worked as a customer focussed service by understanding what the customer wanted, what mattered to the customer. What did customers want/expect from the service? The service needed to understand the wider

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public interest of both residents and professional stakeholders to enable change and to look at waste within the system and design out waste. If waste was created by other departments officers would liaise with those departments. The system initially in place was a one fit, fits all system. Officers now met and engaged with residents and parish council's other than just through planning surgeries to provide information and advice. Shared learning encouraged staff to work in an environment as a team, to look at any issues, concerns or practices and in order that any waste identified within the system could be addressed.

The Head of Planning and Regeneration informed Members of the current backlog of work and how this was being addressed. Changes had been made to the way planning applications were now dealt with. Case officers now selected applications dependant on their work capacity and were able to call on help when needed. Senior officers collected data on the number of applications dealt with and the caseload/workload of officers was noted and discussed with officers as necessary. Reflection meetings were held every Monday morning. Officers were encouraged to take ownership of any enquiries or queries, even if the enquiry/query was for another service area. This ensured that the enquiry/query was dealt with and that the customer was not directed to different service areas. Officers were also beginning to fully utilise the IT system that was in place. Thinking about applications and what impact applications would have enabled officers to reconsider who to inform. The information detailed on site notices had improved and now included the case officers contact details and an iPhone application which enabled the site notice to be scanned.

It was noted that the workload had been affected by an increase in the turnover of staff within the service area. They had now recruited in higher grade positions and the backlog was being reduced. Leaving interviews had identified that staff were leaving to take up similar positions with higher salaries. The Head of Planning and Regeneration did not feel there was an issue with staff morale.

The Head of Planning and Regeneration responded to Members' questions with regard to applications not being dealt with in the eight week time period and were informed that there were no consequences or legal challenge if applications were not dealt with within that period. It was believed that achieving targets did not always help the customer. Officers now looked at 'end to end' time. Customers were made aware of the backlog and informed of the timescale to deal with their application. It was felt that if the customer was not concerned about targets but happy in the knowledge that they were receiving advice and information in respect of their application; officers felt that a good service was being provided.

The Head of Planning and Regeneration responded to Councillor S. R. Colella with regard to shared services and planning enforcement. Planning officers wore identity badges with both Bromsgrove District Council and Redditch Borough Council logos. Officers informed residents they were the case officer dealing with the application and to her knowledge this had not caused any issues with Bromsgrove District Council applications or site visits. With regard

to planning enforcement; residents, Parish Councils and Ward Members should contact officers with any concerns or evidence of non-compliance in order for officers to use this as part of their evidence gathering.

In response to Members the Head of Planning and Regeneration agreed to provide Board Members with the following information:-

- Contact details for Case Officers
- Additional information with regard to monitoring
- Detailed information on the overspend figures
- Planning Backlog - Quarterly reports

The Chairman and Board Members thanked the Head of Planning and Regeneration for her in depth verbal update.

RESOLVED that

- a) as detailed in the preamble above the Democratic Services Officer be tasked to liaise with the Head of Planning and Regeneration in respect of the additional information to be provided to the Board;
- b) Planning backlog information - Quarterly reports to the Board be included on the Board's work programme; and
- c) the Democratic Services Officer be tasked to provide information to the Board in respect of staff changes, namely when changes to overtime payment and car allowances payment came into effect.

37/14

WRS STRATEGIC PARTNER - PRESENTATION FROM HEAD OF REGULATORY SERVICES

The Chairman reminded the Board that consideration of the Joint Worcestershire Regulatory Services Scrutiny Task Group report had initiated this presentation.

The Head of Worcestershire Regulatory Services (WRS) delivered a presentation on WRS Strategic Partnership. He gave thanks to Councillors R. L. Dent and M. A. Bullivant for attending and who represented Bromsgrove District Council on the Worcestershire Shared Services Joint Committee.

The presentation provided Members with details on the following:

- Project Objectives
- Benefits of strategic partnership
- Alternative options considered to meet financial pressures
- What WRS could offer
- The Process

Following the delivery of the presentation a number of questions were put to the Head of WRS:

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- Partners reducing their contributions to WRS and the effect this would have on the services provided by WRS.
- The implications (to those remaining and those opting out) of Partner authorities opting out of WRS.
- Governance arrangements and the changes to governance in respect of Strategic Partnering.
- The effect on the service if partner contributions were significantly reduced and whether there was the possibility of the service failing because of this.

The Head of WRS informed the Board that partner authorities had no perception of the financial pressures they would be faced with when the Worcestershire Shared Services Partnership legal agreement was agreed in 2009. A number of partners had identified the need for additional reductions in their contributions from 2014/2015 onwards, with the most significant of these being Worcestershire County Council. Members were further informed that the current Worcestershire Shared Services Partnership agreement protected the other member authorities against any negative impact and that any substantive or one off costs would have to be met by that partner authority. A significant reduction in partner contributions year on year could have an impact for some partner authorities if statutory requirements were not being met.

