



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 28TH SEPTEMBER 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 24th August 2015 (Pages 1 - 10)
4. Topic Proposal Report - Partners Role in the Planning Process (Pages 11 - 14)
5. Presentation on the Work of the Place Team
6. Garden Waste Collection Charges 2016/17 (Pages 15 - 22)
7. Quarter 1 Finance Monitoring Report (Pages 23 - 34)
8. Finance Briefing - Budget Scrutiny (Presentation)
9. Evening Car Parking Task Group - Membership (Pages 35 - 36)

10. Increasing Physical Activity in Worcestershire Joint Scrutiny Task Group - Verbal Update
11. Worcestershire Health Overview and Scrutiny Committee - Update
12. Action List (Pages 37 - 38)
13. Cabinet Work Programme (Pages 39 - 46)
14. Overview and Scrutiny Board Work Programme (Pages 47 - 52)
15. 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

17th September 2015



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# Agenda Item 3

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW AND SCRUTINY BOARD

24<sup>TH</sup> AUGUST 2015 AT 6.00 P.M.

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

Invitees: Councillor G. N. Denaro, Councillor C. B. Taylor, Councillor P. J. Whittaker and Councillor S. P. Shannon

Officers: Ms. J. Pickering, Mr. G. Revans, Mr. D. Allen, Mrs. H. L. Plant, Ms. A. Scarce and Ms. J. Bayley

#### 27/15 APOLOGIES FOR ABSENCE AND NAMES SUBSTITUTES

An apology for absence was received on behalf of Councillor C. Allen-Jones. It was confirmed that Councillor S. Webb was attending as his substitute.

#### 28/15 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor L. C. R. Mallett declared an other disclosable interest in agenda item No. 6 due to his involvement with representatives of Whitford Vale Voice, a campaign group that had opposed a planning application for housing development on Whitford Road.

#### 29/15 MINUTES

The minutes of the meeting of the Overview and Scrutiny Board held on 20th July 2015 were submitted.

Reference was made to discussions at the previous meeting of the Board regarding Primary Care commissioning and GP access, particularly in boarder areas of the county. Councillor J. M. L. A. Griffiths commented that whilst patients living in Alvechurch had experienced problems in this regard progress had been made in recent months and it was likely that this was now more of a problem in other parts of the district.

Members noted that at the previous meeting a request had been made for the Chief Executive of Bromsgrove District Council to write to the Chief Executive and Medical Director of NHS Arden Herefordshire and Worcestershire. Officers explained that this action would be undertaken shortly.

**RESOLVED** that the minutes of the Overview and Scrutiny Board held on 20th July 2015 be approved as a correct record.

30/15

## **IMPACT OF WHITFORD ROAD PLANNING DECISION - SCRUTINY TOPIC PROPOSAL REPORT**

The Chairman advised the Board that whilst any Member of the Council could propose an item for the consideration of the Overview and Scrutiny Board, there were legal restrictions regarding scrutiny of planning and licensing applications. These legal requirements needed to be taken into account when considering any proposals to review planning matters; Overview and Scrutiny Members therefore needed to focus on policy and procedures and not on matters that were subject to a separate quasi-judicial process.

Councillor S. R. Colella proceeded to present a scrutiny topic proposal containing terms of reference for a proposed review of the impact of the Whitford Road planning decision on Council services. During presentation of this document he highlighted the following points for the Board's consideration:

- The outcomes of planning appeals and the implications for Council services and finances.
- The need to learn lessons as an organisation following appeal decisions.
- The interest of residents in planning developments within the district and surrounding areas.
- The influence of advice from Worcestershire County Council's (WCC) Highways team on planning applications.
- The potential for a Task Group to investigate this matter in detail.

Following presentation of this topic proposal Councillor C. B. Taylor, as Portfolio Holder for Planning Services and Housing, outlined current developments that had implications for the Planning Department, which included a review of the modelling approach used by the Highways Department. Officers from Bromsgrove District Council were being consulted as part of this process so that the implications for Council services, including the Planning Department, could be taken into account.

Members discussed the potential for a Task Group to investigate this matter further. The timing of the review was questioned as it was noted that a briefing was due to be delivered to all Members regarding planning matters the following evening. Concerns were also raised that it might be difficult for a district scrutiny exercise to review the county Highways Department, and it was suggested that a review of this nature could be referred to WCC's Overview and Scrutiny Committees for consideration.

In view of the legal requirements Members concurred that it was not possible to reach a decision about whether to launch a Task Group based on the content of the topic proposal form. For this reason the Board agreed that Councillor Colella should redraft the proposal, focusing on policy and procedural matters.

**RESOLVED** that Councillor Colella review the content of the topic proposal form and resubmit the proposal for the consideration of the Board at a later date.

31/15

## **FINANCE BRIEFING - PRESENTATION**

The Executive Director of Finance and Corporate Resources delivered financial awareness training. During the delivery of this presentation the following matters were highlighted for Members' consideration:

- A new approach to presenting Financial Monitoring Reports had been requested by the Overview and Scrutiny Board the previous year and Members' suggestions had helped to inform the new report style.
- The reports would include a breakdown of financial information in relation to the Council's strategic purposes.
- Support services, such as Financial Services, would be recorded within sections of the financial monitoring report dedicated to enabling. Members were advised that enabling services accounted for £6.5 million of Council expenditure.
- Developments with regard to business rates and the proportion that could be retained by the district Council.
- The involvement of Bromsgrove District Council in a business rates pool with other authorities in the Birmingham and Solihull Local Enterprise Partnership (LEP) area.
- The potential financial impact of business rate appeals, particularly those involving GP surgeries following a test case at the national level which resulted in a 40 per cent reduction on the business rates required from that practice.
- The number of GP surgeries in Bromsgrove district and the potential impact on Council finances of any future appeals. Members were advised that Officers were undertaking a review of this matter.
- A reduction of 51 per cent in the level of the revenue support grant provided by the Government to local authorities and the expectation that this grant would cease to be provided in future years.
- Reductions in the Living Support Grant provided to Councils and an assumption that this would decrease by a further 20 per cent in the year ahead.
- The referendum level for increases in Council Tax levels.
- Capital expenditure and the limited number of capital receipts held by the council.
- Future plans for the Council to borrow to cover the costs of large capital projects such the new Dolphin Centre.
- The level of balances held by the Council. Members were advised that the Council's balances were currently £4.03 million, though £1 million of this sum would be allocated to covering the costs of borrowing.
- The level of reserves held by the Council. Some of these reserves were due to be used for specific projects such as to replenish the Council's fleet of vehicles for Environmental Services.
- The New Homes Bonus. No assumptions had been made that the New Homes Bonus Community Scheme would continue beyond 2015/16,

though Members could agree to do so as part of the budget setting process.

- A new financial management system had been introduced for the Council and information arising from this system would inform reports to Committee.
- Heads of Service were meeting with the Council's accountants on a monthly basis. This would enable the Council to assess the reasons for both savings and any overspends.
- In future Officers were aiming to present quarterly updates on the Council's business rates to enable Members to assess the impact of appeals on the local authority's finances.

Members thanked Officers for the presentation and expressed appreciation for the amendments that had been made to the financial monitoring report.

