



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 22ND JUNE 2015
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors L. C. R. Mallett (Chairman), K.J. May (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, S. R. Colella, B. T. Cooper, M. Glass, J. M. L. A. Griffiths, R. D. Smith and P.L. Thomas

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 Overview & Scrutiny Board meeting held on 13th April 2015 (Pages 1 - 6)
4. To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 2nd June 2015 (to follow)
5. Write Off of Debts Quarter 4 Report (Pages 7 - 12)
6. Action List (Pages 13 - 16)
7. Items for future consideration

The Board to consider topics discussed at the training event on 15th June and to agree whether it wishes to include any of those topics within the work programme or to set up a task group if relevant.

8. Cabinet Work Programme 1st July to 31st October 2015 (Pages 17 - 22)
9. Overview and Scrutiny Board Work Programme (Pages 23 - 26)
10. 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

11th June 2015



INFORMATION FOR THE PUBLIC

Access to Information

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000 has further broadened these rights, and limited exemptions under the 1985 Act.

- You can attend all Council, Cabinet and Committee/Board meetings, except for any part of the meeting when the business would disclose confidential or “exempt” information.
- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council’s Constitution, Scheme of Delegation.

You can access the following documents:

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

at www.bromsgrove.gov.uk

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

13TH APRIL 2015 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), R. J. Laight (Vice-Chairman), C. J. Bloore, R. A. Clarke, B. T. Cooper, P. Lammas, C. R. Scurrall, R. J. Shannon, S. P. Shannon and C. J. Spencer

Invitees: Councillor M. Bullivant

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

131/14 APOLOGIES FOR ABSENCE

Prior to receiving any apologies for absence Members observed a minute's silence in memory of former Councillor C. J. Tidmarsh, a long-term member of the Board, who had sadly passed away since the previous meeting.

Apologies for absence were received on behalf of Councillors J. S. Brogan and S. R Colella.

132/14 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest or whipping arrangements.

133/14 MINUTES

The minutes of the meeting of the Overview and Scrutiny Board held on Monday 16th March 2015 were submitted.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 16th March 2015 be approved as a correct record.

134/14 CAR PARKING SHORT SHARP REVIEW - CABINET RESPONSE

The Portfolio Holder for Environmental and Leisure Services, Councillor M. Bullivant, presented the Cabinet's response to the recommendations that had been made by the Car Parking Short, Sharp Review. He thanked Members for their work, however, he explained that the Cabinet had rejected the group's proposals due to a number of considerations. In particular the Cabinet had been concerned about changes in demand for parking and parking habits that could potentially occur following the completion of the development works in Bromsgrove town centre. Members had concluded that it would be best to

Agenda Item 3

Overview and Scrutiny Board
13th April 2015

wait until these works were completed and to subsequently review parking arrangements.

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

- The extent to which businesses had already been consulted regarding demand for parking in the town centre and the impact of parking on demand for business.
- The potential number of retailers that would open their shops on Sundays if free parking was provided on that day.
- The response that had been received from Cabinet to both this short sharp review and the previous Recreation Road South Car Park Task Group and the extent to which this demonstrated that scrutiny proposals were taken seriously by local decision makers.
- The benefits of undertaking a further scrutiny review of car parking in the town once the development works in the town centre had been completed.
- The value of the research that had been undertaken by the Car Parking Short, Sharp Review as the basis for any future scrutiny work into the subject.
- The method that would be used to monitor the impact of evening parking arrangements on the night time economy.
- The length of time required by customers when parking in the town.
- Peak demand for parking in the town.

Following subsequent discussions it was

RESOLVED that the Overview and Scrutiny Board in 2015/16 be asked to consider the following:

- (a) how the impact of evening parking measures will be monitored;
- (b) to identify any gaps in research into parking within the town centre; and
- (c) to launch a further short, sharp scrutiny review into car parking in approximately 18 months' time.

135/14 **MAKING EXPERIENCES COUNT - QUARTERS 2 & 3 REPORT**

The Customer Services Manager presented the Making Experiences Count report covering the period 1st July to 31st December 2014. Officers also tabled copies of the data highlights for quarters 1 and 4 which Officers were intending to provide to Members alongside the Members' newsletter in future years. During the presentation of this report she highlighted the following points for Members' consideration:

- 35 complaints had been received during the period.
- 26 compliments had also been received.
- 92 per cent of the complaints had been answered within 15 days or less.
- A number of actions had been taken to address key issues identified through customer complaints including customer care refresher training for

Agenda Item 3

Overview and Scrutiny Board
13th April 2015

frontline staff and placing two areas of the district on a regular cleansing schedule.

