



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 25TH APRIL 2016
AT 6.00 P.M.

COMMITTEE ROOM, 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 21st March 2016 (Pages 1 - 8)
4. Annual Sickness Absence Performance Update 2015/16 (Pages 9 - 14)
5. Overview & Scrutiny Annual Report and Revenue of the Work of the Board (Pages 15 - 38)
6. Budget Scrutiny - Lessons Learnt and arrangements for future years (presentation)
7. Preventing Homelessness in Bromsgrove Task Group - Verbal update
8. Quarterly Recommendation Tracker (Pages 39 - 54)

9. Worcestershire Health Overview and Scrutiny Committee - Update
10. Cabinet Work Programme 1st May to 31st August 2016 (Pages 55 - 58)
11. Worcestershire County Council Overview & Scrutiny Work Programme

Item for discussion – Members were sent a link to a survey from WCC who were keen to receive any suggestions from partners, including district councils in Worcestershire, for items that could be included on their scrutiny panels' work programmes next year.

12. Overview and Scrutiny Board Work Programme (Pages 59 - 62)
13. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

15th April 2016



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Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

21ST MARCH 2016 AT 6.00 P.M.

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

Observers: Councillor S. P. Shannon and Councillor M. A. Sherrey

Officers: Ms. J. Pickering, Mr. G. Revans, Ms. B. Houghton, Mr D. Rischmiller, Ms. J. Bayley and Ms. A. Scarce

114/15 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillors S. R. Colella, R. J. Deeming, L. C. R. Mallett and R. D. Smith with Councillors M. Thompson and S. Webb attending as substitutes for Councillors Mallett and Deeming respectively.

115/15 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest or whipping arrangements.

116/15 **MINUTES**

The minutes of the Overview and Scrutiny Board held on 29th February 2016 were submitted.

Officers advised that the length of time required to process the planning application at Foxlydiate, as detailed in minute No. 108/15, should have been recorded as 16 weeks rather than 6.

RESOLVED that, subject to the amendment detailed in the preamble above, the minutes of the Overview and Scrutiny Board meeting held on 29th February 2016 be approved as a correct record.

117/15 **CRIME & DISORDER PARTNERSHIP SCRUTINY UPDATE REPORT**

The Community Safety Manager presented an update on the work of the North Worcestershire Community Safety Partnership (NWCSP) in 2015/16. During the delivery of this presentation the following matters were highlighted for Members' consideration:

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- The NWCSP was the statutory partnership for Bromsgrove, Redditch and Wyre Forest.
- There was a separate Community Safety Partnership (CSP) representing the south of the county.
- In September 2015 the Safer Communities Board (SCB) had commissioned a review of countywide community safety structures.
- The findings of this review had recently been presented for the consideration of the partnership.
- Key proposals in the report for the CSPs included the suggestion that there needed to be more joined up working between the partnerships in Worcestershire. This could include working together on areas such as commissioning.
- The report had also recommended that there should be a skills audit of members of both CSPs.
- Recommendations had also been made directly to the SCB.
- This included a proposal that the number of Board meetings per year should be increased from 2 to 4.
- As with the partnerships the report authors had also suggested that a skills audit of the Board's members and a proper induction process would be useful.
- It had been suggested that links between the SCB and the Police and Crime Commissioner (PCC) could be strengthened.
- Proposals had also been made on the subject of communications as it had been felt that more could be done to promote the work of the SCB and its sub-groups as well as to promote national and regional campaigns at the local level.
- A number of actions had been taken locally to address community safety issues.
- This included the launch of the Bromsgrove Safe Place Scheme, to provide people with a safe environment to turn to. Originally the scheme had been designed for people with learning disabilities, though it had been extended to provide a safe haven to anybody who felt vulnerable.
- The partnership was in the process of negotiating future funding with the office of the PCC. Information received to date indicated that the settlement in 2016/17 was likely to be similar to that for 2015/16.
- In future years the funding arrangements for CSPs would be changing to a commissioning model which would focus on meeting local needs.

Following the presentation Members discussed a number of points in further detail:

- The action taken to monitor the impact of local projects and to assess whether this represented value for money. Officers explained that a member of the Community Safety Team took a lead role in monitoring the effectiveness of local projects.

- The approach in the county to providing services to address substance abuse. Local initiatives to address this included drugs and alcohol workshops in schools.
- The Integrated Offender Management Programme in Worcestershire and the focus at the local level on supporting the most vulnerable. Officers advised that Bromsgrove had one of the smallest cohorts in the programme.
- The sustainability of services, particularly projects tackling domestic abuse, in challenging economic circumstances. The Board was informed that the PCC's new commissioning model was designed to enhance the sustainability of projects by allocating funding over a 3 year period rather than for a single year.
- The complexity of local CSP structures and the benefits of an induction process for both the CSPs and the SCB to ensure that participants understood their roles and the purpose of the meeting.

RESOLVED that the report be noted.

118/15

EVENING & WEEKEND CAR PARKING TASK GROUP - FINAL REPORT

Councillor K. J. May, Chairman of the Evening and Weekend Car Parking Task Group, delivered a presentation outlining the findings of the review. During this presentation she highlighted the following matters for Members' consideration:

- The first scrutiny review of car parking had taken place in 2007. Since that date 10 further reviews of the subject had been undertaken.
- The group had interviewed a range of expert witnesses including 51 retailers, the Town Centre Forum, relevant Portfolio Holders and appropriate Officers.
- Members had discovered that 92 per cent of retailers were not aware that free evening car parking was available in the town.
- Car parking charges had often been regarded as a useful source of Council revenue.
- However, the group had come to the conclusion at an early stage that a key role of car parking was to contribute to the economic development of the town.
- For this reason at the end of 2015 the group had asked to extend their deadline to provide time to explore weekend parking options alongside evening car parking arrangements.
- Members had discovered that there was no joined up thinking in respect of car parking.
- The group was proposing that in order to address this and to enhance the contribution of car parking to economic development in the town the Council needed to formulate a clear economic development strategy.

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- The witnesses consulted by the group were keen for a strategy to be developed and for partners to be engaged in the development of this plan.
- Whilst the strategy was being developed the group was suggesting that free evening car parking should be retained.

Following the presentation of the report Members discussed a number of points in detail:

- The contribution that external consultants could make in terms of identifying the long-term strategic parking needs of the town.
- The extent to which the Council could afford to pay external consultants and whether this could be met from existing budgets.
- The role of the Economic Development Unit in formulating a clear Economic Development Strategy. Officers advised that this work would be undertaken by Council staff rather than consultants.
- The potential loss of 130 car parking spaces in the town as a result of development work and the impact that this might have on the local economy.
- The costs of providing free evening car parking, with £60,000 per annum allocated in the budget for this purpose.
- The potential for further businesses to open on Sundays and the extent to which changes to car parking arrangements could incentivise more retailers to open on this day.
- The lack of sufficient data or a business case to enable Members to determine whether the free evening car parking trial had been value for money.
- The need for data to be gathered and a clear business case to be developed in advance of any future trials being undertaken.
- The fact that many local authorities had developed car parking and economic development strategies.
- The age of the car parking machines used by the Council and the need to replace these with machines that would have a longer lifespan.
- The potential to extend pay on foot arrangements as proposed during previous car parking reviews.
- The potential for the proposed Economic Development Strategy to help the Council to support the strategic purpose: help me to run a successful business.

Prior to the vote the Board discussed the order in which the first 2 recommendations detailed in the group's report should be implemented. There was general consensus that car parking arrangements needed to support the Economic Development Strategy for the town centre. Members therefore suggested that the external consultants should only be invited to undertake a specialist piece of work to assess the car parking requirements needed to support the strategy once the strategy had been finalised. For this reason the wording of recommendation 2 was altered to begin "Having formulated the Economic Development

Strategy it is recommended that an external expert be engaged by the Council...”

RECOMMENDED that

- (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 parking options and tariffs that encourage customers to visit Bromsgrove; and
 - (c) Ensure car parking arrangements support the Council's Economic Development Strategy.

- (2) Having formulated the Economic Development 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
 - (d) Relevant Portfolio Holders
 - (e) Members of the Evening and Weekend Car Parking Task Group
 - (f) Local businesses and retailers.

- (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.