Councillor S. R. Colella left the meeting at 6.52 pm.

32/15

## **PLANNING APPLICATION BACKLOG DATA**

The Area Planning Manager presented a report which provided an update on the backlog at the Council in terms of resolving outstanding planning applications. As requested at the previous meeting when this report had been considered, in March 2015, comparable data for Redditch had been provided regarding the level of demand from customers. Members were advised that as of 24th August the backlog had fallen to 24 planning applications.

Combined data for Bromsgrove and Redditch had also been provided for each week for the period January to August 2015 in the report. Members suggested that it would be useful in future to receive this data for Bromsgrove only to enable Members to assess the trends for the district.

The implementation of service transformation by the Planning Department compared to other Councils was also briefly discussed. Officers explained that the Council was learning from colleagues at other local authorities as part of this process. Service transformation was designed to enable the Planning Department to focus on improving the service for the customer and removing any processes that did not add value from the customer's perspective. This transformation process would continue to be implemented for the foreseeable future.

33/15

## **DISPOSAL OF BURCOT LODGE EMERGENCY HOMELESS UNIT - BRIEFING PAPER**

The Strategic Housing Manager presented a briefing paper on the subject of the disposal of Burcot Lodge emergency housing unit. Members were advised that Burcot Lodge was owned by the Council with Bromsgrove District Housing Trust (BDHT) using the property to provide emergency housing for people at risk of being made homeless.

Burcot Lodge formed part of the Council House site. Following the Council's move to Parkside a decision would need to be taken about the future uses of



this site. There was the potential that the site would be sold to a developer, though it would take some time for this to progress, particularly as any new developments would require planning permission. In the meantime Burcot Lodge would remain open. It was highlighted that BDHT had a further 39 units, located within the district, which could also be used to house people at risk of becoming homeless.

A number of options were being considered in terms of housing provision for people at risk of homelessness which could replace Burcot Lodge. This included the potential to work with neighbouring local authorities such as Birmingham City Council or Redditch Borough Council. Officers were in regular contact with representatives of BDHT and were aware of the need to resolve this issue as soon as possible.

The latest figures available for Burcot Lodge indicated that there was a 42 per cent occupancy rate at the property. Members acknowledged that homelessness numbers could fluctuate over time, depending on the economy and the circumstances of individuals. However, it was suggested that this 42 per cent occupancy rate could mean that in future alternative forms of provision might meet local need.

Councillor S. P. Shannon, attending in his capacity as the Member who had proposed a Task Group review of this subject, reminded the Board that the Council had a statutory responsibility to provide housing to people at risk of homelessness. Concerns were expressed that a resolution, concerning the future of Burcot Lodge, had not yet been identified despite progress with the Council's future move to Parkside. It was also suggested that hostel and bed and breakfast accommodation would not be ideal solutions, though Officers assured Members that traditionally bed and breakfast accommodation was used as a last resort in the district.

Members briefly discussed each of the options presented within the report. The Board agreed that in order to make an accurate assessment of these options it would be useful to consider the financial information underpinning some of these options. Members were advised that this would need to take place in confidential session. The Board also noted that it would be useful to review a timeline for the potential disposal of the Council House site which included when replacement services would need to be in place and how long it would take to secure provision.

The Board discussed the potential to launch a Task Group review to assess the disposal of Burcot Lodge. It was suggested that private Task Group meetings would be a more suitable environment in which to consider the subject. A small group of Councillors could also dedicate time to consideration of the matter, supported by officers, and identify a potential solution to an issue that would need to be resolved quickly. However, it was also suggested that the Board was in just as good a position to assess potential options and could make informed recommendations to Cabinet based on consideration of further information.

**RESOLVED** that the financial costs involved in delivering each of the options that could replace Burcot Lodge, together with further information about the timeline available to resolve this issue, be provided for consideration at a future meeting of the Board.

34/15

## **CHURCHFIELDS CAR PARK IMPROVEMENTS - BRIEFING PAPER**

The Head of Environmental Services explained that no briefing paper had been provided for the Board's consideration as a decision had been made at Leader's Group to defer consideration of a report on the subject of Churchfield Car Park improvements. This would provide time for Portfolio Holders to visit and assess the condition of the car park and for Officers to undertake further work in relation to this matter.

However, it had been considered prudent to present the report into the security of Churchfields Car Park, produced by the Crime Prevention Design Advisor for West Mercia Police, to the board. Cabinet Members had recognised that the Overview and Scrutiny Board might be in a position to make useful suggestions about the car park based on the content of the security assessment.

Future options for the management of the car park were briefly discussed by the Board. There was the potential for the car park to be cleaned, although officers noted that cleaning work had been carried out in the past without deterring anti-social behaviour. The actions proposed in the security report could help to restrict the access of people causing anti-social behaviour; however, these actions would entail significant financial expenditure of approximately £50,000 by the Council. The suggestion was also made that consideration should be given to selling the land in which the car park was located or using it for alternative purposes as the number of customers using the car park was lower than for other car parks in the town centre.

In the long-term the intention was to provide the top floor of the car park for staff parking once the Council had moved to Parkside. However, questions were raised about the extent to which staff would feel comfortable about parking in the car park without action first being taken to address the anti-social behaviour. Concerns were also expressed that staff might be tempted to park in residential areas close to Parkside which might not be welcomed by local residents.

Members concurred that further information was required before any recommendations could be made on this subject. For this reason, following further debate, Members

**RESOLVED** that, subject to the timing of a report to Cabinet on this subject, a further briefing paper concerning Churchfields Car Park improvements be presented for consideration at a future meeting of the Board.

35/15

## **EVENING CAR PARKING - SCRUTINY TOPIC PROPOSAL REPORT**

The Chairman presented a scrutiny Topic Proposal form containing the terms of reference for a suggested review of the evening car parking scheme that had been introduced in Bromsgrove in February 2015. The terms of reference had been jointly proposed by the Chairman and the Vice Chairman, who had been assured that the proposed review would be helpful to the Council and had the support of the Portfolio Holder for Environmental Services and Worcestershire Regulatory Services.

Members were advised that a Task Group review of evening car parking could investigate use of the car parks during the evenings and the impact that this had had on the night time economy. Members could consult with both local businesses and residents to ascertain the impact that free parking had had on the local economy and whether this free parking provision represented value for money for local tax payers. A review could also explore the potential for alternative parking arrangements to be introduced in the town.

The timing of the review was briefly discussed by the Board. Members noted that if a Task Group review was launched in September the trial would have reached the mid-stage point. By undertaking a review at this stage Members could obtain information about demand for free evening parking during the autumn as well as the winter and this would ensure that the feedback provided did not just take into account parking during the peak Christmas period. The Board noted that in order to assess demand for free parking during the evenings effectively Members would need to consult with both customers and businesses directly.

The financial costs involved in providing free parking during the evenings were also considered by the Board. Officers explained that the main costs related to the loss of revenue from the free parking provision in the evenings. However, there had been no additional financial outlay to fund the scheme.

On balance the Board concurred that a Task Group review of this subject would provide information which could help the Cabinet when reviewing the outcomes of the trial. On this basis Members agreed that the Task Group should be launched.

