



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 14TH DECEMBER 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, R. D. Smith, P.L. Thomas and R. J. Deeming

AGENDA

1. Apologies for Absence and Named 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 23rd November 2015 (Pages 1 - 12)
4. Performance Measures Dashboard - Presentation
5. Dolphin Centre Update - Presentation
6. Budget Update Report (Pages 13 - 18)
7. Comprehensive Spending Review - Presentation
8. Finance Monitoring Quarter 2 Report (Pages 19 - 30)
9. Worcestershire Health Overview and Scrutiny Committee - Update

10. Increasing Physical Activity Joint Scrutiny Task Group - Update
11. Evening and Weekend Car Parking Task Group - Update
12. Action List (Pages 31 - 32)
13. Cabinet Work Programme 1st January to 30th April 2016 (Pages 33 - 38)
14. Overview and Scrutiny Board Work Programme (Pages 39 - 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.

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

3rd December 2015



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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

23RD NOVEMBER 2015 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, S. R. Colella, B. T. Cooper, M. Glass, R. D. Smith, P.L. Thomas and R. J. Deeming (Substitute)

Observers: Councillors G. Denaro, C. B. Taylor and P. Whittaker.

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

66/15 **APOLOGIES FOR ABSENCE AND NAMES SUBSTITUTES**

Apologies for absence were received on behalf of Councillors J. M. L. A. Griffiths and K. J. May. Councillor R. Deeming confirmed that he was attending as a substitute for Councillor May.

67/15 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor of any whipping arrangements.

68/15 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 26th October 2015 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 26th October 2015 be approved as a correct record.

69/15 **EVENING CAR PARKING TASK GROUP - VERBAL UPDATE**

In the absence of the Chairman of the Evening Car Parking Task Group Councillor M. Glass, a member of the group, provided a verbal update on the progress of the review.

Since the previous meeting of the Board Members had interviewed a number of expert witnesses. A survey had also been issued, to which the group had received 5 responses from local traders who operated during the day and 10 responses from the public. Though it was difficult to reach any conclusion based on such a small sample, a significant number had called for free parking mid-week or on Sundays.

Councillor Glass explained that, based on the evidence that Members had gathered to date, it had become clear that it was difficult to measure the impact of the introduction of free evening car parking. Any recommendations that might be brought forward by the group on this subject would be based on assumptions and anecdotal evidence. However, the group was mindful of the impact that parking could have on economic development and regeneration in the town centre. In this context Members had reached the conclusion that it would be helpful to extend the terms of reference for the review in order to assess whether car parking provision in the town centre was adequate to meet the needs of visitors and traders. This would also require an extension of the group's deadline to March 2016.

Following the provision of this update Members discussed a number of issues in further detail:

- The value of a more detailed review into car parking provision in the town following regeneration of the town centre, recent development proposals for the former market hall site and forthcoming works on the new leisure centre.
- The risk that the terms of reference could become too wide to address by the proposed new deadline of March 2016.
- The need for the group to have focus in order to make a constructive contribution to the Council's approach to managing car parks in the town.
- The potential for the review to make a constructive contribution in terms of economic development in the town and the need to involve the Economic Development Unit in the group's work.
- The option for the group to consider external research.
- Previous scrutiny reviews of car parking and the need for the group to avoid duplicating work that had already been undertaken.
- The need for an interim report, outlining the group's findings in relation to evening car parking, to be produced in advance of the Council's budget setting process.

In summary the Chairman noted that the Board was willing to let the group extend the timeframes for their review if they focused on economic regeneration. In particular, if the group discovered that free evening car parking was not the best option to enable economic regeneration within the town centre Members would be expected to identify alternative options that would have a more positive impact.

RESOLVED that

- 1) The title of the investigation be changed to Evening and Weekend Car Parking Task Group in order for the Task Group to complete its key objectives – in particular bullet point 3 “what alternative options are available and how do these compare to free evening parking for both customers and the traders in Bromsgrove?”;
- 2) The timescale for completion of the final report be extended to March 2016 in order for the Task Group to complete its in depth investigation;
- 3) An interim report be presented to the Board at its meeting on 18th January 2016; and

- 4) The report be noted.

70/15

CHURCHFIELDS MULTI STOREY CAR PARK IMPROVEMENT REPORT

The Environmental Services Manager presented a report detailing the proposed improvement works for Churchfields Multi-Storey Car Park. During the delivery of this presentation he highlighted a number of points for Members' consideration:

- Officers were requesting improvement works to address problems with vandalism and anti-social behaviour in the car park. It was proposed that these works should be funded from balances.
- Criminal damage and anti-social behaviour had been reported at the site since December 2014.
- In June 2015 West Mercia Police, in consultation with the Community Safety team, had produced a report assessing design features at the car park, with a focus on aspects that placed the venue at risk of vandalism and anti-social behaviour. This report had identified various security weaknesses which were being exploited by people accessing the car park after hours.
- The report proposed that additional fencing be installed to help prevent access outside normal opening hours.
- Officers were proposing that the doors which provided access to the stairwells should be replaced to enhance security. This work needed to be undertaken before any attempts were made to redecorate the stairwells as otherwise there was a risk that new paintwork would be vandalised before it could be secured.
- There was an opportunity to upgrade the lighting at the same time which would improve feelings of customer safety in the car park.
- A recent fire risk assessment had found that the fire alarm system in the carpark needed to be upgraded and this could be completed as part of the improvement works.
- Since the report was originally published new locations had been identified where people were accessing the car park out of hours.
- There was a risk that if the Council postponed the improvement works that were being proposed in the report the financial costs required to complete the works would increase.

After the presentation of this report Members discussed the following points:

- The positive impact that the improvement works would have, in terms of a reduction in anti-social behaviour and criminal damage in the car park.
- The relatively recent emergence of the car park as a focus for vandalism and anti-social behaviour and the need to address this problem as soon as possible.
- The work of the police to address problems with anti-social behaviour and crime in the car park, including the use of Section 34 dispersal powers.
- The income from Churchfields car park and the potential impact that these improvement works might have on future income. Members were

advised that the Council received an income of £88,000 per year and that it was difficult to predict the impact of the works on future demand as this could also be influenced by other factors such as the availability of other parking spaces in the town.