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

119/15

PREVENTING HOMELESSNESS IN BROMSGROVE SHORT SHARP REVIEW - VERBAL UPDATE

Councillor C. J. Bloore, Chairman of the Preventing Homelessness in Bromsgrove Short Sharp Review, provided an update on the progress of the review. He explained that since the previous meeting of the Board Councillor B. T. Cooper had resigned from the group to be replaced by Councillor H. J. Jones. Councillors S. J. Baxter, R. D. Smith and S. P. Shannon had remained on the group.

The group had held a number of meetings and had interviewed the Strategic Housing Manager and the Chief Executive of Bromsgrove District Housing Trust (BDHT). Information had been provided about

welfare changes that had already been made as well as forthcoming changes which could impact on housing provision and homelessness levels.

During the meetings of this group it had become clear that this was a complex subject which would need time to review carefully. Members were also mindful of the Cabinet's decision to set money aside to pay for any recommendations made by the group in the event that they were approved. In this context there was cross party support amongst members of the group for this review to be extended into a full Task Group to provide Members with the chance to achieve due diligence in respect of this matter.

RESOLVED that

- (1) The Preventing Homelessness in Bromsgrove review be extended to a full Task Group exercise.
- (2) The deadline for completion of this review be extended to September 2016.

120/15

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor B. T. Cooper, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), provided an update on the latest meeting of the Committee which took place on 10th March 2016. The main item of discussion during this meeting had been the transformation of Adult Mental Health Services.

Adult Mental Health Services were commissioned by Worcestershire County Council and the Clinical Commissioning Groups (CCGs) in Worcestershire and were provided by Worcestershire Health and Care Trust. However, in challenging economic circumstances the CCGs were reducing their contribution to the Secondary Care Community Services delivered by the Trust by £500,000 and would be reallocating this funding in future to Primary Care Mental Health Services. As a consequence the Trust would need to achieve significant levels of savings and would be investigating the potential to achieve this through service transformation. No plans had yet been finalised though would be reported back to HOSC in due course.

121/15

ACTION LIST

Officers advised that some of the additional information that had been requested by Members at the previous meeting of the Board about the staff survey had been provided and would be emailed to Members.

The Board had been due to consider an update on the Dolphin Centre project. However, the Head of Leisure and Cultural Services had advised that work was not due to be completed until September 2017 and therefore an investigation into support available to displaced groups

would not commence until January 2017. For this reason it was agreed that the update to the Board should be postponed.

RESOLVED that the Dolphin Centre update be provided at a meeting of the Board in January 2017.

122/15

CABINET WORK PROGRAMME

Officers advised that the High Street Refurbishment report would not be reported to Cabinet in April 2016. Instead, further work would be undertaken to gather information on this subject and would be reported in the summer. As requested at previous meetings of the Board Officers would ensure that Members' could pre-scrutinise this report before it was considered by Cabinet.

123/15

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The following updates were provided in respect of the Overview and Scrutiny Work Programme for Members' consideration:

a) Sickness Absence Report

The annual Sickness Absence Performance report would be presented for Members' consideration in April 2016.

b) Planning Backlog Data

Following the Board's agreement to continue to receive the Planning Backlog monitoring reports dates had been scheduled into the work programme for consideration of this item in 2016/17.

c) Budget Scrutiny

The Board was scheduled to discuss lessons learned during the budget scrutiny process in 2015/16. Members agreed that it would be useful to consider further information about the budget scrutiny process adopted at other Councils in the region as part of this process.

d) 2016/17 Meeting Dates

The dates for meetings of the Board in 2016/17 had been recorded in the Work Programme for Members' consideration.

The meeting closed at 7.07 p.m.

Chairman

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Sickness Absence Update

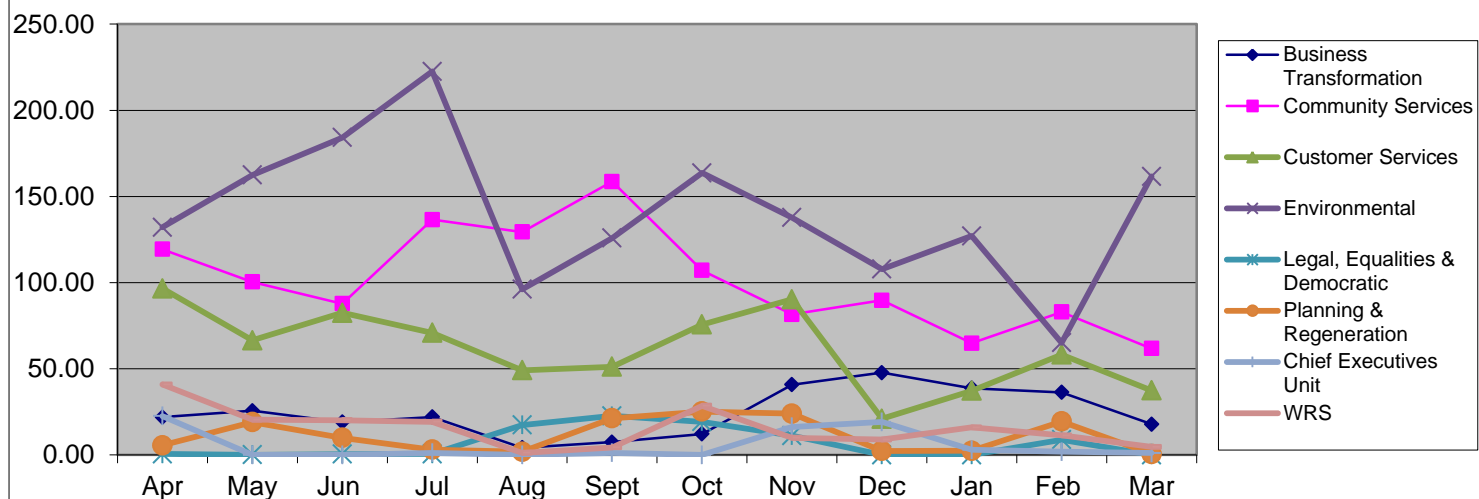
It should be noted that we have provided absence figures jointly for Bromsgrove and Redditch councils in the main. This is because most services are shared and therefore all information relating to absence will be of interest and relevant to both councils. It is therefore intended to provide information relating to all employees of both councils on the Dashboard going forward.

Current sickness figures

The graph below show the days lost for RBC & BDC by service area between April 2015 and March 2016. The data shows that the average days lost were 8.02 days per fte.

Joint 2015-16														
Service Area	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	total	
Business Transformation	21.97	25.67	19.07	22.00	4.19	7.44	12.20	40.76	47.71	38.76	36.30	17.85	293.92	
Community Services	119.32	100.42	87.81	136.58	129.42	158.67	107.07	81.55	89.76	64.89	82.93	61.77	1220.19	
Customer Services	96.65	66.47	82.53	70.92	49.17	51.15	75.68	90.27	21.05	37.23	58.21	37.43	736.76	
Environmental	132.06	162.44	184.14	222.58	96.10	125.82	163.68	137.74	107.88	127.10	65.10	161.59	1686.23	
Legal, Equalities & Democratic	0.62	0.08	0.50	0.62	17.36	22.64	19.22	11.16	0.00	0.00	8.82	0.00	81.02	
Planning & Regeneration	5.58	19.10	9.95	3.10	1.86	21.27	25.17	23.95	2.35	2.48	19.40	0.62	134.83	
Chief Executives Unit	22.63	0.00	0.00	1.24	0.00	1.24	0.00	16.30	19.12	3.00	1.86	1.16	66.55	
WRS	40.92	20.46	20.21	19.22	1.24	4.38	28.52	9.92	8.90	15.99	11.34	4.71	185.81	
Housing Services	166.36	153.88	193.59	204.24	189.85	194.93	223.70	228.10	178.55	283.87	226.59	185.25	2428.91	
Leisure & Cultural	64.19	58.97	44.26	36.44	49.91	26.64	34.47	12.33	0.62	21.58	16.00	3.50	368.91	
Finance	8.11	1.86	9.65	2.48	0.00	0.62	0.00	14.26	3.39	1.26	27.28	17.93	86.84	
total FTE	872.38	879.81	932.44	928.09	926.78	951.57	917.36	893.25	902.34	897.72	919.3	886.62	7289.97	8.02
												908.9717		