The financial costs involved in launching a review were considered and Members noted that Members of the Task Group would be eligible for a one off payment of £106 (except for the Chairman of the review who would receive £200) as well as to claim allowances for any travel expenses incurred during the review. To ensure that the financial costs entailed in undertaking a review of this matter were limited the Board agreed that a maximum of 5 Members should be appointed to the Task Group.

**RESOLVED** that

- (a) the proposed Review of Evening Car Parking Task Group be approved;
- (b) Councillor K. J. May be appointed Chairman of this Task Group; and

- (c) A maximum of 5 Members, including the Chairman, take part in this Task Group review to be appointed on a first come first serve basis.

36/15

## **INCREASING PHYSICAL ACTIVITY JOINT SCRUTINY TASK GROUP - VERBAL UPDATE**

Councillor J. M. L. A. Griffiths, the Council's representative on the Increasing Physical Activity Joint Scrutiny Task Group, provided a verbal update on the progress of the review.

The Board was advised that the first meeting of the Task Group had taken place. During this meeting Members had discussed the terms of reference for the review and considered the background to the investigation. A key consideration would be the role of Worcestershire County Council in relation to promoting physical activity and the links to public health. Members would soon be meeting again to participate in a health walk in Worcester.

An objective of the review was to assess the extent to which there was an Olympic legacy in the county. It was acknowledged that this would be a difficult subject to assess, however, the Task Group would be investigating the matter further. Members also suggested that it would be useful for the Task Group to consider the impact of increasing fees on the ability of sports groups and clubs to meet in Bromsgrove district.

37/15

## **ACTION LIST**

Officers explained that there were two outstanding items listed on the Board's Action List. One of these items concerned the proposed changes to the Quarterly Monitoring of Write Offs report, which would be resolved once the next report had been presented for the consideration of the Board.

38/15

## **CABINET WORK PROGRAMME 1ST SEPTEMBER TO 31ST DECEMBER 2015**

The Board was advised that the Update on the Lease at Sherwood Road Industrial Estate would be considered at the meeting of Cabinet in September, not in October as had been recorded in the Work Programme. However, Members would still have an opportunity to consider this item as the report would need to be referred to Council.

39/15

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

The Board noted that a date needed to be selected for consideration of further information about the disposal of Burcot Lodge. Members took into account that a report on this subject was scheduled for the consideration of Cabinet in December. For this reason and, due to the length of the agenda scheduled for the September meeting of the Board, Members agreed that this item should be revisited in October 2015.

There was general consensus that the Fees and Charges report should be considered by the Board in the form of pre-scrutiny prior to consideration by

# Agenda Item 3

Overview and Scrutiny Board  
24th August 2015

Cabinet. The Chairman assured Members that, whilst not listed on the Board's Work Programme, this item would be addressed as part of the budget scrutiny process in 2015/16. However, Officers commented that in order to ensure that Officers had sufficient time to present the content of this report for the consideration of the Overview and Scrutiny Board prior to Cabinet this item might need to be postponed until later in the year.

The meeting closed at 8.05 p.m.

Chairman

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### OVERVIEW AND SCRUTINY BOARD

24<sup>th</sup> August 2015

#### SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder (for Overview & Scrutiny)	Cllr Geoff Denaro
Portfolio Holder Consulted	No
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 An Overview and Scrutiny Topic Proposal Form relating to the role of partners in the Development Control and Strategic Planning Process, has been submitted by Councillor Steve Colella for consideration by the Board.

#### 2. RECOMMENDATIONS

- 2.1 That the Board considers the completed proposal form (at Appendix 1) and agrees to one of the following:
- (a) that further information be requested from a relevant source before deciding whether or not further investigation is required;
  - (b) that the topic is included on the work programme for further investigation at a future date;
  - (c) that the topic is included on the work programme and a Task Group is established to undertake a more in-depth investigation, with the appointment of a Chairman for the Task Group and a time scale for completion of the investigation being made;
  - (d) A Short Sharp Review be carried out by either the Board as a whole or a small number of Members who have a particular interest in the topic; or
  - (e) take no further action.

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

##### Legal Implications

## **OVERVIEW AND SCRUTINY BOARD**

24<sup>th</sup> August 2015

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- 3.2 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

### **Service/Operation Implications**

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to the role of partners in the Development Control and Strategic Planning Process has been completed by Councillor Steve Colella.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to agree whether it is appropriate for the Board itself to undertake the investigation, by carrying out a short sharp review or whether a more in-depth investigation is required and a task group established.
- 3.5 The Board may wish to request further information on the topic from a relevant source to assist Members in deciding whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

### **Customer / Equalities and Diversity Implications**

- 3.7 N/A

## **4. RISK MANAGEMENT**

- 4.1 N/A

## **5. APPENDICES**

Appendix 1 – Overview and Scrutiny Proposal Form

## **6. BACKGROUND PAPERS**

None

## **AUTHOR OF REPORT**

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





## OVERVIEW & SCRUTINY TOPIC PROPOSAL

This form can be used for either a Task Group or a Short Sharp Review topic proposal.

Completed forms should be returned to [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk) – Democratic Services, Bromsgrove District Council.

<b>Name of Proposer:</b> Cllr Steve Colella	
Tel No: 07758739901	Email: <a href="mailto:s.colella@bromsgrove.gov.uk">s.colella@bromsgrove.gov.uk</a>
Date: 7 <sup>th</sup> September 2015	

<b>Title of Proposed Topic</b> (including specific subject areas to be investigate)	The role of partners in the Development Control and Strategic Planning Process.
<b>Background to the Proposal</b> (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	<ul style="list-style-type: none"> <li>• Development Control is in Designation which relates to performance in the time taken to process planning applications.</li> <li>• To gain a better understanding of the planning application and appeals process and the knock on effect that decisions and advice from partners can have on the work and reputation of the Council; the impact of decisions on the emerging Local Development Plan.</li> <li>• Build Confidence in the Strategic Planning and Development Control functions.</li> <li>• The impact of decisions on the infrastructure of an area.</li> </ul>
<b>Links to national, regional and local priorities</b> (including the Council's strategic purposes)	<ul style="list-style-type: none"> <li>• Meeting CLG Requirements (Development Control are currently in designation).</li> <li>• Help me find somewhere to live in my locality</li> <li>• Help me run a successful business</li> <li>• Keep my place safe and looking good.</li> </ul>
<b>Possible Key Objectives</b> (these should be SMART –	<ul style="list-style-type: none"> <li>• Ensure Partners are providing appropriate, accurate and timely comments on applications to ensure that informed decisions are reached</li> </ul>

# Agenda Item 4

specific, measurable, achievable, relevant and timely)	by officers and Members in their role on the Planning Committee. <ul style="list-style-type: none"> <li>To gain a better understanding of the roles of partners in the planning application process and the impact of the advice given.</li> <li>A better understanding of the Planning Inspectorate's Appeal process and the impact of decisions which are made.</li> </ul>			
Anticipated Timescale for completion of the work.	6 months			
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	Task Group	√	Short Sharp Inquiry	