- There had been a reduction in demand through telephone calls when compared to the same time the previous year.
- An upgrade to the Council's payment system had been completed in February 2015.
- There had been a 45 per cent increase in automated telephone payments, when compared to the same time the previous year.

Once the report had been presented the following points were discussed by Members in further detail:

- The extent to which 15 days was an appropriate time within which to aim to respond to a complaint.
- The Council's changing approach to responding to complaints, whereby relevant managers were encouraged to make an initial phone call to the customer rather than to rely on written correspondence only.
- The preference of many customers to pay for services by cash. Officers confirmed that there would continue to be a cash desk following the Council's move to Parkside.
- The small number of services for which payment by direct debit was not yet possible. Members were advised that short delays could occur in setting up direct debit payments for new services due to the need for time to be spent arranging the new payment process on the Council's finance system.
- The potential for the garden waste service to be paid for by cheque and the length of time that cheques took to clear through banking systems.
- The ways in which complaints and compliments reported by Councillors on behalf of local residents were recorded on the system. Members requested that in future editions of the report Officers clearly stipulated whether a case had been reported by a Councillor or a customer.
- The nature of the complaint relating to the Hunnington hole and the nature of the hole referred to in the report.
- The process for responding to complaints and the role of the Local Government Ombudsman in this process.

RESOLVED that the report be noted.

136/14

ACTION LIST

Members' considered the latest version of the Board's Action List. Officers explained that a number of actions proposed at the previous meeting of the Board, particularly with regard to scrutiny of the local Crime and Disorder Reduction Partnership, remained to be resolved. A further response would be requested for the following meeting of the Board. The Board was also advised that the application forms and guidance notes for the New Homes Bonus scheme had been circulated since the previous meeting.

137/14 **QUARTERLY RECOMMENDATION TRACKER**

Members considered the following updates in relation to the Overview and Scrutiny Quarterly Recommendation Tracker:

(a) Artrix Outreach Provision Task Group

Officers explained that a lot of action had already been taken by the Artrix to implement many of the group's proposals. A detailed update on progress with this work would be provided in the following municipal year.

(b) Air Quality Task Group

A written response had been provided by Worcestershire Regulatory Services (WRS) Officers regarding the information that was issued to taxi drivers about leaving their engines running whilst in the taxi rank.

Members commented that whilst the Taxi Forum met regularly the Taxi Drivers Association met rarely. For this reason Officers were urged to concentrate on communicating this message to taxi drivers through the Taxi Forum.

(c) Joint WRS Scrutiny Task Group

The Board was informed that the Worcestershire Shared Services Joint Committee, the decision making body for WRS, had recently considered new proposals regarding the governance of the partnership. These proposals had incorporated many of the points raised by the Joint Task Group in the recommendations that had previously been rejected. The changes to the governance arrangements were currently out to consultation with partners, with a final decision due to be made in June 2015.

Members were advised that report had been submitted for consideration as part of the Centre for Public Scrutiny's (CfPS) national good scrutiny awards process, which took place on an annual basis. Officers explained that Members would be notified if the report was shortlisted in these awards.

138/14 **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - SUMMARY OF WORK**

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. T. Cooper, presented a written update on the work of the Committee during the municipal year. Members were advised that the Committee had been due to consider access to GP services at their following meeting. However, this subject had been judged to be too political during purdah and a decision had been made to postpone consideration of this subject until after the local elections had taken place. Instead, Members would be considering quality accounts during the following meeting.

The Chairman thanked Councillor Cooper for his hard work representing the Council on the Committee and for the various updates he had provided for the Board's consideration during the year.

139/14 **OVERVIEW AND SCRUTINY BOARD ANNUAL REPORT 2014/15**

The Chairman presented the Overview and Scrutiny Annual Report 2014 – 2015. He apologised for the short notice in providing his foreword for the report and explained that he had produced this after the agenda had been published. Members noted that the report would be presented for the consideration of Council in June 2015.

Members were advised that the Chairman intended to amend his foreword to recognise the service of Councillor Tidmarsh and to express the Board's condolences. Councillor Laight also explained he intended to establish a memorial dedicated to Councillor Tidmarsh and requested Members' support in this endeavour.

