



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 20TH JULY 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 and Names Substitutes
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 22nd June 2015 (Pages 1 - 8)
4. Action List (Pages 9 - 10)
5. Quarterly Recommendation Tracker (Pages 11 - 26)
6. Cabinet Work Programme 1st August to 30th November 2015 (Pages 27 - 32)
7. Overview and Scrutiny Board Work Programme (Pages 33 - 36)
8. 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

9th July 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

22ND JUNE 2015 AT 6.00 P.M.

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

Observers: Councillor R. L. Dent

Invitees: Councillor G. N. Denaro

Officers: Mrs. S. Hanley, Ms. A. De Warr, Ms. A. Scarce and Ms. J. Bayley

10/15 APOLOGIES

Apologies for absence were received on behalf of Councillors S. R. Colella and J. M. L. A. Griffiths with Councillors L. Turner and S. Webb attending as their respective substitutes.

Members noted that during the Overview and Scrutiny training on 15th June 2015 the need to be apolitical had been discussed as a means to achieve effective overview and scrutiny. The Chairman and Vice Chairman had therefore agreed to trial a new, alphabetical seating order at future meetings of the Board and to use white name plates, rather than coloured name plates.

11/15 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest or whipping arrangements.

12/15 MINUTES - 13TH APRIL 2015

The minutes of the meeting of the Overview and Scrutiny Board held on Monday 13th April 2015 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board held on 13th April 2015 be approved as a correct record.

13/15 MINUTES - 2ND JUNE 2015

The minutes of the meeting of the Overview and Scrutiny Board held on Tuesday 2nd June were submitted.

The Chairman commented that Councillor Dent's surname had been misspelt in the minutes and needed to be amended.

RESOLVED that subject to the amendment detailed in the preamble above the minutes of the Overview and Scrutiny Board held on 2nd June 2015 be approved as a correct record.

14/15

WRITE OFF OF DEBTS QUARTER 4 REPORT

The Head of Customer Access and Financial Support presented the Quarterly Monitoring of Write Offs report covering the period 1st January 2015 to 31st March 2015. During presentation of this report the following points were highlighted for Members' consideration:

- Debt write offs were a last resort and only occurred when the Council had no other recourse.
- Debts that had been written off could subsequently be pursued once again if there was a change in circumstances.
- The majority of debts that were written off had been owed for a number of years; it was rare to write off a debt within the space of a single year.
- The timing of write offs could not be considered indicative of trends in payments or customer behaviour but, rather, as representative of the point in the recovery process that had been reached.
- An incorrect figure had been recorded in the covering report for the total unrecoverable debt that had been written off during the period. This figure should actually have been recorded as £23,188.31.
- There had been a change to the Council's finance system at the start of the new financial year. This had impacted on the potential to obtain data for previous years for comparative purposes.
- It was difficult to assess sundry debts in a quarterly report as the figures recorded varied according to the time of year. For example garden waste charges were issued to all customers at the same time.
- Similarly the total Council Tax due was recorded as due from 1st April. This recording arrangement did not easily recognise that many customers could legitimately pay in instalments over 10 or 12 months.
- Bankruptcy remained the primary reason for writing off debts.
- Cases classified as 'uneconomical to pursue' were usually debts where it could potentially cost the Council more to pursue payment than to write off the debt.
- Only a small proportion of Council debts were written off. For example 0.5 per cent of non domestic rates arrears were written off by the Council in the period.

Following presentation of the report a number of key issues were discussed in further detail:

- The figure that had been recorded in the report for the total cumulative Council tax arrears, for the period 1999/2000 to 2014/15, appeared to be inaccurate and needed to be clarified.