The Head of WRS also referred to the Joint WRS Scrutiny Task Group findings in respect of governance and informed Members that initially the governance arrangements had been set up as a need for trust and that at the time there had been no benchmarking to refer to. As the service developed there had become a need, which had been recognised, for the governance arrangements to change and WRS Joint Committee Members would determine good governance arrangements.

Partner authorities now wanted very different levels of services; there was therefore a need to identify what those partner needs were and how these could be provided. Strategic Partnership working would enable the service to look at an alternative delivery model which would meet the needs of all those involved.

The Head of WRS further informed Members that WRS had achieved a national reputation and had national experts. As a result of this achievement WRS had been approached by other authorities who were considering a shared regulatory service and looked at very closely by the private sector. Members agreed that it was refreshing to hear of a public sector success.

The Chairman of the Board and the Chairman of the Joint WRS Scrutiny Task Group thanked the Head of WRS for his presentation.

RESOLVED that the presentation be noted.

38/14

MINUTES

The minutes of the meetings of the Overview and Scrutiny Board held on 14th July and 18th August 2014 were submitted.

RESOLVED that the minutes be approved as a correct record.

39/14

BUDGET SCRUTINY ARRANGEMENTS - PRESENTATION

The Executive Director, Finance and Resources delivered a presentation on the proposed Budget Scrutiny 2015/2016 – 2017/2018.

The presentation outlined the purpose of Budget Scrutiny:

- Provided challenge to decision makers
- Enabled the voice and concerns of the public to be heard/raised.
- Drives improvement in budget setting and transparency

Following the delivery of the presentation a number of points were raised by Members and responded to by the Executive Director, Finance and Resources:

- How had the Executive Director, Finance and Resources service area gone through transformation.
- How the Cabinet Work Programme and Leaders Group linked together.
- How the Council kept residents informed of the budget process.

The Executive Director, Finance and Resources informed the Board that her service was not a front facing (customer service area). The service had recently streamlined its processes and combined Bromsgrove District Council and Redditch Borough Council's financial processes. Transformation had taken place around processes and internal customers managing their budgets. Heads of Service were therefore responsible for their service areas budget. With regard to Cabinet and Leaders Group, the Executive Director, Finance and Resources had worked with the Democratic Services Manager to ensure that Overview and Scrutiny meetings for future municipal years were scheduled prior to Cabinet meetings in order for budget scrutiny to be more effective.

The Executive Director, Finance and Resources explained that budget jury meetings had ceased as only 13 to 15 members of the public used to attend. Members were concerned as to how the Council informed its wider audience and following discussion the Executive Director, Finance and Resources agreed to give this further consideration.

Following the presentation, the Chairman suggested that as the budget scrutiny would involve a lot of work for the Board if, following the next presentation from the Executive Director, Finance and Resource, Members were particularly interested in a specific area of the budget this could be included on the Work Programme and a number of short sharp inquiries set up, with Members providing feedback to the Board.

RESOLVED that the presentation be noted and a copy of the presentation be sent to all Board Members.

40/14 **LEISURE PROVISION TASK GROUP - UPDATE**

The Chairman of the Task Group, Councillor C. J. Spencer had provided a written update for Members of the Board and following discussion, Councillor R. J. Shannon expressed concerns that the new Dolphin Centre would not have the capacity to accommodate all of the facilities it currently provided.

Councillor Spencer responded to questions from Members and informed the Board that the principle was that Council provided leisure facilities should be value for money for residents and affordable to access, with all costs to the Council covered. Task Group Members had agreed that they would not want the Council to be seen to be making a profit. This was reflected in the final report and recommendations which would be presented to the Board at its meeting in November 2014.

The Chairman thanked Councillor Spencer for her update.

41/14 **CABINET WORK PROGRAMME**

Members considered the Cabinet Work Programme for the period 1st October 2014 to 31st January 2015.

The Chairman highlighted that the Town Centre Public Realm Phase 2 was no longer on the Cabinet Work Programme. He reassured Members that following on from the meeting held on 14th July 2014 and as detailed on the Overview & Scrutiny Work Programme a presentation on the Town Centre would be provided at the next Board meeting.

Members requested an update on the availability of the Playing Pitch Strategy, which had previously been on the Board's Work Programme, be provided at the next meeting.

The Executive Director, Finance and Resources responded to Councillor C. J. Bloore and informed Members that a report on the Ward Members' Fund was due to be presented to Cabinet on 24th September 2014. Members expressed their concern that they had not had the opportunity to scrutinise the report. The Executive Director, Finance and Resources further informed the Board that additional options had been included in the report and that following their concerns she would ensure a copy of the report was sent to all Board Members.

RESOLVED that the Cabinet Work Programme be noted.

42/14 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

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

RESOLVED that the Work Programme be updated to include the items discussed and agreed by the Board during the course of the meeting.

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The meeting closed at 8.24 p.m.