Joint: Monthly comparison of days per FTElost in service areas



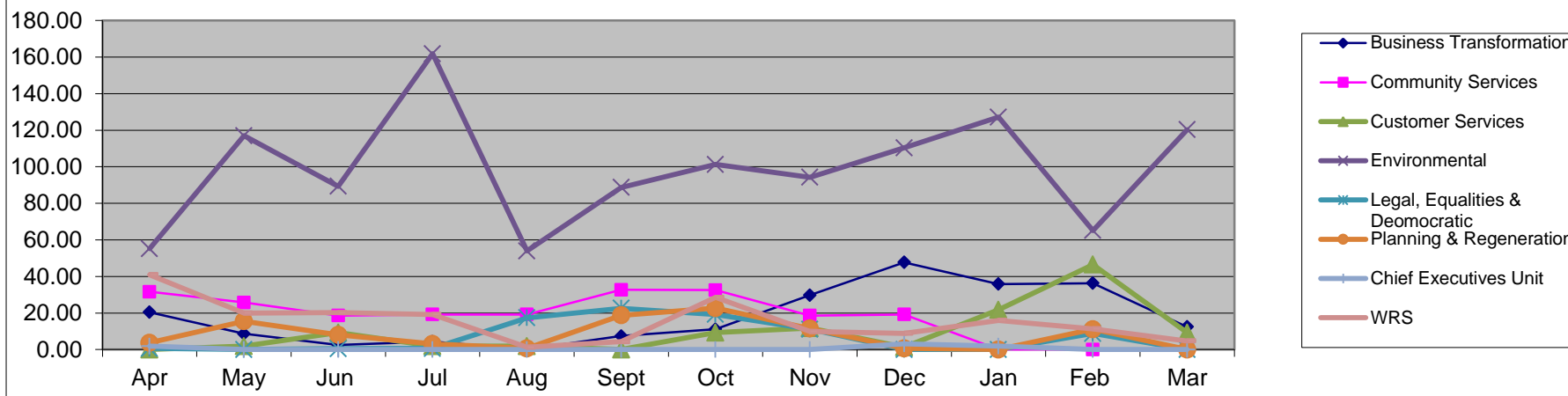
The graph below shows the average days lost were 5.33 per FTE for Bromsgrove District Council.

Service Area	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	total
Business Transformation	20.46	8.68	2.48	4.34	0.00	7.44	11.16	29.76	47.71	35.89	36.30	12.40	216.62
Community Services	31.62	25.79	18.60	19.22	19.22	32.68	32.51	18.60	19.22	0.00	0.00	0.00	217.46
Customer Services	0.00	1.86	9.30	1.86	1.86	0.00	9.30	11.78	1.24	21.75	46.50	9.30	114.75
Environmental	55.18	116.96	89.28	161.82	53.94	88.66	101.26	94.24	110.36	127.10	65.10	120.28	1184.18
Legal, Equalities & Democratic	0.62	0.00	0.50	0.62	17.36	22.64	19.22	11.16	0.00	0.00	8.82	0.00	80.94
Planning & Regeneration	3.72	15.50	8.04	3.10	0.62	18.79	22.69	11.55	0.62	0.00	11.16	0.00	95.79
Chief Executives Unit	1.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.10	1.86	0.00	0.00	6.82
WRS	40.92	20.02	20.21	19.22	1.24	4.36	28.52	9.92	8.90	15.99	11.34	4.71	185.35
Total FTE	336.70	331.12	404.75	360.78	344.94	364.54	402.30	433.86	440.89	440.64	436.64	430.54	2101.91

5.3351

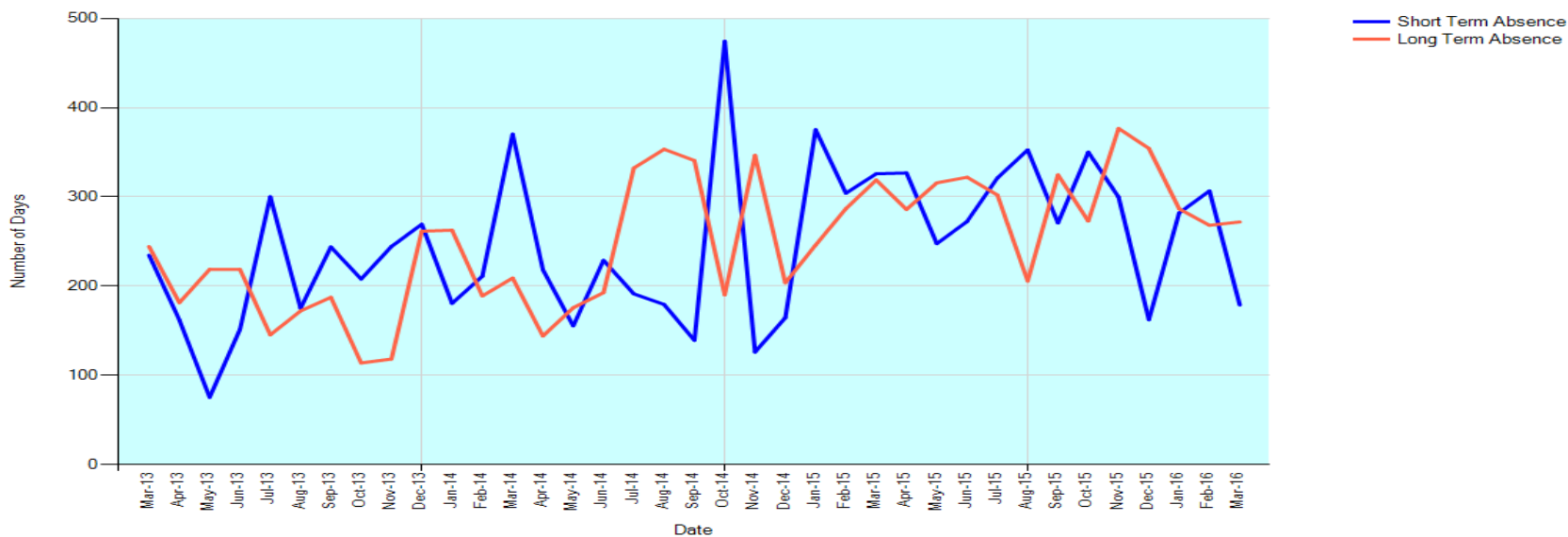
393.975

BDC Monthly comparison of days per FTE lost in service areas



The graph below shows combined RBC & BDC sickness absence broken down for short term and long term (long term is defined as 28 days plus). There has been a decrease in short term absence between January and March 2016 with long term absence remaining broadly similar.

Both Authorities - Sickness Absence



Reasons for Absence (January to March 2016)

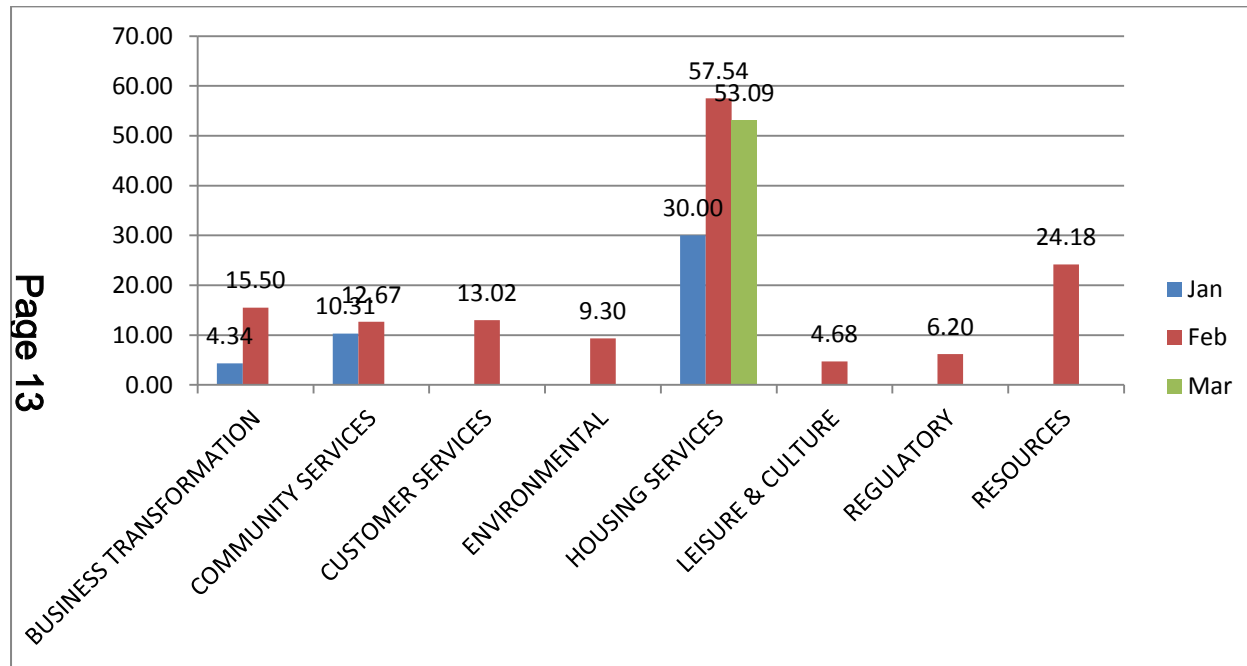
The table below shows the main types of absence that is reported, and gives a breakdown during the period January to March 2016.

