



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY 8TH AUGUST 2016
AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, S. R. Colella, B. T. Cooper, M. Glass, R. D. Smith, C. J. Spencer 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 27th June 2016 (Pages 1 - 10)
4. Summary of Environmental Enforcement (Pages 11 - 16)
5. Planning Backlog Data up to 30th June 2016 (Pages 17 - 18)
6. Council Efficiency Statement - Presentation
7. Worcestershire Health Overview and Scrutiny Committee - Update
8. Preventing Homelessness Task Group - Verbal Update
9. Finance and Budget Working Group - Verbal Update

10. Performance Dashboard Working Group - Verbal Update
11. Quarterly Recommendation Tracker (Pages 19 - 26)
12. Cabinet Work Programme (Pages 27 - 32)
13. Overview and Scrutiny Board Work Programme (Pages 33 - 38)
14. 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

28th July 2016



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- Meeting Agendas
- Meeting Minutes
- The Council’s Constitution

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

27TH JUNE 2016 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones (from Minute Item No. 6/16), C. J. Bloore, S. R. Colella, B. T. Cooper, C.A. Hotham (Substitute), P. Lammas (Substitute), R. D. Smith (Until Minute Item No. 11/16) and P.L. Thomas

Observers: Councillor G. N. Denaro and Councillor K. J. May

Officers: Ms. J. Pickering, Ms L. Jones, Mr D Riley, Ms. A. Scarce and Ms. J. Bayley

1/16 **ELECTION OF CHAIRMAN**

A nomination for the position of Chairman was received in respect of Councillor L. C. R. Mallett.

RESOLVED that Councillor L. C. R. Mallett be nominated as Chairman of the Board for the ensuing municipal year.

2/16 **ELECTION OF VICE CHAIRMAN**

A nomination for the position of Vice Chairman was received in respect of Councillor S. A. Webb.

RESOLVED that Councillor S. A. Webb be appointed Vice Chairman of the Board for the ensuing municipal year.

3/16 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received on behalf of Councillors S. J. Baxter, M. Glass and C. J. Spencer. The Board was advised that Councillor C. A. Hotham was attending as a substitute for Councillor Baxter and Councillor P. Lammas was attending as a substitute for Councillor Spencer.

4/16 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

During consideration of Minute item 8/16 Councillor B. T. Cooper declared an other disclosable interest as the Council's representative appointed to the Bromsgrove and Redditch branch of the CAB. This declaration was made following reference to close working relationships

between the Council and the CAB to support the local authority's customers.

There were no declarations of any whipping arrangements.

5/16

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 25TH APRIL 2016

The minutes of the meeting of the Overview and Scrutiny Board held on 25th April 2016 were submitted.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 25th April 2016 be approved as a correct record.

6/16

WCC INCREASING PHYSICAL ACTIVITIES IN WORCESTERSHIRE TASK GROUP - FINAL REPORT

The Overview and Scrutiny Board considered the Joint Increasing Physical Activities in Worcestershire Task Group's final report. Members were advised that the Chairman of the review, Councillor R. Udall, had been unable to attend the meeting due to an urgent appointment in Worcester, though he had offered to attend the subsequent meeting of the Board to present the report. Bromsgrove District Council's representative on the review until December 2015, Councillor J. M. L. A. Griffiths, had also been unavailable to attend the meeting. In their absence Members agreed to note the content of the report.

RESOLVED that the Joint Increasing Physical Activities in Worcestershire Task Group's final report be noted.

7/16

CABINET RESPONSE TO THE EVENING AND WEEKEND CAR PARKING TASK GROUP FINAL REPORT

Councillor K. J. May attended the meeting in her capacity as the former Chairman of the Evening and Weekend Car Parking Task Group to answer Members questions on the subject of the review. The review had been completed and the response of Cabinet to the group's proposals had been provided for the Board's consideration. In line with standard practice the Board would monitor progress with the implementation of the group's recommendations on a quarterly basis.

Members were advised that the Council was considering the procurement process needed to arrange for an external expert to provide advice in respect of car parking and the Council's economic priorities. Once an external consultant had been recruited it was anticipated that various Council representatives, including members of the Task Group, would be consulted about future car parking needs and arrangements.

Concerns were raised about changes to parking charges at Barnt Green Railway Station. The Board agreed that this should be discussed further with the newly appointed Town Centres Manager.

RESOLVED that the Cabinet response to the Evening and Weekend Car Parking Task Group's final report be noted.

8/16

MAKING EXPERIENCES COUNT - ANNUAL UPDATE REPORT

The Customer Services Manager presented the Making Experiences Count Annual Update Report for the consideration of the Board. During the delivery of this presentation the following points were highlighted for Members' consideration:

- There had been 32 compliments and 48 complaints about Council services received during quarter 4 of 2015/16.
- There had been a decline in the number of complaints received about Council services during the fourth quarter compared to quarter 3 of 2015/16.
- There had also been 24 MP enquiries during quarter 4 of 2015/16.
- There had been one complaint referred to the Local Government Ombudsman during this period. This related to a planning enforcement issue which had been impacting on a resident's property.
- There had been a decline in the number of face-to-face enquiries in quarter 4 compared to previous quarters. This decline had been anticipated and followed standard patterns during the year.
- As agreed by the Board the previous year Officers were proposing to continue to present an update to the Board about the customer feedback that had been received during the year on an annual basis.
- The data for quarters 1, 2 and 3 would be reported more regularly to Councillors alongside the Members' bulletins.