- The potential for the improvement works to be paid for using existing Council budgets. Officers advised that it would be more appropriate to pay for these works using funding from balances as there was no designated budget for the works.
- The potential for at least part of the expenditure on these works to be covered by insurance. Members were advised that the costs involved fell below the insurance threshold.

RESOLVED that the following proposals from Officers concerning improvement works to Churchfields Multi-Storey Car Park be endorsed:

- 1) Cabinet agree the improvement works; and
- 2) Cabinet recommend to Council the approval of, including the works within the 2015/16 Capital Programme, of £80,500 and to approve the funding to be released from balances.

71/15

PLANNING APPLICATION BACKLOG DATA

The Planning Services Manager provided an update on the progress that had been made in addressing the backlog with planning applications. During consideration of this item the following matters were highlighted for Members' consideration:

- Officers had attempted to emphasise key trends in the report.
- The backlog had declined in August 2015, which had coincided with a time when the team had been fully staffed. A number of employees had since moved to new jobs and there had subsequently been a rise in the backlog.
- Information about planning applications and the numbers that staff were working on at any given time was being published on the dashboard.
- Members would be able to monitor the backlog on the dashboard once access had been provided.
- The backlog changed every day depending on the number of applications that were received by the Council and the caseload of officers.

Following this presentation the Board discussed a number of matters in detail.

- The amount of time spent by officers producing the planning application backlog data monitoring update reports and whether this time could be better used working on planning applications.
- The frequency of the monitoring update reports, and whether this could be reduced once Members had access to the dashboard.
- The Council's position with regard to the designation status of major applications handled by the planning team.

- The Council's performance in terms of considering major planning applications compared to other local authorities. Members were advised that the Council was now processing major applications at a comparative speed to the average local authority.
- The ongoing value of the quarterly monitoring reports whilst the Council's planning services retained a designation status. Members concurred that these reports would no longer be required once the designation status was withdrawn.
- The different ways in which Officers were handling major applications compared to other planning applications.
- The inclusion of planning application figures for both Bromsgrove District Council and Redditch Borough Council in the information published on the dashboard. The Board was advised that generally applications for Bromsgrove constituted 65 per cent of the total at any one time.
- The limited information that had been provided to Members about the dashboard and a forthcoming presentation on this subject in December which might help to provide clarification.

RESOLVED that the Board reconsider the appropriate frequency of the Planning Application Backlog Data Monitoring Update reports in December following consideration of a presentation on the dashboard.

72/15

BURCOT LODGE EMERGENCY HOMELESS UNIT - UPDATE

The Strategic Housing Manager presented a written report detailing the progress that had been made with regard to discussions about the future of Burcot Lodge Emergency Homeless Unit. During this presentation he highlighted the following:

- Officers were anticipating that it would take 12 months to complete the sale of the Council House site, following the Council's move to Parkside. This advice had been provided by developers, organisations that might market the site and other local authorities.
- During this time Burcot Lodge could continue to be used as a homeless unit.
- The Council and Bromsgrove District Housing Trust (BDHT) were keen to only start using a replacement for Burcot Lodge once this became necessary.
- There was broad agreement between the Council and BDHT that Burcot Lodge would be replaced with slightly different facilities. This was because whilst there were 8 units in the lodge these were not always fully in demand.
- There were plan to replace the lodge with a smaller, three bedroom property which could be converted into a homeless unit. BDHT were estimating that it would take 8 – 12 weeks to convert this property.

The Board thanked Officers for the report and noted that in particular it had helped to clarify the timeframes available to resolve this issue.

RESOLVED that the report be noted.

73/15

FEES AND CHARGES

The Executive Director for Finance and Corporate Resources presented a report outlining the proposed fees and charges for 2016/17. Whilst delivering this presentation she emphasised the following points for Members' consideration.

- The Cabinet was proposing a zero increase on fees and charges in 2016/17.
- However, there were a small number of services where increases in fees and charges were being proposed.
- For timing reasons Members were being asked to increase the charge for the garden waste collection service for 2017 at this stage.
- Officers were proposing an increase in the charge for the Lifeline Service to reflect the cost of delivering that service. These costs had increased because the service was trying to more accurately assess an individual's health and well-being needs.
- Building Control was increasingly operating in competition with external service providers. Publishing the services' fees represented a risk from a competition perspective and increasingly customers were advised to phone the team for a quote.
- As a result of the zero increase in charges the Council would have an additional budgetary pressure of £150,000 which would be recorded in the Medium Term Financial Plan.

Once the presentation had been delivered Members discussed a number of points in further detail:

- The potential for information about the hourly rate for prohibition and enforcement work delivered by the Strategic Housing team to be recorded in the report.
- The possibility of providing clarification in the report that the smoke alarm hire charges applied in cases where they were monitored by Officers.
- The extent to which the £150,000 additional budgetary pressure took into account the small number of fees and charges where it was proposed there should be an increase.
- The number of lifeline installations carried out every year.
- Recent increases that had been made earlier in the year to the fees for the garden waste collection and whether a further increase could be justified at a time when it was proposed that there should be a zero increase for other services.
- The potential impact that an increase in garden waste collection charges might have on rates of fly tipping locally.
- Payment methods available for garden waste collection and the increasing emphasis on payment by direct debit. Officers advised that payment using direct debit was not obligatory.
- The extent to which charges for cemetery services compared to other Councils.

- The proportion of the local market held by the Building Control team and the potential to increase that market share.

RESOLVED that the report be noted.

74/15

MEDIUM TERM FINANCIAL PLAN 2016/17 TO 2018/19

The Executive Director of Finance and Corporate Resources presented the Medium Term Financial Plan 2016/17 to 2018/19. During the delivery of this presentation she highlighted the following points:

- Officers had taken into account the Board's suggestions regarding the content of the report and separate columns had been included detailing both Council income and expenditure.
- Heads of Service had been asked to reflect on savings for future years as well as expenditure in 2014/15. In cases where there had been underspends in 2014/15 senior Officers had been asked to consider whether they needed to increase their budgets in 2016/17.
- The Comprehensive Spending Review on 25th November 2015 would potentially contain proposals with implications for local government finances.
- The Government grant settlement for the Council was unlikely to be confirmed until late in December.
- Officers had concerns that there might be changes to the funding of the New Homes Bonus which could have a significant impact on the Council's finances.
- Officers were aiming to provide an update to the Board on the subject of capital bids and unavoidable pressures at the following meeting.

