



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 26TH OCTOBER 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 28th September 2015 (Pages 1 - 14)
4. Overview of the Council's Budget - Presentation
5. Current Budget Spend Linked to the Council's Strategic Purposes (Pages 15 - 24)
6. Burcot Lodge Emergency Homeless Unit - Verbal Update
7. Evening Car Parking Task Group - Verbal Update
8. Increasing Physical Activity in Worcestershire Joint Scrutiny Task Group - Verbal Update

9. Worcestershire Health Overview and Scrutiny Committee - Verbal Update
10. Action List (Pages 25 - 26)
11. Cabinet Work Programme (Pages 27 - 34)
12. Overview and Scrutiny Board Work Programme (Pages 35 - 40)
13. 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

15th October 2015



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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

28TH SEPTEMBER 2015 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), K.J. May (Vice-Chairman), C. Allen-Jones, S. J. Baxter, S. R. Colella, M. Glass, J. M. L. A. Griffiths, R. D. Smith, P.L. Thomas and M. Thompson (Substitute)

Observers: Councillor G. N. Denaro, Councillor R. L. Dent, Councillor S. P. Shannon, Councillor M. A. Sherrey and Councillor C. B. Taylor

Officers: Ms. J. Pickering, Mrs. C. Felton, Mr. G. Revans, Mr. I. Roberts, Mrs. S. Sellers, Ms. A. Scarce and Ms. J. Bayley

40/15 **APOLOGIES FOR ABSENCE AND NAMES SUBSTITUTES**

Apologies for absence were received on behalf of Councillors C. J. Bloore and B. T. Cooper and it was confirmed that Councillor M. Thompson was attending as a substitute for Councillor Bloore.

41/15 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

42/15 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 24th August 2015 were submitted.

The Chairman explained that, as requested at the previous meeting of the Board, a letter had been sent from the Chief Executive to the Medical Director and Chief Executive of NHS Arden Herefordshire and Worcestershire. A response had already been received confirming receipt of the letter.

Officers noted that at the previous meeting of the Board reference had been made to the financial costs involved in launching a Task Group review. Unfortunately the costs quoted in the minutes appeared to relate to the previous year's figures. In 2015/16 Task Group Members would receive a single £130 payment and the Chairman of the Task Group a single £260 payment.

RESOLVED that the minutes of the Overview and Scrutiny Board held on 24th August 2015 be approved as a correct record.

43/15

TOPIC PROPOSAL REPORT - PARTNERS ROLE IN THE PLANNING PROCESS

Councillor S. R. Colella presented a topic proposal detailing the terms of reference for a proposed review of the role of partners in the Development Control and strategic planning process. He explained that this topic proposal form had been drafted taking on board feedback provided in response to another proposal that he had presented at the previous meeting of the Board. The review, if approved, would investigate the role of statutory partners in the planning process and their influence over planning outcomes and their legal obligations.

The proposal form was discussed by Members of the Board. On the one hand it was suggested that a review of this subject would provide useful clarification for the benefit of elected Members. On the other hand concerns were expressed that it would be difficult to undertake this review without addressing specific planning applications, which was not within the remit of Overview and Scrutiny. Furthermore, questions were raised about the potential for a review of this subject to result in any measurable outcomes.

At Members' request the following details of the voting were recorded in respect of the Board's decision as to whether to launch the proposed review of the role of partners in the Development Control and strategic planning process.

For the launch of the review: Councillors S. J. Baxter, S. R. Colella and M. Thompson.

Against the launch of the review: Councillors C. Allen-Jones, M. Glass, J. M. L. A. Griffiths, K. J. May, R. D. Smith and P. L. Thomas.

The Board subsequently

RESOLVED to take no further action on this matter.

44/15

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.

The Chair explained that, in consultation with the Monitoring Officer in advance, he had agreed for the meeting to receive an update on the Hanover Street / George House site as a matter of urgent business.

(During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed relating to financial and business affairs).