**OFFICE USE ONLY - TO BE COMPLETED WHEN THE TOPIC PROPOSAL IS ACCEPTED**

<b>Evidence</b>	
Key documents, data, reports	
Possible Site Visits	
Is a general press release required asking for general comments/suggestions from the public?	
Is a period of public consultation required?	
<b>Witnesses</b>	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	

### Overview & Scrutiny Board

28th September 2015

#### GARDEN WASTE COLLECTION CHARGE 2016-17

Relevant Portfolio Holder	Cllr P Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans
Ward(s) Affected	All
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	Non Key

#### **1. SUMMARY OF PROPOSALS**

- 1.1 This report identifies the changes that Officers deem necessary in order to maintain an effective and efficient garden waste collection service in 2016 and beyond.
- 1.2 These proposals have been identified in order to allow improvements for our customer experience as well as improvements in the administration and operational elements of the service.
- 1.3 At its meeting on 23<sup>rd</sup> September 2015, Cabinet were asked to agree the following steps:-
- a) That officers' work towards the Garden Waste Service being a Direct Debit only subscription service from 2017.
  - b) That payments be taken by Direct Debit subscriptions only for all new customers for the 2016 service.
  - c) That existing garden waste customers are encouraged to sign up to payments by Direct Debit subscriptions for the 2016 service.
  - d) That the garden waste service is promoted at minimal cost through a variety of online, social media and press advertisements.
- 1.4 That Cabinet recommend to Council that the charges for the garden waste collection service be increased to £40 with effect from 01<sup>st</sup> February 2016.
- 1.5 By considering this report the Overview & Scrutiny Board has the opportunity to play a part in the decision making process through pre-scrutiny.

#### **2. RECOMMENDATIONS**

- 2.1 That Overview & Scrutiny Board note the steps being suggested by officers to run the garden waste collection service more efficiently as set out in this report and if appropriate, make any recommendations.

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 In 2014/15 the service generated an income of £652k and operating costs were £350k giving a net profit of £302k. This was with a total customer base of approximately 18,000.
- 3.2 Officers propose increasing the garden waste service charge per bin to £40 for 2016/17. The increase proposed is in excess of a 5% increase and therefore above the current rate of inflation. This increase will support the estimated level of income as included in the current Medium Term Financial Plan.

The price for 2017/18 and 2018/19 will be included in the fees and charges report for Cabinet in December 2015.

- 3.3 The proposed annual charges and equivalent cost per empty per bin is highlighted below. The equivalent cost per week the service is in operation is also given.

	2015/16	2016/17
<b>Annual Charge</b>	£38	£40
<b>Equivalent charge per empty per bin</b>	£1.80	£2.00
<b>Equivalent charge per bin per week of service is operating</b>	£0.90	£1.00

- 3.4 Subscriptions to the 2015/16 service currently stand at around 18,500 customers. Using current customer levels as a guide, the table below identifies the potential estimated profit with the suggested increases in customer charges. This model uses a 2% increase in operating costs and a 1.53% increase on customer base year on year\*. The 1.53% annual increase in our customer base is organic growth and has not been the result of any promotion of the service therefore it is possible to extend our customer base further and thus increase income accordingly.

In order to fully maximise the number of paying customers Officers suggest the service is promoted through a mix of online, social and press advertisements.

Year	2014-15	2015-16	2016-17
<b>Customer Base</b>	18,200	18,500	18,783*
<b>Increase in customers%</b>	1.11	1.65	1.53
<b>Customer Charge (£)</b>	38	38	40
<b>Actual / expected income based on proposed charge (Estimates in red)</b>	652,716	703,000	751,320
<b>Operating cost (£) (Estimates in red using 2% inflation)</b>	350,423	357,431	393,175

- 3.5 The proposed annual costs for Bromsgrove District Council can be seen in comparison with neighbouring Worcestershire collection authorities and Herefordshire below.
- 3.6 It should also be noted that Worcester City Council and Wyre Forest District Council also apply a charge for administration of the service for new and returning customers at £10 and £21 respectively. This charge is set against the procurement of the bin, cost of bin delivery, retrieval and cleansing. Wychavon District Council hold contract charges with their service provider of around £20 which covers the cost of the above although this is not as yet passed onto the customer. This may be an avenue to explore to assist with financing the garden waste service in the future.

Local Authority	Current & Proposed Cost of Garden Waste Service (£)	
	2015/16	2016/17
Bromsgrove District Council	£38	£40
Herefordshire Council	£3.50 per 5 sacks (equates to £42)*	Not yet agreed
Malvern Hills District Council	£65 online payment £70 other payment methods	Not yet agreed
Worcester City Council	£52	Not yet agreed but likely to be £55 maximum increase
Wychavon District Council	£44 Direct Debit only	£45 Direct Debit only
Wyre Forest District Council	£43 Direct Debit only	£45.15 Direct Debit only

- 3.7 For 2015/16 alone, Officers believe there to be around 1000 residents taking advantage of a free garden waste service for at least part of the collection period until their brown bin is retrieved; this equates to a £38,000 loss of potential income in this financial year. This is a preventable financial burden where a collection is being given but for which no income is being generated. This situation does not arise with Direct Debit paying customers as Officers are in control of the payment date and therefore no late or non- payments are prevented.
- 3.8 In addition to the loss of income for those customers that do not re-subscribe to the collection service annually, there is an additional cost to the service in the retrieval of the brown bin. This cost is entirely dependent upon the address but is a potential 24 mile round trip at the extremities of our boundary. This cost is also exacerbated through aborted trips where bins have not been made available and retrieval is not necessary.

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- 3.9 The Direct Debit payment method is significantly cheaper for Officers to process than any of the other five methods currently offered. Reducing the current six payment methods enable streamlining of the service and allow a more focused approach moving forward.

#### **4. Legal Implications**

- 4.1 Bromsgrove District Council and as Waste Collection Authority requires residents to subscribe and pay for garden waste collections as laid out in the Environmental Protection Act (1990).
- 4.2 Bromsgrove District Council operates with the UK Direct Debit Law which governs the transfer of payments and provides safeguarding and protection to customers using the system.

#### **5. Service / Operational Implications**

- 5.1 Due to the success of the garden waste service and an expanding customer base, there is a growing need to streamline payments and payment methods used by customers signing up to the service. In 2010, Officers previously identified a need to use Direct Debits as a method of reducing the burden on processing upwards of 18,000 customer payments in a relatively short period.
- 5.2 There is limited 10 week period in which to send invoices to the existing customer base, take payments, chase unpaid invoices, deliver bins and retrieve bins where no payment has been made. Currently retrieval of bins does not take place as soon as is needed as it is impossible to determine if a previous customer that had not yet paid is intending to pay or no longer requires the service. (See 3.6 & 6.2) In moving to a Direct Debit payment service, Officers will be able to control the timing of payments and therefore better manage both back office support functions and operational elements of the collections.
- 5.3 Moving to a Direct Debit only subscription service, will:
- a) give peace of mind and convenience for customers thus improving customer satisfaction
  - b) reduce the administrative workload associated with chasing payment
  - c) allow to for the retrieval of bins not paid for in a timely manner
  - e) reduce payment processing costs
  - f) ensure as far as possible a stable customer base
- 5.4 During 2015/16 over 16% of customers chose to pay for the service by Direct Debit. This move has been realised with no real drive towards Direct Debit payments and therefore identifies that it as a method residents are comfortable adopting. It is also important to note that cash and cheque payments are falling accounting for only 33% in 2012/13 as opposed to 44% of all payments taken the previous year. (Please note It is not possible at this current point in time to use figures more recent than the 12/13 period).