Following presentation of the report the following points were discussed in further detail:

- The decline in the numbers of customers contacting the Council directly for support, either by phone or in person. The Board was advised that this was partly as a result of new working arrangements which tended to address problems at an early stage.
- The complexity of the cases that continued to be reported directly to the Council by customers.
- The availability of different payment methods that could be used by customers to pay bills and plans to introduce contactless payment methods at Council buildings in due course.
- The role of the Financial Inclusion Team (FIT) and their close working relationships with relevant external agencies such as the Bromsgrove and Redditch branch of the CAB.

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- The inclusion of a category entitled “other” amongst the list of demands received by the Council from customers and the areas covered by this category. Members were advised that this covered a range of areas, including general enquiries from the public to clarify information about different subjects unrelated to local government.
- The focus of the report and complaints procedure on monitoring complaints that had been received about Council services.
- The types of issues addressed through MP enquiries and the fact that these often involved obtaining clarification about Council procedures rather than making complaints.
- The changes that had recently been made to the Council’s complaints and compliments systems which would mean that in future MP enquiries would not be included within the data for complaints.
- The inclusion of complaints about Worcestershire Regulatory Services (WRS) within the data.
- The potential for calls made to direct dial lines to be recorded amongst the data. Concerns were raised that by not recording these calls areas of significant concern to the public might not be identified.
- The need for services to report issues reported via direct dial lines to the Customer Service team and the potential IT software challenges that might be encountered.
- The Council’s policy regarding complaints and the ways in which compliance with this policy was monitored.
- The need for deadlines to be met when responding to complaints. Officers confirmed that where deadlines were not met this would be recorded in the annual report to Members.

At the end of these discussions the Board

RESOLVED that the report be noted.

9/16

WRITE OFF OF DEBTS - ANNUAL UPDATE REPORT

The Revenue Services Manager presented the Monitoring of Write Offs Report covering the period April 2015 to March 2016. Details about the debts that had been written off during the period and the procedure that Officers followed to recover those debts had been provided within the report. Members were advised that the levels of write offs fell within the Council’s bad debts provision and compared favourably with performance in the previous financial year.

The Board considered the content of the report in detail and raised a number of specific points about the content:

- The content of the graphs in the report, which had been added at the request of the Board at a previous meeting.

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- The amount of correspondence issued in the form of reminders to encourage residents to pay their debts.
- The absence of staff due to sickness during the previous financial year and the impact that this had had on recovery of debts during the period.
- The effect of changes to Council Tax support on customer demand, particularly in respect of clarifying the impact on an individual's circumstances.
- The ability of residents paying 20 per cent Council Tax to meet this requirement and the numbers in this category who were unable to pay. Officers explained that they were unable to provide these figures partly because the IT software used by the team did not enable Officers to isolate this data and partly due to difficulties identifying the causes of an individual's debts without looking at every case in detail.
- The level of debt that had been written off for non domestic rates (NDR) and how this compared to levels that had been written off for Council Tax.
- The difficulty for the Council in terms of recovering unpaid NDR in cases where a company had gone into liquidation. Members were informed that the local authority had to abide by strict legislative requirements in these cases.
- The need for a company that had gone into liquidation to provide the Council with proof of debt.
- The role of Enforcement Officers in recovering debts.
- The work of Officers to recover both NDR and Council Tax debts. The Board was advised that Officers applied equal effort to both areas to recover debts.
- The potential for the Council to work with individual residents to develop a payment plan to pay back debts over time in a manageable way.
- The need for Officers to assess debts and payment arrangements on a case-by-case basis.
- The number of cases that had resulted in a summons to court.
- The areas referred to as "other" in the write off tables for Council Tax and NDR. Members were informed that this covered a range of areas, including cases where it would not be appropriate to pursue the debt due to an individual's health and in cases where the Council had made an error.
- The types of Council error that could arise. Members requested further information on this subject.

Following further discussion Members

RESOLVED that the content of the Write off of Debts Annual Monitoring Update report be noted.

10/16

OVERVIEW AND SCRUTINY WORKING GROUPS MEMBERSHIP REPORT

The Chairman noted that at the previous meeting of the Board Members had agreed to establish a Finance and Budget Working Group and a Performance Dashboard Working Group. These two groups would focus on scrutinising the Council's budget and measures dashboard respectively. The membership of the groups needed to be agreed and Members concurred that a maximum of 5 Members, comprising members of the Board, should be appointed. A lead Member would be expected to provide regular verbal updates on the work of the group for the consideration of the Board.