45/15

PRESENTATION ON THE WORK OF THE PLACE TEAM

The Head of Environmental Services delivered a presentation on the subject of the work of the place team for the consideration of the Board. During this presentation the following points were highlighted for Members' consideration:

- The work of the place team was aligned to a number of key operational principles.
- The restructure of the Environmental Services team had been completed.
- Staff in the new structure were expected to work holistically as part of a multi-skilled workforce.
- It had taken time for some members of the team to learn the new ways of working. Training and support was being provided.
- Some posts remained vacant though it was anticipated that these would be filled shortly.
- The Council was working closely with key partners, such as Bromsgrove District Housing Trust (BDHT), to meet the needs of residents.
- Staff were being encouraged to develop links with ward and parish Councillors and to participate in estate walkabouts with elected Members.
- Contact information for lead operational officers in Environmental Services was circulated for Members' consideration.
- Key lessons had been learned from the restructure. The recruitment process had coincided with the main growing season and this had meant that in some cases staff had been distracted from core tasks at a busy time of the year.
- It would take time to embed the new ways of working as culture change could be a time consuming process.
- Route optimisation had enabled the Council to develop efficient waste and recycling collection services. However, these might need to be reviewed at a future date as and when larger housing developments emerged.

Following the presentation a number of key points were discussed in further detail by the Board:

- An increased emphasis on team working in order to encourage staff to take ownership of their work.
- Continuing use of schedules for services such as litter picking. These would be adapted to meet the needs of local areas as staff became familiar with their localities.
- Provision of staff contact details to the public and the most appropriate ways to report environmental concerns to the place teams.
- Communication between staff and the public, including Parish Councillors. Members were advised that there were standard timeframes within which staff should be responding to customers, including sending acknowledgements in complicated cases which would take time to resolve.

- The trial of the new working arrangements that had taken place in Winyates, Redditch and subsequently in Wythall.
- The success of the trial in Wythall and the extent to which ward and Parish Councillors in the area had appreciated the outcomes of this way of working.
- The enhanced role of ward Councillors in areas where there were no Parish Councils.
- The need to change the ways in which the Environmental Services teams had been working as these had been shaped by compulsory competitive tendering some time ago.
- The potential for Place team representatives to attend PACT meetings.
- The option for Place team representatives to participate in estate walkabouts at the weekends. This would be particularly helpful for Councillors with working responsibilities.
- Arrangements for gritting Council land and the responsibility of Worcestershire County Council for gritting the main highways during periods of inclement weather.

RESOLVED that the presentation be noted.

46/15

GARDEN WASTE COLLECTION CHARGES 2016/17

The Environmental Services Manager presented a report on the subject of garden waste collection service charges for 2016/17. Members were advised that there were two key proposals in the report:

- For the Council to establish direct debit payments as the primary method for customers to pay for the garden waste service from 2017.
- A proposal for the Cabinet to increase the charge for the garden waste collection service to £40 with effect from 1st February 2016.

Members were advised that a trial had already been undertaken with new customers to encourage payment for the service via direct debit. 80 per cent of new customers had indicated that they were willing to pay for the service using this method. The advantage of the direct debit payment process for the Council was that it was the cheapest way in which payments could be processed. The Board was advised that there would remain the potential for customers to pay using other payment methods where direct debit was not feasible or appropriate.

The potential for an incentive scheme to be offered to encourage existing customers to pay for the garden waste collection service via direct debit was briefly discussed. Members were advised that this option had been considered and it was possible that incentives such as raffle prizes for customers who arranged to pay by direct debit would be appealing.

RESOLVED that the report be noted.

47/15 **QUARTER 1 FINANCE MONITORING REPORT**

The Chairman advised the Board that the Finance Monitoring report for the period 1st April to 30th June 2015 had already been presented for the consideration of Cabinet and Council. This was the only time when the report would be presented to the Board at such a late stage and in future the Chairman had been assured that Members would have an opportunity to pre-scrutinise the content in advance of any decisions being taken.

The Executive Director of Finance and Corporate Resources presented the report for Members' consideration. She explained that the report had been produced in a new format which had taken into account a number of suggestions that had been made by the Board at previous meetings. Figures had also been presented in line with the Council's strategic purposes to enable Members to consider how Council spending was allocated in relation to corporate priorities.

The Board briefly discussed the strategic purposes. Members were advised that the strategic purposes had been agreed by Members. Each Director had assumed responsibility for a particular set of strategic purposes and Members discussed the potential for each Head of Service's role to be aligned to the strategic purposes.