- 5.5 The timescales available to take and process payments is dictated by the operating season of the garden waste collection service. With collections starting in March, Officers are required to deliver bins to new customers by mid-February to allow customers time to utilise bins and benefit from the full number of collections.

It is not always possible to ensure paying customers receive a brown bin prior to the start of the service and therefore disallowing them from participating in the first collection. This has given rise to a number of customer complaints despite Officers best efforts. In moving to Direct Debit Payments and controlling the payment date, Officers will be able to create a situation whereby all customers can be identified and supplied with bins well in advance of the start of the collection season and thus enabling continuity of service and enjoy the full complement of collections offered.

- 5.6 For the 2016 service, Officers propose that all new customers will pay for their service by Direct Debit. This has been trialled with new customers during a 3 month period where and around 80% of customers signed up without further question. During this trial, the remaining 20% who preferred not to pay via Direct Debit were offered an alternative method of payment.

- 5.7 It is proposed that all current customers that are not already signed up to the Direct Debit form of payment will be written to during October to advise of the new payment amount for the 2016/17 service; hence the timing of this report prior to the fees and charges report . This letter will also explain the reasons and benefits for moving to Direct Debit payments for this service and will replace the previous invoice.

Should a current customer not call to pay or return a completed Direct Debit mandate form, they will receive a reminder invoice asking for payment within 28 days as per standard invoicing procedures and will allow the standard alternative payment methods. The reminder invoice will however also advise the customer that Direct Debit payment will be required for the following years' service (2017/18) and will highlight the benefits to the customer.

Current Direct Debit customers will be sent an invoice which notifies any change in price and advises of the date the fee will be called for.

From 2017/18 it is proposed that the Garden Waste Service will only take Direct Debit payments although individual customer circumstances will be taken into account and Officer discretion will be used.

- 5.8 In the first year of setting up customers onto Direct Debit payments there will be an increased work load inputting details onto the relevant finance systems. It is envisaged that this work load will be absorbed by current staff either within Financial Service or Environmental Services; however flexibility is required to allow for additional temporary staff as required and will be funded through

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existing budgets. If required, this one off investment will consequently see a significant reduction in the workload for future years.

#### **6. Customer / Equalities and Diversity Implications**

- 6.1 All customers will be expected to pay through the Direct Debit Scheme. Should a resident not have the necessary means to pay through the chosen mechanism, Officers will be able to use their discretion to arrange payment in an alternative method appropriate for both customer and Council.
- 6.2 Currently paying customers are unfairly discriminated against as there is a proportion of residents benefiting from a free garden waste service as Environmental Services have difficulty in retrieving unpaid for brown bins paying customers (see 5.2 & 3.6 above)
- 6.3 The Direct Debit payment option further allows Officers to collect payments on a rolling basis from the anniversary of the initial joining date. The benefits for the customer will be to allow them a full year of collections from their sign up date for example August to August as opposed to August to November.

The rolling anniversary direct debit date will also assist back office and operational functions in staggering any future customer payments, bin deliveries and bin retrievals as opposed to concentrating these activities in January prior to the start of the collection season. This above action is in direct response to customer feedback.

- 6.4 In collecting a Direct Debit payment, individual customer details will be recorded against each bin required for collection, this coupled with the ability to now be able to offer garden waste collections to all properties in the District, will improve customer satisfaction. Previous arrangements attributing the bin to an address caused confusion where customers moved house as Officers previously required bins to be retained at the originating address. Customers will now be able to take their bin when they move house and again is in direct response to customer feedback.

#### **7. RISK MANAGEMENT**

- 7.1 Without agreed subscription charges agreed by October 2015 Environmental Services jeopardies the ability to contact current customers in a timely manner in order to advise of the forthcoming service charge and methods of payment required
- 7.2 Should the Direct Debit only subscription service not be instated, the associated costs with operating and processing cash, automated telephone, internet visa and debit card and cheque payment routes may escalate further beyond current levels.



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- 7.3 Should the current situation continue the financial risk of delivering a collection to residents that have not paid may escalate as more residents identify and exploit this weakness in the service (See 3.6).
- 7.4 There is an annual flux of the customer base each year of around 1,000 customers. There is no guarantee to the number of subscriptions made to the service each year; however a Direct Debit service is the only method of ensuring as far as possible customers return to the service as it provides a seamless, no touch approach for all customers. Action is only required where a customer actively wishes to leave the service.

The method of subscribing to a Direct Debit payment for a service is inherent of many of the services our customers will already be benefiting from such as utility and phone, insurance. This payment method offers peace of mind for the customer and thus customer satisfaction may be risked should the service not move towards this approach.

### 8. APPENDICES

None

### 9. BACKGROUND PAPERS

None

### 10. KEY

None

### AUTHOR OF REPORT

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FINANCE MONITORING REPORT 2015/16

<b>Relevant Portfolio Holder</b>	Councillor Geoff Denaro, Portfolio Holder for Finance and Enabling Services
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non-Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

To report to the Overview & Scrutiny Board the Council's financial position for Revenue and Capital for the period April –June 2015 (Quarter 1 – 2015/16)

**2. RECOMMENDATIONS**

2.1 That the Overview & Scrutiny Board note the current financial position on Revenue and Capital as detailed in the report.

**3. KEY ISSUES**

3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas.

3.2 This report includes both a summary for revenue and capital expenditure with a summary for the Council followed by the departmental analysis of expenditure detailed appendices showing the areas that link to the Strategic Purposes. A projected outturn will be reported within the April – September report.

**Overview & Scrutiny Board**

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**Revenue Budget summary  
Financial Year 2015/16 – Overall Council**

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

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
Keep my place safe and looking good	4,858	451	554	103
Help me run a successful business	-511	-116	-121	-5
Help me be financially independent	68	410	406	-4
Help me to live my life independently	651	34	10	-24
Help me find somewhere to live in my locality	1,148	256	239	-17
Provide Good things for me to see, do and visit	1,439	231	226	-5
Enable others to work/do what they need to do (to meet their purpose)	6,587	1,593	1,600	7
<b>Totals</b>	<b>14,241</b>	<b>2,859</b>	<b>2,913</b>	<b>54</b>

**Financial Commentary:**

There are little variances shown within the first quarter. However within 'Keep my place safe and looking good' it is showing a high variance due to development controls income not being achieved and additional resources needed within the Planning Service to process complex applications.

