



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 21ST MARCH 2016
AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

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, R. J. Deeming, M. Glass, R. D. Smith and P.L. Thomas

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 29th February 2016 (Pages 1 - 6)
4. Crime & Disorder Partnership Scrutiny Update Report (Pages 7 - 50)
5. Evening & Weekend Car Parking Task Group - Final Report (Pages 51 - 88)
6. Preventing Homelessness in Bromsgrove Short Sharp Review - Verbal update
7. Worcestershire Health Overview and Scrutiny Committee - Update
8. Action List (Pages 89 - 92)
9. Cabinet Work Programme (Pages 93 - 96)

10. Overview and Scrutiny Board Work Programme (Pages 97 - 102)
11. 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

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

10th March 2016



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

29TH FEBRUARY 2016 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), K.J. May (Vice-Chairman), C. Allen-Jones, C. J. Bloore, S. R. Colella, R. J. Deeming, M. Glass and S. A. Webb

Observers: Councillor C. B. Taylor

Officers: Ms. J. Pickering, Mrs. R. Bamford, Ms. D. Poole, Ms L Wood, Ms P. Smith, Ms. A. Scarce and Ms. J. Bayley

104/15 APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were received on behalf of Councillors S. J. Baxter, B. T. Cooper, R. D. Smith and P. L. Thomas. The Board was advised that Councillor S. Webb was attending as a substitute for Councillor Cooper.

105/15 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

There were no declarations of interest or whipping arrangements.

106/15 MINUTES

The minutes of the meeting of the Overview and Scrutiny Board held on Monday 18th January 2016 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 18th January 2016 be approved as a correct record.

107/15 STAFF SURVEY - UPDATE

The Training and Development Advisor presented an update on the staff survey. During the delivery of this presentation the following matters were highlighted for Members' consideration:

- A new edition of the staff survey was due to be issued in April.
- The majority of the questions remained the same (with a small number being amended to allow easier interpretation of the data) as those which had featured in the previous survey to enable the Human Resources team to compare the data from the responses.

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- Lessons had been learned from the previous survey and a separate survey focusing on mental health, about how to maximise the number of completed questionnaires received.
- There had been some problems experienced with the previous survey in terms of encouraging staff to complete paper copies. To address this personalised letters would be sent to those staff in receipt of a paper copy.
- Staff had been updated in respect of the actions that had been taken in response to various concerns raised in the survey.
- The responses provided to the new survey would enable the Human Resources team to assess the impact that various actions had had in terms of addressing staff concerns.
- It was anticipated that the data would be reviewed more quickly than previously and support would be provided by the Policy Team which had expertise in respect of recording and analysing data.
- Once the feedback had been analysed a communications plan would be devised to ensure that the outcomes were reported back to staff in an appropriate manner.

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

- The need for both qualitative and quantitative data to be analysed in completed surveys in a constructive manner.
- The reasons for the delays in issuing a second survey to staff. Members were advised that initially there had been an intention to include questions about mental health and equalities issues and, whilst these would not now be included in the final version, this had caused some delays.
- The Board sought assurance that the data arising from completed surveys would be shared with Members in a timely manner. Officers confirmed that it would be possible, but some detail would need to remain restricted in order not to compromise staff confidentiality.
- The action that would be taken to encourage more staff to complete the survey than the previous version. Members were advised that Human resources would be liaising directly with service managers in order to encourage staff to complete the surveys.
- It was noted that a one third response rate for a staff survey was good.
- The role of Human Resources in developing and administering the survey. Members were assured that external consultants would not be involved.
- The potential to make completion of a survey compulsory for staff. The Board was informed that ideally voluntary participation was preferable.
- The improvements that had been made in terms of communicating with staff over IT problems.
- The use of an IT dashboard to inform staff about the number of IT technicians available at any one time to resolve IT problems.

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Overview and Scrutiny Board
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- The number of staff who regularly accessed and used the data recorded on the measures dashboard.
- The continuing development of the skills matrix and the likely timeframes in which use of the matrix would be extended across all teams. The Board was advised that the matrix was being piloted in Customer Access and Financial Support Services. In the long-term the aim would be to use the matrix to develop a training programme which addressed gaps in staff skills.
- The time taken to develop an induction process for new staff.
- The extent to which Human Resources worked with other local authorities to share ideas in terms of staff training. The Board was informed that the Council worked closely with other local authorities, particularly other Councils in the West Midlands.
- The progress that had been made in terms of enabling staff to report concerns about the working environment.

RESOLVED that the report be noted.

108/15

PLANNING BACKLOG DATA

The Head of Planning and Regeneration presented a brief report updating the status with regard to the backlog of major planning applications covering the period 1st January 2014 to 31st December 2015. Members were advised that significant progress had been made as a result of a lot of hard work by Planning Officers. Consequently the Council's Planning Department was no longer under designation.

Following presentation of the report the following matters were discussed:

- The number of major applications anticipated in the foreseeable future and what impact this might have on the backlog.
- The likelihood that a planning application for 2,800 homes to be built in Foxlydiate (on the borders with Redditch) would be received shortly with the need to process this application in 6 weeks.
- The appropriate frequency for update reports on the planning application backlog data, following the removal of the Council's designation status.
- The amount of time required to produce the report. Members were advised that the data contained within the report had to be provided to the government on a quarterly basis so could be easily generated for Members' consideration.
- The value of officer time being allocated to presenting the report at meetings of the Board.
- The potential to continue to receive the reports on a quarterly basis with officers only invited to attend meetings where Members requested additional clarification.

RESOLVED that

- (a) The Planning Backlog Data report continue to be provided for the consideration of the Board on a quarterly basis; and
- (b) Officers only be invited to attend meetings of the Board to speak on these reports as and when Members identify that further information is required.

109/15

HOMELESSNESS IN BROMSGROVE - SHORT SHARP REVIEW

The Board considered a report outlining the proposed terms of reference for the Homelessness in Bromsgrove Short, Sharp Review. These terms of reference had been discussed and endorsed by the group at its first meeting. Members were advised that the group was aiming to complete their review within 3 months. As there was no scheduled meeting due to take place in May 2016 the final report would be presented for the consideration of the Board on 27th June.

RESOLVED that the terms of reference for the Homelessness in Bromsgrove Short Sharp Review be noted.

110/15

EVENING & WEEKEND CAR PARKING TASK GROUP - VERBAL UPDATE

Councillor K. J. May, Chairman of the Evening and Weekend Car Parking Task Group, provided a verbal update on the progress of the review. Members were advised that the group had conducted a survey which had involved consulting with 51 shops located on the High Street about car parking and the implications for the economic vitality of the town. Further interviews had been held with relevant Officers and the group had concluded their evidence gathering. An initial draft of the group's final report had been produced and this remained on track to be presented for the Board's consideration in March 2016. Councillor May expressed her thanks to the other members of the group, as well as the two Democratic Services Officers with lead responsibility for scrutiny, for their hard work on this review.

111/15

ACTION LIST

The Board was reminded that a number of updates relating to items detailed in the Actions List had been circulated for Members' consideration since publication of the agenda. Further information on a number of points had been received that day and would be circulated electronically for Members' consideration. It was confirmed that the update on the Dolphin Centre would be provided at the meeting of the Board in April.

The Executive Director of Finance and Corporate Resources explained that the High Street Refurbishment Phase 2 report, scheduled on the Cabinet Work Programme for consideration on 2nd March, had been postponed. A new date for consideration of this report by the Cabinet would be scheduled so as to involve the Board through the pre-scrutiny process.

112/15

CABINET WORK PROGRAMME

Members considered the content of the Cabinet Work Programme for the period 1st March to 30th June 2016. No additional items, beyond those matters identified at previous meetings, were proposed as being suitable for pre-scrutiny.

113/15

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The following matters were discussed during consideration of the Board's Work Programme:

a) Increasing Physical Activities in Worcestershire Task Group

Members were informed that it was unlikely that the group's final report would be available to view until June 2016 at the earliest. It was understood that no meetings of the group had taken place since December 2015 and therefore no updates could be provided on the progress of the review. However, following the previous meeting the Chairman of the Task Group, Councillor R. Udall, had confirmed he would be willing to attend a meeting of the Board to present the group's final report.

b) Reports to be Received Annually by the Board

Officers advised that there were 4 reports received annually by the Board which had not been considered by Members in 2015/16:

- Sickness Absence Performance.
- Making Experiences Count.
- Summary of Environmental Enforcement.
- Write Off of Debts.

Due to the length of time that had passed since the Board had previously received an update on sickness absence Members agreed that this report should be prioritised for consideration in April 2016. Members concurred that the other three items would be suitable to consider in June.

c) March 2016

The Chairman confirmed that he would not be present at the following meeting of the Board. He thanked the Vice Chairman, Councillor May, in advance for committing to chair in his absence.

The meeting closed at 6.44 p.m.

Chairman

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Elected Member



BRIEFING NOTE

To: Overview and Scrutiny Committee

From: Bev Houghton
 Dept: Community Safety
 Contact Info: 01527 534187

CC: Cllr Margaret Sherrey – Portfolio Holder for Community Services
 Sue Hanley – Deputy Chief Executive
 Judith Willis – Head of Community Services

SUBJECT	North Worcestershire Community Safety Partnership
DATE	21st March 2016
PURPOSE	To provide an update on the progress of the North Worcestershire Community Safety Partnership during 2015/16.
BACKGROUND	
<p>North Worcestershire CSP (NWCSP) is the statutory Community Safety Partnership covering the three districts of Bromsgrove, Redditch and Wyre Forest.</p> <p>NWCSP is supported by the local authority community safety team which operates as a shared service in Bromsgrove and Redditch, hosted by Redditch Borough Council. Wyre Forest District Council maintains its own local authority team.</p> <p>Local representation on NWCSP is fulfilled through Council Leader and Portfolio Holder for Community Services, Councillor Margaret Sherrey and the Council's Responsible Authority representative is Judith Willis, Head of Community Services. The Community Safety Manager, Bev Houghton supports the CSP and is also the Chair of the Safer Bromsgrove Operational Group. Sue Hanley is the elected Chair of the NWCSP and represents the Partnership at a County-wide level.</p> <p>Scrutiny arrangements are in place for each council as part of the Local Authority statutory duty to scrutinise the work of the local CSP under Section 19 of the Police and Justice Act 2006.</p> <p>There is also a direct role for the authority to hold the West Mercia Police and Crime Commissioner (PCC) to account through the West Mercia Police and Crime Panel.</p> <p>Bromsgrove District Council's representative on the Police and Crime Panel is Council Leader and Portfolio Holder for Community Services, Councillor Margaret Sherrey.</p>	
CURRENT POSITION	
<p>In September 2015, a countywide review of community safety structures was commissioned by the Worcestershire Safer Communities Board. The purpose of the</p>	

review was to assess current partnership and governance arrangements on behalf of the Responsible Authorities and key stakeholders; with the aim of ensuring that the Partnerships function efficiently and effectively in a rapidly changing community safety environment.

The review was conducted by the Peer Support Programme (PSP). PSP are an independent regional group established in 2007, with the support of the Home Office, to carry out peer reviews and evaluations of crime reduction partnerships across the West Midlands.

The review was conducted via a desk top assessment of CSP documents, a multi-agency workshop involving 25 community safety stakeholders and a series of semi-structured interviews held with key Responsible Authority representatives and other selected officers.

The final report of the review is attached at **Appendix 1**.

The report highlights a number of strengths in the current governance arrangements alongside some key areas for future development. The findings of the report are being used by the Worcestershire Safer Communities Board to consider recommendations for the further development of CSPs arrangements. Any changes to structures or procedures identified as a result of the review will be built into the North Worcestershire Community Safety Partnership Plan for 2016-17. The review report is to be considered at the next meeting of the NWCSPP to be held on the 16th March 2016.

NORTH WORCESTERSHIRE CSP PLAN 2013-16

NWCSPP has a statutory duty to produce a three year rolling plan outlining how the partnership intends to address key crime and community safety priorities

The North Worcestershire CSP priorities are :-

- **Anti-Social Behaviour:** Work to reduce the number of anti-social behaviour incidents and bring perceptions in line with the downward trend in reported incidents
- **Burglary and Home Security:** Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve residents' feelings of safety in their homes
- **Business and Rural Crime:** To support local delivery of the West Mercia PCC's Business and Rural Crime Strategies
- **Reducing Re-offending:** Work to increase our understanding of the reasons for re-offending in North Worcestershire and reduce the offending behaviour of targeted individuals through continued support of the Integrated Offender Management approach
- **Violence and Abuse:** Working to ensure residents are safe in their local neighbourhoods and at home without having to suffer violence, domestic abuse or hate crime.

Each year there is a requirement to conduct a refresh of the Partnership Plan to incorporate any new and emerging issues and the 2013-16 North Worcestershire CSP Plan was refreshed in June 2015. The North Worcestershire CSP priorities remained the same; however a number of new activities were added to the action plan to reflect new areas of responsibility for the CSP.

These additional activities reflect the greater safeguarding responsibilities of CSP's in tackling Child Sexual Exploitation and in the Prevention of Violent Extremism as detailed in the Counter Terrorism and Security Act 2015.

The refreshed NWCSP Action Plan with associated project activity for the year can be found at **Appendix 2**.

Local actions that may be of particular interest to Elected Members include:-

- A dedicated Bromsgrove Community Safety Project Officer will be in place from April 2016
- A new NWCSP Research & Information Officer will be in place from April 2016
- The Schools Programme is progressing with community safety awareness sessions and activities taking place in Bromsgrove High School, Parkside Middle School and Waseley High School
- The Bromsgrove Safe Place Launch will take place on the 8th April at the Starlight Community Centre and Café and businesses are being contacted to sign up to the scheme.
- Two more groups for the BME Domestic Abuse project across Bromsgrove and Redditch are due to start in April and May. One group will be for Asian Women and one group will be for women from the Traveller Community.
- An online offender identification system called Facewatch has been set up as part of the Business Crime initiative. Facewatch allows business members to exchange information, intelligence and images of known offenders such as shoplifters and perpetrators of violent offences to provide an early warning system for business networks. Bromsgrove Pubwatch and Rubery Shopwatch have taken up use of the system and 21 businesses on Bromsgrove High Street are in the process of signing up. Funding for the first 100 businesses to sign up is being provided by NWCSP.
- The Worcestershire Rural Watch Website is now up and running, working in partnership with SWCSP and a North Worcestershire Rural Watch Facebook page is also live.

Further details on these projects can be found in the attached Action Plan.

NWCSP FUNDING ALLOCATION FOR 2015/16

The West Mercia PCC again allocated funding to the CSP to support delivery of the CSP Partnership Plan 2015/16. The funding amounts were in line with the previous year's allocation and used to support various projects and activities as follows:-

CSP Priority	Project / Initiative	Amount
All	NW Analytical and Research Support	£35,000
Reduce Crime & ASB	Safer Bromsgrove Tasking Initiatives	£24,595
Reduce Crime & ASB	Safer Redditch Tasking Initiatives	£38,406
Reduce Crime & ASB	Safer Wyre Forest Tasking Initiatives	£39,249
Reduce Crime & ASB	Safer Wyre Forest Community Ambassadors	£5,000
Reduce Violence & Abuse	Safer Bromsgrove/Safer Redditch Black & Minority Ethnic Domestic Abuse Project	£10,000
Reduce Violence & Abuse	Countywide Hate Crime Awareness Week Events	£10,000
Reducing Re-offending	North Worcs. Reducing Re-offending Activities	£5,000
Reducing Re-offending	Countywide Integrated Offender Management	£40,700
	Total	£207,950

NWCSP CCTV – 2015/16	Amount
PCC Contribution to North Worcestershire CCTV Scheme	£40,810

NWCSP Business & Rural Crime Funding 2015/16	Amount
NW Rural/Business Crime Co-ordinator	£30,000
Activity to prevent unlawful incursions on business and rural land	£15,000
Provision of Crime Prevention Design Advice Training	£10,000
Business and Rural Crime Project Fund	£20,000
Street Pastors - Bewdley	£4,500
	Total £79,500

OFFICE OF THE PCC - COMMISSIONING FRAMEWORK

Throughout the year the Office of the PCC has been working with West Mercia CSPs to develop a new commissioning framework which will form the basis for allocating PCC funding in the future. The Office of the PCC is seeking to move away from the annual grant allocation scheme to a more commissioning based process that is intelligence led and based on evidence of need.