Members were asked to note that the following represented key achievements during the year:

- Successfully chairing and facilitating the Joint WRS Scrutiny Task Group on behalf of partners.
- Developments in the town centre had been pre-scrutinised.
- A constructive contribution had been made to the debate about the new leisure centre.
- The planning process and development control, including developments in relation to Marlbrook tip, had been held to account.
- Members had completed a thorough review of car parking requirements in the town centre.

Members discussed the appropriate wording in relation to the Cabinet's response to the Car Parking Short, Sharp Review. Concerns were expressed that the wording could be interpreted as politically motivated and it was therefore agreed that the report should be amended to recognise the cross party nature of the review.

The Chairman thanked Members for their hard work and support during the year. He also thanked Amanda Scarce and Jess Bayley, Democratic Services Officers, for their support as well as the Executive Director for Finance and Corporate resources for consistently providing corporate support.

RESOLVED that, subject to the amendment detailed in the preamble above, the content of the Overview and Scrutiny Board's Annual Report be approved for the consideration of Council.

140/14 **OVERVIEW AND SCRUTINY - FUTURE TRAINING NEEDS**

Officers explained that in the following municipal year a new approach would be adopted to delivering Overview and Scrutiny training to elected Members.

Agenda Item 3

Overview and Scrutiny Board
13th April 2015

In previous years a short briefing had been delivered in the hour before the first meeting of the Board had taken place, however, Officers felt that a more effective approach would be to provide a separate, bespoke training session. In the new approach to training Officers were proposing to deliver a mixture of presentations and interactive workshop sessions that would provide Members with an opportunity to start to consider potential scrutiny exercises linked to community concerns and the Council's strategic priorities. As in previous years an introduction pack would also be provided. Officers explained that further suggestions from Members, including after the meeting had taken place, would be welcomed.

The Board was also informed that Officers were aiming to provide more detailed information in financial monitoring reports in future years. Officers intended to consult with the Board about the most appropriate format to use to present this information in the new municipal year.

Members commented that the proposed approach to delivering Overview and Scrutiny training appeared likely to be constructive. It was suggested that Members would find an example of a completed scrutiny proposal form useful in their introduction packs. A brief guide to the terminology used in local government finance was also requested to enable Members to scrutinise the Council's budget effectively in future years.

141/14

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members considered the content of the Overview and Scrutiny Board's Work Programme. Officers explained that the content of the report, together with items proposed for inclusion on the Work Programme during the meeting, would roll over for the consideration of the Board in the new municipal year.

The meeting closed at 7.02 p.m.

Chairman

Overview & Scrutiny Board

22nd June 2015

QUARTERLY MONITORING OF WRITE OFFS - 1ST JANUARY 2015 – 31ST MARCH 2015

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

1. **SUMMARY OF PROPOSALS**

1.1 This report summarises the write off of debts during the fourth quarter of 2014/15 along with the profile and level of outstanding debt.

2. **RECOMMENDATIONS**

That:

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

2.2 future monitoring reports be provided annually.

3. **KEY ISSUES**

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

3.2. Write offs are made only as a last resort and to comply with Audit requirements. The timing, amount and value of write offs vary quarter by quarter due to the recovery work undertaken in any quarter and are not representative of any specific trend in that quarter.

3.3. Likewise the outstanding debt in respect of Council Tax and Non Domestic Rates (NDR) can only be accurately reflected annually.

3.4. Members are therefore asked to consider annual reporting of this data in future.

Financial Implications

3.5 Provision is made within the Council's budgets to allow for bad debts to be written off.

Overview & Scrutiny Board

22nd June 2015

3.6 The current bad debts provisions are as follows:

	£
Housing benefit Overpayments	485,363
NDR	224,907
Council Tax	214,937
Sundry Debtors	31,493

3.7 Details of written off debts during the period for Council Tax, Sundry Debts, and Overpaid Housing Benefit including a breakdown of the number of debtors, are attached at Appendix 1.

3.8 A total of £25,647 of unrecoverable debt was written off during this quarter. This brings the total write off for 2014/15 to £263,173, which is within the bad debt provision.

3.9 The following table shows the value and number of accounts of write off for 2013/14 compared with 2014/15.

	2013/14				2014/15			
	1	2	3	4	1	2	3	4
Total Write off	*265,102		55,35	117,03	62,966	46,935	127,625	25,647
Number of Accounts	*863		115	1,162	244	102	161	106

* Quarters 1 and 2, 2013/14 were reported jointly.