For the Finance and Budget Working Group Members agreed that the following Members should be appointed: Councillors S. R. Colella, B. T. Cooper, L. C. R. Mallett, R. D. Smith and P. L. Thomas.

In respect of the Performance Dashboard Working Group the Board agreed that the following Members should be appointed: Councillors C. Allen-Jones and S. A. Webb. Members requested that Councillors S. J. Baxter and C. J. Spencer be approached after the meeting to find out whether they would be willing to serve as Members of the group.

RESOLVED that

- (1) Councillors S. R. Colella, B. T. Cooper, L. C. R. Mallett, R. D. Smith and P. L. Thomas be appointed to serve on the Finance and Budget Working Group for the ensuing municipal year;
- (2) Councillors C. Allen-Jones and S. A. Webb be appointed to serve on the Performance Dashboard Working Group for the ensuing municipal year; and
- (3) Councillors S. J. Baxter and C. J. Spencer be invited to serve as members of the Performance Dashboard Working Group in 2016/17.

11/16

PLANNING BACKLOG DATA AS AT 31ST MARCH 2016

The Board considered an update on the planning backlog data for the period 1st April 2014 to 31st March 2016. Members noted that as agreed at the previous meeting when this update report had been considered no Officer had attended to present the report. The data would, however, continue to be provided on a quarterly basis for Members' consideration.

Members noted that it would have been useful for a brief explanation to be provided about the reasons why 6 planning applications in the period January to March 2016 had received extensions of time. There was general consensus that in future where extensions had been agreed an explanation should be provided in the report. Members also concurred that it would be useful to invite the Portfolio Holder for Planning Services

and Housing to attend meetings of the Board when these reports were presented to answer any questions from Members.

RESOLVED that the planning backlog data as at 31st March 2016 be noted.

12/16

PREVENTING HOMELESSNESS TASK GROUP - VERBAL UPDATE

The Chairman of the Preventing Homelessness Task Group, Councillor C. J. Bloore, provided an update on the work of the Task Group since the previous meeting of the Board. The Chairman thanked Councillors S. J. Baxter, S. Shannon and R. D. Smith for their hard work on the review and noted that Councillor H. J. Jones had stood down as a member of the group following her appointment as Chairman of the Council.

Members were advised that the group had held a number of meetings, both at Parkside and external venues, and had interviewed a range of witnesses. This included:

- A visit to St Basils and interview with staff.
- A visit to the Basement Project and interview with staff.
- An interview with the Portfolio Holder for Planning Services and Housing alongside relevant Council Officers.
- An interview with representatives of the Bromsgrove and Redditch branch of the CAB.
- An interview with representatives of Fry Housing Trust.

The following meeting of the group would take place later in the week and would provide Members with an opportunity to reflect on progress to date. Members remained on track to report their findings for the Board's consideration in September 2016.

During consideration of this item it was suggested that the group might wish to consult with representatives of Betel of Britain, a drug addiction treatment centre. The Chairman of the group commented that this suggestion could be considered at the following meeting of the group.

13/16

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. T. Cooper, provided a verbal update on the work of the Committee. The Board was advised that during the meeting of the Committee on 27th April there had been 2 main items for discussion:

- The future of Acute Hospital Services - The Clinical Senate had considered proposals for the future of Acute Hospital Services and a final report had been due to be sent through to NHS England in May. Subject to NHS England's approval the proposal would be

placed out to consultation in the autumn and it was anticipated that changes would be implemented early in 2017.

- The quality of Acute Hospital Services - The quality of the Acute Hospital Services had been reviewed following the concerns raised in the Care Quality Commission's (CQC's) inspection report in December 2015. Members were advised that the CQC was scheduled to revisit services in November to check whether any progress had been achieved.

The Board was advised that the next meeting of the Committee would take place at the end of June.

14/16

CABINET WORK PROGRAMME 1ST JULY TO 31ST OCTOBER 2016

The Chairman explained that the Board considered the content of the Cabinet Work Programme at every meeting in order to identify any items that might be suitable for pre-decision scrutiny. When selecting topics Members needed to be mindful of the date when Cabinet was scheduled to receive a report to ensure that sufficient time was available for the Board to consider the matter in advance.

The draft Council Tax Support Scheme 2017/18, scheduled for the consideration of Cabinet on 6th July 2016, was briefly discussed. Members were advised that this would respond to points raised during public consultation.

Members noted the importance of the Efficiency Statement, scheduled for the consideration of Cabinet on 7th September 2016, to the Council's budget position over the following 4 year period. The Board therefore agreed that a presentation on this subject should be provided for Members' consideration on 8th August.

The Chairman noted that in recent months residents had expressed a number of concerns about CCTV. For this reason Members agreed that the Review of CCTV in the District should be subject to pre-scrutiny at the meeting of the Board on 8th August.