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**Capital Budget summary  
Financial Year 2015/16 – Overall Council**

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000
<b>Keep my place safe and looking good</b>	3,387	491	485	-5
<b>Help me run a successful business</b>	10	2	1	-1
<b>Help me be financially independent</b>	17	4	0	-4
<b>Help me to live my life independently</b>	770	140	140	0
<b>Help me find somewhere to live in my locality</b>	293	73	78	5
<b>Provide Good things for me to see, do and visit</b>	7,792	1,983	1,987	4
<b>Enable others to work/do what they need to do (to meet their purpose)</b>	110	27	13	-14
<b>Totals</b>	<b>12,379</b>	<b>2,721</b>	<b>2,705</b>	<b>-16</b>

**Financial Commentary:**

There is a recommendation for the capital programme to be increased by £40k to enable use of funding from the Oakhalls Grange development to provide funding towards the South Bromsgrove High School 3G Astro Turf pitch. An agreement will be put in place to enable community use of the facility.

All other capital projects are currently in progress.

## **Overview & Scrutiny Board**

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### **4. TREASURY MANAGEMENT**

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.
- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30<sup>th</sup> June 2015 short term investments comprised:

	<b>31st March 2015 £'000</b>	<b>30<sup>th</sup> June 2015 £'000</b>
Deposits	6,400	3,600
<b>Total</b>	<b>6,400</b>	<b>3,600</b>

### **Income from investments and other interest**

- 4.5 An investment income target of £36k has been set for 2015/16 using a projected return rate of 0.5%. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.
- 4.6 In the year to 30<sup>th</sup> June 2015 the Council received income from investments of £8k.

### **5. REVENUE BALANCES**

#### **5.1 Revenue Balances**

The revenue balances brought forward at 1 April 2015 were £4.083m

#### **Legal Implications**

None.

## **Overview & Scrutiny Board**

28th September 2015

### **Service/Operational Implications**

All included in financial implications.

### **Customer / Equalities and Diversity Implications**

None as a direct result of this report

## **7. RISK MANAGEMENT**

7.1 Risk considerations covered in the report. There are no Health & Safety considerations

## **8. APPENDICES**

Appendix 1 – Strategic Purposes

## **9. BACKGROUND PAPERS**

Available from Financial Services

### **AUTHORS OF REPORT**

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# Agenda Item 7

Keep my place safe and looking good.

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
BDC Reg Client	Exp	571	122	122	-0
	Inc	-113	-28	-28	0
	Net	458	94	94	-0
Bereavement Services	Exp	141	35	46	11
	Inc	-132	-33	-46	-13
	Net	9	2	-0	-3
Building Control	Exp	555	139	135	-4
	Inc	-609	-152	-154	-2
	Net	-54	-13	-19	-6
Cesspools/Sewers	Exp	96	24	46	22
	Inc	-208	-52	-38	13
	Net	-111	-28	8	35
Climate Change	Exp	16	4	3	-1
	Inc	0	0	0	0
	Net	16	4	3	-1
Community Safety	Exp	422	88	96	8
	Inc	-64	-16	-0	16
	Net	358	72	96	24
Depot	Exp	1,177	284	293	9
	Inc	-458	-115	-122	-7
	Net	719	170	171	2
Development Control	Exp	603	151	194	43
	Inc	-446	-111	-52	60
	Net	157	39	142	103
Environmental Health / Protection / Enforcement	Exp	0	0	0	0
	Inc	-11	-7	-6	0
	Net	-11	-7	-6	0
Grounds Maintenance	Exp	577	144	137	-7
	Inc	-95	-14	-15	-1
	Net	482	130	122	-8
Highways	Exp	331	74	72	-1
	Inc	-138	-35	-39	-4
	Net	193	39	33	-6
Land Drainage	Exp	61	15	15	0
	Inc	0	0	0	0
	Net	61	15	15	0
LSP/P'ships	Exp	98	23	33	10
	Inc	-50	-12	-23	-10
	Net	49	11	11	-0
Pest & Dog control	Exp	0	0	1	1
	Inc	0	0	-2	-2
	Net	0	0	-1	-1
Refuse & Recycling	Exp	2,178	545	528	-16
	Inc	-1,093	-959	-945	14
	Net	1,085	-415	-417	-3
Strategic Housing	Exp	18	5	0	-5
	Inc	-11	-3	0	3
	Net	7	2	0	-2
Strategic Planning	Exp	336	84	55	-29
	Inc	0	0	0	0
	Net	336	84	55	-29
Street Cleansing	Exp	1,032	247	237	-10
	Inc	-64	-25	-22	3
	Net	968	221	215	-7
Town Centre Development	Exp	122	31	16	-14
	Inc	-67	-17	-0	17
	Net	56	14	16	2
Waste Management, policy, promotion, management	Exp	38	9	4	-5

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
	Inc	-43	-11	-4	7
	Net	-5	-1	-0	1
Public Conveniences	Exp	87	17	16	-1
	Inc	-0	-0	-0	-0
	Net	87	17	16	-1
<b>Totals:</b>		<b>4,858</b>	<b>451</b>	<b>554</b>	<b>103</b>

**Financial commentary:**

Within Strategic planning there is saving currently due to salary vacancies. The overspend on Cesspools occurred as a result of the responsibility of emptying the pumping stations as a result of a dispute this impacts on the resources available to service existing customers and therefore has incurred additional water disposal charges. There is an overspend in development control due to income not being received and additional staffing costs.

**Help me run a successful business**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Business Development - Business	Exp	82	25	11	-13
	Inc	-1	-0	-2	-1
	Net	81	24	10	-15
Car Parks/Civil Enforcement Parking	Exp	752	188	158	-30
	Inc	-1,275	-319	-288	31
	Net	-523	-131	-130	0
Economic & Tourism Development	Exp	227	57	56	-1
	Inc	-106	-27	-19	7
	Net	121	30	37	6
Licenses (all)	Exp	0	0	0	0
	Inc	-191	-40	-38	2
	Net	-191	-40	-38	2
<b>Totals:</b>		<b>-511</b>	<b>-116</b>	<b>-122</b>	<b>-6</b>

**Financial commentary:**

Parking Enforcement continues to see a reduction in income due to increased compliance. There are plans in place to recruit to a vacant post. Civil

**Help me to be financially independent**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Revenues & Benefits	Exp	16,716	4,037	4,048	11
	Inc	-16,647	-3,628	-3,643	-15
	Net	68	410	406	-4
<b>Totals:</b>		<b>68</b>	<b>410</b>	<b>406</b>	<b>-4</b>

**Financial commentary:**

There are no significant variances this quarter.

## Help me to live my life independently **Agenda Item 7**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Community Safety - lifeline	Exp	216	54	54	0
	Inc	-163	-163	-187	-24
	Net	53	-109	-133	-24
Community Transport / Dial a ride	Exp	28	2	2	-0
	Inc	0	0	0	0
	Net	28	2	2	-0
Disabled Facilities grants	Exp	563	141	141	-0
	Inc	0	0	0	0
	Net	563	141	141	-0
<b>Totals:</b>		<b>643</b>	<b>33</b>	<b>10</b>	<b>-23</b>

**Financial commentary:**

The variance within community safety relates to extra income received for Lifeline due to additional service users.

## Help me to find somewhere to live in my locality

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Housing Strategy & Enabling	Exp	1,165	261	241	-20
	Inc	-217	-54	-52	2
	Net	948	206	189	-17
Private Sector Housing	Exp	200	50	50	-0
	Inc	0	0	0	0
	Net	200	50	50	-0
<b>Totals:</b>		<b>1,148</b>	<b>256</b>	<b>239</b>	<b>-16</b>

**Financial commentary:**

The variance within housing strategy and enabling is due to extra income received for Burcot hostel.