Using a shared strategic approach to development of services and a greater focus on achievement of outcomes, it is envisaged that the commissioning framework will provide improved service delivery, greater certainty of longer term funding and improved co-ordination across agencies.

Accompanying the development of the new framework is a series of data and intelligence

scorecards for a variety of crime types that are being produced for each CSP area. The scorecards will be used by CSPs to support the annual strategic assessment process and conduct gap analysis, providing supporting data and evidence for the development of future services and interventions.

The Office of the PPC has advised that funding for 2016-17 will be allocated at previous levels whilst work continues on the new framework leading up to the PCC election process. The framework will be presented to the newly elected Commissioner for endorsement with a view to implementation in 2017-18.

APPENDICES

1. PSP Report - Worcestershire Community Safety Partnerships Review
2. NWCSP Action Plan 2015/16

AUTHOR

Bev Houghton
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Bromsgrove & Redditch Community Safety Team

CONTACT

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**NORTH WORCESTERSHIRE CSP
ACTION PLAN
2015/16**

Priorities 2015/16

To demonstrate how the Partnership contributes to the delivery of the West Mercia Police and Crime Plan, NWCSP priorities have been linked to the PCCs areas of focus.

PCC Focus: To work in partnership to reduce crime and anti social behaviour			
NWCSP Priority: Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents Burglary and Home Security - Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve resident's feelings of safety in their home			
Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
Safer Bromsgrove: Page 14	£24,595	PCC LA Officer Time	<p>Safer Bromsgrove Group: A significant proportion of Safer Bromsgrove funding has been allocated to project support ensuring dedicated project delivery until 31 March 2018. This measure was voted for and endorsed by the Safer Bromsgrove Tasking Group. David Rischmiller will take up the position as Bromsgrove Community Safety Project Officer in April 2016, at the end of his current Business & Rural Crime contract. David will retain the business crime and rural crime projects already established, as well as developing new initiatives specific to the needs and concerns of Bromsgrove residents.</p> <p>Bromsgrove Secure Homes Initiative: Only 4 home security assessments were conducted this year due to severe reductions in capacity in the Community Safety Team. One home security survey highlighted a particularly vulnerable property which is a Grade II listed building. Recommendations for appropriate security works have been made and are being considered by the homeowner. The new Bromsgrove Project Officer will conduct future home security assessments and co-ordinate work around potential security improvement works for vulnerable residents where a need is identified.</p> <p>SmartWater: Due to SmartWater re-focusing its marketing plans discounted SmartWater Kits are now only available via a link on the West Mercia Police website. Forensic property marking kits are now available by entering a specific discount code to obtain SmartWater at the discounted price of £25 per kit. More information can be found at this link https://westmercia.police.uk/article/14065/Special-offer-to-help-you-protect-your-belongings</p> <p>Bromsgrove High Street Market Stall: The stall will be resumed later in the year, when additional project support is in place.</p> <p>Bromsgrove Street Pastors: The Street Pastors successfully lobbied for a number of street lights to be switched back on along Bromsgrove High Street. This was following concerns raised by pub and restaurant customers they had engaged on patrol nights, who stated that the darker street had created a tripping hazard and an increase in fear of crime.</p> <p>Community Engagement: Christmas themed safety leaflets were supplied to BDHT in support of their community engagement project which saw young people visiting elderly residents and taking personal safety items as gifts. The</p>

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PCC Focus: To work in partnership to reduce crime and anti social behaviour

NWCSP Priority:

Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents
Burglary and Home Security - Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve resident's feelings of safety in their home

Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
Page 15			<p>Community Safety team ran an advice stall at Bromsgrove Fire Station Open Day alongside the Police Crime Risk Manager and Community Safety Project Officers also attended a Rubery Neighbourhood Watch meeting to update on the work of Safer Bromsgrove and provided security advice to Watch members. Safer Bromsgrove was represented at the Alvechurch Picnic in the Park in the summer alongside Police Safer Neighbourhood Team Officers and over 50 segment timers, 57 mini personal alarms, 100 purse chains and 100 purse bells were given to concerned residents. Home security guides were also provided to those with concerns about their home security.</p> <p>Work with Young People: A Drug & Alcohol Awareness school drop down day took place at the end of Sept 2015 and 1-to-1 mentoring work is taking place with a number of students identified by the teachers as needing additional support.</p> <p>The Respect Programme is being delivered in schools across Bromsgrove to raise awareness of community safety and issues such as ASB, drugs and alcohol, bullying and other risky behaviour that may be affecting young people and the communities they live in.</p> <p>Crush Programme: This is a nationally recognised domestic abuse awareness programme aimed at teenagers. Sessions have been delivered by our accredited Community Safety Project Officer to 11 students and a Crush delivery programme has also been agreed with two schools.</p> <p>Alongside this, a separate programme of Hate Crime Awareness sessions have also been delivered in schools to Year 7, 8, 9 and 10 pupils.</p> <p>An evaluation report is being compiled to assess the effectiveness of the school workshops and drop down days and this will be circulated to relevant partners and schools on completion.</p>
	Safer Wyre Forest:	£39,249	PCC LA Officer Time

PCC Focus: To work in partnership to reduce crime and anti social behaviour

NWCSP Priority:

Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents
Burglary and Home Security - Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve resident's feelings of safety in their home

Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
<p align="center">Page 16</p>			<p>together with accredited crime prevention advice. The Wyre Forest HSS scheme benefits from £2,000 of in kind funding from the Community Housing Group.</p> <p>Safer Wyre Forest Project Officer has co-ordinated a local response to the White Ribbon / 16 days of action campaign. This involves 10.32 Early Help, Wyre Forest and Hagley Project, schools, Stonham, West Mercia Women's Aid. At the end of the 16 days an evaluation report will be compiled.</p> <p>Delivery from the Community Safety Teams across North Worcestershire has significantly contributed to Worcestershire being awarded White Ribbon status.</p> <p>The Safer Wyre Forest Project Officer manages the NWCSP website and the Safer Wyre Forest social media tools. April to November 2015 saw over 1300 users, over 3300 pages viewed, with 83% being returning visitors. Safer Wyre Forest also has its own Face book (over 80 page likes) and Twitter (over 300 followers). The Project Officer also blogs for DY10 Cookley and the ContinU Trust. Project Officer also writes the monthly newspaper columns on behalf of NWCSP Chair.</p> <p>Based on Shrewsbury and Worcester, we are developing Team Wyre Forest. The handbook has been drafted and a Partner workshop is being held on 14 December.</p> <p>Public Spaces Protection Order, focusing on alcohol related ASB, implemented in Kidderminster Town Centre. Related issues will now be picked up as part of Team Wyre Forest.</p> <p>There have been two Community Triggers activated. Actions regarding both the triggers are still underway, however it is anticipated they will be shortly closed.</p> <p>Supported West Mercia Police with various initiatives including Operation Protect, the pilot of a high school version of Young Citizens Challenge '#Managing Harm' and national Take Over Day. Project Officers have supported a range of events; this has resulted in over 1000 community interactions.</p> <p>We have seen some improvements in ASB perception figures. Viewpoint May 2015 available on request.</p>
Community Ambassadors (Wyre Forest):	£5,000	PCC LA Officer time ContinU Trust	A Safer Wyre Forest Project Officer manages the Community Ambassadors initiative. 80 students signed up across all high schools in Wyre Forest and Hagley (which is the geographical coverage of the ContinU Trust). In July, the Ambassadors attended a training session, focusing on public speaking, confidence and a range of presentation

PCC Focus: To work in partnership to reduce crime and anti social behaviour

NWCSP Priority:

Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents
Burglary and Home Security - Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve resident's feelings of safety in their home

Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
Continue to deliver the Community Ambassadors scheme in Wyre Forest, building on learning from the year 1 pilot		West Mercia Police Wyre Forest & Hagley schools	<p>techniques.</p> <p>At our annual Young Citizens Celebration Event held in July, the Community Ambassadors were inducted by Deputy PCC, Barrie Sheldon.</p> <p>During the autumn term, the Ambassadors have been involved in delivering National Personal Safety Day, Halloween and firework safety advice and supporting the Youth Parliament.</p> <p>Ambassadors are underway with activities to support the White Ribbon campaign / 16 days of action. They are also undertaking their contributions to our local Crime Free at Christmas campaign. We are developing a stand-alone Community Ambassadors website. We are employing a local community interest company to do this.</p>
<p>Page 17</p> <p>Saber Redditch:</p>	£38,406	PCC LA Officer Time	<p>SmartWater: Due to SmartWater re-focusing its marketing plans discounted SmartWater Kits are now only available via a link on the West Mercia Police website. Forensic property marking kits are now available by entering a specific discount code to obtain SmartWater at the discounted price of £25 per kit. More information can be found at this link - https://westmercia.police.uk/article/14065/Special-offer-to-help-you-protect-your-belongings</p> <p>Redditch Home Security Project: 35 referrals have been received for Home Security assessments and 26 site surveys conducted to date. Security improvement works have been funded in 18 cases. This is lower than in previous years due to officer training and reduced team capacity.</p> <p>Redditch Sanctuary Scheme: 33 referrals have been received with works completed in 20 cases by the end of February. This is on course to reach the highest level of demand since the scheme began in 2008. There is a backlog in progressing cases due to their complexity, high demand and periods of officer absence.</p> <p>Work is underway with the Private Sector Housing Team to identify the best strategies to achieve home security improvements in privately rented housing. There is a need for effective partnership working with private landlords who have legal obligations to meet certain minimum standards to “prevent entry by intruders.”</p> <p>Research is being undertaken into the impact of the Sanctuary Scheme on clients’ quality of life, including their mental wellbeing and in particular insomnia. The report is due after August 2016 and the research is being conducted by a university student Intern on work placement with the team. Stonham have offered to provide the team with access to other survivors to provide a control group for the research study.</p>

Agenda Item 4

PCC Focus: To work in partnership to reduce crime and anti social behaviour

NWCSP Priority:

Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents
Burglary and Home Security - Work to promote home security to reduce incidences of dwelling and non-dwelling burglary and improve resident's feelings of safety in their home

Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
<p align="center">Page 18</p>			<p>Multi Occupied Block Security: Crime prevention design advice and support is being provided at a number of local sites. It has been identified that these types of properties are subject to significant ASB, criminal damage and environmental issues due to the structure and design of the properties. Security improvement works are taking place at a number of council owned blocks based on advice and guidance provided by CPDA trained Community Safety Project Officers.</p> <p>Small Area Improvement Surveys: Surveys are conducted by the team's CPTED qualified officers and small area surveys have been carried out at least 4 sites following increased reports of crime and anti-social behaviour in those areas. In cases where capital works and environmental changes are considered the community safety issues typically affect the amenity space of approx. 5 to 20 properties in an area. Significant analysis and investigation is carried out before any actions are taken to ensure long term solutions are identified. The team are providing community safety advice on more of these types of wider community projects, identified by other service areas, in particular, the Council's Engineering and Design team.</p> <p>Derelict Buildings: A number of derelict buildings have been identified as facilitating criminal activity, creating ASB and raising safeguarding concerns in both Redditch and Bromsgrove. The community safety team are working with planning colleagues to develop a programme of audit and assessment of the problem across the two areas with a view to implementing an improvement project utilising a number of powers available to local authorities. To date action has either been taken or driven by Community Safety in three longstanding cases leading to considerable improvements.</p> <p>Crime Prevention – two officers attended the Secured by Design National Training Event in early March to maintain and enhance their knowledge of how structural and environmental design can support crime prevention and community safety.</p> <p>Youth ASB Projects/Diversions Activities: The team has worked with partners to deliver a number of diversionary projects following reports of youth ASB. A Polish youth club has been established in partnership with the YMCA providing a culturally specific youth venue and employing Polish speaking youth workers. This was following complaints of ASB and damage to facilities in the town centre by groups of youths excluded from mainstream provision for challenging behaviour. A survey conducted with the group identified a number of frustrations and that had led to their exclusion and a desire for a place of their own to meet and socialise.</p> <p>Following reports of long term youth ASB problems in a local residential area, officers canvassed the estate speaking to parents, young people and local officers. A number of solutions were identified including longer term landscaping and parking improvements. In addition, a regular youth football match has been established which has removed the large</p>

PCC Focus: To work in partnership to reduce crime and anti social behaviour

NWCSP Priority:

Anti Social Behaviour - Working to reduce the number of anti social behaviour incidents and to bring perceptions in line with the downward trend in reported incidents
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Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
Page 19			<p>gatherings of young people to a more suitable location. Work is underway to link this group into other sports & leisure activities provided by the local authority. The group has continued accessing the football project throughout the winter, with the location being moved to the hall of local first school in the same area. This has fostered good links with the school and allowed the sessions to continue as the young people attending can walk to the venue.</p> <p>An area specific multi-agency meeting was held regarding a group of young boys identified as causing community concerns and being at risk of offending whilst at middle school. Mentoring work and Early Help support was put in place and work to support the boys and their families continued as the group transitioned to high school. A final meeting was held in October with individual agency support agreed and implemented.</p> <p>Student drop down days were delivered throughout the summer term at all high schools in Redditch. 1-to-1 mentoring work also took place with students identified by teachers as needing additional support.</p> <p>The Respect Programme is being delivered to pupils in Redditch schools to raise awareness of community safety and issues such as ASB, drugs and alcohol, bullying and other risky behaviour that may be affecting young people and communities they live in.</p> <p>Crush Programme: Sessions have been delivered by our accredited Community Safety Project Officer to 8 pupils since September and implementation of the programme has been agreed with two other schools.</p> <p>Hate Crime Awareness sessions have also been delivered to Year 8 pupils in a middle school.</p> <p>An evaluation report is being compiled to assess the effectiveness of the school workshops and drop down days and this will be circulated to relevant partners and schools on completion.</p> <p>White Ribbon Campaign: Members of both Community Safety teams and Worcestershire Forum Against Domestic Abuse delivered a number of activities throughout the 2015 White Ribbon Campaign and 16 Days of Action which took place from 25th November to 10th December. The annual Heels Walk again took place in Redditch Town Centre on Friday 27th Nov, this time starting at St Stephen's Church. Partners were invited to get involved and raise awareness of the campaign and a number of local schools attended the event, as well as representatives from a variety of voluntary organisations and public agencies.</p> <p>The work of North Worcestershire CSP was instrumental in Worcestershire achieving its status as a White Ribbon County. Much of the work in North Worcestershire has been focused on work with young people in schools promoting</p>