The Board discussed a number of points in detail once the presentation had been delivered:

- The potential for further information to be provided in future reports where there was a variance of 10 per cent in the figures provided.
- The value of attendance by specific Heads of Service at future meetings of the Board in cases where a significant number of their services had budget variances of 10 per cent or more.
- The potential for the Chairman and Vice Chairman to meet in advance of the next meeting of the Board to discuss any variances over 10 per cent and to determine which were unusual enough to warrant the attendance of a Head of Service.
- The Council's expenditure on utility bills and potential savings that would arise in this respect following the closure of the Council House site.
- The anticipated decline in the Council Tax Support Grant and the potential impact that this might have on the Council's budget.
- Potential increases to pension contributions by the Council. Officers explained that all of the Councils in the county had challenged the actuaries for the local government pension scheme in Worcestershire about how these increases should be phased in.

RESOLVED that the report be noted.

75/15

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - VERBAL UPDATE

Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided an update on the latest meeting of the Committee which took place on 4th November 2015. The following issues were addressed during this update:

a) Draft Joint Health and Well-Being Strategy 2016-19

The Committee had considered the draft Joint Health and Well-Being Strategy 2016-19. A number of priorities had been identified for inclusion in the strategy including:

- Mental health.
- Physical well-being and activity.
- Reducing alcohol consumption.

Councillor Cooper explained that he had asked about the potential for air quality to be included as a priority as he was aware, from recent scrutiny work, how significant this issue was in relation to the health of residents living in Bromsgrove district. However, he had been advised that this was not being raised as a concern and therefore there was a lack of evidence to support the inclusion of this as a priority in the strategy. Members agreed that, due to the importance of this matter to the health of residents living in Bromsgrove District, Councillor Cooper's proposal to bring this to the attention of the Leader for action should be supported by the Board.

b) Worcester Cancer Services

The new cancer service had been collectively commissioned by the three Clinical Commissioning Groups (CCGs) in Worcestershire. The performance of the new Oncology Unit was improving and it was becoming a useful facility for local residents.

c) Alexandra Hospital – Maternity Services

The recent developments with provision of Maternity Services at the Alexandra Hospital in Redditch had not yet been discussed by the Committee. However, the Chairman of the Committee had met with representatives of the trust to discuss the matter further and the Committee was shortly due to discuss the matter.

RECOMMENDED to the Leader that air quality be proposed as an additional priority for inclusion in the Joint Health and Well-Being Strategy 2016-19.

76/15

INCREASING PHYSICAL ACTIVITY JOINT SCRUTINY TASK GROUP - VERBAL UPDATE

In the absence of the Council's representative on the Increasing Physical Activity Joint Scrutiny Task Group, Councillor J. M. L. A. Griffiths, Members were advised that there were no updates on this subject for the Board.

The Board noted that at their previous meeting Members had been advised that the Task Group had consulted with representatives of local sports clubs. It was suggested that, if Members had not already done so, it might be useful to consult with the group that had launched a petition about the facility mix at the new leisure centre.

Members agreed that for all Task Group updates it would be useful for the Board to receive written updates if the Council's lead representative was unavailable to attend the meeting.

77/15 **ACTION LIST**

Officers advised that the briefing paper requested in respect of the Churchfields Car Park had been resolved so would be removed from the Actions List. The Planning Application Backlog item would be updated following the next meeting of the Board once Members had determined the appropriate frequency of the reports.

78/15 **QUARTERLY RECOMMENDATION TRACKER**

Officers provided updates on progress made implementing scrutiny recommendations:

a) Leisure Provision Task Group

The Board was advised that a number of the recommendations that had been made by the Leisure Provision Task Group remained to be implemented. Further, more detailed information about progress that had been achieved with implementing the group's recommendations would be provided during the 12 month review of this exercise in January 2016.

b) Youth Provision Task Group

A number of the recommendations proposed by the Youth Provision Task Group also remained to be implemented. Three of these recommendations required action from Worcestershire County Council and a response was awaited from the lead Officer at the County Council. A further recommendation involved the delivery of a presentation by the Chairman of the Task Group, Councillor J. M. L. A. Griffiths, for consideration at a CALC meeting.

Councillor S. J. Baxter, as the Chairman of CALC, was asked to raise the proposed presentation for the consideration of CALC at a future meeting in order to identify a suitable date for this action to take place. Members also agreed that in order to progress the other three outstanding

recommendations Councillor J. M. L. A. Griffiths, in her capacity both as a County Councillor and as the former Chairman on the Task Group, should be asked to raise this issue with the relevant Officer at Worcestershire County Council and to encourage him to take action in respect of these points.

c) Finance Monitoring

Officers explained that part of the recommendation from the Board, concerning the inclusion of income and expenditure details within the quarterly update reports, had been implemented. However, Members were advised that it would be more difficult to include all of the comparable data in the tables as requested. This made the tables very complicated and it would be difficult to present the information within the space available. For these reasons the board agreed that a summary could be provided for comparative purposes within the report.

79/15

CABINET WORK PROGRAMME

The Board considered the content of the latest version of the Cabinet Work Programme and noted the following key points:

a) High Street Refurbishment Phase 2

The Chairman explained that the High Street Refurbishment Phase 2: Consideration of Options report was no longer due to be considered by Cabinet in December 2015. However, the Chairman had been assured that the Board would have an opportunity to pre-scrutinise the contents of this report before any decisions were made on the subject by Cabinet.

b) New Leisure Centre Update

Members commented that it would be useful to have further information about the outcomes of the Council's negotiations with BAM regarding the position in relation to sporting facilities at the new leisure centre. This was a subject that the Board had previously made suggestions about and, given recent public interest in the matter, Members agreed that it would be suitable for further information on this subject to be provided for the Board's consideration.