The potential for further reports to be presented for the consideration of Cabinet on the subject of membership of the West Midlands Combined Authority was briefly discussed. Members were advised that no reports were listed on the Cabinet Work Programme at present. There was some uncertainty as to whether Bromsgrove District Council could decide to join the combined authority at an earlier date than had previously been anticipated and the Portfolio Holder for Finance, ICT, HR and Enabling Services agreed to share information with Members in respect of the timeframes once it was available.

RESOLVED that subject to incorporating the items detailed in the preamble above into the Overview and Scrutiny Board's Work Programme the content of the Cabinet Work Programme for the period 1st July to 31st October 2016 be noted.

15/16

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Board was informed that the Artrix SLA Annual Report was scheduled for consideration on 19th September. In addition, the Chairman requested that a date be identified soon for consideration of the Staff Survey.

Arrangements for Member training in respect of Overview and Scrutiny were discussed during the meeting. Members noted that further training had been requested at the previous meeting of the Board. However, a number of Members suggested that they would struggle to attend on the suggested date of 18th July. Furthermore it was suggested that items for scrutiny could effectively be identified when considering the Board's Work Programme at future meetings. Members therefore agreed not to hold the scheduled Overview and Scrutiny training session in July 2016.

The potential for the Overview and Scrutiny Board to consider the work of Worcestershire Regulatory Services (WRS) was also discussed. Members noted that it was particularly important to hold the shared service to account for performance. Officers explained that the Joint Worcestershire Regulatory Services Board had responsibility for reviewing the work of WRS and considered updates on service performance at every meeting. The Board agreed that the latest performance figures for WRS should be circulated for Members' consideration. The Chairman suggested that any further ideas to review WRS should be outlined in a completed topic proposal form which could be presented for the Board's consideration in due course.

The meeting closed at 7.25 p.m.

Chairman

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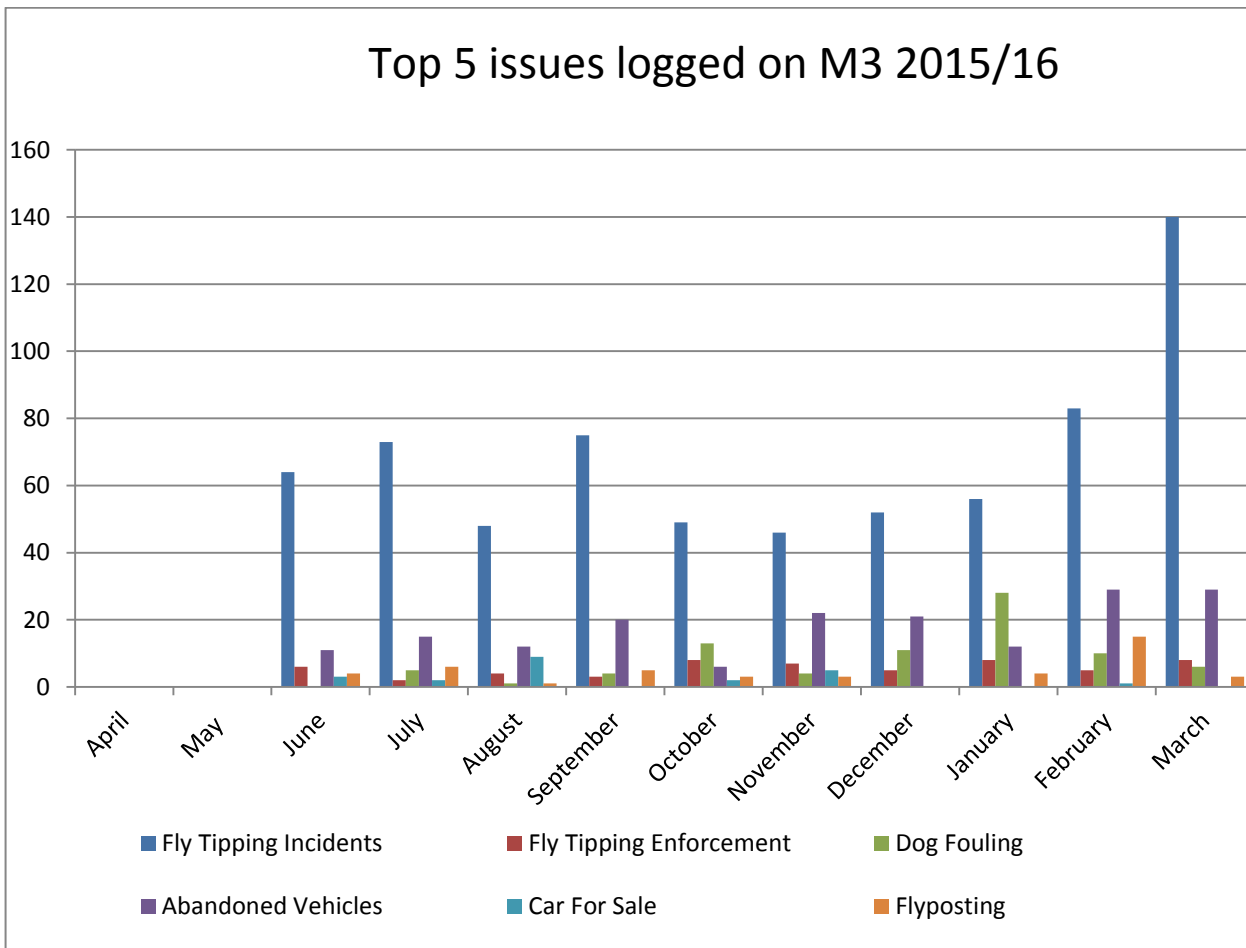
Environmental Enforcement Summary 2015/16