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Activity	Funding Amount	Funding Source	Project Update/Performance Quarter 3 & 4
<p align="center">Page 20</p>			<p>healthy relationships. At the launch of this year's White Ribbon campaign Trinity High School, North Bromsgrove High School and Wyre Forest ContinU Trust all received White Ribbon Plaques in recognition of their work.</p> <p>Redditch Borough Council, Bromsgrove District Council and Wyre Forest Council also received plaques in recognition of the campaign work of the Council's Community Safety Team over the last four years. Also as part of this year's campaign, Redditch & Bromsgrove community safety team delivered a number of school assemblies distributing specially designed materials promoting healthy relationships to teenagers.</p> <p>Roadway Arts: The programme evaluation has shown significant positive impact on underpass user perceptions relating to personal safety, maintenance and cleanliness. Scoping is underway for a continuation of the programme in 2016-17.</p> <p>A GPS-enabled camera trial is in place to map types and locations of graffiti. This will support further prevention projects and help with investigation efforts.</p>
<p>NWCSP Analyst: To provide analytical and research support</p>	<p>£35,000</p>	<p>PCC Host - RBC</p>	<p>Recruitment for a NWCSP Research and Information Officer took place at the beginning of the 2016 and the new officer will take up post at the beginning of April 2016.</p> <p>In the meantime ad hoc evaluation and analysis has been undertaken for a number of projects. Crime analysis and information has been used for Crime Prevention surveys, Home Security Assessments and Sanctuary assessments. Crime data and information is also used to comment on planning applications.</p> <p>Market research and surveys have been commissioned to assess resident satisfaction with the Redditch Roadway Art underpass and bus shelter art installations. Initial findings show significant support for the schemes, improved feeling safety in the project areas and a greater willingness to use the routes where the artwork is in place.</p> <p>Market research and surveys were also conducted with residents and service users during Hate Crime Awareness Week and the White Ribbon Domestic Abuse Campaign.</p>
<p>Community Trigger: Review the Community Trigger</p>	<p>None</p>	<p>LA Officer Time</p>	<p>Wyre Forest: There have been two Community Triggers activated. Actions regarding both the triggers are still underway. The first trigger is a neighbour dispute between 2 owner occupiers and has recently undergone mediation, although this unlikely to resolve the issues. Next steps are to be considered.</p>

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arrangements, identify areas for improvement and implement accordingly			<p>A multi-agency meeting is being held to consider whether the second trigger can be closed and normal agency processes followed. The second trigger is between an owner occupier and a social housing tenant, concerning behaviour, noise and smoke pollution.</p> <p>Bromsgrove: A community trigger was requested in Bromsgrove relating to excessive litter on the playing fields between Hagley and Haybridge Schools. Whilst the complaint did not meet the Police definition of ASB, it was felt that there was an ongoing community concern and the request was accepted on this basis. The schools had already developed an action plan to tackle the issue and the community safety team co-ordinating additional input including liaising with the Council's Place team to source suitable waste bins. Safer Bromsgrove are funding a project to get the students art designs applied to the bins to encourage use.</p> <p>No community trigger requests have been received in Redditch.</p>

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PCC Focus: To work in partnership to protect the most vulnerable in our communities

NWCSP Priority:

Violence and Abuse - Working to ensure residents are safe in the community and at home without having to suffer violence, domestic abuse or hate

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
North Worcestershire Hate Incident Partnership (NWHIP):	£3,000	PCC LA Officer time West Mercia Police Voluntary Sector Housing Trusts Victim Support	NWHIP continues to meet on a quarterly basis to review and make recommendations on hate incident cases that require a multi-agency approach. An E-learning resource has been developed for the community based reporting centres and this is currently being tested before distribution. The partnership promoted Hate Incident reporting procedures at a number of community events and open days over the summer. The Partnership also has responsibility for Tension Monitoring Processes on behalf of the CSP.
North Worcestershire and South	£10,000	PCC	National Hate Crime Awareness Week 2015 took place from 10 th Oct to 17 th Oct 2015. As part of the

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PCC Focus: To work in partnership to protect the most vulnerable in our communities

NWCSP Priority:

Violence and Abuse - Working to ensure residents are safe in the community and at home without having to suffer violence, domestic abuse or hate

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
<p>Worcestershire Hate Incident Partnerships:</p> <p>Deliver activities to support Hate Crime Awareness Week.</p>	<p>Worcestershire wide</p>	<p>LA Officer Time NWHIP and SWHIP Chair Voluntary Organisations Housing Trusts</p>	<p>campaign there was a Learning Disability Hate Crime Awareness conference held at Police Headquarters, Hindlip on 14th Oct. There were 90 attendees, including delegates, support staff. The Police and Crime Commissioner opened the event and two theatre groups were commissioned to perform bespoke performances about recognising hate crime, how to report a hate crime. There were also presentations throughout the day including one about the development of the Safe Place Scheme. The Hate Incident Partnership also supported two police information events in Kidderminster and Redditch and ran a social media campaign throughout the week using chalkboard messages to promote the reporting of incidents.</p>
<p>Worcestershire Safe Place Scheme:</p> <p>In conjunction with South Worcestershire CSP and West Mercia Police, support Our Way Self Advocacy to roll out the Safe Place scheme across the county</p>	<p>£20,000 (Direct to Our Way Self Advocacy 2014/15)</p>	<p>PCC LA, West Mercia Police and Our Way Self Advocacy officer time</p>	<p>The Safe Place Scheme was promoted throughout hate crime awareness week in October and the delegates at the Learning Disability Hate Crime Conference received detailed information about the scheme. Our Way Self Advocacy suspended the roll out of new schemes in September to revisit the established areas, deliver refresher training and sign up more businesses. Wyre Forest launched their scheme in June 2015 and the Redditch Safe Places scheme launched in May.</p> <p>The Bromsgrove Safe Place launch is planned for the 8th April at the Starlight Community Centre and Café in Bromsgrove. Our Way Self Advocacy is currently in the process of signing up businesses in Bromsgrove to become Safe Places.</p> <p>Work is also being undertaken to develop a phone app that will support users of the Safe Place Scheme to locate their closest Safe Place when they are out in public</p>
<p>Redditch Travel Ambassadors Project</p>	<p>£20,000</p>	<p>Choose How You Move (WCC funding for Redditch Only)</p>	<p>The project will work with a group of 15 individuals who have a disability. The group will be worked with over a period of 12 months, to research their experiences of hate crime and targeted harassment whilst using public transport. Currently work is being undertaken with the HOW college to identify candidates to take part in the project.</p>
<p>BME Domestic Abuse Project (Bromsgrove and Redditch):</p>	<p>£10,000</p>	<p>PCC LA Officer time Early Help Culturally appropriate counselling</p>	<p>A third group of Polish women began the BME Diamond Club course in October 2015. The groups are progressing well and evaluation information is showing that the course is successful in helping participants to identify that they may be in potentially abusive relationships. Any disclosures are managed through the Early Help support workers with the aid of translators.</p> <p>The next programme for Asian women is due to start after the Easter Break in April 2016 and a fifth</p>

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PCC Focus: To work in partnership to protect the most vulnerable in our communities

NWCSP Priority:

Violence and Abuse - Working to ensure residents are safe in the community and at home without having to suffer violence, domestic abuse or hate

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
		services	<p>programme is planned to be delivered after the May half term, with a group of women from the traveller community.</p> <p>The next phase of the project will be to work with previous participants of each of the groups, to begin to establish a supportive community networking group.</p>
Conduct Independent Domestic Homicide Reviews	West Mercia wide - £75,000	PCC Officer time	<p>One DHR has been completed in Redditch and the final report is with the Home Office. The OPCC has requested that funding is drawn down retrospectively at the end of the financial year. Costs to date:- approx.£4,000</p> <p>No DHRs undertaken in Wyre Forest.</p> <p>No DHRs undertaken in Bromsgrove.</p>
<p>District Vulnerable Adults Groups: Develop and support interventions that provide educational, behavioural and mental health support to people who are victims and/or perpetrators of crime and ASB</p>	Funding to be sought from CSP Tasking if required	LA Officer Time Range of officer time from membership organisations	<p>Wyre Forest: Two meetings have been held in quarter 3. Currently have 20 active cases. The Community Safety & Partnerships Officer is no longer co-ordinating the Group due to other work commitments and the Project Officer is due assume this role</p> <p>Redditch & Bromsgrove: Joint meetings continue to take place led by the RBC Housing Services team. A review of the group is underway to look at any duplication with Locality working and ongoing development of the Connecting Families work programme.</p>
<p>Child and Sexual Exploitation: CSE Action 1 - Support the implementation of the Worcestershire Safeguarding Children's Board CSE Strategy and implement the following CSP specific actions:</p>	Staff time	Partner Organisations	CSE actions have been agreed by NWCSP members and included in the CSP Action Plan. Closer links have been developed with the Safeguarding Children's Board at a strategic level and NWCSP is linked in to each of the WSCB sub-groups and is represented at the countywide CSE Panel via each of the District Council's safeguarding leads who have agreed to feedback both corporately and to the partnership.
CSE Action 2 -Tasking Groups to receive CSE intelligence and implement a partnership response to identified 'hot spots' in consultation with the Missing Children, CSE and Trafficking Group	Staff time	Partner Organisations	Discussions around provision of intelligence continue with Children's Services and Police colleagues

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PCC Focus: To work in partnership to protect the most vulnerable in our communities

NWCSP Priority:

Violence and Abuse - Working to ensure residents are safe in the community and at home without having to suffer violence, domestic abuse or hate

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
CSE Action 3- Community Safety Partnerships to develop links with existing prevention and disruption strategies e.g. Night Safe and Street Pastor Initiatives	Staff time	Partner Organisations	A programme of CSE Awareness training is currently being delivered by District Safeguarding Leads.
CSE Action 4 - Community Safety Partnerships to develop and incorporate CSE responsibilities within their annual Partnership Plan, taking a proactive approach to identification, risk assessment and evidence gathering	Staff time	Partner Organisations	Further work on this action will take place once more detailed intelligence on priority areas is received. However, CSE Awareness Sessions have been carried out with students in the following schools since September 15. In North Bromsgrove High School with Years 9 and 10, in Waseley High School with Year 7 and in St Bede's Middle School with Year 8 pupils.
CSE Action 5 - Worcestershire Regulatory Services to undertake a CSE awareness raising campaign with licensed premises in partnership with the NWCSP District Tasking Groups, e.g. Night Safe, Pub Watches etc.	Staff time	Partnership Organisations	It is understood that WRS has carried out initial awareness raising activity with Taxi Drivers around recognising signs of potential CSE risks and how to report concerns.
<p>Preventing Violent Extremism:</p> <p>To participate in the countywide Prevent Strategy Group including encouraging partners to undertake training and to support the Channel arrangements</p>	Staff time	Partner Organisations	<p>NWCSP is represented at both Prevent Strategy Group and the Channel Panel. All Worcestershire local authorities have applied for the Home Office Prevent grant of 10k per authority and LA Chief Execs have supported an agreement to pool the funding. It was agreed that decisions on spend will be co-ordinated via the countywide Prevent Strategy. There have been a number of restrictions placed on the funding by the Home Office and any funding has to be allocated from current budgets by 31st March 2016 then drawn down from the Home Office in arrears.</p> <p>Briefings on the contents of the West Mercia Counter Terrorism Local Profiles are due to be held with Chief Execs and senior officers in April 2016.</p> <p>The BDC/RBC Community Safety Manager is temporarily chairing the Channel Panel until the WCC lead officer resumes the role.</p> <p>Individuals referred to Channel are assessed using a Prevent Vulnerability Assessment Framework and then appropriate interventions and diversionary activities are identified to support and deter the person away from potential extremist activity.</p>

PCC Focus: To work in partnership to reduce the harm caused by rural and business crime

NWCSP Priority:

Rural and Business Crime - *To reduce the harm caused by rural and business crime with a focus on community engagement, crime prevention and effective targeting of those who cause harm*

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
<p>Business & Rural Crime Co-ordinator:</p>	<p>£30,000</p>	<p>PCC Host – RBC</p>	<p>Business & Rural Crime Co-ordinator David Rischmiller took up post on 12 Month contract. The Co-ordinator has attended a number of engagement events, including PACT meetings, Parish Council meetings, briefings at CALC meetings and regular attendance and presentation at the NW Business Leaders meeting at Stone Manor. The officer has also provided direct advice and information to residents on specific concerns and issues related to Business Crime & Rural Crime and there have also been a range of print and electronic articles published on the introduction of the new role. On 13th October the PCC's Business Crime strategy was launched to an audience of local businesses at Stone Manor at an event organised and hosted by the Business & Rural Crime Co-ordinator in partnership with the Police lead. Following this event a number of local Business Crime projects have been initiated using the Facewatch system demonstrated at the event.</p> <p>Bromsgrove: Engagement with Bourneheath and Belbroughton Parish Councils, Rubery Shopwatch, Bromsgrove High Street Traders, Bromsgrove Pub Watch, Bromsgrove LSP, Topaz Business Park, Harris Industrial estate, Countrywide Bromsgrove. Engagement with Clent Parish Council and Hagley Village representatives to re-invigorate the Neighbourhood Watch scheme utilising social media.</p> <p>Redditch: Engagement with Redditch Pubwatch, BARC (Redditch Shopwatch), the Town Centre Partnership, Kingfisher Centre, Feckenham Parish Council, Safer Redditch Group and Padgets Lane Traders Group.</p> <p>Wyre Forest: Engagement with Chaddesley Corbett Parish Council, Sandy Lane Business Association, Stourport Shop Watch, Kidderminster Shop Watch (KRISP), Bewdley Pubwatch, Bewdley town Council, Wolverley & Cookley and Kidderminster Foreign Parish Councils. Cookley PACT, Team Wyre Forest.</p> <p>Support and advice to Stourport Neighbourhood Watch Scheme over communications options. Joint police engagement with Bewdley PACT. Ongoing support for Sandy lane Business association including investigation of innovative Radar directed CCTV option including negotiation of demonstration.</p>
<p>Business Premises Perimeter Alarms:</p> <p>Effective in deterring intruders from</p>	<p>£15,000</p>	<p>PCC Police</p>	<p>Police Update: A number of Business Premises Perimeter Alarms ordered – awaiting delivery. (spend estimated as £7,468.80)</p>

PCC Focus: To work in partnership to reduce the harm caused by rural and business crime

NWCSP Priority:

Rural and Business Crime - To reduce the harm caused by rural and business crime with a focus on community engagement, crime prevention and effective targeting of those who cause harm

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
isolated rural business premises			
Mobile Police Station and Partner Contact Centre:	Unknown	PCC Police	Police Update: Purchase of Mobile Police Station and Partner Contact Centre for North Worcs. agreed. Vehicle spec approved and delivery expected early 2016.
Camera Technology: To capture evidence of offences to prosecute perpetrators involved in rural and business crime	£24,500	PCC Police	Police Update: 1 x redeployable camera, 1 x mini deployable camera, hardware and airtime agreement ordered – awaiting delivery. (spend estimated as £15,740.00) 1 x ANPR camera and 2 years support ordered – awaiting delivery. (spend estimated £8,710.00)
'We Don't Buy Crime' Campaign:	£30,000	PCC Police	Police Update: Quantity of 'We Don't Buy Crime' materials ordered and delivered to Bromsgrove Police and Fire Station on 25/11/2015 for roll out as per North Worcs. roll out plan.
Street Pastors: To support development of new street pastor schemes in North Worcestershire - Bewdley	£4,500	PCC LA Officer time Range of Bewdley Churches West Mercia Police	Police Update: Bewdley Street Pastors running successfully and providing weekend cover for the town centre. Excellent feedback from the local community.
Deter unlawful incursions on Business and Rural land: To work in partnership with the 3 District Councils, Parish Councils and other stakeholders to identify areas of rural and business land vulnerable to unlawful incursions and put in place	£15,000	PCC LA Officer time	A review of the information available to private landowners and concerned members of the public about illegal incursions on the three council websites was conducted. Basic advice on protecting private land is now available on all three websites and the Bromsgrove and Redditch pages have been completely revised. The advice will also be available on the Rural Watch website and will be the basis for direct engagement during winter/spring with landowners who have suffered incursions during the past summer season. Direct liaison and support has been provided to landowners suffering active encampments, most noteworthy at Wythall Park where advice resulted in preventative structural alterations and the obtaining of a 2yr private injunction. Partnership officers attended a