RESOLVED that the Head of Leisure and Cultural Services deliver a presentation on the subject of the new Leisure Centre, to include information about the outcomes of negotiations with BAM.

80/15

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Board discussed the content of the Overview and Scrutiny Work Programme:

a) Dashboard presentation

Agenda Item 3

Overview and Scrutiny Board
23rd November 2015

All Councillors would be invited to attend the meeting on 14th December to view the presentation on the subject of the dashboard.

b) Parkside

It was possible that this would be the first meeting to be held in Parkside, though the location remained to be decided. Members had an opportunity to look around Parkside in advance of this meeting on 9th December and also needed to provide Officers with their car registration details before the move to Parkside to ensure that they could park for Committee meetings.

c) March and April meetings

The Chairman noted that whilst numerous items were scheduled to be considered during the meetings of the Board in December and January very little had been programmed for consideration in March and April 2016. Members were therefore asked to reflect on the items listed on the work programme which had not been allocated a date and to prioritise issues for consideration during those months.

The meeting closed at 7.45 p.m.

Chairman

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OVERVIEW AND SCRUTINY COMMITTEE

14th DECEMBER 2015

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 the variances between the outturn net position for 2014/15 against the budget projections for 2016/17.

2. RECOMMENDATIONS

- 2.1 **The Committee is asked to review the information contained within Appendix 1 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 received a report in October 2015 that detailed the budgets for each service aligned to the strategic purposes of the Authority. Members requested that any variance that was greater than 10% from previous years outturn (2014/15) against the proposed 2016/17 budget would be explained to ensure that the budget projections reflected an accurate position of the financial trends of the Council.
- 3.3 Appendix 1 details all variances over 10% for members consideration.
- 3.4 It is proposed that all bids and savings are presented to the January meeting. The deadline for bids and pressures is December and therefore to enable a full and comprehensive scrutiny of all proposals these will be presented to the next meeting of this Committee.

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 3.15 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 – Variance explanation 2014/15 v 2015/16

AUTHOR OF REPORT

Name: Jayne Pickering – Exec Director Finance and Resources
Sam Morgan – Financial Services Manager
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Tel: 01527-881400

Agenda Item 6

Keep my place safe and looking good.

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000	Comments
BDC Reg Client	Exp	507	683	
	Inc	-225	-225	
	Net	282	458	Savings of £100k proposed. Income from Hosting IT now reduced and IT to make corresponding savings of £100k
Bereavement Services	Exp	138	142	
	Inc	-156	-136	
	Net	-18	7	
Building Control	Exp	415	561	
	Inc	-501	-621	
	Net	-86	-60	Number of vacant posts now filled within the team therefore funding required in 2016/17
Cesspools/Sewers	Exp	132	97	
	Inc	-178	-214	
	Net	-47	-116	
Climate Change	Exp	20	16	
	Inc	-4	0	
	Net	16	16	
Community Safety	Exp	477	426	
	Inc	-210	-64	
	Net	267	362	External grant received from Bromsgrove CSP - figure for 2016/17 not yet advised. To be included in budget to offset costs once available
Depot	Exp	989	1,200	
	Inc	-382	-466	
	Net	607	734	Number of vacant posts now filled within the team therefore funding required in 2016/17
Development Control	Exp	679	611	
	Inc	-381	-459	
	Net	299	152	
Environmental Health / Protection / Enforcement	Exp	0	0	
	Inc	-8	-11	
	Net	-8	-11	
Grounds Maintenance	Exp	510	588	
	Inc	-93	-99	
	Net	417	489	Place review to deliver over £80k saving across service delivery. Budgets currently being reallocated across the new delivery mode and therefore savings will be released
Highways	Exp	262	338	
	Inc	-142	-142	
	Net	119	196	Vacant posts in 2014/15 now filled. Officers reviewing the general savings to ensure that all underspends are released for 2016/17
Land Drainage	Exp	61	61	
	Inc	0	0	
	Net	61	61	
LSP/P'ships	Exp	115	99	
	Inc	-55	-51	
	Net	60	48	
Pest & Dog control	Exp	0	0	
	Inc	-4	0	
	Net	-4	0	
Refuse & Recycling	Exp	2,347	2,222	
	Inc	-982	-1,137	
	Net	1,365	1,085	
Strategic Housing	Exp	18	18	
	Inc	-11	-11	
	Net	7	7	
Strategic Planning	Exp	284	341	
	Inc	0	-0	
	Net	284	341	Vacant posts now filled to ensure that the service is delivering against outcomes
Street Cleansing	Exp	949	1,057	
	Inc	-69	-68	
	Net	880	989	Place review to deliver over £80k saving across service delivery. Budgets currently being reallocated across the new delivery mode and therefore savings will be released
Town Centre Development	Exp	172	124	
	Inc	-116	-37	

Agenda Item 6

Town Centre heritage funding scheme cost of officer - to be reviewed by finance to ensure available income used to offset cost

	Net	56	87
Waste Management, policy, promotion, management	Exp	6	38
Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
	Inc	-14	0
	Net	-8	38
Public Conveniences	Exp	100	89
	Inc	0	-0
	Net	100	89
Totals:		4,650	4,972

Income(£38k) to be allocated to service

Help me run a successful business

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Business Development - Business	Exp	55	71
	Inc	-6	-1
	Net	49	70
Car Parks/Civil Enforcement Parking	Exp	646	759
	Inc	-1,296	-1,376
	Net	-650	-618
Economic & Tourism Development	Exp	233	230
	Inc	-60	-109
	Net	172	120
Licenses (all)	Exp	0	0
	Inc	-173	-191
	Net	-173	-191
Totals:		-601	-618

Vacant post within the service now recruited to

Help me to be financially independent

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Revenues & Benefits	Exp	17,499	16,725
	Inc	-17,526	-16,617
	Net	-26	107
Totals:		-26	107

Subsidy for Housing Benefit varies each year. Budget is based on claims which may change due to demand

Help me to live my life independently

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Community Safety - lifeline	Exp	220	218
	Inc	-231	-165
	Net	-11	53
Community Transport / Dial a ride	Exp	23	28
	Inc	0	0
	Net	23	28
Disabled Facilities grants	Exp	563	563
	Inc		
	Net	563	563
Totals:		575	644