Chairman

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MEDIUM TERM FINANCIAL PLAN 2015/16 – 2017/18

Relevant Portfolio Holder	Michael Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

- 1.1 To enable Members to review initial financial information as part of the budget scrutiny for 2015/16 – 2017/18.

2. RECOMMENDATIONS

- 2.1 **The Board is asked to review the information contained within the Appendix and to request any further information to support the Scrutiny process.**

3. KEY ISSUES

Financial Implications

- 3.1 As members are aware the Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made over a 3 year period. It is revised and updated on an annual basis to take into account any alterations that may be required as a result of changes that impact on the Councils services.
- 3.2 As part of the process for 2015/16 – 2017/18 Overview and Scrutiny Board will receive relevant financial information to undertake a detailed review of the budget. This will ensure that the expenditure incurred by the Council meets its Strategic Purposes.
- 3.3 The current position for 2015/16 and 2016/17 is shown in the table below. The shortfalls to budget are mainly as a result of further cuts to Government funding together with additional demand on service provision.

	2015-16	2016-17
	£000	£000
Departmental Expenditure	11,504	11,271
Unavoidable Pressures	210	232
Bids		0
Savings identified	-400	0
Net Service Expenditure	11,314	11,503
Investment Income	-58	-58
Cost of Borrowing	726	1,008
Recharge to Capital Programme	-25	-25
Net Operating Expenditure	11,957	12,428
Funding from balances	-326	-518
Revenue Support Grant	-1,175	-893
Business Rates Retention	-1,598	-1,598
Business Rates Growth	-176	-176
Funding from Reserves (re Essential Living Fund)		
New Homes Bonus	-1,076	-1,202
Collection Fund Surplus (Council Tax)	0	0
Council Tax - based on 1.9%	-6,993	-7,157
Funding Total	-11,344	-11,544
Shortfall	613	884

3.4 The summary position above includes the following assumptions:

- 1% pay award estimate relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2014/15 & 2015/16
- 3% increase in fees and charges (where appropriate)
- Potential costs of the development of Parkside with the County Council

- Increased pension contributions as agreed with the actuary to reduce the pension fund deficit over a 21 year period
- An estimation of the New Homes Bonus income for 2015/16 based on 108 properties being added to the current position
- Additional income estimated in relation to the Business Rates receivable by the Council

Transformation

- 3.5 The significant reductions in funding are not anticipated to improve for a number of years and therefore officers have looked at alternative ways to deliver savings whilst improving services to the community. As previously reported the services provided by the Council are undergoing transformational change using a different approach to assessing the value provided by the service. This work will focus on the purpose of services to the community and will aim to realise savings and protect those services that create value to our customers.
- 3.6 Officers will continue to review the financial position of the authority within a framework of financial principles. These are:
- Reduce Waste in a system (Stop it now)
 - Design a new system to reduce waste and cost
 - Reduce the costs associated with enabling service provision rather than those that create the value to the customer.
- 3.7 There are 3 levels of costs associated with services delivered by the Council;
- Create Value – these are the costs to deliver front line service, those which create real value to the customer
 - Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
 - Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value. As part of the financial principles officers are looking at the ratio of the cost of the enabling function compared with those that create value with the aim to align resources to those that provide the most value to our customers.

Strategic Purposes

- 3.8 The Council has 6 Strategic Purposes;
- Provide Good Things for me to See, Do and Visit
 - Keep my Place Safe and Looking Good

- Help me be Financially Independent
- Help me find Somewhere to Live in my Locality
- Help me live my life independently
- Help me Run a Successful Business

3.9 In addition costs associated with the enabling services (supporting the organisation) form part of the total costs of the Council.

3.10 Appendices 1 - 6 include the 2014/15 budgets for every service undertaken by the Council aligned with the Strategic Purposes. In addition the enabling costs are shown. It is worth noting that the service areas reflect statutory descriptions for service provision from the accounting system and may not always seem reflective of some of the services provided by the Council. In addition the allocation to the Strategic Purposes is based on the data we have available to best fit the service against the purpose.

3.11 The budgets are shown as gross expenditure less income. It is worth noting that any shared service budgets include both the cost and the income chargeable to Redditch Borough Council.

Measures

3.12 Measures show how the services we provide link to the purposes of the Council and reflect how we are meeting demand and customer expectation in those services. The aim is to clearly demonstrate that the measures drive the costs of the Council to ensure we are focusing our funds on those areas that require additional support. It is anticipated that measures will be reported to the Board shortly, however if Members wish they can discuss the measures with the relevant Heads of Service.

Service / Operational Implications

3.13 The MTFP will enable services to be maintained and, where achievable, improvements to the community.

Customer / Equalities and Diversity Implications

3.14 Effective Budget Scrutiny will ensure all of the community are represented through the budget process.

4. RISK MANAGEMENT

4.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern.