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PCC Focus: To work in partnership to reduce the harm caused by rural and business crime

NWCSP Priority:

Rural and Business Crime - To reduce the harm caused by rural and business crime with a focus on community engagement, crime prevention and effective targeting of those who cause harm

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
target hardening measures			<p>national conference on the issue in Jan 2016 to identify transferrable good practice. A programme of visits to Parish Councils is in progress at which this subject is highlighted and support offered.</p> <p>The Worcestershire Rural Watch website now has links to the amended advice available on the council websites. Partner officers attended the National Traveller Conference in February. Leeds Authority's successful 'negotiated stopping' scheme was investigated and consideration will be given in discussion with partners as to how applicable this could be to North Worcestershire. Initial considerations are that it would not address the issue of transient groups passing through who represent the major impact on the NW districts.</p> <p>Liaison with Police Alliance colleagues continues around the draft of their revised Encampments Policy to ensure Partnership interests represented.</p>
<p>Crime Prevention Design Advice Training:</p> <p>Provide CPDA training for appropriate officers from a variety of sectors to assist with delivery of the Rural & Business crime plan</p>	£10,000	PCC LA Officer time	Two days of Basic Crime Prevention Design training were delivered to operational staff of partner agencies and SNT officers by the National College of Policing. 28 delegates attended over the two days and it is anticipated that further dates will be set for the new financial year. The training allows staff working in the community to understand and report on potential areas of concern using the basic principles of Designing out Crime. Both events were successful with good take-up from partners and well regarded content. Enquiries are underway with College of Policing to repeat the sessions for future attendees held at a more local training venue.
<p>Business & Rural Crime Action Fund:</p> <p>Administered by the Business & Rural Crime Co-ordinator</p>	£20,000	PCC LA Officer time	<p>Business Crime Strategy: Was launched on 13th October and attended by an audience of 50. A key presentation was on Facewatch, a web-based system for the exchange of information, intelligence and data; such as photographs, images and CCTV footage between members of a secure closed group. It has been remarkably successful in other areas, notably Hereford. The presentation generated substantial interest and as a result projects are being progressed with Redditch Pub Watch, Bromsgrove Pub Watch, the Kingfisher Centre, Rubery Shop Watch and Stourport Shop Watch and in the New Year Kidderminster Town Centre. Initial funding for these projects is being offered through the CSP with financing for a 100 premises costing £3,600 for a year.</p> <p>An initial three projects have been set up for Redditch Pubwatch, Bromsgrove Pubwatch and Stourport Retailers with a total of 40 business premises signed up and operating to date. Bromsgrove High Street businesses are also in the process of signing up with an initial 21 premises on board. In Kidderminster, the town centre retail security partnership are being given the opportunity to consider signing up and in Redditch, the Kingfisher Centre are actively investigating the system as an option</p>

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PCC Focus: To work in partnership to reduce the harm caused by rural and business crime

NWCSP Priority:

Rural and Business Crime - *To reduce the harm caused by rural and business crime with a focus on community engagement, crime prevention and effective targeting of those who cause harm*

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
Page 28			<p>for their businesses. A full council briefing to all elected representatives in Bromsgrove has been requested by the Portfolio Holder and a suitable date is currently being sought. In due course the project will be publicised in the press and Police teams engaged in ensuring offenders are aware of the implications of the scheme in assisting to deter offending behaviour.</p> <p>Worcestershire Rural Watch Website and Crime Prevention Resource: The website is now live and covers all of Worcestershire, working in partnership with the SWCSP co-ordinators. The site encourages establishment of various Watch schemes and provides advice, support and contacts for rural crime matters. The site will also provide a wide range of crime prevention advice viewable on line or available to download. There are also links to a range of You Tube videos on Rural crime prevention issues and links to relevant partners, watch schemes and reporting options.</p> <p>The site is now being widely publicised to the rural communities with Parish Councils and District Councillors briefed. Local prominent farms and rural business are in the process of being visited in person and partnership officers are engaged with the distribution of pocket flyers. A new mobile Police Station has been secured for North Worcestershire and this will be used to reach out to rural communities; promoting the site and Facebook page as a resource and point of initial contact. There is also close liaison with the West Mercia Horse Watch with joint engagement events in progress. Police wildlife crime officers have been briefed and are promoting the site which contains Wildlife crime materials and contact details. The Co-ordinator is also engaged with the Rural Security research Group at Harper Adams University, identifying developments and innovative options that could be transferrable.</p> <p>North Worcestershire Rural Watch Facebook Page: The page is now live and operates alongside the website as the dynamic communication aspect of the project. The launch programme will be the basis for community engagement events in rural communities by Police and partners in the new year. The page mirrors a very successful initiative in Warwickshire, where their website has had 17k hits in a 12 month period.</p> <p>As with the website, the promotion campaign is underway and relevant entries are being made on a daily basis with engaged 'readership' increasing steadily.</p>

PCC Focus: To work in partnership to reduce re-offending

NWCSP Priority:

Reducing Re-offending - Work to tackle and increase our understanding of re-offending in North Worcestershire with continued support of the Integrated Offender Management approach

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
<p>Worcestershire IOM Strategy Group:</p> <p>Through the IOM Strategy Group, reduce crime and reoffending through appropriate support and interventions linked to the 7 pathways</p>	<p>£40,700 Worcestershire wide</p>	<p>PCC CSP Partners Voluntary Sector Orgs Private Organisations CMHT Services NHS Services CCGs</p>	<p>Worcs. IOM Strategic Development Officer: This post was commissioned by the countywide IOM Strategy group to support communication between IOM partners and agencies, to identify, research and build on new ideas and developments that will aid reductions in offending/re-offending and to represent the Worcs. IOM strategy Group at various regional and national reducing offending/re-offending forums. To date the Strategic Development Officer has been working to a development plan structured around the 7 pathways to reducing re-offending and has also, on behalf of the IOM Strategic group, been liaising with senior police officers regarding the implementation of the Alliance's re-designed IOM structure.</p> <p>The Strategic Development Officer has been undertaking ongoing research into national good practice with visits to Bolton, Avon & Somerset, and soon Bedfordshire (nationally recognised as having strong partnership governance).</p> <p>The Operational IOM group meeting is chaired by the Strategic Development Officer allowing group members to hear and discuss concerns pertinent to operational IOM service delivery. Strategic development is also discussed at this forum, where appropriate.</p> <p>A Children & Families Pathways group has been established and membership includes: MAPPA Coordinator, HMP Hewell Children & Families Coordinator, Action For Prisoners Families, Barnardo's Children Affected By Parents Imprisonment team, Worcestershire Children's Services, WSCB training, Early Help Lead Action for Children. A forum for parents in prison is being established to work alongside this group, led by HMP Hewell</p> <p>Hidden Sentence training is delivered at HMP Hewell available to all professionals across criminal justice, children's services, education and all others who express and interest. The IOM strategic lead is supporting closer working relationships between partners and joint working is being actively managed and encouraged between IOM and Early Help providers. Worcestershire Early Help Service now works within HMP Hewell, offering parenting classes, support, drop in surgeries and a self-referral system.</p> <p>A Call to Men UK has carried out work in the prison supported by Worcestershire Children's Services. This project aims to reduce violence against women and girls by challenging negative and stereotypical behaviours towards women.</p> <p>NACRO are now working within South Worcestershire providing accommodation through private landlords for single homeless offenders currently working with the IOM Service. This is funded separately by the OPCC and it is anticipated that this will progress into North Worcestershire very</p>

PCC Focus: To work in partnership to reduce re-offending

NWCSP Priority:

Reducing Re-offending - Work to tackle and increase our understanding of re-offending in North Worcestershire with continued support of the Integrated Offender Management approach

Activity	Funding	Source of funding	Project Update/Performance – Quarter 3 & 4
<p align="center">Page 30</p>			<p>soon.</p> <p>The Strategic Development lead has made links with and fostered closer working relationships, at a strategic level with community NHS providers and Mental Health support teams. Further work is continuing to identify and promote the resources available to professionals and IOM cohort members and work to embed confidentiality forms and information sharing agreements between service areas continues to prevent barriers to communication and joint working.</p> <p>Relationships have been established at a strategic level with HMP Hewell, and HMP Winson Green and further work continues to develop stronger links with HMP Featherstone, HMP Oakwood and HMP Drake Hall. Operational teams have developed better links and communication with the prisons but routine information sharing needs to improve and ODOC attendance needs to be reviewed. A review of the prisoner drop-in surgeries at HMP Hewell, staffed by YSS and the work of the Prisoner Forum Group is required to ensure there is no duplication of service.</p> <p>Links have been established with local employers and training has been held with DWP and work place providers. DWP representation on IOM strategic Board has been established and links made with credit unions and others who provide holistic services to homeless individuals and offenders</p> <p>Worcs. IOM Strategy Group is represented at the national IOM Strategic Board and the Strategic Development Officer has presented at 2 conferences this year showcasing the partnership work of IOM in Worcestershire.</p> <p>The IOM Strategic Board now has representation of all pathways and is keen to progress the development of IOM across the county. Links have been made between the Stronger Families and Connecting Families initiatives and all members are working hard to ensure that work is joined up as we move toward service redesign.</p>
<p>North Worcestershire ODOC</p> <p>Provide diversionary activities and support for IOM Cohort</p>	<p>£5,000</p>	<p>PCC</p>	<p>Funding has been provided for a football project in North Worcs. Take up of the project has been slow with the majority of participants coming from the Wyre Forest area. However, Probation and Swanswell colleagues have reassured partners that the participants gained real benefits from taking part and work continues to seek wider participation from Redditch and Bromsgrove IOM individuals.</p>

A square logo with a gold-to-white gradient background. The text "Peer Support Programme" is written in white, bold, sans-serif font, stacked vertically in the center of the square.

**Peer
Support
Programme**

**Worcestershire Safer Communities
Board**

**Peer Review of
Partnership Governance
Arrangements**

Peer Review Team:

John Curtis – Peer Support Programme

Helen Braithwaite – Department for Communities and Local Government

Lynne Hughes – Walsall Borough Council

Sue Heywood – Dudley Borough Council

Stuart Murphy - West Midlands Fire Service

Leigh Yeomans – Staffordshire Police

Ian Henshaw – Ubique CIC

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Background

Worcestershire Community Safety Partnership Arrangements

- 2.1 There are two statutory Community Safety Partnerships covering Worcestershire: North Worcestershire Partnership and South Worcestershire Partnerships. They are responsible for compliance with the statutory duties and responsibilities set out in the Crime and Disorder Act, the Police and Justice Act, Policing and Crime Act and the Health and Social Care Act.
- 2.2 At the County level there is the Worcestershire Safer Communities Board. The function of this Board is set out under Statutory Instrument 2007 no. 1830: For each county area there shall be a county strategic group whose function shall be to prepare a community safety agreement for the county area on behalf of the responsible authorities in that county area.

Peer Support Programme

- 3.1 The Peer Support Programme (PSP) provides support to community safety and CONTEST partnerships, partners and professionals in the West Midlands. Established in 2007 with financial support from the Home Office it now operates as a regional partnership. It trains peer reviewers to undertake commissioned peer reviews and more recently began training project managers in self evaluation techniques. The PSP was commissioned by the Worcestershire Safer Communities Board to undertake a peer review of their partnership governance arrangements. This report sets out the review findings.
- 3.2 We would like to thank all of the partners who contributed to the review. The review team was able to spend time with a wide range of partners who bring a significant wealth of expertise to the Partnership.

The Peer review

- 4.1 The purpose of the review was to review current partnerships and governance arrangements (Community Safety Partnerships and County level strategic partnerships) on behalf of the Responsible Authorities and key stakeholders, to ensure that they operate and function efficiently and effectively in a rapidly changing environment.
- 4.2 The review team undertook a desk top review of key partnership documents prior to the facilitated workshop and interview stages and used this to shape the questioning in line with the agreed terms of reference. Annexe 3 is a list of documents reviewed.

Agenda Item 4

- 4.3 The Workshop took place on 9 September involving 25 people from across the partnerships. In addition to detailed notes being taken throughout the workshop, delegates were invited to submit confidential comments via email. One delegate took this opportunity providing very detailed and constructive comments. A list of attendees is provided in Annexe 1
- 4.4 Interviews took place on 15th-16th September 2015 in Pershore and Kidderminster with a further 2 being undertaken on 9 September following the workshop and a further 3 on 30 September. A total of 13 individuals were interviewed.
- 4.5 Each of the semi-structured interviews was conducted by PSP team members. Interviews were conducted with the understanding that the information provided would be treated in confidence and the findings anonymised for inclusion in the report. The information contained in this report and the findings presented are therefore based on the information provided during the interviews, discussions held at the workshop and the documents presented.
- 4.6 The report structure mirrors the Terms of Reference of the review commissioned by the Worcestershire Safer Communities Board and identifies a number of strengths, together with areas for future development. It therefore reflects what the partnerships have told us and what members believe is required moving forward. How the partnerships moves forward is a matter for the organisations involved and this report seeks to provide a starting point for discussions.

Key Findings

- 5.1 The Team were impressed with the commitment, of those interviewed, to working in partnership. Relationships were generally observed to be good between organisations involved in the partnership.
- 5.2 There have been some significant changes to the community safety landscape following the introduction of the Police and Crime Commissioner and changes to the model of distributing resources.
- 5.3 Some interviewed considered the governance arrangements had evolved over time and hadn't taken into account the role of the Police and Crime Commissioner. Also there have been changes to key partners, for example the Probation Service.
- 5.4 There was some support for a refresh of the delivery model based on local safer community groups although there is a need for more robust challenge within the various partnership groups, especially the NWP and SWP.
- 5.5 There were strong views expressed both for and against the merger of the NWP and SWP into one Partnership
- 5.6 Questions were raised over whether there was a role for the WSCB and if it were to continue there is a need for greater clarity over its function.
- 5.7 How the NWP and SWP related to the County wide partnerships was less clear. Some of those interviewed sat on numerous partnership bodies which provide opportunities for them to champion the cause of community safety and work to integrate strategies more effectively. However, this shouldn't solely be reliant upon the personalities involved and should be strengthened by process and inter-board relationships/protocols.
- 5.8 Communication between the two CSPs could be strengthened to raise awareness of activity and the sharing of emerging practise. Some County agencies highlighted some difficulties in transferring initiatives from one local area to another. Are there 'economies of scale' to be achieved through more joined up working?
- 5.9 Some interviewed suggested there was limited performance management as it was unclear who was holding the tasking group to account. Current structure and volume of meetings is not sustainable and requires stream lining in order to ensure sufficient appropriate representation is maintained.
- 5.10 A small number of people interviewed were aware of resources being allocated to projects; they indicated that there was no expectation of the projects to report on the success or impact of their activity.