Income to be reviewed to ensure all contracts included in 2016/17

Help me to find somewhere to live in my locality

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
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Agenda Item 6

Housing Strategy & Enabling	Exp	1,117	1,162
	Inc	-243	-220
	Net	874	942
Private Sector Housing	Exp	200	200
	Inc	0	0
	Net	200	200
Totals:		1,074	1,142

Provide things for me to do, see and visit

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Business Development - Cultural	Exp	19	12
	Inc	-3	0
	Net	17	12
Community Cohesion (older and young people) social in	Exp	109	29
	Inc	-15	0
	Net	94	29
Cultural Services	Exp	285	223
	Inc	-19	-36
	Net	266	186
Grants & Donations	Exp	84	108
	Inc	0	0
	Net	84	108
Highways - Seasonal	Exp	37	35
	Inc	-28	-31
	Net	9	4
Parks & Green Space	Exp	315	310
	Inc	-27	-64
	Net	288	246
Shopmobility	Exp	8	8
	Inc	0	0
	Net	8	8
Sports Services	Exp	829	871
	Inc	-101	-47
	Net	728	824
Totals:		1,494	1,418

Saving on corporate subscriptions to be included in 2016/17

Enable others to work/do what they need to

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Accounts & Financial Management	Exp	527	482
	Inc	-22	0
	Net	505	482
Business Development	Exp	640	564
	Inc	-25	-46
	Net	614	517
Central Overheads	Exp	1,135	1,240
	Inc	-2	-2
	Net	1,134	1,238
CMT	Exp	427	354
	Inc	-141	-148
	Net	286	207

Pensions backfunding of costs

Service		2014/15 Out-turn £'000	2016/17 Annual budget £'000
Communications	Exp	128	159
	Inc	-65	-66
	Net	63	93
Corporate	Exp	153	137
	Inc	0	-0
	Net	153	136
Corporate Administration / Central Post Opening	Exp	243	241
	Inc	-56	-31
	Net	187	210
Customer service centre	Exp	327	338
	Inc	-43	-42
	Net	284	297
Democratic Services & Member Support	Exp	590	657

Vacant posts now filled within the team

Review of income received to be undertaken

Agenda Item 6

	Inc	-151	-186	
	Net	448	471	
Election & Electoral Services	Exp	526	507	
	Inc	-435	-331	
	Net	91	175	Cost of Individual Electoral Registration
Emergency Planning / Business Continuity	Exp	13	14	
	Inc	0	0	
	Net	13	14	
Equalities	Exp	51	57	
	Inc	-20	-24	
	Net	31	33	
Human Resources & Welfare	Exp	216	267	
	Inc	0	0	
	Net	216	267	Vacant posts now filled within the team
ICT	Exp	2,705	2,577	
	Inc	-812	-705	
	Net	1,892	1,872	
Land Charges	Exp	83	90	
	Inc	-197	-188	
	Net	-113	-99	Additional income received in 2014/15 not anticipated in 2016/17
Leisure & Cultural Mgt	Exp	112	84	
	Inc	-48	-49	
	Net	64	35	
Policy	Exp	98	148	
	Inc	-49	-68	
	Net	49	80	Vacant posts now recruited within the team
Printing & Reprographics	Exp	118	183	
	Inc	-64	-68	
	Net	54	115	Savings to be released from savings following new contract for printing
Professional Legal Advice & Services	Exp	468	514	
	Inc	-273	-263	
	Net	195	250	Vacant posts within the team now filled
SMT	Exp	340	356	
	Inc	-138	-144	
	Net	202	212	
Transport	Exp	232	235	
	Inc	-229	-264	
	Net	3	-29	
Transformation	Exp	109	136	
	Inc	-54	-68	
	Net	54	68	Vacant posts within the team now filled
Totals:		6,426	6,644	

Overview & Scrutiny Board

14th December 2015

FINANCE MONITORING REPORT 2015/16

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

1. SUMMARY OF PROPOSALS

To report to the Overview & Scrutiny Board on the Council's financial position for Revenue and Capital for the period April –September 2015 (Quarter 2 – 2015/16).

2. RECOMMENDATIONS

- 2.1 That the Overview & Scrutiny Boardnote 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 followed by the departmental analysis of expenditure detailed in appendices showing the areas that link to Strategic Purposes

Overview & Scrutiny Board

14th December 2015

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	Projection £'000	Projected Variance £'000
Keep my place safe and looking good	4,959	2,317	2,360	43	5,069	110
Help me run a successful business	-571	-292	-265	27	-566	5
Help me be financially independent	68	483	489	7	68	0
Help me to live my life independently	683	235	202	-33	604	-79
Help me find somewhere to live in my locality	1,112	547	510	-37	1,055	-56
Provide Good things for me to see, do and visit	1,581	751	703	-47	1,511	-70
Enable others to work/do what they need to do (to meet their purpose)	6,585	3,156	3,155	-1	6,607	22
Totals	14,417	7,197	7,155	-42	14,349	-68

Financial Commentary:

In the second quarter of the financial year 2015/16, there is an overall underspend showing. Part of this relates to Lifeline income which has increased compared to budget due to supporting people funding being withdrawn from BDHT last year. There are some salary savings and additional income received on Burcot Hostel within Housing services. There are also salary savings within sports services.

There is an overspend projected within development control due to additional staffing required and also within building control due to a shortfall in income against budget.

Overview & Scrutiny Board

14th December 2015

Capital Budget summary Financial Year 2015/16 – Overall Council
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Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projection £'000	Projected Variance £'000
Keep my place safe and looking good	3,387	1,693	1,512	-181	2,937	-450
Help me run a successful business	110	78	78	0	100	-10
Help me be financially independent	17	9	9	0	17	0
Help me to live my life independently	770	385	372	-13	770	0
Help me find somewhere to live in my locality	293	147	140	-7	293	0
Provide Good things for me to see, do and visit	7,837	2,513	2,515	2	4,120	-3,717
Enable others to work/do what they need to do (to meet their purpose)	110	92	127	35	148	38
Totals	12,524	4,917	4,753	-164	8,385	-4,139

Financial Commentary:

There will be a reprofiling of the budget within 'keep my place safe and looking good' due to the project for the North Cemetery Extension not commencing until May 2016 due to works not being able to take place in the winter months.