The data shows that February saw a significant increase in Back/Neck absence, which reduced slightly in March; absence relating to Stress, Depression, Anxiety showed a significant increase in February but a reduction in March; musculo-skeletal, Stomach etc, Heart / Blood pressure absence and ENT all saw a slight increase each month, however Infection and Chest/Respiratory both saw a decrease in the number of absences during March.

Absence reasons - 4th quarter					
Jan to March 2016					
Reason	Jan-16	Feb-16	change from previous month	Mar-16	change from previous month
Back and Neck Problems	3.72	46.97	increase	38.44	decrease
Other Musculo-Skeletal	44.1	54.88	increase	63.86	increase
Stress, Depression, Anxiety	44.65	143.09	increase	56.82	decrease
Infection (inc headache)	44.59	40.02	decrease	23.12	decrease
Genito-urinary	0	0	same	0	same
Pregnancy related	0	0	same	0	same
Stomach, liver, kidney	9	3.72	decrease	8.47	increase
Heart, blood pressure	0	0	same	4.36	increase
Chest & Respiratory	2.97	7.75	increase	3.54	decrease
Eye, ear, nose, Throat	0	25.48	increase	35.26	increase
Other	41	179.7	increase	102.85	decrease

The table below shows stress related absence between January and March 2016. From this table it is evident that there has been consistent absence during the period January to March 2016 in Housing Services. This may be in some part related to uncertainty at work, as it is widely known that a service review is imminent. The Council is working hard to support employees with a stress related illness, either of a personal or work related nature, through their Time to Talk and other initiatives such as “Phone a Friend”. In addition, the Council has invested in a more comprehensive Employee Support Programme, which offers a confidential advice and counselling service to support all employees and their families with any concerns they may have, whether it be personal or work related.

Stress, Depression & Anxiety (Jan to March 2016):



Development with sickness absence recording

Over a period of time we have reviewed the sickness data to identify how it can be used effectively to support the organisation. It was identified that a core problem is the lack of real time recording which means that the data we hold may not be accurate. As a result a trial has been undertaken in a number of services where they have been directly inputting sickness absence into the HR/Payroll system as it occurs. The benefits of the trial have been;

- Real time data
- Managers have access to electronic sickness absence data to help manage and understand their services
- Reduced administrative processes

The trial will be further extended, building on what we have learnt so far. Guidance and training will be given to managers to use the HR/Payroll system. HR Officers will be working very closely with managers to implement the changes and to assist managers to analyse data.

Sickness absence will be combined with other data sets to further explore trends and issues. We are currently working to ensure that all relevant sickness data will be available on the Dashboard over the forthcoming weeks.



Overview and Scrutiny **Annual Report**

2015 - 2016



Bromsgrove
District Council

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OVERVIEW AND SCRUTINY ANNUAL REPORT 2015-16

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FOREWORD FROM THE CHAIRMAN

Welcome to the Bromsgrove District Council's Overview and Scrutiny Board's Annual Report for 2015-2016.

The Board have been active this year in supporting scrutiny around the town centre regeneration, in particular the Hannover Street / George House development. The Board held an additional meeting in June 2015 to allow for pre-scrutiny of the proposals and a further meeting in September 2015 to provide input into the final decision.

The Board became aware, as a result of the Making Experiences Count Quarter 4 Report in 2014, of increasing complaints relating to Development Control and planning matters. The Board has this year sought to work with the Portfolio Holder for Planning and the officers in Development Control to monitor progress in moving the Council out of designation. Regular reports were received at the Board and it welcomed news early in 2016 that the Council had been taken out of designation by central Government.

A further focus for the Board this year has been the issue of homelessness in Bromsgrove and the future of homelessness provision when the current Burcot Lodge closes, my thanks to Councillor Sean Shannon for raising this subject with the Board. Following a number of officer presentations on plans to provide homelessness support in the future it was agreed by the Board to launch an investigation into the impact of the future closure of Burcot Lodge and the potential impacts to the Council and our local residents of the changes imposed by central Government to the benefits system.

The Board has also spent considerable time considering leisure services and specifically scrutinising the Dolphin Centre replacement this year. The Board felt it necessary in December to remind the Cabinet of the original Board recommendation regarding sports hall provision alongside the Dolphin redevelopment.

The Board has a responsibility for finance monitoring, overview of the budget and corporate performance. There is still some way to go in achieving timely and clear information to support this vital function of the Board. We look forward to working with finance and performance officers this year to build on the improvements of the past two years and also to build the corporate dashboard into our oversight as a Board.

A particular focus of work for the Board this year has again been the vexed issue of car parking in Bromsgrove, and the interplay with growing the local economy. My particular thanks to Cllr Karen May who led the task group on this issue, and the

members of the Council that supported this important work. The Cabinet chose to accept the majority of recommendations in respect of this task group aside from pushing forward with developing an Economic Development Strategy for the town, choosing instead to implement a review of the existing Economic Priorities to strengthen the focus on car parking as a driver in the local economy.

In terms of the operation of the Board this year, the year began with a training workshop for members. This proved an excellent opportunity for us, existing members and new, to develop our skills and knowledge of scrutiny. We are grateful to our officers for developing and facilitating this workshop. The session highlighted a number of areas for future discussion by the Board. Members also chose to adopt a more cross-party approach to delivering their function – resolving to no longer sit or identify by political group at Overview and Scrutiny Board meetings.

As in previous years the Board has scrutinised the North Worcestershire Community Safety Partnership as well as having received regular and thorough updates from our representative on the Health Overview and Scrutiny Committee, Cllr Brian Cooper.

Finally, I would like to take this opportunity to thank all of the Members of the Board, in particular the Vice Chairman, Councillor Karen May, and those Democratic Services Officers that have supported our work so diligently and professionally, enabling the Board to achieve and deliver its programme of work this year.

Councillor Luke Mallett
Chairman

INTRODUCTION

We are pleased to present the Overview and Scrutiny Annual Report which outlines our work during 2015/16 and provides general information on the overview and scrutiny processes at Bromsgrove District Council.

There were a number of Members who were new to the Overview and Scrutiny process this municipal year and the Board took the opportunity to reinforce the importance of its Members being 'a' political.

On 15th June 2015 a training/work planning evening was held, to which all non-Executive Members were invited. This consisted of basic background information about the role of Scrutiny in the decision making process together with a number of interactive exercises, based on Members experiences with residents and the Council's strategic purposes. The aim was to highlight those concerns which affected residents the most and then consider how best Scrutiny could assist in making changes where appropriate.

Overview and Scrutiny is a key part of the democratic decision making process in local Councils, where elected Councillors outside of the Cabinet can contribute to shaping Council policy, community well-being and accountability. This is done by reviewing Council services and policies, community issues and key decisions and making recommendations for improvement.

The four key principles of Overview and Scrutiny, as defined by the Centre for Public Scrutiny (CfPS), the lead charitable organisation supporting Overview and Scrutiny in the country, are:

- Provides a 'critical friend' challenge to executive policy makers and decision-makers.
- Enables the voice and concerns of the public to be heard.
- Is carried out by 'independent minded Members' who lead and own the scrutiny role.
- Drives improvement in public services

The Members of the Board consider these principles when selecting topics to investigate whether it is holding the executive to account, reviewing policies, policy development or scrutiny of external bodies.