Agenda Item 4

- 5.11 There was a strong view from many interviewed and at the workshop that local delivery was the preferred model. However there is recognition that there is also a need to consider developing a model of shared services, especially between tasking groups.
- 5.12 How projects are performance managed is less clear with examples given at the interviews where project money was allocated for a specific activity with no expectation of a project report or evaluation Limited accountability and no clarity around who is accountable to whom.
- 5.13 Responsibility for Performance Monitoring rests with the NWCSP and SWCSP with the WSCB overseeing county-wide issues. In line with interviewee comments about some lack of challenge at Partnership meetings there is a view that performance monitoring could be more robust.
- 5.14 There was a very strong sense of optimism for the future and that any changes to the current structure would be built upon the existing sound foundations.
- 5.15 Some interviewed were of the view that more could be achieved from Partnership Analysts. They could undertake problem solving analysis offering the SCGs potential solutions to emerging threats, rather than purely supplying data.

Areas for development

- 6.1 The interviews demonstrated a strong desire to build upon what are good partnerships. Discussions during the interviews led the team to highlight the following potential areas for development, beginning with Board level discussions.
- 6.2 The WSCB Terms of Reference needs to be refreshed, outlining responsibilities of Board chair, vice chair and members including any champion role members are expected to fulfil. Some suggested that the role could include performance management, evaluation of projects, sharing good practise and ensuring effective communications exist across the partnerships.
- 6.3 The WSCB is well placed to champion community safety across the County and especially other strategic groups such as Safeguarding and Health and Wellbeing.
- 6.4 Many of those interviewed were strongly of the view that the tasking groups were key to delivery, although there is less clarity on how these groups are held to account.
- 6.5 There are differing views on the role of the NWCSP and SWCSP including whether they should be merged. With a strong desire for local delivery there is a need for a debate as to what the added value the two Partnerships bring.
- 6.6 Similarly some interviewed felt the current model is unsustainable and that there is a need for streamlining through shared services. There is a need for an agreed understanding of what shared services covers. The review team understanding is that it covers all community safety activity including, partnership boards, delivery groups, staffing and projects or services funded from community safety resources.
- 6.7 The relationship between the partnerships and Police and Crime Commissioner (PCC) has developed with many feeling his influence over the partnerships is increasing. Funding has been somewhat ad hoc although the PCC is developing a commissioning framework.
- 6.8 Neither partnership has a commissioning strategy commenting they don't commission services. There is evidence of grant giving to projects although no clarity on how this is undertaken. Some interviewed indicated that resources belonged to the Partnership not individual managers. How resources are allocated could be included in revised Partnership TOR in order to ensure there is a partnership approach to commissioning and services thus supported deliver against shared priorities and ambitions
- 6.9 Communication across the partnerships needs to be addressed. There is currently a Countywide Domestic Abuse newsletter which seems well received. A quarterly update highlighting project activity, performance against objectives and emerging good practise could be a role for the WSCB. This could be done 'virtually' or through events i.e. an annual Partnerships event?

Agenda Item 4

- 6.10 A brief induction pack may be beneficial, initially for Board members proving Terms of Reference for all the Partnerships giving them a wider understanding of Community Safety activity across the county. This should include details of how the Partnership delivery groups share good practise and the expectations placed upon them as Board members i.e. attendance, participation, submission of reports. It should also outline the importance of robust challenge within the partnership as a means of ensuing effective delivery.
- 6.11 Board members of the three Partnerships should be encouraged to champion the community safety partnership and its strategic objectives across their own organisation.
- 6.12 Some of those interviewed were concerned about the general lack of project management for funded projects so it may be beneficial to have an agreed cross Partnership project management model that includes a robust evaluation process. Following and agreed model would also provide a good information base for the production of a newsletter or other form of communication between partners. (6.8)
- 6.13 Although there is a view that there is a role for the County Policy and Commissioning Group the Boards may consider the group could be reconstituted to undertake a performance management role and ensure effective communication across the Partnerships. An alternative view was to close this county group placing the responsibility with the WSCB, perhaps meeting quarterly.
- 6.14 There is a need for a greater awareness of methods of evaluation throughout the work of the partnership. Assessing the impact of activity will increase the partnerships capacity to promote evidence based practice. Strategic Priorities should be impact-driven.
- 6.15 In line with improved awareness of evaluation there seems a need to embed problem solving across the partnerships, especially at local delivery level. There is a view that the analysts could do more assisting with problem solving.
- 6.16 There is scope for the structure of the partnership as a whole to be reviewed, in order to be leaner and sharper, and to address cross-cutting themes across the Strategic Priorities, identifying how these fit with the Safer Communities Groups.

Do the current governance and working arrangements work?

- 7.1 There was a certain amount of confusion over the relationship between the Worcestershire Safer Communities Board (WSCB) and the two Community Safety Partnerships.
- 7.2 Although the organisational chart indicates that the North Worcestershire Partnership (NWCSP) and the South Worcestershire Partnership (SWCSP) reported to the WSCB most of those interviewed considered the two partnerships operated independently and were certainly not accountable to the WSCB.
- 7.3 Each of the partnerships have operational and tasking groups at a local level which some interviewed questioned, as this generates too many meetings which are impossible for reducing services to support. This indicates a need for some streamlining.
- 7.4 Some interviewed considered the governance arrangements had evolved over time and hadn't taken into account the role of the Police and Crime Commissioner. Also there have been changes to key partners, for example the National Probation Service.
- 7.5 There was some support for a refresh of the delivery model based on local safer community groups although there is a need for a more robust challenge within the various partnership groups, especially the NWCSP and SWCSP.
- 7.6 Questions were raised over whether there was a role for the WSCB and if it were to continue there is a need for greater clarity over its function. What is really meant by providing strategic leadership and to whom is it provided?
- 7.7 Similarly the role of the WSCB Policy and Commissioning Group is unclear with a number of those interviewed questioning whether the group was required.
- 7.8 There were strong views expressed both for and against the merger of the NWCSP and SWCSP into one Partnership.
- 7.9 There was an emerging view that the three Partnerships could benefit from a more robust challenge of community safety activity and performance.
- 7.10 Communication between the two CSPs could be strengthened to raise awareness of activity and the sharing of emerging practise. Some County agencies described experiencing difficulties in transferring initiatives from one local area to another

How effectively do the Community Safety Partnerships integrate their work with other Partnerships – Safeguarding Boards, Health and Wellbeing Board and the Police and Crime Commissioner?

- 8.1 At the County level there are 4 key Strategic Boards covering Community Safety, Wellbeing, Adult and Children’s Safeguarding and there is a view that these operate in isolation. Those interviewed were clear that this needs to change with some suggesting the chairs of the respective Boards should meet and agree protocols for future integrated working.
- 8.2 There was also recognition that a silo mentality was in existence across the partnerships and the safer communities groups.
- 8.3 Similarly responsibility for delivery of the Integrated Offender Management Strategy sits outside the Community Safety Partnership structure although some interviewed suggested that there was a ‘dotted line’ between the Worcestershire IOM Strategy group and the NWCSP and SWCSP. Reducing reoffending should underpin all strategic priorities
- 8.4 PCC now a significant player and relationship with Partnerships is still evolving. His role is crucial to the Partnerships as Central Government resources previously distributed via the County Council are now under the PCCs control. There are also proposals around the expansion of this role to encompass other public services relevant to the community safety agenda.
- 8.5 An example of his ability to exert control was highlighted in the documentation where additional priorities, not identified in the Strategic Assessment, were added to partnership priorities as funding was given to tackle Rural Crime and Business Crime. Those interviewed accepted that this was the case but added they would not reject the opportunity of additional resources.
- 8.6 How the NWCSP and SWCSP related to the County wide partnerships was less clear. Some of those interviewed sat on numerous partnership bodies which provides an opportunity for them to Champion the cause of community safety and work to integrate strategies more effectively
- 8.7 Communications between Partnerships could be stronger and some considered any refresh of the WSCB could see the development of a communication strategy to ensure better links, especially between the NWCSP and SWCSP.
- 8.8 Some suggested that the structure could be leaner and sharper and thought the number of meetings could be reduced.

Does the current structure ensure effective delivery of the Partnerships Strategies?

- 9.1 Those interviewed were of the view that delivery occurred at local level through the tasking groups and that they were successful. Some were able to provide practical examples although were not able to demonstrate effectiveness or impact.
- 9.2 There is a view from the interviewees that the Safer Communities Groups, whilst working hard on delivery tended to work in isolation with only limited sharing of experience.
- 9.3 Strategic assessments were undertaken by both NWCSP and SWCSP which allowed for each partnership to set its priorities. These were then added to by the PCC offer or financial resources to tackle his emerging priorities of rural crime and business crime.
- 9.4 Some interviewed suggested there was limited performance management and it was unclear who was holding the tasking groups to account.
- 9.5 A small number of people interviewed who were aware of resources being allocated to projects indicated that there was no expectation of the projects to report on the success or impact of their activity.
- 9.6 There is a desire for greater clarity of how the Strategic objectives are delivered and which should be dealt with by the WSCB, the NWCSP/SWCSP or at tasking group level.
- 9.7 Whilst some clear programme evaluation was undertaken within the work of the partnership, few were able to provide examples of evaluated projects where impact was measured.

How do the Partnerships ensure their key strategic priorities are aligned across the county thereby ensuring maximum delivery benefits?

- 10.1 A small number of interviewees indicated a need for some clarity of the Strategic direction what's county and what's local?
- 10.2 Delivering the Partnership priorities is the responsibility of the locally based Safer Community groups. How these groups are held to account is less clear so ensuring maximum benefit and value for money is achieved is difficult to assess.
- 10.3 Some interviewed indicated that there is a need for greater challenge at both the NWCSP and SWCSP in an effort to maximize the benefit of modest resources
- 10.4 Individual comments like 'the money belongs to the partnership' and ' we need to challenge each other more' is an indication that the Partnerships may need to take a more robust and challenging role in overseeing delivery.
- 10.5 Similarly at the WSCB a role of challenging the NWCSP/SWCSP on their delivery of community safety activity across the county is required? This may also support the sharing of good practice across the SCGs
- 10.6 There was a strong view from many interviewed and at the workshop that local delivery was the preferred model. However there is a recognition that there is also a need to consider developing a model of shared services, especially between tasking groups.
- 10.7 Some suggested that the current model was not sustainable due to resource constraints

Is the commissioning of community safety services managed in an effective manner? How can it be made more efficient?

- 11.1 Many of those attending the workshop and those interviewed were of the view that the Partnerships didn't commission services. They do however distribute resources for projects and it isn't clear whether there is a consistent model used across the Partnerships.
- 11.2 The PCC is currently developing a commissioning framework which many considered to be a positive step. Some however observed that the Partnerships should have a clear model for the distribution of funding.
- 11.3 There is a desire for non- ring fenced funding giving the Partnerships maximum flexibility in ensuring delivery against priorities.
- 11.4 There were concerns raised by some interviewed that the resources were seen as 'belonging' to community safety staff rather than the Partnerships.
- 11.5 Some interviewed were keen for there to be greater clarity over how resources are distributed by the Partnership indicating their desire for a commissioning/funding framework.
- 11.6 How projects are performance managed is less clear with examples given at the interviews where project money was allocated for a specific activity with no expectation of a project report or evaluation.

Are the information sharing protocols effective enabling the production of high quality strategic assessments and what performance monitoring systems are in place?

- 12.1 Information sharing protocols are in place and the general consensus is that these are operating effectively. There is a recognition that the success of information sharing is often based on individual's willingness to share.
- 12.2 There was a strong view that better communication is required across the partnerships and to the wider community of Worcestershire
- 12.3 Some interviewed were of the view that more could be achieved from Partnership Analysts. They could undertake problem solving analysis offering the tasking groups, potential solutions to emerging threats, rather than purely supplying data.
- 12.4 Responsibility for Performance Monitoring rests with the NWCSP and SWCSP with the WSCB overseeing county-wide issues. In line with interviewee comments about some lack of challenge at Partnership meetings there is a view that performance monitoring could be more robust.
- 12.5 There was limited evidence of any project evaluation or project management at County level in evaluation and overseeing projects. Some interviewed suggested that this may be a role that the WSCB could fulfill with an additional responsibility of sharing good practice

Are there any points you wish to raise that would make the delivery of community safety across Worcestershire more effective?

- 13.1 Whilst most of those interviewed considered the partnerships were successful there is a strong view that improvements could be made. Some of the ideas are listed below:
- 13.2 Greater clarity over how performance was measured and who had lead responsibility.
- 13.3 Production of an Induction Pack covering the partnership arrangements from County to local including roles and responsibilities for Board members and community safety staff.
- 13.4 The development of an ongoing training programme for Board members and Community safety staff covering key issues such as: Understanding Section 17, Programme and project management and evaluation.
- 13.5 Raising awareness through celebrating success would ensure partners had a better understanding as to the effectiveness of the Partnership.
- 13.6 Streamlining the current structure and reduce the number of meetings.

Annexe 1

Facilitated Workshop Attendees:

Name	Organisation	Role
Sue Hanley	R&B Council	Deputy Chief Exec
Bev Houghton	R&B council	Com. Safety Manager
Linda Collis	WFDC	
Kathryn Washington	WFDC	Com. Safety Manager
Jack Hegarty	WDC	Chief Exec
Dave Hemming	WDC	Com. Safety Manager
Jude Langton	Worcs City Council	
Rob Rich	MHDC	Malvern Hills Community Safety
Frances Howie	WCC	Head of Service
Tim Rice	WCC	Health and Wellbeing Manager
Ruth Pawsey	WCC	Strategic Development Officer

Barrie Sheldon	OPCC	
Susanah Stennett	WMWCRC	
Lorraine Preece	Worcestershire Voices Board	
Mark Preece	HW Fire and Rescue	Head of Community Risk
Lucy Noon	CCG	
Alex Franklin Smith	WMP	
Margaret Sherrey	R & B portfolio holder	Member
Gerry O'Donnell	Wychavon DC	Member
Andy Roberts	Worcester City Portfolio holder	Member
Yvonne Smith	Redditch Portfolio holder	Member
Lynne Taylor	WCC	Adult safeguarding
Martin Lakeman	WCC	DA Co-ordinator
Mark Kay	WRS	
Edd Williams	WMP	

Annexe 2

Interviews

Name	Position	Organisation
Sue Hanley	Deputy Chief Executive	Redditch and Bromsgrove Council
Tim Rice	Health and Wellbeing Manager	Worcestershire County Council
Susanah Stennett	Head of Service	Probation Service
David Cookson		National Probation Service
Sue Hadden		Worcestershire Safeguarding Children Board
Jack Hegarty	Chief Executive	Wychavon and Malvern Council
Ian Miller	Chief Executive	Wyre Forest Council
Chris Jenson		Office of the West Mercia Police and Crime Commissioner
Lee Davenport	Chief Superintendent	Warwickshire and West Mercia Police
Adrian Elliott		Hereford and Worcester Fire Service
Helena Barnet	Chief Inspector	Warwickshire and West Mercia Police
Kevin Purcell	Superintendent	Warwickshire and West Mercia Police
Becky Love	Chief Inspector	Warwickshire and West Mercia Police

Annexe 3

Documents Reviewed

- Worcestershire Safer Communities Board – Terms of Reference and Working arrangements
- North Worcestershire Strategic Assessment.
- South Worcestershire Strategic Assessment
- The partnership structure delivery chart
- North Worcestershire Community Safety Partnership Plan 2013-16 Refresh 2014/15
- North Worcestershire Community Safety Partnership – minutes of meeting 10 June 2015
- South Worcestershire Partnership – minutes of meeting 22 January 2015
- Worcestershire Safer Communities Board – minutes of meeting 11 May 2015.

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OVERVIEW AND SCRUTINY BOARD

21st March 2016

EVENING & WEEKEND CAR PARKING TASK GROUP

Relevant Portfolio Holders	Councillor Peter Whittaker, Geoff Denaro, Rita Dent
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Ward Councillor Consulted	All Ward Councillors were invited to join the Task Group
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To consider the findings and recommendations from the Scrutiny investigation undertaken by the Evening & Weekend Car Parking Task Group.