Overview

2015/16 saw Environmental Enforcement reduced to 1 dedicated Investigation Officer for Bromsgrove, who transferred from the Community Safety team to Environmental Services from June 2015. Bromsgrove also transferred across to the Redditch database system from June, which means that records of work for April and May are unfortunately not available for inclusion in this summary.

We already have a strong working relationship with the local police, and in late 2015/16 we built closer working relationships with the enforcement teams from our neighbouring Worcestershire authorities, and are looking to develop this relationship over the coming years to share experience and methods of working to increase our efficiency in tackling issues that affect us all such as commercial fly tipping and fly posting, and perpetrators that likely operate across our borders.

During the year, the main issues¹ logged were:



¹ Fly Tipping figures are split to show the total number of fly tips removed, and the numbers where potential evidence was identified for follow up by the Investigation Officer.

Commentary

Fly Tipping

The majority of fly tips occurring in Bromsgrove District are on a small commercial scale rather than residential. Mainly focused along rural lanes on the northern boundary with Birmingham, these consist of small van and truck loads of material being deposited in gateways, laybys and even in the middle of the road which then requires WCC to close the road for safety.

The majority of fly tips have no usable evidence within the waste, and so follow on action is limited unless something traceable is found, or a witness comes forward with information. Where evidence is found, the Investigation Officer will follow this up and determine the most appropriate course of action; which could include an interview under caution, warning letter, fixed penalty for breach of their Duty of Care, or court proceedings if the evidence is sufficiently strong.

The number and size of fly tips increased markedly towards the end of the year, and given that a lot of the material dumped is untraceable, and signage about the penalties has not been sufficient as a deterrent, we have explored options for the use of surveillance cameras to help gather information in our regular hotspots to support legal proceedings to penalise those responsible, and would look to push a strong communication campaign to highlight the issue and the penalties to discourage fly tipping in our area as part of any such action.

Dog Fouling

Across the district as a whole, we have a relatively low volume of complaints regarding dog fouling, and those areas identified as having an issue either by public complaints or staff observations, have been targeted with educational messages in line with the Keep Britain Tidy Campaign, and 11 staff have now been trained in issuing Fixed Penalty Notices so that if they see anyone failing to clean up after their dog, they can take action as appropriate. Our Investigation Officer also carried out patrols and spoke to dog walkers in areas where multiple complaints had been received. January saw a rise in dog fouling complaints across the district, but not localised to any one area.

Abandoned Vehicles

Abandoned Vehicles saw a sharp rise in reports during 2015/16, but the majority of these relate to vehicles on private land that were reported to us by BDHT. We have a duty under the Refuse Disposal and Amenity Act 1978 to remove abandoned vehicles on private land, and a contract with Worcestershire County Council to cover the costs of removing abandoned vehicles based on a fixed sum and a small contribution to the collection cost for each car collected. For 2015/16 this covered the cost of disposal and left us with a small amount as contribution to our staffing costs in dealing with Abandoned Vehicles, but if the increased rate of reporting continues, this may become an additional expense for the Council towards the end of 2016/17.

We are theoretically able to recover costs from those responsible for abandoning the vehicles under the Road Traffic Regulation Act 1984, but as our removal costs are relatively low (£75), we have not implemented this to date as the process would require additional staff time to follow up. This can be reviewed if we experience a

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continued rise in the number of abandoned vehicles, but even with DVLA information it is not always possible to identify the registered owner.

We have been receiving a large volume of requests for action from BDHT and the majority of these have subsequently been found to belong to a nearby BDHT resident. During 2016/17 we will be looking to work with BDHT to determine if they really are abandoned before passing them on to Bromsgrove District Council to deal with. Other authorities have introduced charges through their fees and charges structure for the removal of vehicles from private land specifically to encourage private landowners to take more responsibility for this issue so that only the genuine abandoned vehicles are dealt with by the Council.

Cars for Sale

We are involved with the sale of cars where more than one is for sale by the same individual on the public highway, and is intended to prevent informal forecourts. The figures behind this statistic show that this was multiple vehicles for sale in a small number of locations, rather than a larger problem across the District. The majority of these instances were resolved using either a notice on the vehicles or a conversation with the registered keeper. Where a single car is for sale, there is no offence that we would take action for.

Fly Posting

We have had relatively few issues with fly posting across the district in 2015/16, and carried out a project in February to deal with a number of signs that had been identified by our staff across the district and spoke to the businesses concerned, which gives us a high reading on the records for February that is not linked to public complaints.