MEMBERSHIP (The Board is made up of 11 Members)



Cllr Luke Mallett – Chairman



**Cllr Karen May
(Vice Chairman)**



Cllr Chris Allen-Jones

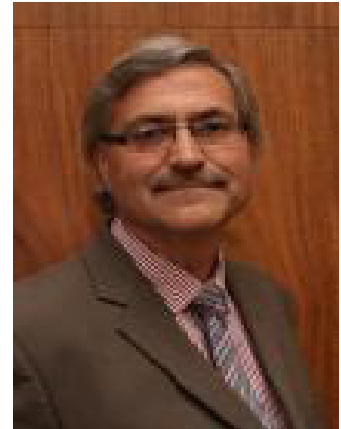


Cllr Sue Baxter

Agenda Item 5



Cllr Chris Bloore



Cllr Steve Colella



Cllr Brian Cooper



Cllr Richard Deeming
(w.e.f. 14th December 2015)



Cllr Malcolm Glass

Agenda Item 5



Cllr June Griffiths
(from 2nd June to 13th December 2015)



Cllr Roger Smith



Cllr Phil Thomas

THE ROLE OF THE OVERVIEW AND SCRUTINY BOARD

Overview and Scrutiny is a key part of the Council's political structure and it plays a vital role in improving the services that people of the District use, whether a resident, employed here or just visiting. It does not just look at the way the Council does things, it can look at anything which affects the lives of people within the District and it allows citizens to have a greater say in Council matters.

Overview and Scrutiny allows Councillors to review and scrutinise decisions, look at existing practices and make recommendations to help ensure the residents of Bromsgrove District receive excellent services. The aim is to ensure Overview and Scrutiny adds value to the Council's decision-making process and makes a positive contribution towards policy development.

The detailed terms of reference and procedure rules for the Overview and Scrutiny Board can be found at Part 5 and Part 12 of the Council's Constitution. The Council's Constitution can be accessed by using the following link.

<http://svmodern.gov:9072/ieListMeetings.aspx?CId=329&Year=0> (Please click on the latest date to access the most recent version of the Council's constitution).

Number of Meetings

The Overview and Scrutiny Board met on a monthly basis during 2015-16 and there were a total of 12 meetings throughout the year. Eleven meetings had been scheduled in to the Calendar of Meetings with an additional meeting arranged due to pre-scrutiny work being held on 2nd June 2015.

REPORTS RECEIVED AND RECOMMENDATIONS MADE BY THE BOARD

The Board continues to receive regular updates in order to monitor the progress of recommendations it has made, through the Quarterly Recommendation Tracker. This contains both recommendations put forward by Task Groups and accepted by the Cabinet, together with recommendations put forward by the Board itself. In respect of Task Groups the Board does, where necessary, receive an update report 12 months following acceptance of its recommendations.

During the course of the year the Board received a number of reports and made a number of recommendations. There has been excellent support from the relevant Portfolio Holders this year, with regularly attendance from a number of them when a report which relates to their portfolio has been presented to the Board. This has given them an opportunity to hear first-hand the debate and ideas that the Board have put forward. On a number of occasions, whilst the Board has not made any recommendations in respect of an item it has endorsed and supported those recommendations which would be considered by Cabinet at its meeting.

George House/Hanover Street Car Park Site

It was highlighted at the Board's November 2014 meeting that Cabinet would be receiving a report on the Hanover Street Remarketing and the disposal of the Stourbridge Road site and it was agreed that the Board would hold an extra meeting, prior to Cabinet to pre-scrutinise these reports. A number of officers together with the Leader and relevant Portfolio Holder and a representative from the commercial property consultants involved, attended a very productive meeting, which led to a number of recommendations being considered and whilst the wording of those recommendations was slightly amended, they were agreed by Cabinet in principle.

A special meeting of the Board was held on 2nd June 2015 in order to consider a report which focused on the outcome of the marketing exercise for the Hanover Street Car Park and George House site; the process that had been followed by the Council, the preferred bidder's identity and further detail about the bid, prior to the report being considered by Cabinet. The discussions covered such areas as any planning permissions which would be required, any implications on car parking and the actual process which had been followed.

The topic was further discussed at its meeting in September 2015 when the Board was given the opportunity to comment on changes to the way in which the development would be built, prior to the matter being discussed at Cabinet and the final decision being made at full Council

Development Control

During consideration of the Making Experiences Count Quarter 4 Report in 2014, Members highlighted that there had been an increase in the number of complaints that had been received during the period in respect of planning matters. In particular, there were concerns about the delays in resolving planning applications that appeared to be causing these complaints. Members therefore received a verbal update from the Head of Planning and Regeneration with the outcome being that the Board would receive a six monthly update containing data on the backlog of outstanding applications in order to monitor progress on this. The first of these reports was received by the Board at its January 2015 meeting, when a number of further points and concerns were raised. The Head of Planning and Regeneration and the Portfolio Holder attended the March meeting and discussed those concerns in more detailed.

The Board has continued to receive quarterly updates in respect of the backlog and actions that have been taken to reduce that backlog. A report was received at its August 2015 meeting and a further report, which contained amendments that had been requested, came to the November meeting. It is hoped that in the future Members will be able to access the information via the Corporate Dashboard (see item below for full details of this), but it is currently agreed that it would be more appropriate for the Board to continue to receive a report.

Disposal of Burcot Lodge Emergency Homeless Unit

At its July meeting the Board considered a topic proposal in respect of Burcot Lodge, which provided emergency housing to vulnerable individuals at risk of homelessness, was due to be included as part of the sale of the Council House site. After consideration Members requested further information before making a decision as to whether it was appropriate for a Task Group to be formed. A report was received at the August meeting which provided broad details of the options which were being considered and Members requested a further update which came to its October meeting. A final update was presented to the Board at its January 2016 meeting, which provided details of the current position and the options for replacement of the Unit, following the sale of the old Council House site, which would be considered by Cabinet together with the financial implications of those options. The information received in that update report led the Board to agree to a Short Sharp Review being set up to look into the effects of the closure of the Unit together with potential impact to the Council and its residents of the forthcoming changes imposed by central Government to the benefits system.

Finance Monitoring and Overview of the Budget

The Board continued to receive regular quarterly finance monitoring reports and, following a recommendation from the previous municipal year, the format of those reports has been updated to include a number of suggestions made by the Board.

For the second year running, the Board has been able to take a more active role in the scrutiny of the Council's budget. They have considered a number of reports over five meetings, including an Overview of the Budget, Fees and Charges Report, Capital Budget and a pressures and savings report. Whilst considering these reports, Members had highlighted the difficulty in respect of timing, as often the Board did not receive the reports until after Cabinet had considered them, therefore rendering it unable to do any constructive pre-scrutiny work. With this in mind the meetings for 2015/16 have, where possible, been scheduled a week prior to the Cabinet meetings to enable this work to be carried out more successfully. This is something which will be further addressed in the next municipal year. The Board has scheduled at its April meeting an item which will consider how successful it feels this year's budget scrutiny work has been and whether there are any changes that could be made for the future which would allow the Board to play a more active role in the process, particular reference will be made to the timing of when reports are received as it was felt that whilst progress has been made, this could be improved further in the future.

Leisure Provision Task Group and the Dolphin Centre

During consideration of the Quarterly Recommendation Tracker at the November 2015 meeting the Board was advised that a number of the recommendations that had been made by the Leisure Provision Task Group remained to be implemented. Members of that Task Group had carried out pre-scrutiny of the business case for the replacement Dolphin Centre. Members were keen to hear of progress in respect of the recommendations which had been made. An update was therefore requested from the Head of Leisure and Cultural Services. A detailed update was provided at the December meeting which led to Members making a further recommendation to the Cabinet reminding them of the original recommendation which had been agreed.

Corporate Dashboard

Part of the role of Overview and Scrutiny is performance monitoring. This area of work has been neglected of late as the Council no longer has Key Performance Indicators set by central Government. However, officers have been working towards developing a new Performance Measures Dashboard. The aim of the Dashboard is to present performance data in a new and meaningful way in line with the Council's systems thinking approach to service delivery.