- The Council had to follow a specific process for collecting Council Tax and recording Council Tax arrears in line with legislative requirements.
- The district Council collected Council Tax for other organisations such as the police and Worcestershire County Council. These organisations would be owed some of the Council tax arrears.
- The Council could use bad debts provision to manage risks and protect against any write offs.
- Debts could be secured against the value of a customer's property, though this would not be the first step taken by the Council to recover debts. However, many customers were not property owners and therefore this process could not always be applied.
- Officers confirmed that sundry debtors included both residents and companies.
- Figures were not collected in terms of how the Council's debts compared to other local authorities. However, comparative data was provided in respect of collection rates.
- Concerns were expressed about the total figure owed to the Council and the potential for greater recovery of debts to have a beneficial impact on the Council's finances.
- However, Members were advised that the Council had a good recovery rate, with approximately 97 per cent of debts collected.
- The Council used different methods to recover debts, including credit ratings and bailiffs.
- Debts classified as 'statute barred' had not been included in the report and did not apply to Council Tax or to business rates.
- It would be easier to present a clearer outline of the level of debts owed to the Council and progress made in recovering debts at the end of the financial year.
- In respect of the cumulative debts, Members suggested that changes might need to be made to make it easier to understand the data provided.
- The inclusion of Historic data in future versions of the report in order to compare year on year progress in respect of recovering debts owed to the Council.
- Information about the payment methods used by customers to resolve any debts to the Council was also discussed for inclusion in future reports, Officers advised that whilst this was possible, Members should be mindful that it was also time consuming to prepare.

RESOLVED that

- (a) The format of the report be revised for future versions of the Write off of Debts report;
- (b) Future monitoring reports be received annually; and
- (c) The report be noted.

15/15

ACTION LIST

Officers explained that the Action List provided Members with updates in relation to actions which, although not formal recommendations, had been requested at previous meetings of the Board. Officers circulated updates by

email in advance of meetings of the Board, although sometimes further information was provided during the course of meetings.

Following publication of the agenda two additional updates had been received:

a) Medium Term Financial Plan

Further information had been provided about the opportunity for Members to propose a project in need of capital funding in order to help achieve the Council's strategic purposes with the relevant Head of Service. Any such proposals needed to be considered as part of the Council's budget setting process.

Officers had also confirmed that changes with regard to Redditch CAB would not have an impact on Bromsgrove District Council in terms of financial costs.

b) Making Experiences Count – Quarters 2 and 3 Report

An update provided in respect of payments to the Council had confirmed that there were no Council services which could not now be paid for by direct debit.

The provision of further information about the identity of complainants and those providing compliments about Council services was briefly discussed. It was clarified that this would involve identifying whether the individual was a Councillor or a resident rather than revealing the identity of the person concerned.

16/15

ITEMS FOR FUTURE CONSIDERATION

The Board considered a report which detailed the outcomes of the Overview and Scrutiny training which had been delivered on 15th June 2015. During consideration of this item the following matters were discussed:

- The links between the issues identified during the training session and the demand reported by residents to Councillors.
- The potential to include topics identified during the interactive sessions on the Board's Work Programme.
- The need for the Board to be selective and to consider carefully any suggestions for scrutiny during the year.
- The possibility that the range of subjects discussed during the training did not reflect the full range of strategic issues impacting on the Council and which scrutiny could influence.
- The extent to which Members had been aware that topics discussed during the training would subsequently be discussed at a Board meeting. The Chairman advised Members that explicit reference had been made during the training to the fact that the outcomes would be reported at the subsequent meeting.

- The date when the report had been published. Officers confirmed that the pack had been published and circulated in an electronic form the week before the meeting.
- The costs involved in undertaking Task Group reviews. Members were advised that Chairmen of Task Groups received one off payments of £260 and members of Task Groups received one off payments of £160. These figures were budgeted for in advance and therefore did not require additional expenditure.
- Members were advised that generally a maximum of 4 Task Groups per year were advisable and could be delivered within budget.
- The information provided in biannual Environmental Enforcement reports and the benefits of additional information about proposed action to tackle enforcement problems in future years. Members suggested that any information about future plans should be included in a presentation on the subject of environmental enforcement together with data relating to operational measures.
- An update on the outcomes of the Place team's work, focusing on one of the key locations for a single Place team as a case study, was requested. Members agreed this could form the basis of a presentation to the Board.
- The need for scrutiny to undertake a detailed review of the Council's budget. The Chairman explained that the Board consistently contributed to the Council's budget setting process during meetings between September and February and also considered the Finance Quarterly Monitoring reports throughout the year.
- The potential for a Task Group focusing on specific elements of the budget to make a valuable contribution to the Council's long-term financial position. The Board noted that a review of this subject would need to have a clear scope and would need to be brought before the next meeting of the Board.

RESOLVED that

- (a) A presentation on the work of the environmental enforcement teams, encompassing future plans, be delivered at a forthcoming meeting of the Board;
- (b) A presentation focusing on the outcomes of the work of the Place Team in a particular location be provided at a future meeting of the Board; and
- (c) The report and items proposed during the Overview and Scrutiny training on 15th June 2015 be noted.