5. APPENDICES

- Appendix 1 – Enabling Services
- Appendix 2 – Help me be Financially Independent
- Appendix 3 – Help me to find somewhere to live in my Locality
- Appendix 4 – Help me live my life independently
- Appendix 5 – Help me run a successful business
- Appendix 6 – Keep my place safe and looking good
- Appendix 7 – Provide Good things for me to see, do and visit

AUTHOR OF REPORT

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ENABLING SERVICES**Appendix 1**

Description	Expenditure	Income	Net Total
Accounts & Financial Management	489,412		489,412
Business Transformation	129,676	-64,374	65,302
Central Overheads (inc Pensions)	1,158,412	-1,499	1,156,913
Corporate Management Team	528,788	-189,277	339,511
Committee Services	361,194	-180,247	180,947
Communications	197,307	-95,172	102,135
Corporate	41,891	-375	41,516
Council House	701,064	-824	700,240
Customer Services	356,101	-72,748	283,353
Democratic Services & Member Support	302,463		302,463
Depot	1,144,352	-435,224	709,128
Election & Electoral Services	683,013	-508,318	174,695
Emergency planning	13,815		13,815
Equalities	56,129	-22,247	33,882
Human Resources & Welfare	303,500		303,500
ICT	2,473,698	-636,607	1,837,091
Land charges	88,566	-180,753	-92,187
Legal Services	518,462	-299,534	218,928
Leisure & Cultural Mgt	101,939		101,939
Policy	145,707	-64,230	81,477
Post Room	78,043		78,043
Printing & Reprographics	124,646	-29,219	95,427
Secretariats	138,602	-28,924	109,678
Strategic Management Team	374,285	-138,843	235,442
Transport	4,340	-19,188	-14,848
Treasury Management & Bank Charges	52,037		52,037
Town Centre Development	41,890		41,890
Net Total	10,609,332	-2,967,603	7,641,729

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HELP ME BE FINANCIALLY INDEPENDENT

APPENDIX 2

Description	Expenditure	Income	Net Total
Council tax collection	288,490	-146,843	141,647
Revenues & Benefits	16,537,789	-16,530,649	7,140
Net Total	16,826,279	-16,677,492	148,787

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HELP ME FIND SOMEWHERE TO LIVE IN MY LOCALITY**APPENDIX 3**

Description	Expenditure	Income	Net Total
Capital Charges for Housing Projects	200,000		200,000
Hostels	70,964		70,964
Housing Strategy & Enabling	585,456	-208,365	377,091
Other Council Property		-1,680	-1,680
Other temporary accomodation	31,712		31,712
Homelessness	368,041	-2,000	366,041
Other private sector housing renewal	106,590		106,590
Net Total	1,362,763	-212,045	1,150,718

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HELP ME LIVE MY LIFE INDEPENDENTLY

APPENDIX 4

Description	Expenditure	Net Total
Capital Charges for Disabled Facilities Grants	563,000	563,000
Community development	43,359	43,359
Net Total	606,359	606,359

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HELP ME RUN A SUCCESSFUL BUSINESS

APPENDIX 5

Description	Expenditure	Income	Net Total
Economic development	178,982		178,982
Environmental protection; noise and nuisance	13,972		13,972
Investment Property	17,660	-965	16,695
Licensing - Alcohol and entertainment licensing; taxi licensing		-111,787	-111,787
Off Street Parking	742,305	-1,364,884	-622,579
Waste Collection	222,598	-517,387	-294,789
Net Total	1,175,517	-1,995,023	-819,506

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KEEP MY PLACE SAFE AND LOOKING GOOD

APPENDIX 6

Description	Expenditure	Income	Net Total
Cleansing	103,314	-202,459	-99,145
Building Control	446,188	-574,166	-127,978
CCTV	488,869	-226,002	262,867
Cemetery	160,786	-128,846	31,940
Climate change costs	15,993		15,993
Community Safety - Crime reduction	182,740		182,740
Corporate & democratic core	47,205		47,205
Depot		-15,184	-15,184
Development control	506,391	-434,700	71,691
Environmental Enhancements	47	-10,769	-10,722
Environmental, safety and routine maintenance - other L/	311,895	-138,042	173,853
Grounds Maintenance	57,113	-54,510	2,603
Land drainage and related work	60,660		60,660
Licensing - Alcohol and entertainment licensing; taxi licensing		-74,205	-74,205
Open spaces	436,560	-39,563	396,997
Other planning policy	466,407	-286	466,121
Public conveniences	88,530	-128	88,402
Redditch Partnerships	45,679	-45,549	130
Refuse & Recycling	29,719	-28,170	1,549
Strategic Housing	11,280	-11,280	0
Street cleansing	917,121	-35,109	882,012
Transport	218,678	-243,777	-25,099
Waste Collection	1,915,739	-708,821	1,206,918
BDC Reg Client	650,680	-225,000	425,680
Net Total	7,161,594	-3,196,566	3,965,028