Also the Dolphin centre project with the strategic purpose of 'provide good things for me to see do and visit' will carry forward into 2016/17 and therefore need a reprofiling of the budget.

All other capital projects are currently in progress.

Overview & Scrutiny Board

14th December 2015

4. TREASURY MANAGEMENT

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential 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 30th September 2015 short term investments comprised:

	31st March 2015 £'000	30th June 2015 £'000	30th Sept 2015 £'000
Deposits	6,400	7,000	4,600
Total	6,400	7,000	4,600

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.

5. REVENUE BALANCES

5.1 Revenue Balances

The revenue balances brought forward at 1st April 2015 were £4.274m

Legal Implications

None.

Service/Operational Implications

All included in financial implications.

Overview & Scrutiny Board

14th December 2015

Customer / Equalities and Diversity Implications

None as a direct result of this report

7. RISK MANAGEMENT

- 7.1 Risk considerations are 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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Keep my place safe and looking good.

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
BDC Reg Client	Exp	571	244	245	0	571	0
	Inc	-113	-56	-56	0	-113	0
	Net	458	188	188	0	458	0
Bereavement Services	Exp	141	70	63	-7	141	0
	Inc	-132	-66	-55	11	-132	0
	Net	9	5	8	4	9	0
Building Control	Exp	460	230	218	-12	440	-20
	Inc	-514	-257	-231	26	-460	54
	Net	-54	-27	-13	14	-19	35
Cesspools/Sewers	Exp	96	48	49	1	119	23
	Inc	-208	-104	-94	10	-208	0
	Net	-111	-56	-45	11	-89	23
Climate Change	Exp	16	8	8	0	16	0
	Inc	0	0	0	0	0	0
	Net	16	8	8	0	16	0
Community Safety	Exp	558	279	301	22	606	49
	Inc	-50	-25	-22	3	-47	3
	Net	508	254	279	25	559	52
Depot	Exp	1,177	589	603	14	1,177	0
	Inc	-458	-229	-238	-8	-458	0
	Net	719	359	365	6	719	0
Development Control	Exp	603	301	349	48	682	79
	Inc	-446	-223	-207	16	-446	-0
	Net	157	79	143	64	236	78
Environmental Health / Protection / Enforcement	Exp	0	0	0	0	0	0
	Inc	-11	-6	-7	-1	-10	0
	Net	-11	-6	-7	-1	-10	0
Grounds Maintenance	Exp	577	288	243	-45	577	0
	Inc	-95	-47	0	47	-95	0
	Net	482	241	243	2	482	0
Highways	Exp	331	166	145	-21	331	0
	Inc	-138	-69	-50	19	-138	0
	Net	193	96	95	-2	193	0
Land Drainage	Exp	61	30	28	-2	61	0
	Inc	0	0	0	0	0	0
	Net	61	30	28	-2	61	0
LSP/P'ships	Exp	102	51	50	-2	100	0
	Inc	-50	-25	-24	0	-48	0
	Net	53	26	25	-1	53	0

Pest & Dog control	Exp	0	0	0	0	0	0
	Inc	0	0	-2	-2	-3	-3
	Net	0	0	-2	-2	-3	-3
Refuse & Recycling	Exp	2,178	1,089	1,107	18	2,204	26
	Inc	-1,093	-671	-690	-19	-1,093	0
	Net	1,085	418	417	-1	1,111	26
Strategic Housing	Exp	18	9	4	-6	18	0
	Inc	-11	-6	-3	3	-11	0
	Net	7	4	1	-3	7	0
Strategic Planning	Exp	336	168	112	-56	232	-104
	Inc	0	0	0	0	0	0
	Net	336	168	112	-56	232	-104
Street Cleansing	Exp	950	475	467	-8	950	0
	Inc	-35	-18	-18	-0	-35	0
	Net	915	458	449	-8	915	0
Town Centre Development	Exp	122	61	46	-15	47	-76
	Inc	-67	-33	-25	8	0	67
	Net	56	28	21	-7	47	-9
Waste Management, policy, promotion, management	Exp	38	19	8	-11	38	0
	Inc	-43	-22	-11	11	-43	0
	Net	-5	-3	-3	-0	-5	0
Public Conveniences	Exp	87	46	46	-0	98	11
	Inc	-0	-0	-0	0	-0	0
	Net	87	46	46	-0	98	11
Totals:		4,959	2,317	2,360	43	5,069	110

Financial commentary:

There are a number of overspends contributing to the overall net cost including:

- Refuse and Recycling - cesspools - as a result of the responsibility of emptying the pumping stations. We are currently in dispute which has impacted on the resources available to service existing customers and incurred additional water charges.
- Building Control - shortfall on income received
- Public Conveniences - long term sickness cover has impacted on the net costs
- The overspends are partially offset by vacant posts in Strategic Planning

Help me run a successful business

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Business Development - Business	Exp	82	50	64	14	93	
	Inc	-1	-0	-4	-3	-4	
	Net	81	49	60	11	90	
Car Parks/Civil Enforcement Parking	Exp	752	376	320	-56	692	-60
	Inc	-1,335	-667	-604	63	-1,281	63
	Net	-583	-291	-284	7	-589	-6

Economic & Tourism Development	Exp	227	114	112	-1	227	0
	Inc	-106	-53	-41	12	-106	0
	Net	121	60	71	11	121	0
Licenses (all)	Exp	0	0	0	0	0	0
	Inc	-191	-110	-112	-1	-188	3
	Net	-191	-110	-112	-1	-188	3
Totals:		-571	-292	-265	27	-566	5

Financial commentary:

Civil Parking Enforcement - the reduction in income is offset by salary savings on the contract

Help me to be financially independent

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Revenues & Benefits	Exp	16,716	8,195	8,199	4	16,716	0
	Inc	-16,647	-7,712	-7,709	3	-16,647	0
	Net	68	483	489	7	68	0
Totals:		68	483	489	7	68	0

Financial commentary:

There are no significant variances this quarter.