17/15

CABINET WORK PROGRAMME 1ST JULY TO 31ST OCTOBER 2015

The Board considered the content of the Cabinet Leader's Work Programme for the period 1st July 2015 to 31st October 2015. During consideration of the Work Programme a number of key points were raised:

July Cabinet meeting

The Chairman commented that a significant number of items were listed for consideration at the July meeting of Cabinet. Unless an additional meeting of

the Board took place it would be difficult for Overview and Scrutiny to make a constructive contribution to decisions made about these items through pre-scrutiny.

Modifications to the Bromsgrove District Local Plan

The date for Cabinet to consider any modifications to the Bromsgrove District Local Plan was briefly discussed. Officers explained that this item had been postponed on a number of occasions and that no date had been finalised for the presentation of this report to Cabinet. The plan was in the process of being considered by the Planning Inspectorate and any recommendations arising from this stage of the process would be reported to Cabinet.

New Homes Bonus

Members noted that the recommendations from the New Homes Bonus Grants Panel were scheduled for the consideration of Cabinet on 2nd September. Members were reminded that there had been public interest in the scheme which had evolved following a petition with a significant number of signatures being submitted for the Council's consideration. It had been agreed that the New Homes Bonus Scheme would be reviewed annually from inception.

The Board discussed the appropriate group that could lead a review of the New Homes Bonus. There were some concerns that a review would not be appropriate until a decision had been made following the first round of grants. As this would be taking place in the autumn there would be limited time available for the Board to review the process effectively and to report any recommendations prior to the Council's budget being finalised. It was suggested that the New Homes Bonus Working Group would be in a better position to review the outcomes of the scheme in its first year.

RECOMMENDED to the New Homes Bonus Working Group that it review the outcomes of the New Homes Bonus Community Grants Scheme and report any recommendations about the future of the scheme to Cabinet.

18/15

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members considered the content of the Overview and Scrutiny Board's Work Programme. Officers explained that a number of items had been suggested for inclusion on the Work Programme by members of the Board in the previous municipal year. In respect of these items Members expressed particular interest in continuing to receive quarterly updates on the application backlog in the Planning Department.

The focus of the report on the subject of the Staff Survey was briefly discussed. The Chairman explained that the Board had reviewed the outcome of a previous Staff Survey and had identified concerns particularly in relation to bullying and the frequency of staff performance appraisals. The Board had also contributed to the 10 key issues which Members had felt

needed to be tracked and had been keen to provide input into future versions of the survey.

Councillors' laptops had also been the subject of a discussion at a Board meeting in the previous municipal year. The extent to which problems with the laptops had been resolved in recent months was briefly discussed and it was noted that some new Members had encountered practical difficulties in respect of using the equipment. However, Members concurred that until and unless concrete problems were identified it would be more appropriate to list this item for consideration at a later date if required.

Overview and Scrutiny Members had previously undertaken a number of reviews of car parking. Members suggested that the appropriate time for the Board to revisit this subject would be once the trial for free evening car parking in Bromsgrove had come to an end. There was the possibility that a mechanism had already been identified for a review of this trial and that a date had been set for this review. Officers were asked to seek clarification on this point to enable the Board to determine the most appropriate time for scrutiny to contribute to the process.

19/15

WORCESTERSHIRE COUNTY COUNCIL JOINT SCRUTINY - INCREASING PHYSICAL ACTIVITY

Members considered a proposal that had been received from Worcestershire County Council (WCC) to participate in a joint scrutiny review of increasing physical activity in Worcestershire. During consideration of the contents of this draft proposal the following points were discussed:

- Joint reviews took place from time to time where Members were tasked with reviewing cross cutting issues.
- Many physical activities were delivered by Leisure Services teams based at the district rather than the County Council level.
- There was the possibility that a joint scrutiny Task Group could propose recommendations which might impact on the Council's services.
- A review of this subject would link to 2 of the Council's strategic purposes: help me live my life independently and provide good things for me to do, see and visit.
- Participation in this review would not count as one of the 2 Task Groups that could take place at any one time in the district because the review would be hosted by WCC.