3.10 There were no Non Domestic Rates write off's actioned during this quarter.

3.11 Due to the change in finance system during March 2015 it is not possible to provide the aged debt data in respect of outstanding sundry debts. The reporting functionality on the new system is still being developed, and it is not possible at this time to be clear about how this data will be presented. However, officers are hoping to be able to provide more meaningful data in future. As previously reported the aged debt profile is most impacted by the timing of invoices and are not a true reflection of recovery of debt.

3.12 An analysis of Council Tax and Non Domestic Rates arrears is attached at Appendix 2.

Legal Implications

3.13 Further Legal action in respect of these cases is not considered to be appropriate, or likely to result in repayment of the debt.

Overview & Scrutiny Board

22nd June 2015

Service / Operational Implications

3.14 No direct implications.

Customer / Equalities and Diversity Implications

3.15 Every option is explored to recover outstanding debts and staff work with individuals to try to find suitable solutions. In some cases pursuing a debt is going to lead to such hardship that a write off is the most appropriate option. However, if circumstances change a case can be re-opened.

4. RISK MANAGEMENT

4.1 No specific risks identified.

5. APPENDICES

Appendix 1- Write offs 1st January 2015 – 31st March 2015

Appendix 2- Council Tax and Non Domestic Rates Arrears Analysis

6. BACKGROUND PAPERS

There are no background papers to this report.

AUTHORS OF REPORT

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

Overview & Scrutiny Board

22nd June 2015

Appendix 1

Write Offs of Council Tax and Non-Domestic Rates 1st January 2015 – 31st March 2015

Reason	Amount (£)	Number of Accounts
Deceased no funds in estate	447.09	5
Bankruptcy	11,275.14	24
Uneconomical to pursue	53.40	2
Outside Jurisdiction	628.94	2
Costs written off	1176.13	22
Total	16,039.00	53

Write Offs of Sundry Debtors – 1st January 2015– 31st March 2015

Reason	Amount (£)	Number of Invoices
Auto write off under £5.00	2.20	5
Deceased	62.25	1
Gone Away	185.40	1
Credit Write Offs	Credit 798.43	30
Total	Credit 548.58	37

Write off of Overpaid Housing Benefit – 1st January 2015 – 31st March 2015

Reason	Amount (£)	Number of cases
Bankruptcy	164.00	1
Uneconomical to recover	242.21	1
Cannot trace	6,314.63	6
Old debt-recovery options ex	3,155.11	5
In prison	121.68	1
Deceased	158.56	2
TOTAL	10,156.19	16

Overview & Scrutiny Board

22nd June 2015

Appendix 2

Council Tax Arrears

Council Tax Arrears Analysis					
	Q1	Q2	Q3	Q4	
	Total	Total	Total	Total	Annual debit
Year	£	£			£
1999/00	9,869.03	8,847.90	8,403.57	8,726.58	25,836,407
2000/01	14,722.72	14,312.37	13,791.81	13,979.46	26,419,700
2001/02	23,350.36	22,517.17	22,044.82	22,466.65	29,487,929
2002/03	35,427.20	33,982.66	32,829.91	33,051.13	35,962,692
2003/04	32,054.31	29,488.39	28,594.00	29,220.67	40,922,548
2004/05	34,384.86	32,590.77	31,484.97	31,990.81	41,770,011
2005/06	68,403.58	64,469.10	63,127.53	62,879.91	44,059,868
2006/07	88,198.00	84,342.98	81,809.13	80,905.02	46,683,333
2007/08	79,731.62	76,277.94	72,829.08	71,184.05	49,061,780
2008/09	87,063.83	83,663.59	80,427.10	77,613.49	51,592,006
2009/10	92,186.06	88,492.51	83,866.32	80,559.61	53,577,097
2010/11	149,444.01	148,059.16	140,249.95	133,103.53	55,298,276
2011/12	187,955.74	179,993.19	168,903.62	161,000.20	55,399,069
2012/13	291,776.21	275,625.00	261,728.00	250,442.50	55,882,474
2013/14	636,847.28	570,750.95	519,451.98	478,348.44	56,565,040
2014/15	37,372,725.49	19,574,863.11	6,907,168.87	854,029.25	57,832,715
Total	39,200,023.54	19,578,686.25	8,516,710.66	54,744,566.15	