2. RECOMMENDATIONS

- 2.1 **Members are requested to:**
- (a) **consider and approve the report and the recommendations attached at Appendix 1; and**
 - (b) **submit the report and recommendations to the Cabinet for approval.**

3. KEY ISSUES

Financial Implications

- 3.1 These are detailed within the attached report.

Legal Implications

- 3.2 These are detailed within the attached report.

Service/Operation Implications

- 3.3 Overview and scrutiny is a key part of the Council's democratic decision making process and enables non-executive Members of the Council to put forward recommendations for policy development, policy review and service improvement.

OVERVIEW AND SCRUTINY BOARD

21st March 2016

Customer / Equalities and Diversity Implications

3.4 N/A

4. RISK MANAGEMENT

4.1 N/A

5. APPENDICES

Appendix 1 – Evening & Weekend Car Parking Task Group Report

6. BACKGROUND PAPERS

See attached report for details.

7. KEY

None

AUTHOR OF REPORT

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EVENING & WEEKEND CAR PARKING TASK GROUP FINAL REPORT



March 2016



**Bromsgrove
District Council**
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MEMBERSHIP OF THE TASK GROUP



Councillor Karen May (Chairman)



Cllr Margaret Buxton



Cllr Malcolm Glass



Cllr Sean Shannon



Cllr Shirley Webb

SUPPORTING OFFICER DETAILS

Amanda Scarce – Democratic Services Officer
a.scarce@bromsgroveandredditch.gov.uk

Foreword from the Chairman

The Evening and Weekend Car Parking Task Group, established on 30th September 2015, has held fifteen meetings at which they have interviewed both internal and external witnesses; in addition to this, Members of the Task Group have attended a Town Team Meeting and visited fifty one retail Outlets in the Town Centre.

I would like to formally thank everyone that has participated in this process; your input has been highly valued. I also extend my thanks to Councillors Margaret Buxton, Malcolm Glass, Sean Shannon and Shirley Webb for their hard work and commitment to this Task Group.

I would like to express special thanks to Amanda Scarce, Democratic Services Officer, for her administrative support and efficiency throughout the Task Group's investigations and Jess Bayley for her administrative support.

I hope that the information provided and the recommendations made will enable the Cabinet to develop a clear strategy for Car Parking in Bromsgrove that aids the Economic development of our Town.

Councillor Karen May
Chairman of the Evening & Weekend Car Parking Task Group

Summary of Recommendations

After consideration of the evidence available and interviewing witnesses the Task Group have proposed the following recommendations, supporting evidence can be found under the relevant chapters within the main body of this report.

Chapter 1

<p>Recommendation 1</p> <p><i>The Council needs to formulate a clear Economic Development strategy that includes car parking as soon as possible, whilst considering the following key features of any such strategy:</i></p> <ul style="list-style-type: none"> <i>a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.</i> <i>b) Working with partners in business and retail to develop the Economic Development Strategy that includes car parking options and tariffs that encourage customers to visit Bromsgrove.</i> <i>c) Ensure car parking arrangements support the Council's Economic Development Strategy.</i>
<p>Recommendation 2</p> <p><i>Whilst formulating such a strategy it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve, it is suggested that such a consultant would need to consult with the following Council officers/Members:</i></p> <ul style="list-style-type: none"> <i>a) Economic Development Team</i> <i>b) Environmental Services Team</i> <i>c) Relevant Portfolio Holders</i> <i>d) Members of the Evening and Weekend Car Parking Task Group</i> <i>e) Local businesses and retailers.</i>
<p>Financial Implications for recommendations 1 & 2:</p> <p>Cost of external consultant, together with any costs (currently unquantifiable) dependent upon the implementation of a strategy.</p>
<p>Legal Implications for recommendations 1& 2:</p> <p>None - save that any changes to the operation of Council run car parks resulting from this recommendation would be likely to require the Car Parking Order to be updated.</p>
<p>Resource Implications 1 & 2:</p> <p>Support from the Economic Development Unit and Wychavon District Council who administer the Council's car parks.</p>

Chapter 2

Recommendation 3

Prior to any further trials (of any nature) being agreed and carried out any necessary data should be collected in order to have appropriate comparative data and information available to ensure that any such trial can be measured successfully.

Financial Implications:

None

Legal Implications:

None

Resource Implications:

Any additional resources would be met from within existing resources/officer time.

Chapter 4

Recommendation 4

Until the introduction of a strategy the current parking charges and concessions should be maintained (including the continuation of free evening car parking).

Financial Implications:

The estimated cost of free evening car park is £60k and this amount has already been accounted for within the budget process for the forthcoming year.

Legal Implications:

None, although Members should note that the first 12 months of free evening parking arose from a Member decision to implement this as a “trial”. On the basis that the arrangement was a “trial” the car parking order was not amended to remove evening fees. A member decision to extend the trial would provide clarity as regards the car parking order.

Resource Implications:

Any additional resources would be met from within existing resources/officer time.

Background Information

At its meeting held on 24th August 2015 the Overview and Scrutiny Board considered a topic proposal entitled Review of Evening Car Parking which had been submitted by Councillors Karen May and Luke Mallett, the aim of investigation was to assist officers in evaluating the success of the trial of free evening car parking which had been implemented in February 2015, with the possibility of recommendations being made for future car parking arrangements.

During discussions at that meeting Members were advised that a Task Group review of evening car parking would investigate use of the car parks during the evenings and the impact that this had had on the night time economy. It was envisaged that Members would consult with both local businesses and residents to ascertain the impact that free parking had had on the local economy and whether this free parking provision represented value for money for local tax payers. A review would also explore the potential for alternative parking arrangements to be introduced in the town. Following discussion the Board agreed that a Task Group review of this subject would provide information which could help the Cabinet when reviewing the outcomes of the trial and it was on this basis that Members agreed that the Task Group should be launched. It was also agreed that a report would be brought back to the Board in January 2016 before being presented to the Cabinet at its February 2016 meeting, which would be in time for the final budget setting process to be completed.

Currently, the Council has 1,238 car parking spaces (plus 81 disabled spaces), available with various types of payment methods and systems. The Task Group concentrated its investigations on the pay and display car parks within the Town Centre, where the free evening car parking after 7.00 pm was applied.

The Task Group held its first meeting on 30th September when it discussed how best to carry out its investigations. A number of key witnesses were identified together with data which was requested from the appropriate sources. It quickly became apparent from the work already carried out at the early stages of the investigations that an assessment of the success of the introduction of the free evening car parking was difficult to measure and any recommendations would have to be based on assumptions and anecdotal evidence.

This led the Members of the Group to unanimously agree that car parking as a whole needed to be reviewed in order to widen the area of benefit to residents and contribute to economic growth for the local traders and the district as a whole. The Task Group was mindful that part of the regeneration of the Town Centre will impact on car parking provision and believe that it would be prudent to undertake a full review at this time in order to ensure

that going forward the Council's car parks meet the needs of both visitors to the Town Centre and the traders.

The Task Group therefore requested, at the Overview & Scrutiny Board meeting on 23rd November, an amendment to its terms of reference together with an extension of the time to complete its work. Following discussion the Board agreed to amend the Task Group's remit to cover Evening and Weekend Car Parking and to extend its timescale for completion to March 2016, with an interim report being produced in January 2016.

This report follows on from that interim report and contains the Group's recommendations together with supporting evidence and areas which the Group would like to be noted for consideration in the future.

The Group have held 15 meetings where they have interviewed both internal and external witnesses. They have also been provided with a vast amount of data, including comparative data from other local authorities, which they have considered during a number of meetings.

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Chapter 1

What is the Council's Strategic Approach to its Car Parks?

At an early stage of its investigation the Task Group asked the question what was the Council's strategic approach to its car parks. From all those witnesses interviewed, who were also asked this question, there was no definitive answer. It therefore quickly became clear to the Task Group that this was something which needed to be addressed in order for the Council to move forward in a number of areas. The Task Group all agreed that there were two elements to the purpose of car parks within Bromsgrove – an income stream, which was important in the current financial climate and when difficult decisions needed to be made following the continued budget cuts all local authorities received from Central Government, but also there was an opportunity for car parks to play a part in the economic development of the Town Centre.

It was these two areas which the Task Group concentrated on during its investigation and whilst questioning a number of witnesses. Each witness was asked what they felt was the role of car parks and what they believed was the Council's strategic approach to car parking. The Task Group received a unanimous response which clearly showed that there was not a strategic approach and that this was something which needed to be addressed. From those discussions with Officers and Portfolio Holders in particular, the Task Group have concluded that a strategy needs to be put in place which supports both the economic development of the town centre, but also continues to provide the Council with a source of income, although it should be noted that this may not be at the current level.

Once the Task Group had recognised the need for a strategy it considered a number of strategies which were already in place at other local authorities. The 2 main ones considered were Lichfield and Stafford, second and twelfth in the list of the Council's "nearest neighbours" (from the CIPFA website who provide performance information for public services) which are selected based on a number of indicators including population, output area density, tax-base per head of population and retail premises per 1,000 population to name but a few. Lichfield was particularly useful as it was in draft form and had recently been considered by its Overview and Scrutiny Committee. Each strategy had key features which ranged from achieving an overall reduction in traffic level to reinforcing business and visitor confidence.

The Task Group also considered a document entitled "Re-Think! Parking on the High Street". This had been prepared by the Association of Town and City Management in conjunction with a number of other organisations including the British Parking Association, which covered a number of key areas including whether there was a link between town centre prosperity and car parking provision. This particular section of the report highlighted a number of areas which could influence the success of a town centre. With reference to car parking, it also highlighted the importance of robust data

being available. This is an area which the Task Group have made particular reference to in the Chapter 2 of this report as it came up against significant problems in being provided with accurate information in respect of both financial and usage data.

From the information obtained during the Task Group's investigation it is clear that the formulation of a Car Parking Strategy needs to be given careful consideration to ensure that the document provides both clear guidance as to the purpose of the car parks and meets the needs of the Council. In order for this to be done the Task Group have detailed in recommendation 1 the main areas which it believes this strategy should cover. This is not a definitive list and is something which the Cabinet would need to give careful consideration to before taking this forward. With the passage of time it is likely that those key priorities will need to be reviewed and the Task Group discussed other areas which could be included, for example encouraging the use of sustainable transport, infrastructure improvements and addressing the adverse effects of car pollution on the environment (it has been documented in previous Task Group investigations that Bromsgrove has four Air Quality Management Areas (AQMAs).

Recommendation 2 suggests that the use of an external consultant may be the most appropriate way forward, as the link between car parking and the economic development of a town centre is a complicated, specialist area. This would also ensure that the strategy it produced was based on sound supportive evidence. However, the recommendation comes with a caveat as it is important that when engaging consultants the Council gives a clear steer as to the purpose of the work it wishes the consultants to carry out and what it wishes to achieve. The inclusion of a number of people that should be consulted is again not exhaustive but merely a steer towards the areas which need to be included. The suggestion that the Task Group Members should be consulted is due to the amount of work they have carried out during this investigation and the substantial amount of knowledge which has been gained.

In the last few months Cabinet have already considered two reports in respect of the town centre, the first was in respect of the Council's future economic priorities and the Task Group agreed that to some extent car parking could help support a number of these. The second report which was considered in November 2015 was in respect of Bromsgrove centres management and the involvement of the North Worcestershire Economic Development and Regeneration (NWEDR) in hosting a new Bromsgrove Centres Management function on behalf of the Council that would cover the Town Centre and outlying centres and villages. This included the appointment of a Town Centre Manager. The Task Group believe this role will be pivotal in taking forward the economic development of the Town Centre and the Council's priorities for it, with the support of the Car parking Team.

Finally, and probably one of the most important areas which has come to the attention of the Task Group is that there needs to be co-ordination and "joined up" thinking between the Car Parking Team and the Economic Development

Team. It is essential that the two teams work together in order for the car parks to be fit for purpose going forward. There are a significant number of changes which will take place over the coming months and years which will impact on the number of car parking spaces within the town centre and it is important that the Council ensures that the quality of spaces and the cost of parking meet the needs of an ever changing town centre and assists with the growth of its economic development.

The Task Group therefore recommends the following:

Recommendation 1

The Council needs to formulate a clear Economic Development strategy that includes car parking as soon as possible, whilst considering the following key features of any such strategy:

- a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.*
- b) Working with partners in business and retail to develop the Economic Development Strategy that includes car parking options and tariffs that encourage customers to visit Bromsgrove.*
- c) Ensure car parking arrangements support the Council's Economic Development Strategy.*

Recommendation 2

Whilst formulating such a strategy it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes to achieve, it is suggested that such a consultant would need to consult with the following Council officers/Members:

- a) Economic Development Team*
- b) Environmental Services Team*
- c) Relevant Portfolio Holders*
- d) Members of the Evening and Weekend Car Parking Task Group*
- e) Local businesses and retailers.*

Chapter 2

Financial Information and Usage Data

Whilst this Chapter appears to be relatively short, the information provided in it is vitally important moving forward.

The Task Group received information from a number of officers and Portfolio Holders and was clear in the information, both financial and statistically, which it would need in order to be able to evaluate whether the free evening car parking had been a success and more importantly, be able to establish whether it had been value for money. Unfortunately, it soon became clear that it would be nigh on impossible to establish either of these critical points. From the information received it was clear that the introduction of the free evening car parking had been taken prior to any work being carried out which would enable it to be monitored or its success measured. The difficulty in monitoring it had been highlighted in the Cabinet report and officers had attempted in the following months to gauge whether there was increased use of car parking simply by asking the parking enforcement officers to count the number of vehicles at a set team one evening a week. The Task Group received these figures, but do not believe that this data is sufficient to measure the success of the scheme.

The Task Group believe that it would have been possible to calculate the number of vehicles which had used the car parks for free after 7 p.m. if the machines had been calibrated to produce a ticket when no fee had been charged. This would have gone some way to producing some solid evidence that would have shown, if compared to the previous year's ticket sales, whether the car park usage had increased.

Furthermore, the ticket machines currently used are of an age (some five years old) where the Council may wish to consider replacing them, this was highlighted during the recent move of the Council's IT server, as since September 2015 there has been ongoing problems with the linkage of software to that server. Due to the age of the machines, the manufacturers will no longer support them with a maintenance agreement, which has possibly led to the problems continuing to be unresolved when the Task Group last meet with officers in early February 2016. Without these added problems, the extraction of data remains a lengthy process, following changes which the Council put in place a number of years ago. This was following a number of complaints from residents about the machines not giving change; the machines were configured to add on a time credit in 10 minute blocks. To clarify, you therefore need to run the appropriate programme at 10 minute intervals over the period you wish to measure, in order to extrapolate specific data. This is a lengthy and time consuming process.

The Task Group have received data in respect of the financial impact to the Council, this has also been conflicting and the Task Group does not feel that it is able to use it as evidence within its report as it remains uncertain as to the

exact cost to the Council. It is hoped that this will become clear at the end of the financial year, but the Task Group wish to highlight that this should not be the case and accurate information should be available for any particular area throughout the financial year.

Following its findings, the Task Group therefore strongly believe that any future trials that the Council undertake, should not be put in place until the appropriate data is available to allow for comparative data from previous years to be used and a mechanism put in place to allow the trial to be monitored as part of the ongoing process.