Help me to live my life independently

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Community Safety - lifeline	Exp	213	106	103	-3	202	
	Inc	-177	-167	-197	-31	-244	
	Net	36	-60	-94	-34	-42	
Community Transport / Dial a ride	Exp	28	14	14	1	27	
	Inc	0	0	-0	-0	-0	
	Net	28	14	14	1	27	
Disabled Facilities grants	Exp	620	282	281	-0	620	
	Inc	0	0	0	0	0	
	Net	620	282	281	-0	620	
Totals:		683	235	202	-33	604	-79

Financial commentary:

Lifeline income has increased compared to budget due to supporting people funding being withdrawn from BDHT last year. (We now provide the full service).

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	Projected Outturn £'000	Projected Variance £'000
Housing Strategy & Enabling	Exp	1,129	556	548	-8	1,073	-55
	Inc	-217	-109	-138	-29	-218	-1
	Net	912	447	410	-37	855	-56
Private Sector Housing	Exp	200	100	100	-0	200	0
	Inc	0	0	0	0	0	0
	Net	200	100	100	-0	200	0
Totals:		1,112	547	510	-37	1,055	-56

Financial commentary:

Housing have a saving on salary costs due to vacancies and in addition, there is extra income on 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	Projected Outturn £'000	Projected Variance £'000
Business Development - Cultural	Exp	12	9	12	2	16	4
	Inc	0	0	-1	-1	-1	-1
	Net	12	9	11	2	15	
Community Cohesion (older and young people) social inclusion	Exp	29	15	14	-0	29	
	Inc	0	0	0	0	0	
	Net	29	15	14	-0	29	
Cultural Services	Exp	242	103	109	6	244	
	Inc	-23	0	-4	-4	-20	
	Net	219	103	105	2	224	
Grants & Donations	Exp	108	40	40	0	108	
	Inc	0	0	0	0	0	
	Net	108	40	40	0	108	
Highways - Seasonal	Exp	36	6	7	1	31	
	Inc	-31	-15	-14	2	-20	
	Net	6	-9	-7	2	11	
Parks & Green Space	Exp	415	208	183	-25	369	
	Inc	-89	-51	-28	22	-47	

Shopmobility	Net	325	158	155	-3	322	-4
	Exp	8	4	5	1	9	1
	Inc	0	0	0	-0	0	-0
Sports Services	Net	8	4	5	1	9	1
	Exp	918	459	391	-68	766	-152
	Inc	-44	-28	-11	17	28	71
	Net	875	431	380	-51	794	-81
Totals:		1,581	751	703	-47	1,511	-70

Financial commentary:

There are projected savings within sports services due to two vacant posts (which have now been filled) and a saving on the core budget due to the use of external funding for projects. Community cohesion have funding which has yet to be allocated.

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	Projected Outturn £'000	Projected Variance £'000
Accounts & Financial Management	Exp	473	224	222	-2	473	0
	Inc	0	0	0	0	0	0
	Net	473	224	222	-2	473	0
Business Development	Exp	553	349	348	-0	553	0
	Inc	-43	-22	-9	12	-12	31
	Net	510	327	339	12	541	31
Central Overheads	Exp	1,198	581	581	0	1,201	3
	Inc	-2	-1	-2	-1	-2	-0
	Net	1,197	580	579	-1	1,200	3
CMT	Exp	366	183	180	-3	362	-3
	Inc	-146	-73	-73	0	-146	-0
	Net	220	110	107	-2	216	-3
Communications	Exp	148	64	63	-1	146	-1
	Inc	-64	-32	-27	4	-58	1
	Net	85	33	36	3	87	2
Corporate	Exp	78	39	97	58	178	100
	Inc	-0	-0	0	0	-0	0
	Net	77	39	97	58	178	100
Corporate Administration / Central Post Opening	Exp	226	122	118	-4	231	5
	Inc	-21	-18	-18	-1	-21	-3
	Net	205	104	100	-5	210	5
Customer service centre	Exp	332	175	163	-12	332	0
	Inc	-42	-21	-0	21	-42	0
	Net	291	154	163	9	291	0
Democratic Services & Member Support	Exp	647	263	259	-4	647	0
	Inc	-181	-91	-91	0	-181	0
	Net	466	173	168	-4	466	0

Election & Electoral Services	Exp	731	200	162	-38	713	-18
	Inc	-470	-175	-136	39	-450	20
	Net	260	25	26	1	262	2
Emergency Planning / Business Continuity	Exp	14	7	7	-0	14	0
	Inc	0	0	0	0	0	0
	Net	14	7	7	-0	14	0
Equalities	Exp	56	28	12	-16	36	-20
	Inc	-23	-12	-8	4	-12	11
	Net	33	16	4	-12	24	-9
Human Resources & Welfare	Exp	264	132	116	-16	234	-30
	Inc	0	0	0	0	0	0
	Net	264	132	116	-16	234	-30
ICT	Exp	2,556	1,278	1,280	2	2,504	-52
	Inc	-695	-347	-362	-15	-682	12
	Net	1,862	931	918	-13	1,822	-40
Land Charges	Exp	90	45	18	-27	92	2
	Inc	-184	-92	-66	26	-184	0
	Net	-94	-47	-48	-1	-92	2
Leisure & Cultural Mgt	Exp	83	41	44	2	82	-1
	Inc	-48	-24	-24	0	-48	0
	Net	35	17	20	3	34	-1
Pottery	Exp	146	73	68	-6	139	-8
	Inc	-67	-33	-33	1	-64	3
	Net	79	40	35	-5	75	-4
Printing & Reprographics	Exp	180	93	79	-14	166	-14
	Inc	-66	-33	-36	-3	-70	-4
	Net	114	60	43	-17	96	-18
Professional Legal Advice & Services	Exp	518	237	236	-1	500	-17
	Inc	-266	-127	-126	1	-255	10
	Net	252	110	110	0	245	-7
SMT	Exp	351	175	171	-4	344	-6
	Inc	-142	-71	-69	2	-140	3
	Net	209	104	102	-2	205	-4
Transport	Exp	231	115	125	9	231	0
	Inc	-263	-132	-147	-15	-263	0
	Net	-33	-16	-22	-6	-33	0
Transformation	Exp	134	67	51	-17	110	0
	Inc	-68	-34	-17	17	-50	0
	Net	67	33	34	0	60	0
Totals:		6,585	3,156	3,155	-1	6,608	0

Financial commentary:

There is a projected overspend in business development due to the delay in moving to Parkside which has resulted in the savings built into the budget not being achieved (£130k less the reserve of £105k). There have also been legal fees incurred on a dispute on industrial properties.