Non Domestic Rates Arrears

Non Domestic Rates Arrears Analysis					
	Q1	Q2	Q3	Q4	
	Total	Total	Total	Total	Annual Debit
Year	£	£			£
2000/01	-1,442.12	-1,442.12	-1,442.11	-1,442.11	17,415,978
2001/02	656.81	1,018.24	410.18	410.18	17,232,868
2002/03	-1,665.72	1,018.24	78.70	78.69	17,175,162
2003/04	211.80	211.80	-742.79	-742.79	17,345,890
2004/05	-331.53	-331.53	-890.22	-890.22	17,854,642
2005/06	5,633.06	5,633.06	5,633.06	5,633.06	18,803,202
2006/07	3,562.52	2,662.52	1,662.52	1,062.52	19,823,744
2007/08	3,026.97	3,026.96	1,262.64	1,262.64	20,822,010
2008/09	23,528.11	23,528.11	20,656.86	20,598.06	23,586,234
2009/10	56,573.05	55,235.46	44,862.80	44,667.80	23,829,603
2010/11	55,886.01	50,454.00	21,030.52	28,941.63	23,233,864
2011/12	88,683.27	82,372.98	46,887.61	48,141.57	25,205,206
2012/13	131,380.32	109,855.14	78,636.68	77,968.81	26,984,821
2013/14	208,162.79	167,014.16	127,596.83	83,162.95	27,558,863
2014/15	18,890,661.55	10,764,819.27	3,395,083.55	835,936.40	28,185,165
Totals	19,464,526.89	11,265,076.29	3,740,426.83	1,144,789.19	

This page is intentionally left blank

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 13th April 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Item 4 – Making Experiences Count – Quarters 2 & 3 Report	The Board received the Report on Making Experience Count.	The following additional information was requested: <ul style="list-style-type: none"> • The number of services which cannot be paid for by direct debit. • Future complaints and compliments show whether these are reported by either the public or councillors. 	Customer Services Manager	As soon as possible/ when next report is provided.	
16th March 2015					
Item 4 – Scrutiny of Crime and Disorder Partnerships (Update North Worcestershire Community Safety Partnership)	The Board received an update which gave a progress report for the north Worcestershire Community Safety Partnership during 2014/15.	Breakdown of offences per ward for key crime areas – clarification on the type of crimes which were not listed and caused the discrepancy in figures.	Community Safety Manager	As soon as possible.	Section 1 of the monthly crime report provides information on the 4 key volume crime types in each ward with a total crime figure for context and comparison. Unfortunately, a further breakdown of all other crimes types that make up the total crime figure is not available at Ward level as the numbers of each individual type of crime are so small they would not provide any valuable insight into

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 13th April 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
					significant crime trends and patterns. Section 4 of the report provides information on a wider range of crime types monitored at a District level.
<p>Item 5 – Summary of Environmental Enforcement</p> <p>Page 14</p>	<p>The Board received a report which covered the environmental offences the Community Safety Team had investigated.</p>	<p>A breakdown of the fly tipping offences between residential and commercial.</p>	<p>Community Safety Manager</p>	<p>As soon as possible.</p>	<p>Of the 86 cases reported at the meeting, 13 have been identified as commercial and 73 as residential based on the locations and types of waste found in the fly tips. However, this should not be considered as a definitive representation of the problem as residential waste can be dumped in commercial areas and vice versa. The key issue for the investigation is whether there are any materials or documents that could lead to the identification of the person who dumped the waste.</p>

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 13th April 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<p>Ipads – Current Position</p> <p align="center">Page 15</p>	<p>Members received a presentation covering the background behind the introduction of iPads and the current position.</p>	<p>The following areas to be highlighted to the Cabinet Office and the response to be feedback to the Board:</p> <ul style="list-style-type: none"> • Option of Microsoft Office to be installed on iPads investigated. • Attaching photos to emails. • Creating an Outlook folder without having to go via IT. • An app to be installed which would allow Members to access personal emails. • Wireless printing. • Further training. 	<p>Head of Business Transformation & Organisational Development/ ICT Transformation Manager</p>	<p>Update report item to be placed on O&S Work Programme.</p>	<p>The items discussed are currently being considered and it is anticipated that further information will be available in July.</p>
<p>16th February 2015</p>					
<p>Item 7 – Medium Term Financial Plan</p>	<p>Members considered the report in respect of the Medium Term finance Plan for 2015/16 – 2017/18</p>	<p>a) Clarification on point raised by Cllr Webb at recent Cabinet meetings in respect of Members being able to make capital bids.</p> <p>b) Any cost to the Council</p>	<p>Executive Director Finance and Resources</p>	<p>As soon as possible.</p> <p>Email request sent 25/02/15</p>	