The Task Group therefore recommends the following:

Recommendation 3

<i>Prior to any further trials (of any nature) being agreed and carried out any necessary data should be collected in order to have appropriate comparative data and information available to ensure that any such trial can be measured successfully.</i>
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Chapter 3

Summary of Consultations

At its first meeting the Task Group agreed that it was important to get feedback from both residents and traders in an attempt to gauge whether the introduction of free evening car parking had been a success. Initially a press release was issued, followed by an online questionnaire; there were two versions of this, one for residents and one for traders to complete. This was publicised through the Council's website and the Together Bromsgrove magazine, with a further press release being issued. However, when checking the local press it was found that a survey was also being carried out by the Bromsgrove High Street Forum. Members were not aware of this group and therefore made enquiries and invited a representative to a meeting to discuss their work and the aim of the questionnaire.

The Task Group also contacted and interviewed representatives from the Older People's Forum as they had in the past put forward topic proposals in respect of car parking on a number of occasions and had a keen interest in the topic. During the discussions a number of valid points were raised and given further consideration during the course of the Task Group's investigation.

The Task Group also made contact with the Town Team, a group of traders who met on a regular basis. Following a number of unsuccessful attempts to get a member of this group to attend a Task Group meeting, the Task Group attended a meeting of the Town Team in the Asda meeting rooms. This meeting was also attended by the Portfolio Holder for the Town Centre, who regularly met with the traders. The Task Group were disappointed with the number of traders who were in attendance at the particular meeting they attended and with the limited responses which were received from traders to its questionnaire. This led the Task Group to take to the streets and visit a number of traders to get their views on car parking and whether the free evening car parking had had a positive impact on trade.

This gave a total of three surveys (with a total number of responses from both traders and residents of 641) which were undertaken and the full results of each are details at Appendix 4. However, the Task Group would like to make the following observations:

Results from the Task Group's Online Consultation

The Task Group were disappointed with the number of responses it received to this, particular from the local traders, but felt that this may have been due to the issue of the High Street Forum's survey, which had received considerable more publicity through both the press and a Facebook page the Forum uses. However it was interesting to see from the results that 71.26% of those residents who responded said that free evening car parking had brought them into the town centre more often. In respect of one of the subsidiary questions

it was noted bringing this forward to 6.00 p.m. would have been more popular. From its investigations of other authorities which provided free evening car parking, it was noted that in all cases free car parking commenced at 6.00 p.m. The introduction of a contactless payment system was also something which residents had highlighted and this will be discussed in more detail within the Charges and Concessions section of the report.

Traders felt the free evening car parking had little impact on them as it was mainly retail traders who had responded and it did not affect them. When asked about the option of free or concessionary Sunday car parking and whether this would encourage them to open the response was that people did not shop on a Sunday as there were few shops open and a 7 day trading week was not possible for small businesses.

Results from Members Sample Survey of Shops

Members visited 51 traders from a number of different retail types, with nearly 30% of them being open on a Sunday. The two most interesting results from this survey were that just over 92% of those traders visited were not aware of free evening car parking and that some sort of concessionary car parking on a Sunday would not entice nearly 53% of them to consider opening on a Sunday.

Analysis of the data received from the Bromsgrove High Street Forum's Online Survey

The Bromsgrove High Street Forum's survey received over 470 responses and the Task Group thank them for both their time in attending a meeting and providing the results for use within this report.

The survey contained 11 questions in total and the Task Group have used 8 in particular, which it felt most reflected the work it was carrying out. The questions provided multiple choice responses, which although useful the Task Group felt in some cases were particularly leading, for example when asked "what do you think about the cost of parking in Bromsgrove" one option was "it's too expensive" and not surprisingly over 65% felt that this was the case. It should be noted that the responses to questions 2 and 3 (see appendix 3) have also been grouped in line with the Task Group's questionnaire responses, so may be slightly different to those published by the Bromsgrove High Street Forum.

Again, the Task Group was both surprised and disappointed to see that nearly 41% of those responding were not aware of the availability of free evening car parking. A further point which was highlighted in this survey, and which will be discussed in more detail under the Charges and Concessions section of this report, was the use of contactless payment for car parking, which nearly 56% of respondents were interested in using.

A number of the points raised from all these survey results will be discussed in more detail in the conclusion of this report which suggests areas that the Council may wish to give consideration to when making any decisions in respect of car parking in the future.

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Chapter 4

Charges and Concessions

Charges and concessions were considered in detail by the Task Group. Information was obtained from the Environmental Services Team and the Task Group spoke to the Portfolio Holders for Finance, Environmental Services and the Economic Development, in order to get their views on this and a number of other issues which have been discussed in earlier in this report.

The Task Group also received comparative data which officers had prepared once again using the Council's Nearest Neighbours list. This allowed it to see charging policies from a wider variety of local authorities and to compare them with those made by the Council.

Free evening car parking was something which was available at a number of other authorities, however it was noted that in the majority of cases this commenced at 6.00 p.m. rather than the 7.00 p.m. start time chosen by the Council. If free evening car parking was not available then authorities often took the option of making a nominal charge of £1 for the whole evening again, taking effect from 6.00 p.m.

The Task Group also considered the option of either free or a concessionary charge for Sunday parking as this again, was something which a large number of other authorities provided, often charging £1 for all day Sunday parking. This was something which Members of the Task Group discussed when visiting traders and asked whether this would encourage them to open on a Sunday, as Members believed that the Council need to work together with the traders and get a commitment from them to support such a move. As detailed in the survey results, this was not particularly supported by the traders and the Task Group understood that many smaller businesses would need to see an increase in the footfall in the town centre before making such a commitment, however the footfall would not increase merely by reducing the car parking charges, as the residents would need to see a wider variety of shops open before they would come into the town centre. This is something which needs to be considered in more detail moving forward and which will be discussed in further detail within the conclusion to this report.

The finally two areas which Members considered in respect of charges and concessions were actually how residents paid for parking. It was clear from the survey results that pay on foot was a popular form of car parking. The Council currently has one car park which uses this form of parking and is controlled by a barrier system. Previous car parking task groups have suggested that pay on foot was the way forward and have made specific recommendations around this. Those recommendations have previously been turned down by Cabinet, stating that the other car parks are not suitable for this type of car park. However, the Task Group have now been made aware that with the use of new technology this form of car parking no longer

needs to be enclosed and controlled by a barrier. It can be controlled by the use of registration recognition cameras or for example a system called “check in check out” where the user must insert a credit or debit card in order to obtain a ticket and on return, the ticket is re-inserted and the appropriate charge made against that credit/debit card.

The Task Group were also aware that from the survey results and in respect of pay and display car parks, users were keen to be able to “top up” their car parking when out and about by phone or indeed simply pay for parking by phone. It was understood that this system was currently being trialled by Wychavon District Council who administer the Council’s car parks and Members were keen for this to be taken forward if at all possible.

In light of the survey results, and in respect of the high percentage of people who had not even been aware of the introduction of free evening car parking, the Task Group feel that any future changes made needed to be communicated in a more thorough manner in order for residents to benefit from any concessions which may be on offer. At the present time the Task Group do not think it would be appropriate for any further changes to be made to the car parking charges and concession, until a car parking strategy has been put in place, nor would it be appropriate to remove the concession of free evening car parking, as that strategy may suggest that further changes be made.

When the strategy is in place (as recommended in Chapter 1, then the Council may wish to think about whether its charges should stay the same, increase or decrease. During its investigations the Task Group has considered a number of options which the Council may wish to look at in more detail:

- If the charges are increased then consideration could be given to the instruction of a free half hour slot, which was something highlighted within the surveys carried out.
- The re-introduction of free parking for the disabled or free parking for a set time such as 2 hours (this was something which was available at a number of other authorities).
- Re-consider the pricing structure for annual parking passes and make a significant reduction in order to make it a realistic option for those using the town centre on a daily basis.

The Task Group is therefore making the following recommendation:

Recommendation 4
<i>Until the introduction of a strategy the current parking charges and concessions should be maintained (including the continuation of free evening car parking).</i>

Chapter 5

Observations and Conclusion

The overarching conclusion of the Task Group is that there is no way of establishing whether the introduction of free car parking after 7.00 p.m. has been a success and therefore the Council needs to formulate a car parking strategy prior to it making any further changes to the current car parking arrangements, this includes leaving in place the concession of free evening car parking after 7.00 p.m.

The question could also be asked as to what the Council's objective was from introducing free evening car parking.

The Task Group would also like to highlight the following observations which the Cabinet may wish to consider when making future decisions in respect of car parking in the future:

Potential Loss of Parking Spaces

With the current re-development of sites in the town centre underway, there was the potential that over 130 of the Council's 1,319 car parking spaces would be lost in the near future. Whilst the impact from this may not be substantial at the moment, the Council should be mindful that as the town centre redevelopments bring improvement to the town centre then the footfall will also hopefully gather momentum. That increase could potentially bring about the situation where the Council does not have sufficient car parking spaces to meet the needs of an ever growing town centre.

The Task Group would therefore suggest that this is something which the newly appointed Town Centre Manager may wish to investigate further in order to establish basic baseline information as a starting point, as detailed in Chapter 1 of this report. The implications of this would not only impact on the availability of car parking spaces but on potential income for the Council.

Car Parks and Ticket Machines

From the responses received to all the surveys carried out the Task Group noted a number of comments in respect of lighting around the car parks and the machines themselves.

It is likely that sometime in the not too distant future the ticket machines will need to be replaced. Consideration of replacing the machines, should not take place until the car park strategy as highlighted in Chapter 1 is in place. The investment in new machines should not be taken lightly and should include consideration being given to whether the ticket machines are disabled friendly. Anecdotally, Members were aware that the current machines were at a height which made it difficult for wheelchair users to access them without the aid of a passer-by. It may also be useful to consider the location of any

disabled parking spaces within the Council's car parks to ensure that they are appropriately placed for easy access to the ticket machines in future.

The Task Group also noted from the survey responses that the lighting around some of the machines was not particularly good and that this was something which the Council may wish to consider reviewing when replacing the ticket machines.

Changes to Car Parking Charges and Concessions

As previously highlighted in the main body of this report the Task Group were surprised to see that nearly 41% of those who responded to the survey were not aware of the trial for free evening car parking. The Task Group would therefore strongly suggest that any future changes/trials for car parking are clearly communicated to residents in as many ways as possible to ensure maximum coverage. This should include for example wider press releases as the Task Group were aware that some of the outlying parts of the District are not covered by the local free papers and also communicating through the Parish Councils (noticeboards for Parish Councils' are an old fashioned but good way of communicating). It was commented that communicating through parishes may also bring in residents from the outlying areas, who may not otherwise visited the town centre on a regular basis.

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Appendix 1



Bromsgrove
District Council
www.bromsgrove.gov.uk

OVERVIEW AND SCRUTINY TOPIC PROPOSAL

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

Completed forms should be returned to scrutiny@bromsgrove.gov.uk – Democratic Services, Bromsgrove District Council.

Name of Proposer: Councillors Luke Mallett & Karen May	
Tel No:	Email: l.mallett@bromsgrove.gov.uk k.may@bromsgrove.gov.uk
Date: 07/08/15	

Title of Proposed Topic (including specific subject areas to be investigate)	Review of Evening Car Parking
Background to the Proposal (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	<p>A report was presented to Cabinet on 7th January 2015 which covered a twelve month trial of Pay and Display Car Parks within Bromsgrove being offered free parking from 7 pm each evening. The trial was put in place from February 2015 to February 2016.</p> <p>The Overview & Scrutiny Board have done a number of investigations over the years in respect of various aspects of car parking in the district and has a wealth of knowledge on the subject.</p> <p>The investigation would assist officers in evaluating the success of the trial together with any possible recommendations for future car parking arrangements.</p>

Agenda Item 5

<p>Links to national, regional and local priorities</p> <p>(including the Council's strategic purposes)</p>	<ul style="list-style-type: none"> • Provide good things for me to see, do and visit. • Help me run a successful business 			
<p>Possible Key Objectives</p> <p>(these should be SMART – specific, measurable, achievable, relevant and timely)</p>	<ul style="list-style-type: none"> • Has free parking during the evening made a difference to the night time economy? If so, to what extent. • Does the free parking offer value for money to the public? • What alternative options are available and how do these compare to free evening parking for both the customer and the traders in Bromsgrove. 			
<p>Anticipated Timescale for completion of the work.</p>	<p>4 – 6 months with the final report being presented to Cabinet in February 2016.</p>			
<p>Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)</p>	<p>Task Group</p>	<p>Yes</p>	<p>Short Sharp Inquiry</p>	

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Appendix 2

Declarations of Interest

It was agreed by Members at the initial meeting of the Task Group that a general declaration would be included within the report advising that all Members used the Council's car park facilities from time to time.

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WORK PROGRAMME

Date of Meeting	Subject
30/09/15	Discuss terms of reference and agree future meetings dates and expertise witnesses.
19/10/15	<ul style="list-style-type: none"> • Interview with Kevin Hirons & Martin Ashcroft. • Press release • Questionnaire for residents & traders together with distribution ideas.
28/10/15	<ul style="list-style-type: none"> • Interview representative from Older People's Forum (Carol Tipping & Charlie Bateman) • Interview representative from Town Centre Group
16/11/15	<ul style="list-style-type: none"> • Further discussions with Kevin Hirons and Martin Ashcroft • Interview with representative from Town Centre Group • Responses from press release/ Questionnaire. • Review Terms of Reference and Scoping Document.
30/11/15	<ul style="list-style-type: none"> • Interview with Cllr G Denaro
02/12/15	<ul style="list-style-type: none"> • Interview with Representative from the Bromsgrove High Street Improvement Forum (Residents' Group) • Responses to Questionnaires • Review of Terms of Reference • Consider any further work needed
16/12/15	<ul style="list-style-type: none"> • Interview with Cllr Peter Whittaker • Draft Recommendations and/or areas to be included within the interim report

Agenda Item 5

04/01/16	Review interim report prior to inclusion on Overview & Scrutiny Board agenda.
14/01/16 Asda Meeting Room 5.30 pm	Town Team Meeting – Members invited to attend. Followed by de-brief at Parkside Committee Room.
<i>18/01/16 (Overview & Scrutiny Board)</i>	<i>Draft Interim Report to be presented to Overview & Scrutiny Board.</i>
25/01/16	Jayne Pickering – Executive Director, Finance and Resources
26/01/16	Councillor Rita Dent – Economic Development
10/02/16	Survey of High Street Shops
11/02/16	Guy Revans – Head of Environmental Services Kevin Hiron – Environmental Services Manager
18/02/16	Review of evidence and areas to be covered by final report
23/02/16	Interview with Dean Piper – Head of Economic Development & Regeneration - North Worcs
03/03/16	Discussion – Final report and recommendations.
21/03/16	<i>Final Draft Report and recommendations presented to Overview & Scrutiny Board.</i>
23/03/16	<i>Final Report considered by Leaders Group</i>
06/04/16	<i>Final Report considered by Cabinet</i>

Appendix 4

RESULTS FROM THE ONLINE CONSULTATION

The online questionnaires were available from early November 2015 to 15th January 2016 and split into 2 categories. These could be accessed through the Council's website and was initially featured on the main page. The consultation was also promoted through the Together Bromsgrove Magazine which was distributed to residents in early November, with a press release also being issued.

87 responses were received from Residents either by email or post.

Question 1 – Have you made use of the free car parking and if so, on what days?

No	Various	Weekend	Tuesday	Wednesday	Thursday
16	37	24	5	2	3
18.39%	42.53%	27.59%	5.75%	2.30%	3.45%

Question 2 - Has free evening car parking brought you in to the town centre more often?