Based on this information and, in particular, acknowledgement that the Council needed to be able to influence any review that could impact on Council services, the Board agreed that the Council should participate in this exercise. Members went on to discuss a suitable candidate to represent the Council on the joint scrutiny Task Group, taking the following into account when making this appointment:

- Prior knowledge of leisure activities would be useful for the nominated Councillor.

Agenda Item 3

Overview and Scrutiny Board
22nd June 2015

- It would be helpful to appoint a Councillor who was available during the day as the majority of Committee meetings hosted by Worcestershire County Council took place during the day.
- Familiarity with WCC would be useful.
- Preferably a representative of the Board would need to be appointed so that regular verbal updates on the progress of the review could be provided.

Based on these considerations Members provisionally agreed to nominate Councillor J. M. L. A. Griffiths to serve on the review due to; her experience as the former Chair of the Youth Provision Task Group which had reviewed physical activities as part of their remit, her position as a county Councillor and her role as a member of the Board. As Councillor Griffiths was not present during the meeting the Board concurred that this nomination could only be approved subject to her agreement.

RESOLVED

- (a) That the Overview & Scrutiny Board participate in the Joint Increasing Physical Activity in Worcestershire Task Group; and
- (b) Subject to her agreement, Councillor J. M. L. A. Griffiths be nominated to represent the Council on this joint scrutiny review.

The meeting closed at 7.27 p.m.

Chairman

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 22nd June 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<p>Item 5 – Quarterly Monitoring of Write Offs</p>	<p>The Board considered the report in respect of the Quarterly Monitoring of Write Off for 1st January to 31st March 2015.</p>	<p>The layout to the report to be reviewed to take account of Members comments, including historic comparative data in respect of the Council Tax Arrears and details of whether accounts are paid by direct debit.</p>	<p>Head of Customer Access and Financial Support</p>	<p>Amendments to be made to report when next presented to the Board.</p>	

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

July 2015

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)							
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	Jan		April		July	√	Oct	
			<u>Cabinet Response</u> – Agreed <u>Update July 2014</u> <i>To date this has not taken place.</i>							
ARTRIX OUTREACH PROVISION TASK GROUP										
*NOTE: The Artrix have been approached and a full response is currently awaited. This will be provided at the meeting on 20 th July if available, together with any response from Officers at the Council.										
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.	4 th June 2014	July	√	Oct		Jan (2016)		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 (2016)		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)							
			<p><u>Update November 2014</u> <i>The Artrix have asked for and being provided with a high res version of the BDC logo and this will be included in the Christmas and future brochures.</i></p>							
14 th April 2014	<p><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 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.</p>	4 th June 2014	July	√	Oct		Jan (2016)		April	
			<p><u>Cabinet Response</u> – this was approved.</p>							
14 th April 2014	<p><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.</p>	4 th June 2014	July	√	Oct		Jan (2016)		April	
			<p><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</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	(For example through Parish Council, school and other notice boards throughout the District.)		<p>recommendation was approved as amended.</p> <p><u>Update November 2014</u> <i>Artrix are to use the noticeboard at the far end of the High Street to promote activities and provided a copy of their electronic newsletter, the Loop for all Members, this will now be sent out to Members on a regular basis.</i></p>							
14 th April 2014	<p><u>Recommendation 5</u> The Artrix Centre to:</p> <p>(a) ensure that there is a defined profile for the target participants/audience that the Outreach Provision is provided for;</p> <p>(b) ensure that participation in such activities is not prohibitive due to cost (for example, seek funding for bursaries where possible); and</p> <p>(c) make activities available through out the main school holidays, particularly during the Easter and summer breaks.</p>	4 th June 2014	July	√	Oct		Jan (2016)		April	
			<p><u>Cabinet Response</u> – this was approved.</p> <p><u>Update January 2015</u> <i>The Chairman of the Task Group met with the Artistic Director at the Artrix following Cabinet agreeing all the recommendations and took on board the requested made and agreed implementation of them wherever possible.</i></p> <p><u>June 2015</u> <i>The recommendations are carried out wherever possible, but it should be noted that funding is limited for such activities.</i></p>							
14 th April 2014	<u>Recommendation 6</u>	4 th June 2014	July	√	Oct		Jan		April	