The Board received a demonstration on the Dashboard at its December 2015 meeting and discussed how best it could be used for the purpose of Overview and Scrutiny. It was anticipated that Members would be able to access the Dashboard individually and officers would upload data onto it, with explanatory notes and contact details of lead Officers. Members were encouraged to access the Dashboard and provide feedback to officers whilst it was still in its early stages of development.

Staff Survey Update

The Board had previously received the results of the staff survey back in June 2014 and in light of the discussions at that meeting had placed an update report on its Work Programme to be scheduled in when convenient. As some time had elapsed since that meeting, the Board was keen to ensure that the actions arising from the survey had been dealt with and requested an update report to be brought before the February 2016 meeting. At that meeting Members considered the progress which had been made in respect of the action plans that had been put in place learnt that a further survey would be sent out in April. This would be along similar lines to the original survey in order to provide comparative data. It was also hoped that analysis of that data would be available much sooner than the previous survey. The Board requested that it have sight of this and the item was therefore retained on its Work Programme for the new municipal year.

Scrutiny of the North Worcestershire Crime and Disorder Reduction Partnership

The Board has a statutory duty to hold at least one meeting a year which covers the scrutiny of the work of the local Crime and Disorder Reduction (CDRP) partnership. In the case of Bromsgrove District Council this is the North Worcestershire Community Safety Partnership.

At its March 2016 meeting the Board considered a report from the Community Safety Manager which provided a comprehensive update in respect of the work of the North Worcestershire Community Partnership, which covered funding and projects which were being undertaken.

WORCESTERSHIRE HEALTH OVERVIEW & SCRUTINY COMMITTEE (HOSC)

The Council's representative on this Committee must be a Member of the Overview and Scrutiny Board and is required to provide the Board with regular updates on the work being carried out.

Councillor Brian Cooper has continued as the Board's representative this year providing regular updates on what has been discussed at these meetings. Where appropriate the minutes from a relevant meeting have been provided for Members' consideration.

During the year Councillor Cooper highlighted the following areas and responded to questions from other Members when raised:

- Primary Care commissioning and GP access
- Worcester Cancer Services
- Alexandra Hospital Maternity Services
- Draft Joint Health and Well-being Strategy 2016-19
- Worcestershire Acute Hospitals Trust and an unannounced CQC inspection.
- Health services for patients living on the borders of Worcestershire.

In December 2015 the Chairman reported that he had been approached by another member of the Council who was concerned about the services that were being provided to residents who were members of GP Practices that were not part of a Worcestershire Clinical Commissioning Group (CCG). At the request of the Board Councillor Cooper raised this for the consideration of HOSC, though it was not possible for the Committee to consider the matter in detail until after the local elections in May 2015. The Committee then brought this matter to the attention of the CCGs, though no solution was identified to the problem.

The Board remained concerned about this issue, particularly after learning that similar concerns had been raised at a local CALC meeting. In order to address these issues and residents' concerns the Board agreed that the Chief Executive of the Council should be asked to write a letter to the Chief Executive and Medical Director of NHS Arden Herefordshire and Worcestershire Area Team as, in their capacity as the senior leads for the regional branch of NHS England, it was suggested that they might be in a position to influence CCGs to work better together to resolve this problem to the benefit of patients. A letter was subsequently sent to the team and an acknowledgement was received. The Board had agreed that it might also be useful to consult with a representative of Worcestershire HealthWatch about this matter and it is possible that further information about progress in terms of addressing these problems may be made available when this occurs.

Agenda Item 5

Following the updates at the November and December meetings, the Board put forward 2 recommendations; one in respect of the inclusion of Air Quality as a priority in the draft Joint Health & Well-being Strategy 2016-19 and the second was a request for the Leader to clarify the Council's position in respect of the outcome of the Worcestershire Acute Hospitals Trust being placed in special measures following the CQC inspection.

Cabinet supported the Board's proposal in respect of the inclusion of Air Quality as a priority in the Joint Health and Well-Being Strategy and recommended that Council endorse the proposal from the Board. In January 2016 the Leader attended a meeting of the Board to provide further clarification about the Council's position in respect of Worcestershire Acute Hospitals Trust being placed in special measures.

TASK GROUP INVESTIGATIONS & SHORT, SHARP REVIEWS CARRIED OUT

The detailed final reports of all these investigations can be found on the Council's website within the Overview and Scrutiny section.

Evening & Weekend Car Parking Task Group

Membership: Councillors Karen May (Chairman), Margaret Buxton, Malcolm Glass, Sean Shannon and Shirley Webb

Deadline: March 2016

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.

The Task Group held its first meeting on 30th September when it discussed how best to carry out its investigations. It quickly became apparent from the work already carried out at the early stages of the investigation that an assessment of the success of the introduction of 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 and 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.

The Group made 4 recommendations which were considered by the Board at its March meeting, which cover a number of areas including the need for a car parking strategy to be put in place as soon as possible. Full details of the recommendations and the detailed final report can be found on the Overview and Scrutiny pages of the Council's website.

Preventing Homelessness in Bromsgrove Task Group

Membership: Councillors Chris Bloore (Chairman), Sue Baxter, Brian Cooper, Sean Shannon and Roger Smith

Deadline: September 2016

At its meeting held on 18th January and following a number of presentations and update reports in respect of the Burcot Lodge Emergency Homeless Unit disposal, the Board agreed that a Short Sharp Review should be established to look further into the effects of both the disposal of this unit and the impending changes to the welfare system imposed by central Government.

The Review Group held its first meeting on 25th February and its terms of reference were considered by the Board at its meeting on 29th February 2015. Following the initial meetings, it soon became clear to the Group that this was a complex subject and in order to do it justice it was requested at the March 2016 meetings of the Board that the review be extended to a full Task Group exercise. It will now present its findings and any recommendations at the Board meeting to be held in September 2016 and in the meantime continue to provide verbal updates on the progress of the investigation at future Board meetings.

JOINT OVERVIEW AND SCRUTINY INVESTIGATIONS

Increasing Physical Activity Joint Scrutiny Task Group

Bromsgrove District Council representative: Councillor June Griffiths (until 13/12/15)

Deadline: March 2016

The Worcestershire County Council's (WCC's) Overview and Scrutiny Performance Board (OSPB) at its meeting on 26th February 2015 discussed the Worcestershire Public Health Annual Report 2014, a theme of which was to increase opportunities for participation in physical activity. This highlighted that "physical activity rates decrease quite steeply after the age of 45"... (although) .. "when comparing with the region and England, Worcestershire participation rates are relatively high". It also noted that "there is fragmentation of responsibility between County, District and national (Sport England) levels."

The County Council was keen to ensure opportunities to access sport and physical activity were available to all, and were interested to find out what impact the 2012 Olympics had had on participation rates.

Following Councillor Griffiths standing down from the Board it was agreed that due to the Task Group's work coming to a conclusion a replacement would not be sought. However, it was requested that the Chairman of the Task Group attend the relevant Board meeting to present the findings of the Group. There has been some delay in the final report being produced, which originally was given as December 2015, and has currently slipped to June 2016. At the time of writing this was still awaited.

PLANS FOR THE FUTURE

FURTHER INFORMATION

Overview and Scrutiny Board Meetings

Overview and Scrutiny Board meetings are open to the public. To find out more visit our website at <http://www.bromsgrove.gov.uk/council/the-council/overview-and-scrutiny.aspx> or telephone 01527 881288 and ask to speak to the Democratic Services Officer.

Public Involvement

If you would like to have your say on issues being considered by Overview and Scrutiny or to suggest a topic for consideration you can email scrutiny@bromsgrove.gov.uk or complete the form on the Council's website at <http://www.bromsgrove.gov.uk/council/the-council/overview-and-scrutiny/public-participation.aspx>

Giving Evidence

Members of the public or organisations with a special interest or knowledge about a particular topic being considered by Overview and Scrutiny can put forward evidence to a Committee or appear as a witness to give evidence for an investigation. If you think you or your organisation might be able to participate in an issue currently under review, please contact us.

If you have a personal issue with a Council service you may find it more useful to contact your local ward Councillor who can help you decide the best way to take it forward.