Yes	No	Not Aware
62	23	2
71.26%	26.45%	2.30%

Questions 2a - If no, what would? (Top 6 responses)

- Better entertainment opportunities.
- Better if free evening car parking started from 5 or 6.00 pm.
- Free Sunday car parking.
- Better facilities and greater variety of shops.
- Offer free parking during special events in the town centre, such as Christmas markets/lights switch on.
- Free 30 mins/hour during the day e.g. between 9 and 10.00 am or first hour free.

Agenda Item 5

Question 3 - What changes, if any, would you suggest to improve the car parking facilities within the Town Centre? (Top 6 Responses)

- Make all car parks pay on exit (Pay on Foot)
- Free evening after 6.00 pm.
- Make car parking free.
- Short term free parking e.g. 30 mins/hour.
- Free parking for disabled badge users.
- Pay by mobile

Question 4 – Which of the following do you think are best for car parks (Pay and Display, Pay on Foot, Free Evening, Free Sunday, No discount car parking but fees invested in better parking, Other)

All	Free Evening & Sunday	Free Evening	Free Sunday	Pay on Foot	Pay on Foot, Free Evening & Free Sunday	Pay & Display, Free Evening & Free Sunday	Other
3	21	3	2	6	39	11	2
3.45%	24.14%	3.45%	2.30%	6.90%	44.83%	12.64%	2.30%

Comments arising from Question 4 (Top 6 Responses)

- Parking permits for over 60s
- Pay on foot
- Flat fee or free Sunday car parking.
- Free from 6.00 pm.
- Free one hour parking during the day.
- No charges at all.

5 responses received from Traders to the first online questionnaire

Question 1 - Have you noticed an increase in the footfall to your business since February 2015?

Yes	No
0	5

Question 2 - What do you think would encourage people to come into the Town Centre more?

- Free parking for 3 hours on certain days, so they have time to spend looking at the shops instead of rushing off before their ticket runs out. Rates lowered too many charity shops as they are the only ones that can afford the discounted rates they have to pay, not much choice in Bromsgrove, it could be amazing if the Council were more accountable.
- Option to top up car park through their phones
- Better variety of shops. Lights to come on earlier in winter months (as we type this its 4 pm getting dark and no lights are on). More obvious parking and pay at the end of parking.
- The quietest day of the week is usually a Wednesday afternoon. It would be great to have free parking for one afternoon a week when the shops are open!
- Free parking in the day not at night. More well known shops. A clean High Street. Regular interesting markets.

Question 3 - Are you open on a Sunday?

- If no – please provide details as to why not.
- What would encourage you to open on a Sunday?

Yes	No
1	4

- I have no problem opening Sunday but people will not shop in Bromsgrove when they can get free parking and more choice in other towns.
- Yes, but don't get much trade. Free parking on Sundays would massively help to increase trade and it would encourage other traders to open on Sundays.
- We are a business rather than a shop so we have no need to trade on a Sunday.
- We only open on a Sunday in December on the run up to Christmas. There would need to be a market on a Sunday for us to open up on a regular basis throughout the year.
- Because Bromsgrove is dead on a Sunday and a 7 day trading week is not possible we are a small business.

Question 4 - Which of the following options do you think are best for car park users (Pay and Display, Pay on Foot, Free Evening, Free Sunday, No discount car parking but fees invested in better parking, Other)

- Discounted or free on certain days or the first two/three hours free. When Bromsgrove do free days leading up to Christmas the town is buzzing.
- Pay on Foot and free Sunday parking.
- Pay of Foot car parks and free evening car parking.
- Pay and Display car parks.
- Free parking for the entire week and at least for 3 hours. Free parking in the evenings benefits the restaurants but the traders with normal working hours will not see an increase in footfall since the car parking is fully charged during our hours of opening.

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Agenda Item 5

RESULTS FROM MEMBERS' SAMPLE SURVEY

A total of 51 traders were visited

Types of Traders Visited	Charity Shops	6	11.76%
	Retail (Clothes/Shoes/phones)	14	27.45%
	Stationery/Cards	3	5.88%
	Commercial (bank, estate agent, recruitment, travel)	6	11.76%
	Commercial (computer, electrical, pawnbrokers)	6	11.76%
	Fast Food/Public Houses/Amusements	6	11.76%
	Hairdresser/chemist/optician	7	13.72%
	Grocery/Flowers	3	5.88%

Shops Open on a Sunday

High Street	Argos	
	Timpsons	Only during January/February
	Milletts	
	Red Lion	
	Card Factory	
	Shipleys Amusements	
	Burtens/Dorothy Perkins	
	M&Co	April to December
	Specsavers	
	Subway	
	Dominos	
Mill Lane	Iceland	
Market Street	Knights Chemist	
	Just for Pets	
The Strand	Queens Head	
	Strand Barbers	
	MidlandWaterlife	
15 opened regularly (17 in total)		29.41%

Agenda Item 5

Has free evening car parking had an impact on trade for you?

No	47	92.16%
Not aware	3	5.88%
Yes	1	1.96%

Would you consider opening if there was some sort of Sunday car parking concession?

Yes	7	13.72%
No	27	52.94%
Already open	2	3.92%
Tried it	12	23.53%
Not sure	3	5.88%

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ANALYSIS OF DATA RECEIVED FROM THE HIGH STREET FORUM'S ONLINE SURVEY

High Street Forum's online survey was carried out from September to December 2015 with 471 responses being analysed.

1 Which mode of transport do you prefer to use to travel to Bromsgrove town centre?		
Car	316	67.09%
Walk/Run	126	25.75%
Bicycle/Motorbike	6	1.27%
Public (Train, Taxi, Bus etc)	16	3.40%
Various (mix of above)	7	1.49%

2 Choose the main reason that you travel to Bromsgrove Town Centre		
Work	35	7.43%
Shopping Retail(including market)	169	35.88%
Food & Drink Daytime (inc Leisure Centre)	22	4.67%
Food & Drink Evening	48	10.19%
Window Shopping	135	28.66%
Various (incl Post Office, Bank, Health)	62	13.16%

3 When do you travel to Bromsgrove Town centre? (Tick as many as apply)		
Various	182	38.64%
Weekend	203	43.10%
Tuesday	7	1.47%
Wednesday	14	2.97%
Thursday	12	2.55%
All	53	11.25%

4 What do you think about the cost of parking in Bromsgrove?		
It's too expensive	307	65.18%
The cost is just right	37	7.85%
No Comment	15	3.18%
It depends on which car park you use and how long you want to stay	112	23.87%

5 What do you think about the ease of paying for parking in the town centre car parks (pay on foot)?		
It's easy	183	38.85%
It's ok but I often don't have change for the ticket machine	248	52.65%
It's difficult	25	5.31%
No Comment	15	3.18%

6 What do you think about the convenience of paying for car parking (pay and display)?		
It's easy	143	30.36%
It's ok but I often don't have change for the ticket machine	275	58.39%
it's difficult	40	8.49%
No Comment	13	2.76%

7 Have you benefited from free parking after 7pm on most town centre car parks?		
Yes - knew about free parking and took advantage of it	132	28.02%
No - I knew about, but didn't take advantage of it.	119	25.26%
I didn't know there was free parking after 7 pm	192	40.76%
No Comment	28	5.94%

8 Would you be interested in contact-less car parking payment (using your debit or credit card over a scanner in the car-park?)		
Yes	262	55.63%
No	204	43.31%
No comment	5	1.06%

ACKNOWLEDGEMENTS

The Task Group wishes to thank the Democratic Services Officer, Amanda Scarce for her support throughout the Task Group's investigations, together with the Environmental Services Manager, Kevin Hirons, who had provided data and supported the Task Group throughout its investigations.

The Task Group would also like to thank all those traders and residents who took the time to complete the online questionnaire.

WITNESSES

The Task Group considered evidence from the following sources before making its recommendations:

Internal Witnesses:

Kevin Hirons – Environmental Services Manager
Guy Revans – Head of Environmental Services
Jayne Pickering – Executive Director, Finance and Resources
Martin Ashcroft – Partnerships & Projects Manager
Dean Piper - Head of Economic Development & Regeneration - North Worcs

Councillors:

Councillor Geoff Denaro – Finance and Resources
Councillor Peter Whittaker – Environmental Services
Councillor Rita Dent – Economic Development

External Witnesses:

Representatives from the Older People's Forum
Representative from the Bromsgrove High Street Improvement Forum
Members of the Town Team.

BACKGROUND PAPERS

Scrutiny Report – Car Parking	(March 2007)
Recreation Road South Car Park Task Group Final Report	(August 2011)
BDC Parking Review & Presentation	(December 2013)
BDC Parking Usage Review	(October 2014)
Car Parking Short Sharp Review	(January 2015)

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Legal, Equalities and Democratic Services
Bromsgrove District Council, The Council House, Burcot Lane,
Bromsgrove, Worcestershire B60 1AA
Telephone: (01527) 881288
Email: scrutiny@bromsgrove.gov.uk

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 29th February 2016

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
18th January 2016					
Staff Survey Update	Members received a report which provided an update in respect of the actions arising from the staff survey carried out in August 2013.	Members requested: a) Examples of the mechanisms in place in respect of issues relating to the working environment. b) How many members of staff have accessed the corporate dashboard.	Human Resources & Development Officer/Training & OD Adviser	As soon as possible.	
Planning Application Backlog	Members received an update in respect of the current planning backlog data.	Members requested this to continue to be received quarterly in the format provided. It was not necessary for officers to attend each meeting.	Head of Planning and Regeneration.	Quarterly	
Medium Term Financial Plan	Members received a report and presentation in respect of the Medium Term Financial Plan and the Financial Settlement 2016/17 – 2019/20	Members requested: a) The inclusion of the option for a referendum in respect of the Council Tax increase within the Budget Report to be presented to Council. b) Details of the reduction in income from On Street Civil Parking Enforcement. c) Response sent in respect of the reduced Grant Settlement to central	Executive Director, Finance & Resources and Head of Environmental Services.	As soon as possible.	a) Council Tax flexibility to £5 given by Government b) Information emailed to Members 01/03/16. c) Response copied to all members as part of the Cabinet report Information email to Members 25/02/16.

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 29th February 2016

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
		Government.			
Cabinet Work Programme	Members considered the Cabinet Work Programme.	Members requested a firm date for when the High Street Refurbishment report would be considered by Cabinet in order for the Board to be able to pre-scrutinise it in a timely manner.	Executive Director, Finance & Resources	As soon as possible.	Meeting arranged with Dean Piper to discuss – update to be provided at O&S meeting 29.02.16.
14th December 2015					
Dolphin Centre Update Page 90	Members received a presentation in respect of the current position with the new Dolphin centre project.	Members requested regular updates be provided by the Head of Leisure and Cultural Services in respect of sports clubs and community groups displaced by the lack of an available sports hall during the day, to include information about the support provided to enable those groups to find alternative accommodation.	Head of Leisure and Cultural Services	The Board need to decide when it would like to receive these updates.	Members to receive the information at the April 2016 meeting.
23rd November 2015					
Item 6 Fees & Charges	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	Executive Director, Finance and Resources	As soon as possible.	a) Information emailed to Members 01/03/16. b) All Lifeline Installations are paid

ACTION SHEET - OVERVIEW AND SCRUTINY BOARD 29th February 2016

ITEM	GENERAL COMMENTS	ACTION	OFFICER DEALING	DATE REQUIRED BY	RESPONSE PROVIDED AND DATE PROVIDED
Page 91		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.			for. Funding is available for some service users via WCC in which case WCC would pay instead. In the last 12 months (March 2015 to February) 2016 we have installed 292 units within the Bromsgrove District. c) market share for 15/16 thus far equates to 64%.

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CABINET LEADER'S WORK PROGRAMME

1 APRIL 2016 TO 31 JULY 2016

(published as at 1 March 2016)

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 Parkside, Market Street, Bromsgrove, B61 8DA 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, Parkside, Market Street, B61 8DA or e-mail: democratic@bromsgroveandredditch.gov.uk

The Cabinet's meetings are normally held every four weeks at 6pm on Wednesday evenings at Parkside. 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	6 April 2016	Report of the Chief Executive	Kevin Dicks 01527 881484 Councillor R. Dent
Report of the Evening and Weekend Car Parking Task Group	Cabinet	6 April 2016	Report of the Head of Legal, Equalities and Democratic Services	Claire Felton 01527 881400 Councillor G. Denaro
Report of the Short Sharp Review into Potential Homelessness in Bromsgrove	Cabinet	6 July 2016	Report of the Head of Legal, Equalities and Democratic Services	Claire Felton 01527 881400 Councillor G. Denaro
Council Tax Support Scheme 2017/18 Consider Draft Scheme	Cabinet	6 July 2016	Report of the Head of Customer Access and Financial Support	Amanda Singleton 01527 881241 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 Councillor K. Taylor

OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

2015-16 & 2016/17

RECOMMENDATION:

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

ITEMS FOR FUTURE MEETINGS

Date of Meeting	Subject	Additional Information
21/03/16	Crime & Disorder Partnership Scrutiny	It is a statutory requirement for the Board to hold at least one meeting a year to scrutinise this partnership.
	High Street Refurbishment Phase 2 – pre-scrutiny	
	Evening & Weekend Car Parking Task Group – Final Report	
	Homelessness in Bromsgrove Short Sharp Review – Verbal Update	
	Increasing Physical Activities in Worcestershire Task Group - update	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	WCC Health Overview & Scrutiny Committee – update from Representative	
25/04/16	Annual Sickness Absence Performance Report 2015/16	Last received 16/12/13
	Update in respect of sports clubs and community groups displaced by the lack of an available sports hall during the day, to include information about the support provided to enable those groups to find alternative accommodation.	Requested at meeting held on 14 th December 2015
	Homelessness in Bromsgrove Short Sharp Review – Verbal Update	
	Annual Report and Review of the Work of the Board	

Agenda Item 10

Date of Meeting	Subject	Additional Information
	Budget Scrutiny – Lesson Learnt and arrangements for the future (discussion)	
	O&S Work Programme	
	Action List	
	Cabinet Work Programme	
	Increasing Physical Activities in Worcestershire Task Group - update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Quarterly Recommendation Tracker	
27/06/16	Write Off of Debts Report	Last received 22/06/15
	Summary of Environmental Enforcement	Last received 16/03/16
	Making Experiences Count - Annually	Last received 13/04/15
	Increasing Physical Activities in Worcestershire Task Group – Final Report	
	Preventing Homelessness Short Sharp Review – Final Report	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List	
	O&S Work Programme	

2016/17 Meeting Dates

8th August 2016
 19th September 2016
 31st October 2016
 28th November 2016
 19th December 2016
 16th January 2017
 13th February 2017
 27th March 2017
 24th April 2017

Items to be included on the Work Programme at future meetings (dates to be confirmed)

Staff Survey – Results of the April 2016 survey

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.

The Council's representative on any Joint Scrutiny Task Group's will be expected to provide an update (verbal or written) on the work of that Group at each Board meeting.

The Chairman of any Task Group set up by the Board will be expected to provide a written or verbal update in respect of the work being carried out and progress of the investigation by the Task Group Members.

Reports to be Received Annually by the Board (at its discretion)- dates to be confirmed

Write Off of Debts Report	(last report received 27/06/16)
Sickness Absence Performance	(last report received 25/04/16)
Making Experiences Count - Annually	(last report received 27/06/16)
Summary of Environmental Enforcement	(last report received 27/06/16)

Artrix SLA Annual Report – it is anticipated that this will be received at the June 2016 meeting of the Board.

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 2016)

Planning Backlog – Quarterly Data

Data up to 31/03/16	June 2016
Data up to 30/06/16	August 2016 meeting
Data up to 30/09/16	November 2016 meeting
Data up to 31/12/16	February 2017 meeting

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

1. 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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