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)																						
	An insert, prepared by the Artrix, to be included within Together Bromsgrove detailing outreach activities at the Artrix.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(2016)</td> <td></td> <td></td> <td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>Whilst the Artrix have been in touch with the Communications Team, there has been some discussion over the cost of this together with who would pay for such an insert.</i></p> <p><u>June 2015</u> <i>As an alternative to this the Atrix provide the Council with details of particular events which are advertised through the Council's website wherever possible.</i></p>																			(2016)			
				(2016)																					
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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%;">July</td> <td style="width:12.5%; text-align:center;">√</td> <td style="width:12.5%;">Oct</td> <td style="width:12.5%;"></td> <td style="width:12.5%;">Jan</td> <td style="width:12.5%;"></td> <td style="width:12.5%;">April</td> <td style="width:12.5%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(2016)</td> <td></td> <td></td> <td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>The Artrix agreed to give this consideration.</i></p>							July	√	Oct		Jan		April						(2016)			
July	√	Oct		Jan		April																			
				(2016)																					
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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%;">July</td> <td style="width:12.5%; text-align:center;">√</td> <td style="width:12.5%;">Oct</td> <td style="width:12.5%;"></td> <td style="width:12.5%;">Jan</td> <td style="width:12.5%;"></td> <td style="width:12.5%;">April</td> <td style="width:12.5%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>(2016)</td> <td></td> <td></td> <td></td> </tr> </table> <p><u>Cabinet Response</u> – this was approved.</p> <p><u>January 2015</u> <i>This was noted by the Artrix and further promotional work will be carried out.</i></p>							July	√	Oct		Jan		April						(2016)			
July	√	Oct		Jan		April																			
				(2016)																					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><i>June 2015</i> <i>An article was placed in the Together Bromsgrove magazine which highlighted that the Artrix had recently received an award for its facilities for those with a disability.</i></p>							
14 th April 2014	<p><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.</p>	4 th June 2014	July	√	Oct		Jan (2016)	√	April	
			<p><u>Cabinet Response</u> – this was approved.</p> <p><i>January 2015</i> <i>Details of the appropriate Officer contact at WCC have been provided to the Artrix in order that this recommendation can be taken forward.</i></p>							
LEISURE PROVISION TASK GROUP										
17 th November 2014	<p><u>Recommendation 1</u> (a) That charges for leisure facilities & services, such as the Dolphin Centre, should be used to promote usage and participation in leisure activities; and (b) That the Council's concession scheme should be publicised where appropriate to ensure price is not a barrier to participation in</p>	3 rd December 2014	July		Oct		Jan (2016)	√	April	
			<p><u>Cabinet Response</u> The Cabinet felt that the wording of (a) should be amended slightly as set out below to clarify the intention behind it. <i>"that the charging structure for leisure facilities and services be used to encourage usage and participation in leisure activities."</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	leisure activities.		Recommendation (b) was approved.							
17 th November 2014	<u>Recommendation 2</u> That Members should familiarise themselves with the leisure activities available within their Wards via the information provided by the Sports Development Team and visit activities as appropriate.	3 rd December 2014	July		Oct		Jan (2016)	√	April	
			<u>Cabinet Response</u> The Cabinet approved this recommendation.							
17 th November 2014	<u>Recommendation 3</u> (a) The noticeboard situated adjacent to Blockbuster be utilised; (b) A noticeboard be included in the list of requirements for the Phase 2 Works of the Town Centre; and (c) Whilst it was acknowledged that there were often problems with noticeboards being maintained and information displayed kept up to date, to minimise this it is recommended that these be maintained by the local ward councillor.	3 rd December 2014	July		Oct		Jan (2016)	√	April	
			<u>Cabinet Response</u> The Cabinet approved this recommendation. <u>March 2015</u> <i>Work on the use of noticeboards continues and it is understood that a new noticeboard has been included in Phase 2 and funded by the ward councillor scheme.</i>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
17 th November 2014	<u>Recommendation 4</u> (a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and (b) If the negotiations with BAM are unsuccessful, then Cabinet reconsider and make recommendations to full Council for the facility to include a Sports Hall.	3 rd December 2014	July		Oct		Jan (2016)	√	April	
<u>Cabinet Response</u> Recommendation (a) was approved. In respect of Recommendations (b) the wording was agreed as follows: <i>“that if the negotiations with BAM are unsuccessful, then Cabinet reconsider options for the facility to include a Sports Hall”.</i>										
BOARD RECOMMENDATIONS										
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 Council’s budget position in each quarter. 2. Comparative budget data should be provided in the Financial Monitoring Reports for previous years.	Cabinet 3 rd December 2014	July		Oct	√	Jan ("016)		April	
<u>Cabinet Response</u> That the additional financial and budget data be provided in future Monitoring reports from 2015/16 Quarter 1 following the introduction of the new Financial System. In addition it was felt that it would be appropriate to request the Overview and Scrutiny Board to report back in due course on whether this information was useful to the Board. <i>April 2015 Update</i>										