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PROVIDE FOOD THINGS FOR ME TO SEE, DO AND VISIT

APPENDIX 7

Description	Expenditure	Income	Net Total
Arts development & support	87,131	-10,334	76,797
Amphlett Hall	3,098		3,098
Community development	29,502		29,502
Economic & Tourism Development	74,178	-104,241	-30,063
Economic development	76,841	-65,277	11,564
Environmental, safety and routine maintenance - other LA	7,998		7,998
General grant, bequests & donations	107,732		107,732
Leisure & Cultural Mgt	-15,000		-15,000
Museum	10,025	-30,551	-20,526
Open spaces	261,609	-87,693	173,916
Sports and recreation facilities, including golf courses	768,363	-14,594	753,769
Sports development & community recreation	192,950	-27,671	165,279
Street lighting (including energy costs)	33,069		33,069
Public Entertainment	363,037	-63,915	299,122
Tourism	1,428		1,428
Net Total	2,001,961	-404,276	1,597,685

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

October 2014

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board (including Task Group recommendations) until implementation is complete.

The recommendations are grouped in date order and by topic.

(N. B. Column 4 also shows each month the Tracker comes before the Board. To ensure recommendations are reviewed at the appropriate time, a tick is placed next to the quarter for which the Cabinet response advised the recommendation was estimated to be implemented.)

2. RECOMMENDATIONS

- 2.1 That the Board notes the Quarterly Recommendation Tracker and agrees to the removal of any items which have been completed.

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
PLANNING POLICY TASK GROUP										
10th September 2012	<p><u>Recommendation 4</u> That a detailed review of the Planning Enforcement Policy, which was adopted in April 2011 (as encouraged in Section 8 – Conclusion), be carried out giving particular attention to Sections 4 – Enforcement Procedures (Informal) and 7 – Council’s Commitment to Complainants.</p>	4th July 2012	July		Oct	√	Jan (2015)		April	
			<p><u>Cabinet Comment:</u> Agreed Implementation date – this will form part of the on going transformation process.</p> <p><u>Update September 2013</u> <i>This will occur, if necessary, when the Enforcement process is considered through the Transformation process.</i></p> <p><u>Update July 2014</u> <i>Response to be provided in presentation to Board on 15/09/14.</i></p> <p><u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in order for the item to be removed from the tracker.</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
10 th 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 th 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> <u>Update July 2014</u> <i>Response to be provided in presentation to Board on 15/09/14.</i> <u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in order for the item to be removed from the tracker.</i>							
10 th 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	4 th July 2012	July		Oct	√	Jan (2015)		April	
			<u>Update October 2014</u> <i>Following the presentation from the Head of Planning on 15./09/14 Members need to decide whether sufficient information was provided in</i>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	ensure that progress on the implementation is monitored in an appropriate and timely manner.		<i>order for the item to be removed from the tracker.</i>							
YOUTH PROVISION TASK GROUP										
15 th July 2013	<u>Recommendation 6</u> That the Chairman of the Task Group (supported by Democratic Services Officers) give a presentation, of the Task Group's findings, to CALC in order to encourage Parish Councils to support local youth groups.	4 th September 2013	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – Agreed <u>Update July 2014</u> <i>To date this has not taken place.</i>							
15 th July 2013	<u>Recommendation 10</u> That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District.	4 th September 2013	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine as part of their future work programme. <u>Update July 2014</u> <i>This has been included on the O&S Board's Work Programme, for its consideration if they so wish.</i>							
AIR QUALITY TASK GROUP										
16 th September 2013 and 20 th January 2014	<u>Recommendation 1 – 2007 Report</u> <u>Recommendation 17 – Taxi Ranks</u> – Regular reminders are given to taxi drivers in respect of leaving their	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<u>Cabinet Comment</u> – This was approved and Overview and Scrutiny were able to request this							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	engines running whilst waiting for the next are at a taxi rank. With WRS regularly reporting back to the Overview and Scrutiny Board to ensure that this is implemented.		<p>report from WRS.</p> <p><u>Update September 2014</u> The Board have to date not request this information from WRS.</p>							
16 th September 2013 and 20 th January 2014	<p><u>Recommendation 5</u> WRS Applies for funding from the DEFRA Air Quality Grant Programme. If the first application is not successful the WRS should persist in submitting further applications in subsequent years.</p>	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>First Cabinet Response</u> It was agreed that WRS should apply for DEFRA funding as appropriate and in accordance with the Air Quality Action Plan.</p> <p><u>Second Cabinet Response</u> Cabinet did not wish to amend its previous decision particularly in view of the WRS resources which would be required to prepare and submit an appropriate and fully evidenced funding application.</p>							
16 th September 2013 and 20 th January 2014	<p><u>Recommendation 6</u> That Worcestershire County Council applies for funding from the Worcestershire Local Transport Body in order to fund traffic management measures that will tackle air pollution in the Bromsgrove AQMAs.</p>	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<p><u>Cabinet Response</u> – whilst this is a matter for the County Council there was no objection to requesting them to make the application. The Portfolio Holder undertook to write to the WCC Portfolio Holder on this issue.</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
16 th September 2013 and 20 th January 2014	<u>Recommendation 7</u> That Worcestershire County Council liaises with local bus operators to establish a local bus quality partnership in order to investigate the potential to update the bus fleets operating within the Bromsgrove district.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√	<u>Cabinet Response</u> – whilst this is a matter for the County Council there was no objection to requesting them to liaise with the relevant bus operators. The Portfolio Holder undertook to write to the WCC Portfolio Holder on this issue.
16 th September 2013 and 20 th January 2014	<u>Recommendation 8</u> That the health implications of air pollution be the focus of a detailed review by the Worcestershire Health Overview and Scrutiny Committee.	2 nd October 2013 and 2 nd April 2014	July		Oct	√	Jan (2015)		April		<u>Cabinet Response</u> – the Cabinet had no objection to the District Council representative on the HOSC raising this issue with the committee. <u>Action</u> – 9/05/14 a copy of the final report was sent to the Chair of HOSC who in turn has passed this to the Health and Wellbeing Board via the Northern Council representative with the request for their comments and any action they deem necessary. It will be considered at the HWB meeting on 22/07/14. <u>Update October 2014</u> Following discussion at the meeting it was resolved that the Health and Wellbeing Board would consider the issue of air quality when it