The provision of disabled facilities grants to residents was also considered by the Board. Members noted that in previous years some residents had struggled to access this funding which had undermined their ability to live their lives independently. The Board was advised that to an extent delays occurred due to the time it usually took for Worcestershire County Council's occupational health advisers to assess the resident's needs. However, In order to provide further clarification in respect of this matter it was agreed that information on this subject should be requested from the relevant Head of Service for inclusion in the next edition of the report.

RESOLVED that the report be noted.

48/15 **EVENING CAR PARKING TASK GROUP - MEMBERSHIP**

The board was advised that five Members had been appointed to serve on the Evening Car Parking Task Group and the first meeting of the group would take place on Wednesday 30th September.

49/15 **INCREASING PHYSICAL ACTIVITY IN WORCESTERSHIRE JOINT SCRUTINY TASK GROUP - VERBAL UPDATE**

Councillor J. M. L. A. Griffiths, the Council's representative on the Joint Increasing Physical Activity in Worcestershire Task Group, explained that she had been unable to attend the group's health walk in Worcester as she had been invited to attend another urgent meeting at County Hall. No further meetings had taken place since the walk took place, though dates were in the process of being discussed.

50/15

FINANCE BRIEFING - BUDGET SCRUTINY (PRESENTATION)

The Executive Director of Finance and Corporate Resources delivered a presentation regarding the Council's budget. During the delivery of this presentation she highlighted the following points for Members' consideration:

- As of September 2015 it was anticipated that there would be a shortfall in the budget of £196,000 in 2016/17 and a shortfall of £718,000 in 2017/18.
- The figures did not take account of the government grant settlement which was unlikely to be announced until December 2015.
- An assumption was being made that fees and charges would increase by 3 per cent.
- There would be use of £1.979 million from balances on a number of projects including the new leisure centre.
- Savings achieved in any given year were returned to balances.
- Reserves were allocated to particular projects such as new infrastructure.
- There was the potential for Overview and Scrutiny to undertake short, sharp scrutiny reviews to investigate particular budgets in cases where Members had any concerns.
- Over the course of the next few months, until the Council's budget was set in February 2016, scrutiny Members were also encouraged to speak to Heads of Service about any particular areas of the budget where they felt further information would be useful. Members did not need to wait until a Board meeting to raise any concerns.
- The Council's external auditors, Grant Thornton, had recommended that the Council improve its monitoring process in order to enhance the accuracy of end of year projections.
- The external auditors had also recommended that the Council needed to make its budget setting and financial monitoring process more transparent.
- Overview and Scrutiny had a role to play in questioning why certain savings achieved in a given year had occurred in cases where these had not been planned for.
- Members also needed to consider, when scrutinising the budget, whether the Council's strategic purposes continued to reflect customer concerns.
- A detailed schedule of the proposed budgets for the following three year period would be presented for the consideration of the Board in October.
- Officers were hoping to provide further information about the use of budgets to enable Members to assess the budget in context.
- There was the potential that an extra meeting of the Board would need to take place in January or February 2016 to consider the budget, depending on the outcome of the government grant settlement.
- There was the possibility that in 2017/18 the Council would need to take into account the potential impact of new housing developments on service delivery costs.

The costs of delivering enabling services were briefly discussed following the presentation. Members were advised that in the long-term the Council was aiming to change the balance of funding between frontline services and enabling services to place a greater emphasis on the operational level.

Members noted that there were a significant number of budget items due to be considered at the meeting of the Board in November alongside reports on other subjects. Concerns were expressed that the Board would not have sufficient time to review these items constructively and that further consideration of the Overview and Scrutiny Board's Work Programme might, therefore, be desirable.

RESOLVED that the contents of the finance briefing presentation be noted.

51/15

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Members considered an update that had been provided by Councillor B. T. Cooper, the Council's representative on the Health Overview and Scrutiny Committee (HOSC), in advance of the meeting.

The following two items had been considered at the latest meeting of the HOSC on 16th September:

- The future of acute hospital services in Worcestershire.
- The quality of existing acute hospital services.

52/15

ACTION LIST

Officers explained that the action listed in respect of the Write Off of Debts report had been completed at the previous meeting of the Board. This item would therefore be removed prior to the next meeting. Reference was also made to a typographical error concerning the date by which officers had been asked to provide clarification about licensing charges for street cafes. This action remained to be completed.