Litter

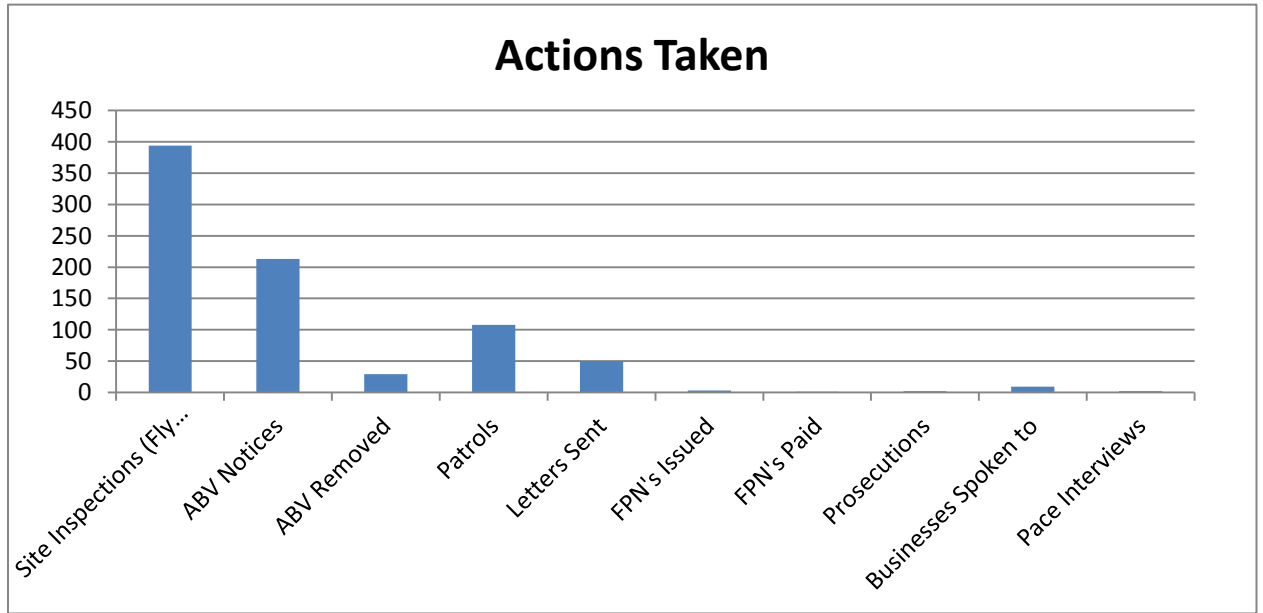
Litter issues are only passed to the Investigation Officer where there is evidence to show who has caused it, or that a recognisable group are repeatedly causing the problem. Often this will be linked to a local business, and so have a shared responsibility on the part of the business – eg Fast Food outlets.

This type of involvement will normally arise from observations by the Place Team as they work using local knowledge. It is very rare for the public to report individuals and so direct enforcement action in regards to litter is very low and will normally consist of a conversation to remind businesses of their responsibilities.

Most litter issues across the district are caused by food and drink related litter, and is focused either in town and village centres, or well used commuting routes. The Place Teams vary how they work throughout the year to focus their efforts where needed in order to maintain high standards of cleanliness.

Logged for Investigation/Action	April	May	June	July	August	September	October	November	December	January	February	March	Total for Year
Fly Tipping Incidents	0	0	64	73	48	75	49	46	52	56	83	140	686
Fly Tipping Enforcement	0	0	6	2	4	3	8	7	5	8	5	8	56
Dog Fouling	0	0	0	5	1	4	13	4	11	28	10	6	82
Abandoned Vehicles	0	0	11	15	12	20	6	22	21	12	29	29	177
Flyposting	0	0	4	6	1	5	3	3	0	4	15	3	44
Car For Sale	0	0	3	2	9	0	2	5	0	0	1	0	22
Abandoned Trolleys	0	0	2	0	0	0	0	0	0	0	0	0	2
Bins left out by Residents	0	0	0	0	0	0	0	0	0	0	0	1	1
Bin being used by others	0	0	0	0	0	0	0	1	0	1	0	0	2
Damage to Fence or Gate	0	0	0	0	0	0	0	0	0	1	0	0	1
Sign Req / Promo Work	0	0	0	0	0	0	0	0	1	0	0	0	1
Grass - Damage to Verge	0	0	0	0	0	0	0	1	0	0	0	0	1
Info Litter Enforcement	0	0	0	0	0	0	0	1	1	0	2	2	6
Litter Complaint													321
Other Enquiry - A. Vehicle	0	0	0	1	1	0	0	0	0	0	0	0	2
Place Team Issues	0	0	0	0	0	0	1	0	0	0	1	0	2
Existing Customer Enquiry	0	0	0	0	0	0	0	1	0	0	0	0	1
Weeds - Japanese Knotweed	0	0	0	0	0	0	1	0	0	0	0	0	1
													724

Follow up Actions	
Site Inspections (Fly Tips/Dog Fouling/ABV)	394
ABV Notices	213
ABV Removed	29
Patrols	108
Letters Sent	50
FPN's Issued	3
FPN's Paid	1
Prosecutions	2
Businesses Spoken to	9
Pace Interviews	2



Value of FPN's & Prosecutions	
Date Received	Value
June 2015	£785 (Prosecution Waste Carriers License)
September 2015	£730 (Prosecution Waste Carriers License)
March 2016	£300 (FPN - Duty of Care)

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Major application determination times

From 1 July 2014 to end June 2016

The rolling two year period (until the end of June 2016) for the processing of major applications shows that performance is still improving.