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<i>reviewed its priorities for the next Joint Health and Wellbeing Strategy from 2016.</i>							
16 th September 2013 and 20 th January 2014	<u>Recommendation 10</u> That Bromsgrove District Council sends a letter to the relevant Government Minister urging him/her to accelerate efforts to address problems with the higher emission levels from HGVs with a copy of the letter also being sent to the local M.P.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<u>Cabinet Response</u> – agreed and the Portfolio Holder undertook to action this. <i>Action</i> – a letter has been sent to the appropriate Minister from the Portfolio Holder on 28/5/14 – to date no response has been received.							
16 th September 2013 and 20 th January 2014	<u>Recommendation 11</u> That Bromsgrove District Council sends a letter to the relevant Government Minister responsible for DEFRA urging him/her to review the role of those responsible for Air Quality with a copy of the letter also being sent to the local M.P.	2 nd October 2013 and 2 nd April 2014	July		Oct		Jan (2015)		April	√
			<u>Cabinet Response</u> – agreed and the Portfolio Holder undertook to action this. <i>Action</i> – a letter has been sent to the appropriate Minister from the Portfolio Holder on 28/5/14 – a response was received in July 2014 and passed to Members of the Task Group for comment on 16/07/14.							
16 th September 2013	<u>Recommendation 12</u> The Overview and Scrutiny Board consider launching a separate review of CO2 emissions in the District.	2 nd October 2013	July		Oct		Jan (2015)		April	√
			<u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p>as part of their future work programme.</p> <p><i>This has now been included on the Board's Work Programme for consideration at a future date.</i></p>							
ARTRIX OUTREACH PROVISION TASK GROUP										
14 th April 2014	<u>Recommendation 1</u> (a) The inclusion of a set of clear performance indicators in respect of outreach work be included within the new Service Level Agreement; and (b) A proportion of the funding provided by the Council to be ring fenced for Outreach work. (c)	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – The Cabinet sought confirmation that the Artrix Centre had been consulted on this and then approved the recommendation.							
14 th April 2014	<u>Recommendation 2</u> That the Bromsgrove District Council logo be more prominent in Artrix promotional literature.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 3</u> (a) In order to compliment the formal reporting of performance indicators to Officers that the Council receives a quarterly informal (narrative and image	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	based) report from the Artrix detailing the events that have taken place together with the number of those attending. (b) Those Member representatives on the Operating Trust report back regularly to full Council.									
14 th April 2014	<u>Recommendation 4</u> The Artrix Centre to: a) liaise with Members in respect of specific activities within their ward; and b) explore ways in which it could raise awareness of its activities in all areas within the District. (For example through Parish Council, school and other notice boards throughout the District.)	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – Councillor Webb proposed that, in addition, the Artrix Centre be invited to provide a presentation for the benefit of Council members outlining its plans at least once each year. Councillor Shannon indicated that Artrix Centre had undertaken to do so. The recommendation was approved as amended.							
14 th April 2014	<u>Recommendation 5</u> The Artrix Centre to: (a) ensure that there is a defined profile for the target participants/audience that the Outreach Provision is provided	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	for; (b) ensure that participation in such activities is not prohibitive due to cost (for example, seek funding for bursaries where possible); and (c) make activities available through out the main school holidays, particularly during the Easter and summer breaks.									
14 th April 2014	<u>Recommendation 6</u> An insert, prepared by the Artrix, to be included within Together Bromsgrove detailing outreach activities at the Artrix.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 7</u> The main programme brochure which is produced by the Artrix to be used to promote its outreach work.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
14 th April 2014	<u>Recommendation 8</u> That the Artrix promote all the facilities available to those with a disability.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
14 th April 2014	<u>Recommendation 9</u> That the Artrix consider contacting Worcestershire County Council with a view to improving the signage within the Railway Station and Town Centre areas.	4 th June 2014	July		Oct		Jan (2015)	√	April	
			<u>Cabinet Response</u> – this was approved.							
BOARD RECOMMENDATIONS										
24 th March 2014	<u>Quarter 3 Write Off of Debts Report</u> That the Council issue a press release to advise resident with Council Tax arrears about the payment options available and the support provided by the Council with this process.	4 th June 2014	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> This was agreed by Cabinet							
16 th June 2014	<u>Summary of Results of Staff Survey</u> 1. A statement should be added to the top ten recommendations arising from the staff survey which demonstrates that the Council has a zero tolerance approach to bullying and harassment amongst staff. 2. The contact details for staff, as detailed in the staff finder on the Council's intranet, should be made available for consideration of elected Members.	2 nd July 2014	July		Oct	√	Jan (2015)		April	
			<u>Cabinet Response</u> – 1. This was approved. 2. The Cabinet referred this to the Chief Executive for further consideration of the most appropriate way of meeting the requirements of Members in this regard.							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
14 th July 2014	<u>Minutes 16th June 2014 – Leisure Provision Task Group (Dolphin Centre Business Case)</u> Recommendation to the Audit Board that financial concerns around the increased membership that will be needed to ensure good annual revenue should be addressed through the Audit Board.	AUDIT BOARD 18 th September 2014	July		Oct		Jan (2015)		April	
			<u>Audit Board Response</u> The minute of the Audit Board meeting held on 18 th September were not available when this report was published.							
14 th July 2014	<u>Joint WRS Scrutiny Task Group Final Report</u> 1. The 12 recommendations of the task group be endorsed by the Joint Committee. 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.	WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE 2 nd October 2014	July		Oct	√	Jan (2015)		April	
			<u>Worcestershire Shared Services Joint Committee Response</u> The meeting had not taken place when this report was published. However, a verbal update will be provided at the meeting.							
25 th September 2014	<u>Finance Monitoring Quarter 1 Report</u> 1. Income and expenditure figures should be provided in future Financial Monitoring Reports to provide greater clarity about the	Cabinet 5 th November 2014	July		Oct	√	Jan (2015)		April	