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 13th April 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
		<p>arising from the inclusion of Redditch CAB staff, following its closure, within the Bromsgrove CAB.</p> <p>c) Clarification that the application bids for the NHB Grant Scheme will be filtered through Ward Members.</p>			

CABINET LEADER'S WORK PROGRAMME

1 JULY 2015 TO 31 OCTOBER 2015

(published as at 15 June 2015)

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 Health and Wellbeing, Community Safety and Partnerships
Councillor C. B. Taylor	Deputy Leader of the Council and Portfolio Holder for Planning Services and Housing
Councillor G. N. Denaro	Portfolio Holder for Finance, ICT, HR and Enabling Services
Councillor R. L. Dent	Portfolio Holder for Economic Development, Regeneration and the Town Centre
Councillor R. J. Laight	Portfolio Holder for Leisure and Cultural Services
Councillor P. J. Whittaker	Portfolio Holder for Environmental Services and Regulatory 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
Economic Strategy – Priorities and Actions Key Decision	Cabinet	1 July 2015	Report of the Chief Executive	Dean Piper Head of Economic Development and Regeneration Councillor R. Dent
Financial Outturn 2014/15	Cabinet	1 July 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Council Tax Support Scheme Review (Consider Draft Scheme) Key Decision	Cabinet	1 July 2015	Report of the Head of Customer Access and Financial Support	Amanda de Warr 01527 881241 Councillor G. Denaro
Worcestershire Regulatory Services – Review Key Decision (in part)	Cabinet	1 July 2015	Report of the Acting Head of WRS	Jayne Pickering 01527 881400 Councillor P. Whittaker
Future Management of Bromsgrove Market	Cabinet	1 July 2015	Report of the Chief Executive	Steve Singleton North Worcestershire Economic Development Manager 01562 732168 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
Risk Based Verification – Housing Benefit and Council Tax Support	Cabinet	1 July 2015	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881241 Councillor G. Denaro
High Street Refurbishment Phase 2 Consideration of options	Cabinet	2nd September 2015	Report of the Chief Executive	Richard Savory 01527 881281 Councillor R. Dent
New Homes Bonus – Consideration of the recommendations from the NHB Grants Panel	Cabinet	2nd September 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Finance Monitoring Quarter 1 Report 2015/16	Cabinet	2nd September 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Consideration of Statement of Accounts and Audit Opinion	Cabinet <i>(recommendations to Council)</i>	23 September 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Medium Term Financial Plan Update	Cabinet	7 October 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro

Budget Position Report (Expenditure)	Cabinet	7 October 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
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
Modifications to the Bromsgrove District Local Plan	Cabinet <i>(recommendations to Council)</i>	TBC	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2015-16

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
22/06/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
20/07/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
24/08/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
28/10/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
23/11/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
14/12/15	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	

Agenda Item 9

Date of Meeting	Subject	Additional Information
18/01/16	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
29/02/16	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
21/03/16	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
25/04/16	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	

Reports to be Received by the Board - dates to be confirmed

Finance Monitoring – Quarterly
 Budget Scrutiny
 Write Off of Debts – 6 monthly
 Sickness Absence Performance - Annually
 Making Experiences Count - Annually

Reports to be Received by the Board Annually

Summary of Environmental Enforcement (March 2016 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. Appropriate date to be agreed (previously looked at in March 2015.)

Topics to be considered (as recommended by Task Groups)

The following topics were suggested by Task Groups 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. (Youth Provision Task Group)
2. Review into CO2 emissions in the District. (Air Quality Task Group)

Items for inclusion at future meetings in the Board feels these are appropriate areas to give further consideration to:

1. Staff Survey – Update following request for further information at February 2015 meeting.
2. Ipads – progress update following items discussed at March 2015 meeting.
3. Planning Application Backlog – regular updates requested at March 2015 meeting to ensure this is being reduced.
4. Car Parking – how the impact of evening parking measure will be monitored, identify any gaps in research into parking within the town centre and launch a further short, sharp scrutiny review into car parking in approximately 18 months' time. This item was discussed in detail at the April 2015 meeting.

Full details on these items can be found in the appropriate minutes.

Monthly updates received from the Council's representative on the Worcestershire Health Overview and Scrutiny Committee.

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>