53/15

CABINET WORK PROGRAMME

The Board noted that a number of items listed on the Cabinet Work Programme were scheduled for pre-scrutiny or had already been considered including:

- Hanover Street / George House site update.
- Green waste collection charges.
- High Street refurbishment – Phase II.
- Fees and charges.
- Burcot Lodge Hostel

Officers confirmed that the fees and charges report, listed on the Cabinet Work Programme for consideration in November, would in fact be presented in

Agenda Item 3

Overview and Scrutiny Board
28th September 2015

December. Arrangements would be made for the report to be pre-scrutinised by the Board prior to a Cabinet decision being made on the subject.

54/15

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

Members discussed the Board's Work Programme and noted that a significant number of items were scheduled for their consideration in October and November. To ensure that the Board could give sufficient time to scrutinise items in a constructive manner it was agreed that the Chairman and Vice Chairman should review the Work Programme and determine whether an additional meeting might be required.

The meeting closed at 8.20 p.m.

Chairman

Agenda Item 3

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 3

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MEDIUM TERM FINANCIAL PLAN 2016/17 – 2018/19

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

1. SUMMARY OF PROPOSALS

1.1 To enable Members to review initial financial information as part of the budget scrutiny for 2016/17-2018/19.

2. RECOMMENDATIONS

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

3. KEY ISSUES

Financial Implications

3.1 As members are aware the Council’s Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made over a 3 year period. It is revised and updated on an annual basis to take into account any alterations that may be required as a result of changes that impact on the Councils services.

3.2 As part of the process for 2016/17-2018/19 Overview and Scrutiny Committee will receive relevant financial information to undertake a detailed review of the budget . This will ensure that the expenditure incurred by the Council meets its Strategic Purposes.

3.3 The current position for 2016/17 and 2017/18 is shown in the table below. The shortfalls to budget are mainly as a result of further cuts to Government funding together with additional demand on service provision.

	2016-17	2017-18
	£000	£000
Departmental Expenditure (Starting Position)	11,323	11,369
Exclude impact of one off savings / pressures	80	40
Additional re pay award / incremental progression	188	140
Unavoidable Pressures (new in year)		45
Savings (new in year)	-222	-25
Net Service Expenditure	11,369	11,569
Investment Income	-24	-24
Cost of Borrowing	750	1,342
Recharge to Capital Programme	-25	-25
Net Operating Expenditure	12,070	12,862
Funding of borrowing costs for Dolphin Centre from balances	-331	-506
Revenue Support Grant	-1,058	-947
Business Rates Retention (Baseline Funding)	-1,598	-1,598
Business Rates Growth	-176	-176
Funding from Business Rate Pool		
New Homes Bonus	-1,554	-1,685
New Homes Bonus Community Scheme		
Collection Fund Surplus (Council Tax)	-	-
Council Tax	-7,157	-7,231
Council Tax Freeze Grant (1% 2015/16 only)		
Funding Total	-11,874	-12,144
Shortfall	196	718

3.4 The summary position above includes the following assumptions which are to be reviewed in November as part of the Medium Term Financial Plan considerations

- 1% pay award estimate relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2016/17-2017/18
- 3% increase in fees and charges (where appropriate) .
- ncreased pension contributions as agreed with the actuary to reduce the pension fund deficit over a 21 year period
- An estimation of the New Homes Bonus income for 2016/17 & 2017/18
- Funds estimated in relation to the Business Rates receivable by the Council and Central Government Grant – this is to be reviewed in light of recent announcements in relation to grant reducing and Business Rate changes

3.5 **Strategic Purposes.**

The Council has 6 Strategic Purposes;

- Provide Good Things for me to See, Do and Visit
- Keep my Place Safe and Looking Good
- Help me be Financially Independent
- Help me find Somewhere to Live in my Locality
- Help me live my life independently
- Help me Run a Successful Business

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

3.7 Appendices 1 includes the 2015/16 budgets for every service undertaken by the Council aligned with the Strategic Purposes. In addition the enabling costs are shown. It is worth noting that the service areas reflect statutory descriptions for service provision from the accounting system and may not always seem reflective of some of the services provided by the Council. In addition the allocation to the Strategic Purposes is based on the data we have available to best fit the service against the purpose.