The government requirement is for over 50% of major applications to be determined within an agreed time frame. Bromsgrove Council was below 40% at the time of designation. As a result of improved performance the Council wrote to the DCLG and requested that the designation be lifted. This was confirmed in February 2016.

Last time performance figures were reported to this Committee 67% of major applications were determined in time. Current performance, at the end of June 2016, has risen to 74% as shown below.

All major applications in the Planning Service have an allocated case officer, i.e. there are no unallocated major cases.

Number of applications	Number in time	Quarter
14	7	Jan - March '14 Q4
6	2	April - June '14 Q1
6	2	July - Sept '14 Q2
3	2	Oct - Dec '14 Q3
5	2	Jan - March '15 Q4
4	3	April - June '15 Q1
7	7	July - Sept '15 Q2
10	8	Oct - Dec '15 Q3
7	6	Jan - March '16 Q4
8	7*	April - June '16 Q1
TOTAL 50	37	37 ÷ 50x100 = 74%

~~Previous quarter shown as crossed through.~~

*Two applications used Extensions of Time; 15/0687 (Polymerlatex; 202 dwellings) This application was subject to 4 Extensions of time to enable a complex Section 106 to be negotiated, however the decision ultimately went out of time as a result of an oversight. 15/1008 (Burcot Grange; Assisted living and communal facilities) this application was taken to Planning Committee within the 13 weeks but the Unilateral Undertaking took a significant time to complete due to the mortgagees involvement.

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BROMSGROVE DISTRICT COUNCIL

OVERVIEW AND SCRUTINY BOARD

8th August2016

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	<p><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:</p> <p>a) Ensuring that car parking arrangements are managed in accordance with the interests of the local economy.</p> <p>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.</p> <p>c) Ensure car parking arrangements support the Council's Economic Development Strategy.</p>	6 th April 2016	Jan (2017)		April	√	Aug (2016)		Oct	
			<p><u>Cabinet Response</u></p> <p>In relation to recommendation 1 the Cabinet agreed that car parking was vital to the economic development of the Town and accepted the principles behind the recommendation. It was felt however that the existing Economic Development Priorities should be reviewed in order to assess the impact of car parking charges, rather than produce a new Economic Development Strategy which may need to alter in 6 months' time. It was fully accepted that the needs and views of businesses in the Town needed to be taken into account and the new Centre Manager would be fully involved in this review process and in working with local businesses. The process should be undertaken prior to the consideration of the next round of changes to fees and charges. The existing Economic Priorities needed to focus more strongly on car parking. Officers and Members from Economic Development, Car Parking and Planning would need to work very closely together on the further regeneration of the Town Centre.</p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)								
			<p>The recommendation was therefore accepted in the amended form below:</p> <p><i>that the Council reviews its Economic Development Priorities to assess the impact of car parking charges as soon as possible, whilst considering the following key features:</i></p> <p>(a) <i>ensuring that car parking arrangements are managed in accordance with the interests of the local economy;</i></p> <p>(b) <i>working with partners in business and retail to review the Economic Priorities that includes parking options and tariffs that encourage customers to visit Bromsgrove; and</i></p> <p>(c) <i>ensuring that car parking arrangements support the Council's Economic Priorities.</i></p>								
21 st March 2016	<p><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 to achieve, it is suggested that such a consultant would need to consult with the following Council</p>	6 th April 2016	<table border="1" data-bbox="1310 986 2049 1058"> <tr> <td>Jan (2017)</td> <td></td> <td>April</td> <td>√</td> <td>Aug (2016)</td> <td></td> <td>Oct</td> <td></td> </tr> </table> <p><u>Cabinet Response</u></p> <p>This recommendation was largely accepted, with a minor change to the wording to reflect the changes made to recommendation 1 above. In addition the new Centres Manager has been added to the list of officers/Members to be involved in the consultation</p>	Jan (2017)		April	√	Aug (2016)		Oct	
Jan (2017)		April	√	Aug (2016)		Oct					

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)						
	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.		on car parking. <i>that whilst reviewing 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 they would need to consult with the following Council officers/Members:</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 Centres Manager						
21 st March 2016	<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.	6 th April 2016	Jan (2017)		April	<input checked="" type="checkbox"/>	Aug (2016)	Oct	
			<u>Cabinet Response</u> Recommendation 3 was agreed.						