Contact Overview and Scrutiny

If you would like to find out more about any aspect of the Overview and Scrutiny Board then you can email scrutiny@bromsgrove.gov.uk or telephone 01527 881288 and ask to speak to the Democratic Services Officer.

Further information can also be found on the Council's website. Please go to <http://www.bromsgrove.gov.uk/cms/council-and-democracy/oands-welcome-page.aspx>

**Overview and Scrutiny
Legal, Equalities and Democratic Services
Bromsgrove District Council
Parkside
Market Street
Bromsgrove B61 8DA**



**This report can be provided in
large print, braille, on audio CD or tape,
or on computer disc.**

"Need help with English?" Contact Worcestershire HUB, Bromsgrove 01527 881288

'Potrzebujesz pomocy z angielskim?' Skontaktuj się z Worcestershire HUB, Bromsgrove, tel.: 01527 881288

"İngilizce için yardıma ihtiyacınız var mı?" 01527 881288 numarayı arayıp Worcestershire HUB, Bromsgrove ile irtibata geçin

"ইংরাজির জন্য সাহায্য চাই ?" 01527 881288 নম্বরে উস্টাশায়ার হাব [HUB] ব্রমসগ্রোভ [Bromsgrove]-এ টেলিফোন করুন

"ਅੰਗਰੇਜ਼ੀ ਵਿਚ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ?" ਵਰਸੈਸਟਰਸ਼ਾਇਰ ਹੱਬ [HUB] ਨੂੰ ਬਰੋਮਸਗ੍ਰੋ [Bromsgrove] ਵਿਖੇ 01527 881288 'ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ

"انگریزی میں مدد چاہتے ہیں؟" ورسیسٹر شائر ہب [HUB]، برومزگرو [Bromsgrove] میں 01527 881288 پر رابطہ کریں



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District Council

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

25th April 2016

RECOMMENDATION TRACKER REPORT

1. SUMMARY

This Recommendation Tracker lists all recommendations made by the Overview and Scrutiny Board (including Task Group recommendations which have been agreed by Cabinet) until implementation is complete.

The recommendations are grouped in date order and by topic.

(N. B. Column 4 also shows each month the Tracker comes before the Board. To ensure recommendations are reviewed at the appropriate time, a tick is placed next to the quarter for which the Cabinet response advised the recommendation was estimated to be implemented.)

2. RECOMMENDATIONS

- 2.1 That the Board notes the Quarterly Recommendation Tracker and agrees to the removal of any items which have been completed.

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
EVENING & WEEKEND CAR PARKING TASK GROUP										
21 st March 2016	<u>Recommendation 1</u> 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.	6 th April 2016	Jan (2016)		April		June		Oct	√
			<u>Formal Cabinet Response awaited</u> From the Cabinet minutes the Recommendation wording was amended as follows: <i>The Council needs to formulate a clear Economic Development Priorities to assess the impact on car parking as soon as possible, whilst considering the following key features of any such strategy:</i> a) <i>Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.</i> b) <i>Working with partners in business and retail to develop the Economic Priorities that includes car parking options and tariffs that encourage customers to visit Bromsgrove.</i> c) <i>Ensure car parking arrangements support the Council's Economic Priorities..</i>							
21 st March 2016	<u>Recommendation 2</u> Having formulated the Economic Development Strategy it is recommended that an external expert be engaged by the Council, with a clear remit of what the Council wishes	6 th April 2016	Jan (2016)		April		June		Oct	√
			<u>Formal Cabinet Response awaited</u> From the Cabinet minutes the Recommendation wording was amended as follows:							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	<p>to achieve, it is suggested that such a consultant would need to consult with the following Council officers/Members:</p> <p>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.</p>		<p><i>Having formulated the Economic Priorities 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> <p><i>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. f) Town Centre Manager</i></p>							
21 st March 2016	<p><u>Recommendation 3</u> 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.</p>	6 th April 2016	Jan (2016)		April		June		Oct	√
			<p><u>Formal Cabinet Response awaited</u></p> <p>The wording of this recommendation was agreed as it stands by the Cabinet.</p>							
21 st March 2016	<p><u>Recommendation 4</u> Until the introduction of a strategy the current parking charges and</p>	6 th April 2016	Jan (2016)		April		June		Oct	√
			<p><u>Formal Cabinet Response awaited</u></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	concessions should be maintained (including the continuation of free evening car parking).		<p>From the Cabinet minutes the Recommendation wording was amended as follows:</p> <p><i>Until the review of the Economic Priorities, the current parking charges and concessions should be maintained (including the continuation of free evening car parking).</i></p>							
LEISURE PROVISION TASK GROUP										
17 th November 2014	<u>Recommendation 1</u> (a) That charges for leisure facilities & services, such as the Dolphin Centre, should be used to promote usage and participation in leisure activities; and (b) That the Council's concession scheme should be publicised where appropriate to ensure price is not a barrier to participation in leisure activities.	3 rd December 2014	Jan (2016)		April	√	June		Oct	
			<p><u>Cabinet Response</u> The Cabinet felt that the wording of (a) should be amended slightly as set out below to clarify the intention behind it. <i>"that the charging structure for leisure facilities and services be used to encourage usage and participation in leisure activities."</i></p> <p>Recommendation (b) was approved.</p> <p>Ongoing – the Board may wish to consider how this could be monitored or whether the recommendation can now be removed from the tracker.</p>							