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

3.9 Measures

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

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

5. APPENDICES

Appendix 1 – 2015/16 Budgets to Strategic Purposes

AUTHOR OF REPORT

Name: Jayne Pickering – Exec Director Finance and Resources
E Mail: j.pickering@bromsgroveandredditch.gov.uk
Tel: 01527-881400

Keep my place safe and looking good.

Service		2015/16 Annual budget £'000
BDC Reg Client	Exp	571
	Inc	-113
	Net	458
Bereavement Services	Exp	141
	Inc	-132
	Net	9
Building Control	Exp	555
	Inc	-609
	Net	-54
Cesspools/Sewers	Exp	96
	Inc	-208
	Net	-111
Climate Change	Exp	16
	Inc	0
	Net	16
Community Safety	Exp	422
	Inc	-64
	Net	358
Depot	Exp	1,177
	Inc	-458
	Net	719
Development Control	Exp	603
	Inc	-446
	Net	157
Environmental Health / Protection / Enforcement	Exp	0
	Inc	-11
	Net	-11
Grounds Maintenance	Exp	577
	Inc	-95
	Net	482
Highways	Exp	331
	Inc	-138
	Net	193
Land Drainage	Exp	61
	Inc	0
	Net	61
LSP/P'ships	Exp	98
	Inc	-50
	Net	49
Pest & Dog control	Exp	0
	Inc	0
	Net	0
Refuse & Recycling	Exp	2,178
	Inc	-1,093
	Net	1,085
Strategic Housing	Exp	18
	Inc	-11
	Net	7
Strategic Planning	Exp	336
	Inc	0
	Net	336
Street Cleansing	Exp	1,032
	Inc	-64
	Net	968
Town Centre Development	Exp	122
	Inc	-67
	Net	56
Waste Management, policy, promotion, management	Exp	38

Service		2015/16 Annual budget £'000
	Inc	-43
	Net	-5
Public Conveniences	Exp	87
	Inc	-0
	Net	87
Totals:		4,858

Help me run a successful business

Service		2015/16 Annual budget £'000
Business Development - Business	Exp	82
	Inc	-1
	Net	81
Car Parks/Civil Enforcement Parking	Exp	752
	Inc	-1,275
	Net	-523
Economic & Tourism Development	Exp	227
	Inc	-106
	Net	121
Licenses (all)	Exp	0
	Inc	-191
	Net	-191
Totals:		-511

Help me to be financially independent

Service		2015/16 Annual budget £'000
Revenues & Benefits	Exp	16,716
	Inc	-16,647
	Net	68
Totals:		68

Service		2015/16 Annual budget £'000
Community Safety - lifeline	Exp	216
	Inc	-163
	Net	53
Community Transport / Dial a ride	Exp	28
	Inc	0
	Net	28
Disabled Facilities grants	Exp	563
	Inc	0
	Net	563
Totals:		643

Help me to find somewhere to live in my locality

Service		2015/16 Annual budget £'000
Housing Strategy & Enabling	Exp	1,165
	Inc	-217
	Net	948
Private Sector Housing	Exp	200
	Inc	0
	Net	200
Totals:		1,148

Provide things for me to do, see and visit

Service		2015/16 Annual budget £'000
Business Development - Cultural	Exp	12
	Inc	0
	Net	12
Community Cohesion (older and young people) social inclusion	Exp	29
	Inc	0
	Net	29
Cultural Services	Exp	222
	Inc	-34
	Net	188
Grants & Donations	Exp	108
	Inc	0
	Net	108
Highways - Seasonal	Exp	35
	Inc	-31
	Net	4
Parks & Green Space	Exp	333
	Inc	-61
	Net	272
Shopmobility	Exp	8
	Inc	0

Service		2015/16 Annual budget £'000
Sports Services	Net	8
	Exp	870
	Inc	-44
	Net	826
Totals:		1,447