## Provide things for me to do, see and visit

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Business Development - Cultural	Exp	12	2	2	0
	Inc	0	0	0	0
	Net	12	2	2	0
Community Cohesion (older and young people) social inc	Exp	29	7	7	-1
	Inc	0	0	0	0
	Net	29	7	7	-1
Cultural Services	Exp	222	46	45	-1
	Inc	-34	-0	-2	-2
	Net	188	46	43	-3
Grants & Donations	Exp	108	0	0	-0
	Inc	0	0	0	0
	Net	108	0	0	-0
Highways - Seasonal	Exp	35	7	3	-4
	Inc	-31	-8	-4	4
	Net	4	-1	-0	0
Parks & Green Space	Exp	333	52	44	-8
	Inc	-61	-16	-9	6
	Net	272	37	35	-2
Shopmobility	Exp	8	1	0	-0
	Inc	0	0	0	-0

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Sports Services	Net	8	1	0	-0
	Exp	870	154	152	-1
	Inc	-44	-14	-13	1
	Net	826	140	139	-1
<b>Totals:</b>		<b>1,447</b>	<b>232</b>	<b>226</b>	<b>-6</b>

**Financial commentary:**

There are no significant variances this quarter.

**Enable others to work/do what they need to do (to meet purpose)**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000
Accounts & Financial Management	Exp	473	112	112	-0
	Inc	0	0	0	0
	Net	473	112	112	-0
Business Development	Exp	553	102	94	-8
	Inc	-43	-11	-5	6
	Net	510	91	89	-2
Central Overheads	Exp	1,198	288	289	1
	Inc	-2	-2	-2	-0
	Net	1,197	287	288	1
CMT	Exp	366	91	90	-2
	Inc	-146	-37	-36	1
	Net	220	55	54	-1
Communications	Exp	155	31	27	-4
	Inc	-64	-16	-14	2
	Net	92	15	13	-2
Corporate	Exp	78	20	43	23
	Inc	-0	0	0	-0
	Net	77	20	43	23
Corporate Administration / Central Post Opening	Exp	143	35	37	1
	Inc	-31	-8	-8	0
	Net	112	28	29	2
Customer service centre	Exp	332	77	74	-2
	Inc	-42	-10	-11	-0
	Net	291	66	64	-2
Democratic Services & Member Support	Exp	647	137	127	-10
	Inc	-181	-38	-35	3
	Net	466	100	93	-7
Election & Electoral Services	Exp	731	143	143	-0
	Inc	-470	-113	-112	1
	Net	260	31	31	1
Emergency Planning / Business Continuity	Exp	14	4	4	-0
	Inc	0	0	0	0
	Net	14	4	4	-0
Equalities	Exp	56	14	1	-13
	Inc	-23	-6	-0	5
	Net	33	8	0	-8
Human Resources & Welfare	Exp	264	66	63	-3
	Inc	0	0	0	0
	Net	264	66	63	-3
ICT	Exp	2,556	709	912	202
	Inc	-695	-174	-359	-185
	Net	1,862	535	553	17
Land Charges	Exp	90	21	21	0
	Inc	-184	-40	-40	-0
	Net	-94	-19	-19	0

Department		Annual budget £'000	To date budget £'000	To date Actuals £'000	Variance to date £'000
Leisure & Cultural Mgt	Exp	83	21	27	7
	Inc	-48	-12	-12	0
	Net	35	9	16	7
Policy	Exp	146	37	21	-16
	Inc	-67	-17	-10	6
	Net	79	20	10	-10
Printing & Reprographics	Exp	177	44	39	-5
	Inc	-66	-16	-17	-0
	Net	111	28	23	-5
Professional Legal Advice & Services	Exp	518	122	113	-9
	Inc	-266	-64	-59	5
	Net	252	58	54	-4
SMT	Exp	442	106	105	-1
	Inc	-142	-36	-35	0
	Net	300	71	70	-1
Transport	Exp	231	58	64	6
	Inc	-263	-66	-70	-5
	Net	-33	-8	-7	1
Transformation	Exp	134	34	37	4
	Inc	-68	-17	-19	-2
	Net	67	17	19	2
<b>Totals:</b>		<b>6,587</b>	<b>1,593</b>	<b>1,601</b>	<b>8</b>

**Financial commentary:**

The overspend currently in Corporate services is due to corporate savings to be met the financial year 15/16. Democratic Services is showing a saving due to the Boundary review taking place resulting in a saving on Members allowances. ICT is currently showing an overspend of 17k mainly due to ongoing costs associated with Parkside, officers are working to reclaim these costs from Worcestershire County Council, officers are also working to alleviate the loss of WRS funding. Equalities has an underspend due to a vacant post which has now been recruited to, officer to start 1st September 2015. Within BDC Policy the underspend is due to a vacant post.

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### **OVERVIEW & SCRUTINY BOARD** 28th September 2015

#### **EVENING CAR PARKING TASK GROUP**

Relevant Portfolio Holder	Councillor Peter Whittaker
Portfolio Holder Consulted	Aware of the Task Group being set up
Relevant Head of Service	Guy Revans – Head of Environmental Services
Wards Affected	<b>Bromsgrove Central</b>
Ward Councillor Consulted	Not at this stage
Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

1.1 At the previous meeting of the Overview and Scrutiny Board held on 24th August 2015, the Evening Car Parking Task Group was established, with Councillor Karen May being appointed as Chairman.

1.2 As agreed at the meeting the membership of the Task Group is restricted to 5 Members (including the Chairman) and as also agreed, these were picked on a “first come first served” basis. Immediately following the meeting Officers were approached by the following Members:

Councillors Sean Shannon, Malcolm Glass, Shirley Webb and Margaret Buxton.

With the agreement of the Chairman of the Overview & Scrutiny Board and the Chairman of the Task Group, no further notices of interest were sought from other Members of the Council.

1.3 Group Leaders have been informed of the establishment of the new Task Group.

1.5 Members should note that Members of a Task Group receive a single payment of £130, whilst the Chairman of a Task Group receives a single payment of £260. This gives a total cost of £780.

#### **2. RECOMMENDATIONS**

2.1 **Members are requested to note the Membership of the Evening Car Parking Task Group.**

#### **3. KEY ISSUES**

##### **Financial Implications**

3.1 Whilst there are financial implications associated to a task group there are no financial implications directly relating to this report.

## **OVERVIEW & SCRUTINY BOARD** 28th September 2015

### Legal Implications

- 3.2 There are no legal implications directly relating to this report.

### Service / Operational Implications

- 3.3 None for the purpose of this report.

### Customer / Equalities and Diversity Implications

- 3.4 There are no implications directly relating to customer/equality and diversity within this report.

## **4. RISK MANAGEMENT**

- 4.1 None for the purpose of this report.