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	Council's budget position in each quarter. 2. Comparative budget data should be provided in the Financial Monitoring Reports for previous years.									
25 th September 2014	<u>Task Group Procedure Guidelines Review</u> That the Task Group/Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.	Constitutional Review Working Party	July		Oct	√	Jan (2015)		April	

INTERNAL AUDIT REPORT – Ad Hoc Investigation: Marlbrook Tip

Recommendation	Comment on actions taken to implement recommendation
<p>1. <u>Planning Approval</u></p> <p>Where a planning application may result in the approval including a significant number of conditions, that the Planning Committee is made aware of:</p> <ul style="list-style-type: none"> • the resources needed to effectively monitor compliance; • whether there are suitably qualified and/or experience officers within the Council; and • if not, what outsourcing arrangements would be required. 	
<p>2. <u>Monitoring Arrangements</u></p> <p>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>	

- 1 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 25th September 2014

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Item 3 – Town Centre Update	The Board received an update on the work being carried out within the Town Centre from the Town Centre Regeneration Programme Manager.	(a) Clarify whether Environmental Services have the appropriate equipment to clean the High Street. (b) Invite the Leader and Portfolio Holder to the 13 th October Board meeting.	(a) Head of Environmental Services. (b) Democratic Services Officer.	As soon as possible. 13 th October.	(b) Email request sent to the Leader and Portfolio Holder on 26 th September.
Item 9 – Worcestershire Health Overview & Scrutiny Committee	The Board received a verbal update from its representative, Cllr Briana Cooper.	(a) An update be requested regarding the Acute Hospital Services Review and consultation process at the next HOSC meeting. (b) Copy of the Minutes from the HOSC meeting be provided to all Members.	Democratic Services Officer	As soon as they are available.	(c) Emailed to Members 29/09/14
Outstanding Actions 15th September 2014					
Item 6 – Development Control	The Head of Planning and Regeneration provided Members with an update on the Transformation work taking place	(a) Additional information in respect of monitoring data. (b) The actual overspend	Head of Planning and Regeneration.	As soon as possible.	(d) Included on the Board's Work Programme

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Agenda Item 7

- 2 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 25th September 2014

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Page 44	within the Development Control team.	figures for the service. (c) A list of the current contact details for all Planning Case Officers. (d) Quarterly reports on the Planning backlog. (e) When the removal of overtime payments and the car allowance scheme came into effect.			for January and April 2015.
Outstanding Actions – 16th June 2014					
Item 6 – Summary of Results of Staff Survey	Members received a presentation	(a) The Board to be provided with a timeline for implementation of the recommendations. (b) An update of progress being made at a future meeting. (c) Members to have input in any future staff survey.	Head of Business Transformation and Organisational Development.	Autumn 2014	
Item 8 – Write Off of Debts Quarter 4 Report	Members considered the Write Off of Debts Quarter 4 Report.	(a) Clarification on whether, under Data Protection legislation,	Executive Director, Finance and Resources.	Updates to be included within the Quarter 2	Discussed at the Board meeting 25 th