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<i>This will remain on the tracker until such time as the Board have received the revised reports and report back to Cabinet the usefulness of the reports.</i>							
25 th September 2014	<p><u>Task Group Procedure Guidelines Review</u></p> <p>That the Task Group/Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.</p>	Constitutional Review Working Party	July		Oct	√	Jan (2016)		April	
			<i>Passed to relevant Officer on 3rd November 2014 for inclusion in at a meeting of the Constitutional Working Group.</i>							

JOINT WRS SCRUTINY TASK GROUP										
14 th July 2014	<p>1. The 12 recommendations of the task group be endorsed by the Joint Committee.</p> <p>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.</p>	WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE 2 nd October 2014 & 19 th February 2015.	July		Oct	√	Jan (2016)		April	
			<p><u>Worcestershire Shared Services Joint Committee Response</u></p> <p>Recommendations 1, 2, 3, 4, 5 and 11 were agreed by the Worcestershire Shared Services Joint Committee. However Recommendations 7, 8,9 and 10 were rejected. Please see appendix 1 for full details.</p> <p>Recommendation 11 – was approved by the</p>							

		<p>Cabinet at its meeting on 5th November 2014.</p> <p><u>February 2015 Update</u> <i>At the meeting of the Worcestershire Shared Services Joint Committee held on 19th February a report was received entitled Creating and Delivering a Sustainable Regulatory Partnership for Worcestershire. This report incorporated a number of recommendations from the Joint Scrutiny Task Group Report in respect of governance arrangements. The report's proposals are currently out to consultation with partner authorities, WRS staff and relevant stake holders. It is anticipated that following on from that consultation exercise officers will provide a further report setting out the detailed recommendations to the Worcestershire Shared Services Joint Committee meeting on 25th June 2015.</i></p> <p><u>July 2015</u> <i>A report was considered by the Worcestershire Shared Services Joint Committee meeting on 25th June 2015 and recommendations will now be considered by each authorities' Executive Committees. Those recommendations include a reduction in the number of authorities within the partnership, therefore leading to the creation of a new business model and a review of the governance arrangements. The Joint Committee</i></p>
--	--	---

			<i>chose not to recommend that the membership of the Committee be reduced to one member per authority.</i>
--	--	--	--

JOINT WRS SCRUTINY TASK GROUP – FINAL REPORT

It was noted that Recommendation 6 had been addressed at the Joint Committee’s previous meeting and that Recommendation 12 had been agreed and required action by partners’ Overview and Scrutiny Committees.

Recommendation 6

In order to reduce the focus on financial considerations which currently play a major part in influencing partner participation, to the detriment of other equally important aspects of the service, the following should be addressed:

- (a) A new business model for WRS be developed through the Chief Executives’ Panel, building on the proposals already being produced by the Panel.
- (b) Consideration be given to the option for partner authorities to purchase an “out of hours service”.

Recommendation 12

- (a) The Joint Scrutiny Protocol should be reviewed in order to take on board the lessons learned during this review.
- (b) Consideration should be given to the reinstatement of the Worcestershire Overview and Scrutiny Chairs Group as a means of feeding back the monitoring of recommendations from Joint Scrutiny exercises, as and when required.

The following recommendations were resolved by the Joint Committee:

Recommendation 1

Performance Management Information should continue to be made available for Members’ consideration at every meeting of the

Joint Committee and be sufficiently high on the agenda to be discussed in detail.

Recommendation 2

Twelve months after the new contact centre arrangements for WRS have been introduced, replacing the use of the Worcestershire Hub; the Joint Committee should review the effectiveness of these arrangements for communicating with the public.

Recommendation 3

The web-pages of each partner authority should be regularly monitored to ensure they are kept up to date, with the inclusion of a prominent and obvious link to the WRS website.