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

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			The recommendation will therefore be removed from future trackers.							
17 th November 2014	<p><u>Recommendation 4</u></p> <p>(a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and</p> <p>(b) If the negotiations with BAM are unsuccessful, then Cabinet reconsider and make recommendations to full Council for the facility to include a Sports Hall.</p>	3 rd December 2014	Jan (2016)	√	April		June		Oct	
			<p><u>Cabinet Response</u></p> <p>Recommendation (a) was approved.</p> <p>In respect of Recommendations (b) the wording was agreed as follows: <i>“that if the negotiations with BAM are unsuccessful, then Cabinet reconsider options for the facility to include a Sports Hall”.</i></p> <p><u>Cabinet further Response 6th January 2016</u></p> <p>Following a further recommendation from the Board requesting the Cabinet remain observant of its decision made on 3rd December 2014, the Cabinet, after discussion rescinded the recommendation (b).</p> <p>It is therefore recommend that these items be removed from the recommendation tracker.</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
YOUTH PROVISION TASK GROUP										
15 th July 2013	<u>Recommendation 1</u> That Worcestershire County Council ensures that regular meetings between the commissioner and local providers of Positive Activities (within the Bromsgrove District) take place to ensure there is no overlap of services and to enable best practices to be shared.	4 th September 2013	Jan (2016)		April	√	June		Oct	
			<p><u>Cabinet Response</u> – Agreed</p> <p><u>October 2015</u> WCC have been approached on a number of occasions for an update – a further email has been sent (2nd November 2015) with the request for a response in respect of recommendations 1, 2, and 3. At the time of writing</p> <p><u>January 2016</u></p> <p>The following response has been received from WCC: <i>Regular (quarterly) “positive activities provider network” meetings have been held over the past 2 years. These have been well attended by Bromsgrove’s commissioned provider organisations.</i> <i>There is recent evidence of improved collaboration between organisations as they have been discussing the best approach to tendering for the next round of WCC Positive Activities funding for 2016-19 (tendering still in progress – outcome expecting during February 2016).</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			It is therefore suggested that this item be removed from the Tracker.							
15 th July 2013	<u>Recommendation 2</u> That Bromsgrove District Council write to Worcestershire County Council highlighting its concerns in respect of the limited life span and uncertainty over the provision of a building for the youth services provided by EPIC in the Rubery Ward.	4 th September 2013	Jan (2016)		April	√	June		Oct	
			<p><u>Cabinet Response</u> – Agreed Members were concerned that little progress appeared to have been made by the County Council in identifying alternative accommodation.</p> <p><u>January 2016</u></p> <p>The following response has been received from WCC: <i>Since this recommendation was made, the County Council identified the potential for some conversion / refurbishment of community space available at a building on the site of Beaconside Primary School in Rubery.</i> <i>With a combination of a small County Council Property Services investment and local county councillor discretionary funds from councillor Peter MacDonald, space was refurbished and made available rent free by the school to enable youth groups to meet there.</i> <i>In addition, the current provider (now</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><i>Worcestershire YMCA since EPIC withdrew from their Positive Activities contract) now has a very good relationship with St Chads church in the centre of Rubery and is also making provision from the hall there, which offers a larger and more appropriate space for some activities.</i></p> <p><i>The previous site of the County Council's Rubery Youth Centre was sold to BDHT and has been transformed to offer 18 or more affordable homes.</i></p> <p>It is therefore suggested that this item be removed from the Tracker.</p>							
15 th July 2013	<p><u>Recommendation 3</u> That Worcestershire County Council ensure that the activities, which should focus on the Town Centre and provided by the £15k from Sandwell Leisure Trust, are commissioned through the Positive Activities process to ensure that no further delays occur.</p>	4 th September 2013	Jan (2016)		April	√	June		Oct	
			<p><u>Cabinet Response</u> – Agreed</p> <p><u>January 2016</u></p> <p>The following response has been received from WCC: <i>The additional annual funding provided through the agreement with Sandwell Leisure Trust has been added to the allocated budget for Positive Activities in Bromsgrove since 2012-13. It has supported youth worker input to the regular Roller Disco sessions at Ryland (other costs met by SLT) and</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><i>also a specific group for young people with learning disabilities. The current commissioned provider of Positive Activities (YMCA) has a good working relationship with SLT staff now running the Ryland Centre.</i></p> <p><i>This financial commitment by SLT continues and the extra funds will be allocated to provision for young people in the town centre area, including at the Ryland Centre, for the next three years as part of the commissioning process for 2016-2019.</i></p> <p>It is therefore suggested that this item be removed from the Tracker.</p>							
15 th July 2013	<p><u>Recommendation 6</u> That the Chairman of the Task Group (supported by Democratic Services Officers) give a presentation, of the Task Group's findings, to CALC in order to encourage Parish Councils to support local youth groups.</p>	4 th September 2013	Jan (2016)		April	√	June		Oct	
			<p><u>Cabinet Response</u> – Agreed</p> <p><u>Update July 2014</u> <i>To date this has not taken place.</i></p> <p><u>October 2015</u> <i>As previously discussed the CALC meetings are held quarterly and there has not, to date been an appropriate opportunity for this recommendation to be considered. In light of discussions at the last O&S meeting Members may wish to discuss</i></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)						
			<p><i>whether they think it would be appropriate to action this recommendation due to the time which has elapsed.</i></p> <p><u>January 2016</u> <i>Arrangements have been made for the Chairman of the Task Group to attend the CALC meeting due to be held on 9th March 2016.</i></p> <p><u>April 2016</u> <i>This has now taken place.</i></p> <p>This item will be removed from future trackers.</p>						
15 th July 2013	<p><u>Recommendation 10</u> That the Overview and Scrutiny Board includes within its Work Programme an investigation into the provision of services available to disaffected young people and those not in education, employment or training within the District.</p>	4 th September 2013	Jan (2016)		April	√	June	Oct	
			<p><u>Cabinet Response</u> – it was felt this was a matter for the Overview and Scrutiny Board to determine as part of their future work programme.</p> <p><u>Update July 2014</u> <i>This has been included on the O&S Board's Work Programme, for its consideration if they so wish.</i></p> <p><u>October 2015</u> <i>Youth Provision continues to be an item on the O&S Board's work programme for consideration at</i></p>						

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
			<p><i>a later date if they so wish.</i></p> <p><u>April 2016</u> <i>Youth Provision continues to be an item on the O&S Board's work programme for consideration at a later date if they so wish.</i></p>

BOARD RECOMMENDATIONS										
<p>25th September 2014</p>	<p><u>Task Group Procedure Guidelines Review</u> That the Task Group/Short, Sharp Inquiry Procedure Guidelines be incorporated into the Council's constitution.</p>	<p>Constitutional Review Working Party</p>	<p>Jan (2016)</p>		<p>April</p>	<p>√</p>	<p>June</p>		<p>Oct</p>	<p><i>This was passed to relevant Officer on 3rd November 2014 for inclusion in at a meeting of the Constitutional Working Group.</i></p> <p><u>October 2015</u> <i>There has not as yet been an appropriate meeting of the Working Group for this matter to be discussed.</i></p> <p><u>January 2016</u> <i>A meeting of the Working Group has yet to be organised where this item will be considered.</i></p> <p><u>April 2016</u> <i>The situation remains as previously reported.</i></p>
<p>23rd November 2015</p>	<p><u>Joint Health and Well-being Strategy</u> Recommended to the Leader that air quality be proposed as an additional priority for inclusion in the Joint Health and Well-Being Strategy 2016-19.</p>	<p>Recommendation to the Leader.</p>	<p>Jan (2016)</p>	<p>√</p>	<p>April</p>		<p>June</p>		<p>Oct</p>	<p><u>Cabinet meeting 6th January 2016</u> Cabinet recommended to full Council that air quality be proposed as an additional priority for</p>

			inclusion in the Joint Health and Well-being Strategy 2016-19.							
14 th December 2015	<u>Quality of Acute Hospital Services</u> That clarification be provided by the Leader with regard to the Council's position in respect of the future of Worcestershire Acute Hospital's NHS Trust and the recent vote taken by Redditch Borough Council.	Recommendation to the Leader.	Jan (2016)		April	√	June		Oct	
			<u>Cabinet meeting 6th January 2016</u> The leader agreed to provide clarification with regard to the Council's position and to attend the 18 th January meeting of the Board in this regard. <u>Update January 2016</u> <i>The Leader attended the Board's meeting held on 18th January and clarified the position.</i> It is therefore suggested that this item be removed from the Tracker.							
18 th January 2016	<u>Burcot Lodge Emergency Homeless Unit – Financial Implications Report</u> That proposal 1 to replace Burcot Lodge, as detailed within the Cabinet report, be approved, thought the Council should remain open to reconsidering Proposal 2 at a later date if demand for temporary accommodation from residents at risk of homelessness increases.	Recommended to Cabinet.	Jan (2016)		April	√	June		Oct	
			<u>Cabinet meeting 3rd February 2016</u> The Cabinet felt that the recommendation from the O&S Board would be the most suitable way forward of addressing the need for hostel provision as it would allow for the position to be kept under review; the Cabinet recommendation was therefore amended in line with the O&S Board's suggestion.							

			It is therefore suggested that this item be removed from the Tracker.							
18 th January 2016	<p><u>Medium Term Financial Plan</u></p> <p>(a) Cabinet note the Board's position, in that Members do not feel able to recommend that any of the Capital Project Bids from elected Members be approved in the current challenging economic circumstances though would support further discussion of these bids and the Capital Project Bid Scheme at a future meeting of Council;</p> <p>(b) Cabinet note the Board's position that Members do not feel able to recommend any of the other Capital or Revenue Bids, as detailed in the appendices to the Medium Term Financial Plan, in the current challenging economic circumstances;</p> <p>(c) Cabinet reconsider the Council's Fees and Charges for 2016/17, and consider increasing fees and charges by 3 per cent wherever possible.</p>	Recommended to Cabinet.	Jan (2016)		April		June		Oct	
			<p><u>Cabinet meeting 3rd February 2016</u></p> <p>(a) Cabinet acknowledged and noted this recommendation. A decision on this item was deferred by the Cabinet as currently there was not a robust mechanism in place for processing and evaluating proposed projects.</p> <p>(b) The Capital and Revenue Bids were approved by Cabinet and recommended for consideration at full Council.</p> <p>(c) Fees and charges were recommended to be increased as supported by Overview and Scrutiny Board.</p> <p>It is therefore suggested that this item be removed from the Tracker.</p>							

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CABINET LEADER'S WORK PROGRAMME

1 MAY 2016 TO 31 AUGUST 2016

(published as at 6 April 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
New Homes Bonus Scheme Review	Cabinet <i>(recommendations to Council)</i>	1 June 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G Denaro
Financial Outturn 2015/16	Cabinet	6 July 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 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
25/04/16	Annual Sickness Absence Performance Report 2015/16	Last received 16/12/13
	Homelessness in Bromsgrove Short Sharp Review – Verbal Update	
	Annual Report and Review of the Work of the Board	
	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
Dolphin Centre - Update on displaced Groups January 2017

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>