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
21 st March 2016	<u>Recommendation 4</u> Until the introduction of a strategy the current parking charges and concessions should be maintained (including the continuation of free evening car parking).	6 th April 2016	Jan (2017)		April	√	Aug (2016)		Oct	
			<u>Cabinet Response</u> This recommendation was agreed subject to a minor change in wording to reflect the changes within recommendation 1. <i>that 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>							
LEISURE PROVISION TASK GROUP										
17 th November 2014	<u>Recommendation 4</u> (a) Officers to continue negotiations with BAM and look for alternative funding sources to fund a Sports Hall moving forward; and (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.	3 rd December 2014	Jan (2017)	√	April		Aug (2016)		Oct	
			<u>Cabinet Response</u> Recommendation (a) was approved. 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> <u>Cabinet further Response 6th January 2016</u>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<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><u>July 2016</u> When the Board considered this item at its April 2016 meeting it agreed for it to remain on the tracker until the negotiations with BAM had been completed.</p>							
YOUTH PROVISION TASK GROUP										
15 th July 2013	<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.	4 th September 2013	Jan (2017)		April		Aug (2016)	√	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> <p><u>July 2016</u> <i>The situation remains as per the last update.</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 (2017)</p>		<p>April</p>		<p>Aug (2016)</p>	<p>√</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><u>July 2016</u> <i>The situation remains as previously reported.</i></p>							

CABINET LEADER'S WORK PROGRAMME

1 AUGUST 2016 TO 30 NOVEMBER 2016

(published as at 6 July 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 Economic Development, Regeneration and the Town Centre
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. J. Laight	Portfolio Holder for Environmental Services and regulatory Services
Councillor K. J. May	Portfolio Holder for Health and Wellbeing, Community Safety and Partnerships
Councillor P. J. Whittaker	Portfolio Holder for Leisure and Cultural 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
Application in respect of Asset of Community Value Register Blackwell Methodist Church Hall	Cabinet	7 September 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor C. B. Taylor
New Policy on Animal Welfare Matters	Cabinet	7 September 2016	Report of the Head of Culture and Leisure Services	John Godwin 01527 881742 Councillor P. Whittaker
Review of CCTV in the District	Cabinet	7 September 2016	Report of the Head of Community Services	Rachel McAndrews CCTV and Telecare Manager 01527 64252 x 3126 Councillor K. May
Road Traffic Islands – Update of Sponsorship Policy	Cabinet	7 September 2016	Report of the Head of Culture and Leisure Services	John Godwin Head of Culture and Leisure Services 01527 881472 Councillor P. Whittaker
Efficiency Statement	Cabinet	7 September 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Council Plan	Cabinet	7 September 2016	Report of the Head of Business Transformation and Organisational Development	Deb Poole 01527 881256 Councillor G. Denaro
Consideration of Statement of Accounts and Audit Opinion	Cabinet <i>(recommendations to Council)</i>	21 September 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 31</p> Report of the Potential Homelessness in Bromsgrove Task Group	Cabinet	5 October 2016	Report of the Head of Legal, Equalities and Democratic Services	Claire Felton 01527 881400 Councillor G. Denaro
Council Tax Support Scheme – Final Scheme	Cabinet <i>(recommendations to Council)</i>	2 November 2016	Report of the Head of Customer Access and Financial Support	Amanda Singleton 01527 881421 Councillor G. Denaro

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OVERVIEW & SCRUTINY BOARD

WORK PROGRAMME

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
08/08/16	Quarterly Recommendation Tracker	
	Summary of Environmental Enforcement Planning Backlog Data up to 30/06/16	Last received 16/03/15
	Review of CCTV – pre-scrutiny	Picked up from the Cabinet Work Programme at the 27/06/16 meeting.
	Council Efficiency Statement	Picked up from the Cabinet Work Programme at the 27/06/16 meeting.
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
19/09/16	Artrix Annual Report	
	Staff Survey 2016 Results & Actions Report	
	Preventing Homelessness Task Group – Final Report	
	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	

Agenda Item 13

Date of Meeting	Subject	Additional Information
31/10/16	Sickness Absence Update Report	6 month update requested at meeting on 25/4/2016
	Quarterly Recommendation Tracker	
	Finance and Budget Working Group - Update	
	Performance Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
28/11/16	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	Planning Backlog Data up to 30/09/16	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
19/12/16	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
16/01/16	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
13/02/17	Dolphin Centre - Update on work with displaced Groups	

Agenda Item 13

Date of Meeting	Subject	Additional Information
	Planning Backlog Data up to 31/12/16	
	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
27/03/17	Scrutiny of Crime & Disorder Partnership	
	Finance and Budget Working Group – Update	
	Performance Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
24/04/17	Overview & Scrutiny Board Annual Report and Review of the Work of the Board	
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	

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 Working Group or 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 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 16/03/15)

Artrix SLA Annual Report – it is anticipated that this will be received at the July 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.

Areas for further discussion and possible inclusion within the Work Programme carried forward from the 2015/16 Training Event

- 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
- 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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