The overspend in Corporate services is due to corporate savings to be met for financial year 15/16 - £78k, Bank Charges is overspent by £16k and will be reviewed at quarter 3, £5k contribution to County, Case for Devolution within Worcestershire which there was no budget.

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 23rd November 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Item 4 Planning Application Backlog	Member received the quarterly report which had been requested following the Council's Planning Department being in designation status.	Members discussed receiving further reports and agreed that following information to be considered at the next meeting in respect of the Corporate Dashboard, a decision would be made as to the regularity of receipt of these reports.	Head of Planning & Regeneration	To be considered following meeting on 14/12/15.	
Item 6 Fees & Charges Page 31	Members considered the report which set out the fees and charges to be levied on services.	Members requested clarification on the following:- a) Clarification in respect of the charges for service and administration improvements under Private Sector Housing. b) The number of Lifeline installation within one year, together with details of the number of those which are paid for. c) Building Control – percentage of the local market the Council has.	Executive Director, Finance and Resources	As soon as possible.	
Item 7 – Medium Term Financial Plan 2016/17 to 2018/19	Members reviewed additional information in respect of the Medium Term Financial Plan 2016/17 – 2018/19 as part of the budget scrutiny process.	a) More detailed information and supporting commentary from the relevant Head of Service be provided for consideration in respect of	Executive Director, Finance and Resource	Meeting to be held on 14/12/15. Information to be available	

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 23rd November 2015

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
		<p>those areas with either 10% or more variance or an unusual variance.</p> <p>b) The Chair and Vice Chair in consultation with the Executive Director, Finance and Resources to consider, prior to the meeting on 14/12/15 the need for any Heads of Service to attend.</p>		<p>by 03/12/15 for publication of agenda for meeting on 14/12/15..</p>	
<p>Item 2 – Quarterly Recommendation Tracker</p>	<p>Members considered the Quarterly Recommendation Tracker.</p>	<p>Leisure Provision Task Group – Members considered outstanding recommendations in respect of this task group and requested that the Head of Leisure and Cultural Services together with the relevant Portfolio Holder, attend the next meeting of the Board to present an update in respect of the new Dolphin Centre and the negotiations in respect of the use of the BAM Sports Hall. (As detailed in recommendation 4 of the Leisure Provision Task Group).</p>	<p>Head of Leisure and Cultural Services</p>	<p>Meeting to be held on 14/12/15.</p>	

CABINET LEADER'S WORK PROGRAMME

1 JANUARY 2016 TO 30 APRIL 2016

(published as at 1 December 2015)

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

(NB: There may be occasions when the Cabinet may make recommendations to Council for a final decision. E.g. to approve a new policy or variation to the approved budget.)

Whilst the majority of the Cabinet's business at the meetings listed in the Work Programme will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains confidential, commercially sensitive or personal information.. This is called exempt information. Members of the public and media may be asked to leave the meeting when such information is discussed.

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

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

Key Decisions are those executive decisions which are likely to:

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

Key Decisions will include:

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

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

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

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

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

CABINET MEMBERSHIP

Councillor M. A. Sherrey	Leader of the Council and Portfolio Holder for Health and Wellbeing, Community Safety and Partnerships
Councillor C. B. Taylor	Deputy Leader of the Council and Portfolio Holder for Planning Services and Housing
Councillor G. N. Denaro	Portfolio Holder for Finance, ICT, HR and Enabling Services
Councillor R. L. Dent	Portfolio Holder for Economic Development, Regeneration and the Town Centre
Councillor R. J. Laight	Portfolio Holder for Leisure and Cultural Services
Councillor P. J. Whittaker	Portfolio Holder for Environmental Services and Regulatory Services

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Capital Budget consideration	<i>Cabinet (possible recommendations to Council</i>	6 January 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G Denaro
High Street Refurbishment Phase 2 consideration of Options Key Decision	Cabinet	6 January 2016	Report of the Chief Executive	Martin Ashcroft 01527 881306 Councillor R. Dent
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 01527 881742 Councillor R. Laight

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Agenda Item 13

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
Council Tax Base	Cabinet (recommendations to Council)	6 January 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Medium Term Financial Plan	Cabinet	3 February 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Burcot Lodge Hostel, Burcot Lane, Bromsgrove – future options	Cabinet	3 February 2016	Report of the Head of Community Services/Executive Director Finance and Resources	Jayne Pickering 01527 881400 Judith Willis 01527 534149 Councillor G. Denaro/ Councillor K. Taylor
Council Tax Support Scheme	Cabinet	3 February 2016	Report of the Head of Customer Access and Financial Support	Amanda De Warr 01527 881421 Councillor G Denaro
CCTV Code of Practice	Cabinet	3 February 2016	Report of the Head of Community Services	Judith Willis 01527 534149 Councillor M Sherrey

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Budget and Council Tax Recommendations	Cabinet <i>(recommendations to Council)</i>	24 February 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Modifications to the Bromsgrove District Local Plan	Cabinet <i>(recommendations to Council)</i>	TBC	Report of the Head of Planning and Regeneration	Mike Dunphy Strategic Planning Manager 01527 881325

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
14/12/15	Quarter 2 Finance Monitoring Report	
	Budget Position – pressures/savings/further scrutiny	
	Performance Measures Dashboard – Presentation	Requested at meeting 26/10/15
	Burcot Lodge Emergency Homeless Unit – Financial Implications Update Report	Requested at meeting 26/10/15
	New Dolphin Centre – Update	Requested at meeting 23/11/15
	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	

Agenda Item 14

Date of Meeting	Subject	Additional Information
	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	
	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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