- 3 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 25th September 2014

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Page 45		the Council was able to publish the names and address of residents with outstanding debts owed to the Council. (b) The inclusion of percentages in respect of unrecoverable debts within future reports. (c) A more detailed explanation and possible revision of the format in reporting outstanding arrears analysis.		report.	September.
Outstanding Actions – 14th April 2014					
Item 10 – Cabinet Work Programme	Members considered the Cabinet Work Programme for the period 1 st May to 31 st August 2014.	(a) Key decision items to be marked clearly on the Work Programme. (b) The inclusion of a short narrative to be considered in respect of each item in order for the Board to be able to make a more considered decision as	Democratic Services Manager	As soon as possible. Verbal request made to Democratic Services Manager 15/04/14. Email follow up	

- 4 - ACTION SHEET: BROMSGROVE OVERVIEW AND SCRUTINY BOARD 25th September 2014

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
		to whether its input would be appropriate.		sent 17/06/14. Further email follow up sent 25/07/14.	

CABINET LEADER'S WORK PROGRAMME

1 NOVEMBER 2014 TO 28 FEBRUARY 2015

(published as at 1 October 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

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

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

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

CABINET MEMBERSHIP

Councillor 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 Finance, 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 and Leisure Services

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
Gateway Service for Young People – provision of Homelessness support funded jointly with WCC and St Basils	Cabinet	5 November 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen Housing Strategy Manager 01527 64252 ext 1278 Councillor K. Taylor
New Policies in relation to the Town Centre, including Street Café Areas, Street Collections and Premises Licences	Cabinet (<i>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	Cabinet (<i>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
Disposal of Council Owned Land - Aintree Close, Catshill Potentially Key Decision	Cabinet	5 November 2014	Report of the Executive Director and Deputy Chief Executive	Derek Allen Housing Strategy Manager 01527 64252 ext 1278 Councillor K. Taylor
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

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
Fees and Charges Review 2015/16	Cabinet	5 November 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor M. Webb
Budget Position Statement 2014/15 – 2016/17	Cabinet	5 November 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor M. Webb
Council Tax Support Scheme Draft Regulations considered for further consultation	<i>Cabinet (possible recommendations to Council)</i>	5 November 2014	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor M. Webb
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. Bullivant
Outcome of the Marketing Exercise for the Birmingham Road/Stourbridge Road Car Park Key Decision	<i>Cabinet (may be some confidential parts to the report)</i>	3 December 2014	Report of the Town Centre Regeneration Programme Manager	Richard Savory 01527 881281 Councillor R. Dent

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
Finance Monitoring Report Q2	Cabinet	3 December 2014	Report of the Executive Director (Finance and Resources)	Jayne Pickering 01527 881400 Councillor M. Webb
Council Tax Support Scheme and Hardship Scheme Final Scheme	<i>Cabinet (possible recommendations to Council)</i>	7 January 2015	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor M. Webb
Leisure Provision Task Group Report	Cabinet	7 January 2015	Report of the Head of Legal, Equalities and Democratic Services	Sheena Jones/ Amanda Scarce 01527 881443 Councillor M. Bullivant

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

Date of Meeting	Subject	Additional Information
13th October 2014	<ul style="list-style-type: none"> • Overview of Budget • Current Budget Spend Linked to Strategic Purposes • Select Areas for Further Scrutiny 	
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
17th November 2014	<ul style="list-style-type: none"> • Budget Pressures/initial savings/additional scrutiny • Fees and Charges • Capital Budget 	
	WCC Health Overview & Scrutiny Committee – Update	
	Leisure Provision Task Group Final Report	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
15th December 2014	<ul style="list-style-type: none"> • Budget Position – pressures/savings • Areas for further Scrutiny 	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
19th January 2015	Budget Scrutiny Report	
	Planning Applications – Quarterly Backlog Data	Requested at meeting held on 15/09/14

Agenda Item 10

Date of Meeting	Subject	Additional Information
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
16th February 2015	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
16th March 2015	Scrutiny of Crime and Disorder Partnerships – Update North Worcestershire Community Safety Partnership	
	Summary of Environmental Enforcement	
	WCC Health Overview & Scrutiny Committee – Update	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	
13th April 2015	Planning Applications – Quarterly Backlog Data (to Review further need for this information.)	Requested at meeting held on 15/09/14
	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 - Quarterly
 Write Off of Debts - Quarterly
 Sickness Absence Performance - Annually
 Making Experiences Count - 6 monthly

Reports to be Received by the Board Annually

Summary of Environmental Enforcement (March 2015 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 16th March 2015.

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

Task Group	Date of Review
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

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