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

Service		2015/16 Annual budget £'000
Accounts & Financial Management	Exp	473
	Inc	0
	Net	473
Business Development	Exp	553
	Inc	-43
	Net	510
Central Overheads	Exp	1,198
	Inc	-2
	Net	1,197
CMT	Exp	366
	Inc	-146
	Net	220
Communications	Exp	155
	Inc	-64
	Net	92
Corporate	Exp	78
	Inc	-0
	Net	77
Corporate Administration / Central Post Opening	Exp	143
	Inc	-31
	Net	112
Customer service centre	Exp	332
	Inc	-42
	Net	291
Democratic Services & Member Support	Exp	647
	Inc	-181
	Net	466
Election & Electoral Services	Exp	731
	Inc	-470
	Net	260
Emergency Planning / Business Continuity	Exp	14
	Inc	0
	Net	14
Equalities	Exp	56
	Inc	-23
	Net	33
Human Resources & Welfare	Exp	264
	Inc	0
	Net	264
ICT	Exp	2,556
	Inc	-695
	Net	1,862
Land Charges	Exp	90
	Inc	-184
	Net	-94

Agenda Item 5

Service		2016 Annual budget £'000
Leisure & Cultural Mgt	Exp	83
	Inc	-48
	Net	35
Policy	Exp	146
	Inc	-67
	Net	79
Printing & Reprographics	Exp	177
	Inc	-66
	Net	111
Professional Legal Advice & Services	Exp	518
	Inc	-266
	Net	252
SMT	Exp	442
	Inc	-142
	Net	300
Transport	Exp	231
	Inc	-263
	Net	-33
Transformation	Exp	134
	Inc	-68
	Net	67
Totals:		6,587

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ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 28th September 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
24th August 2015					
Item 5 – Planning Application Backlog	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.	
Item 7 – Disposal of Burcot Lodge Emergency Homeless Unit	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"> a) Members to receive financial implications information together with a timeline of actions to be taken. b) Item to remain on the Action List in order for Members to maintain a “watching brief” on progress, following receipt of the timeline. 	Derek Allen, Strategic Housing Manager	October meeting of the Board.	
Item 8 – Churchfields Car Park Improvements	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).	

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CABINET LEADER'S WORK PROGRAMME

1 NOVEMBER 2015 TO 28 FEBRUARY 2016

(published as at 1 October 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 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 Key Decision	Cabinet	4 November 2015	Report of the Chief Executive	Martin Ashcroft 01527 881306 Councillor R. Dent
Application for inclusion on Register of Assets of Community Value Hop Pole Public House, Birmingham Road, Bromsgrove	Cabinet	4 November 2015	Report of the Head of Planning and Regeneration	Jayne Pickering 01527 881400 Councillor K. Taylor
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
Allocation of S106 Funding (Bleakhouse Farm) - Woodrush High School Academy	Cabinet <i>(recommendations to Council)</i>	4 November 2015	Report of the Head of Leisure and Cultural Services	John Godwin 01527 881742 Councillor R. Laight

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
Medium Term Financial Plan Assumptions	Cabinet (<i>with possible recommendations to Council</i>)	4 November 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
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
Fees and Charges	Cabinet	2 December 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Medium Term Financial Plan Update	Cabinet	2 December 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Finance Monitoring Quarter 2	Cabinet	2 December 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Capital Budget consideration	<i>Cabinet (possible recommendations to Council)</i>	2 December 2015	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G Denaro
Medium Term Financial Plan update including Parish Grant	Cabinet	6 January 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
New Homes Bonus Scheme – to consider the future scheme	<i>Cabinet (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	<i>Cabinet (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

Date of Meeting	Subject	Additional Information
26/10/15	Overview of the Budget	
	Current Budget Spend linked to Strategic Purposes	
	Select areas for further scrutiny	
	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	
23/11/15	Budget Pressures/Initial Savings/ Additional Areas for Scrutiny (if any)	
	Fees and Charges	
	Capital Budget	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Planning Application Backlog Data	
	Churchfields Car Park Improvements – Briefing Paper for pre-scrutiny prior to Cabinet receiving full report.	Update requested following meeting on 24/08/15

Agenda Item 12

Date of Meeting	Subject	Additional Information
	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	
14/12/15	Quarter 2 Finance Monitoring Report	
	Budget Position – pressures/savings/further scrutiny	
	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	
18/01/16	Budget Report for Scrutiny	
	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	
29/02/16	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Planning Application Backlog Data	
	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	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 20th 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

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

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