## **5. APPENDICES**

None

## **6. BACKGROUND PAPERS**

None

## **7. KEY**

None

## **AUTHOR OF REPORT**

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



**ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 24<sup>th</sup> August 2015**

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<b>Item 5 – Planning Application Backlog</b>	Members considered the Planning Application Backlog Data	Future data to include detailed split between Bromsgrove and Redditch, not just the “snap shot” figures.	Ruth Bamford, Head of Planning & Regeneration	Next report to be received by the Board at its October meeting.	
<b>Item 7 – Disposal of Burcot Lodge Emergency Homeless Unit</b> Page 37	Members discussed the briefing paper presented to the Board, which had been requested following Councillor Sean Shannon’s topic proposal being submitted at the July meeting.	<ul style="list-style-type: none"> <li>a) Members to receive financial implications information together with a timeline of actions to be taken.</li> <li>b) Item to remain on the Action List in order for Members to maintain a “watching brief” on progress, following receipt of the timeline.</li> </ul>	Derek Allen, Strategic Housing Manager	October meeting of the Board.	
<b>Item 8 – Churchfields Car Park Improvements</b>	Members received an update in respect of this work and the report which would now be presented to Cabinet at a later date.	Members to receive a briefing paper at its October meeting in order to pre-scrutinise this matter and feed into the decision made by Cabinet.	Guy Revans, Head of Environmental Services	The O&S Meeting prior to report being received by Cabinet (anticipated to now be November).	

**ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 24<sup>th</sup> August 2015**

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
<b>20<sup>th</sup> July 2015</b>					
<b>Cabinet Work Programme</b>	Members considered the Cabinet Work Programme for the period 1 <sup>st</sup> August to 30 <sup>th</sup> November 2015	Clarification in respect of the licensing changes for street cafes and whether this has been enacted and if not, when this is expected to take place.	Executive Director, Finance and Resources	Meeting to be held on 23 <sup>rd</sup> August 2015	
<b>22<sup>nd</sup> June 2015</b>					
<b>Item 5 – Quarterly Monitoring of Write Offs</b>	The Board considered the report in respect of the Quarterly Monitoring of Write Off for 1 <sup>st</sup> January to 31 <sup>st</sup> March 2015.	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.	Head of Customer Access and Financial Support	Amendments to be made to report when next presented to the Board.	

# **CABINET LEADER'S WORK PROGRAMME**

**1 OCTOBER 2015 TO 31 JANUARY 2016**

**(published as at 1 September 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 attend, there will inevitably be some business to be considered that contains confidential, commercially sensitive or personal information.. This is called exempt information. Members of the public and media may be asked to leave the meeting when such information is discussed.

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

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

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

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

**Key Decisions** will include:

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

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

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

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

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

**CABINET MEMBERSHIP**

Councillor M. A. Sherrey	Leader of the Council and Portfolio Holder for 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

<b>Decision Including Whether it is a Key Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
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
Hanover Street/George House Site Update	Cabinet <i>(report may be partly confidential with recommendations to Council)</i>	23 September 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor R. Dent
Green Waste Collection Charges	Cabinet <i>(recommendations to Council)</i>	23 September 2015	Report of the Head of Environmental Services	Guy Revans 01527 64252 ext 3292 Councillors P. Whittaker/ G. Denaro
New Homes Bonus – Consideration of the Recommendations from the NHB Grants Panel Key Decision	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

<b>Decision Including Whether it is a Key Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
Medium Term Financial Plan Update	Cabinet	7 October 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
High Street Refurbishment Phase 2 Consideration of options	Cabinet	7 October 2015	Report of the Chief Executive	Martin Ashcroft 01527 881306 Councillor R. Dent
Worcestershire Safeguarding Children's Board COE Strategy and Action Plan	Cabinet	7 October 2015	Report of the Head of Community Services	Judith Willis 01527 534149 Councillor M. Sherrey
Fees and Charges	Cabinet	4 November 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Bromsgrove Centres Management	Cabinet	4 November 2015	Report of the Chief Executive	Dean Piper Head of North Worcestershire Economic Development and Regeneration 01562 732192 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
Allocation of S106 Funding (Bleakhouse Farm) - Woodrush High School Academy	Cabinet (recommendations to Council)	4 November 2015	Report of the Head of Leisure and Cultural Services	John Godwin 01527 881742 Councillor R. Laight
Churchfields Multi Storey Car Park Improvements	Cabinet	2 December 2015	Report of the Head of Environmental Services	Guy Revans 01527 64252 ext. 3292 Councillor P. Whittaker
Burcot Lodge Hostel, Burcot Lane, Bromsgrove – future options	Cabinet	2 December 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro/ Councillor K. Taylor
New Homes Bonus Scheme – to consider the future scheme	Cabinet <i>(May be recommendations to Council)</i>	6 January 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
New Leisure Centre Update	Cabinet	6 January 2016	Report of the Head of Leisure and Cultural Services	John Godwin 01572 881742 Councillor R. Laight



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
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## 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

<b>Date of Meeting</b>	<b>Subject</b>	<b>Additional Information</b>
<b>28/09/15</b>	Quarter 1 Finance Monitoring Report	
	Presentation on work of the Place Team/Enforcement	Requested at the O&S meeting on 22/06/15
	Finance Briefing – Budget scrutiny	
	Evening Car Parking Task Group – Verbal update from Chairman	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
<b>26/10/15</b>	Planning Applications - Backlog Burcot Lodge Emergency Homeless Unit – Briefing Paper	Update requested following meeting on 24/08/15
	O&S Work Programme	
	High Street Regeneration Phase 2 Options – Briefing Paper for pre-scrutiny prior to consideration by Cabinet.	Requested at O&S meeting on 20/07/15
	Cabinet Work Programme	
	Evening Car Parking Task Group – Verbal update from Chairman	
	Increasing Physical Activity Joint Scrutiny Task Group – update from representative	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
<b>23/11/15</b>	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Planning Application Backlog Data	

# Agenda Item 14

Date of Meeting	Subject	Additional Information
	Churchfields Car Park Improvements – Briefing Paper for pre-scrutiny prior to Cabinet receiving full report.	Update requested following meeting on 24/08/15
	Evening Car Parking Task Group – Verbal update from Chairman	
	Increasing Physical Activity Joint Scrutiny Task Group – update from representative	
	WCC Health Overview & Scrutiny Committee – update from Representative	
<b>14/12/15</b>	Quarter 2 Finance Monitoring Report	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Evening Car Parking Task Group – Verbal update from Chairman	
	Increasing Physical Activity Joint Scrutiny Task Group – update from representative	
	WCC Health Overview & Scrutiny Committee – update from Representative	
<b>18/01/16</b>	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Evening Car Parking Task Group – Final Report & Recommendations	
	Increasing Physical Activity Joint Scrutiny Task Group – update from representative	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
<b>29/02/16</b>	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Planning Application Backlog Data	
	WCC Health Overview & Scrutiny Committee – update from Representative	
<b>21/03/16</b>	Quarter 3 Finance Monitoring Report	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
<b>25/04/16</b>	O&S Work Programme	
	Action List	
	Cabinet Work Programme	

Date of Meeting	Subject	Additional Information
	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.
2. Invite Peter Pinfield from Worcestershire Health Watch to a future meeting (as discussed at meeting held on 20<sup>th</sup> July 2015).

## 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](http://www.bromsgrove.gov.uk)

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

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