Recommendation 4

The purpose, content and circulation of the WRS newsletter should be thoroughly reviewed, with a view to it providing a more systematic and comprehensive account of the work and performance of the shared service and with the content and format being agreed by the Joint Committee.

Recommendation 5

That WRS have a designated member of staff to act as a Member Liaison Officer and as a single point of contact to signpost Member enquiries.

Recommendation 11

The lessons learned from the WRS shared service experience, particularly as detailed in this report, should be heeded by elected members and senior officers when considering any future proposals for shared service arrangements involving multiple partners.

In respect of Recommendations 7, 8, 9 and 10 the Joint Committee requested Officers to bring forward alternative proposals to address the issues raised within these recommendations.

Recommendation 7

A new strategic decision making board for WRS should replace the Joint Committee, comprising one elected member per partner authority and supported by senior officers. This should be called the WRS Board.

- (a) Meetings of this Board should take place at the base of WRS.
- (b) Responsibility for attendance at Board meetings should lie with each authority's representative, and the quorum for meetings proceeding should be set at 5 representatives in attendance.
- (c) Meetings of the Board should take place bi-monthly.
- (d) Elected members appointed to the Board should be provided with an induction programme and sufficient ongoing training to enable them to fulfil their role effectively.
- (e) Members appointed to the Board be expected to serve a minimum of two years to ensure continuity.
- (f) The Chair of the WRS Board should be elected annually by the members of the Board.

Recommendation 8

The Management Board be disbanded, with the WRS Management Team taking the lead responsibility for operational decision making under the leadership of the Head of Regulatory Services.

Recommendation 9

- (a) The Head of WRS should be fully accountable to the WRS Board (as the strategic decision making body).
- (b) The Chief Executive of the host authority to act in a mentoring role as and when necessary.

Recommendation 10

- (a) All decisions made by the WRS Board be formally reported back to all elected members of the partner authorities in a timely manner.
- (b) Attention should be paid to communicating updates about any planned changes to WRS services to all elected members of partner authorities.
- (c) The agendas and minutes of all WRS Board meetings should also be uploaded on to the WRS website in a timely fashion.

This page is intentionally left blank

CABINET LEADER'S WORK PROGRAMME

1 AUGUST 2015 TO 30 NOVEMBER 2015

(published as at 1 July 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
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
Churchfields Multi Storey Car Park Improvements	Cabinet	2nd September 2015	Report of the Head of Environment Services	Guy Revans 01527 64252 ext. 3292 Councillor P. Whittaker
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

Page 30

Agenda Item 6

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Budget Position Report (Expenditure)	Cabinet	7 October 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
Fees and Charges	Cabinet	7 October 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
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

This page is intentionally left blank

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
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	Planning Applications – Backlog Data	
	Finance Briefing/Training	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	O&S Work Programme	
28/09/15	Quarter 1 Finance Monitoring Report	
	Presentation on work of the Place Team/Enforcement	Requested at the O&S meeting on 22/06/15
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
28/10/15	Planning Applications - Backlog	
	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	

Agenda Item 7

Date of Meeting	Subject	Additional Information
	Cabinet Work Programme WCC Health Overview & Scrutiny Committee – update from Representative	
14/12/15	Quarter 2 Finance Monitoring Report O&S Work Programme Action List Cabinet Work Programme WCC Health Overview & Scrutiny Committee – update from Representative	
18/01/16	Planning Applications - Backlog 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	
21/03/16	Quarter 3 Finance Monitoring Report O&S Work Programme Action List Cabinet Work Programme WCC Health Overview & Scrutiny Committee – update from Representative	
25/04/16	Planning Applications - Backlog O&S Work Programme Action List Cabinet Work Programme WCC Health Overview & Scrutiny Committee – update from Representative Quarterly Recommendation Tracker	

Updates Received - Monthly

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (who must be a member of the Overview and Scrutiny Board) provides a verbal update to the Board each month.

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

Budget Scrutiny
Write Off of Debts – Annually
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.)

Items for inclusion at future meetings if 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.

Areas for further discussion and possible inclusion within the Work Programme

- Community Transport facilities
- Planning Issues – Particularly enforcement
- Local Plan Development
- Residential developments causing traffic problems
- Social Housing issues
- Lack of affordable social housing for young people
- BDHT addressing issues re sites.
- Youth provision
- Sports hall for badminton
- Parking availability/charges/policy
- Town Centre shops
- Town Centre Regeneration

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>