



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**MONDAY 31ST OCTOBER 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, S. R. Colella, B. T. Cooper, M. Glass, R. J. Laight, C. J. Spencer, P.L. Thomas and M. Thompson

### **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 19th September 2016 (Pages 1 - 12)
4. Sickness Absence Update Report (Pages 13 - 26)
5. Staff Survey Topic Proposal & Potential Joint Working Report (Pages 27 - 34)
6. Social Media Task Group Membership Report (Pages 35 - 40)
7. Planning Delegations - Proposal from full Council (Pages 41 - 44)
8. Planning Backlog Data to 30th September 2016 (Pages 45 - 48)
9. Quarterly Recommendation Tracker (Pages 49 - 58)

10. Potential Topic for further investigation - Primary Health Child Care  
  
(At the request of Councillor S. R. Colella and in consultation with the Chairman, this item has been included within the agenda and Councillor Colella will provide background information in respect of this.)
11. Worcestershire Health Overview and Scrutiny Committee - Update (Pages 59 - 70)  
  
The Minutes of the most recent HOSC meeting are attached for information.
12. Cabinet Work Programme (Pages 71 - 76)
13. Overview and Scrutiny Board Work Programme (Pages 77 - 82)
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

21st October 2016



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## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**19<sup>TH</sup> SEPTEMBER 2016 AT 6.00 P.M.**

PRESENT: 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, C. J. Spencer and P.L. Thomas (from Minute Item No. 31/16)

Observers: Councillor G. N. Denaro, Councillor S. P. Shannon, Hannah Phillips and Dorothy Wilson (The Artrix)

Officers: Ms. J. Pickering, Ms. D. Poole, Mr J. Cochrane, Ms L Wood, Ms. A. Scarce and Ms. J. Bayley

29/16 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

An apology for absence was received on behalf of Councillor R. J. Laight.

30/16 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

Councillors C. Allen-Jones, P. L. Thomas and S. P. Shannon declared pecuniary interests in respect of Minute item 34/16 in their capacity as landlords of properties in the private rented sector located in Bromsgrove district.

There were no declarations of any whipping arrangements.

31/16 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on Monday 8th August 2016 were submitted.

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. T. Cooper, asked for it to be noted that his update on the work of the previous meeting of that Committee should have been recorded as having been based on the content of both the agenda and minutes from that meeting.

**RESOLVED** that, subject to the amendment detailed in the preamble above, the minutes of the meeting of the Overview and Scrutiny Board held on Monday 8th August 2016 be approved as a correct record.

32/16 **ARTRIX ANNUAL REPORT**

The Board welcomed the Director and the Chairman of the Artrix to the meeting and invited them to deliver a presentation containing an

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overview of engagement and activity at the Artrix in 2015/16 and plans for the following financial year. During the delivery of this presentation the following matters were highlighted for Members' consideration, with a number of points discussed in detail:

- During the period 1st April 2015 to 31st March 2016 72,924 people had attended the Artrix, including 25,717 children, young people and families.
- There had been 431 performances during the period, including 37 performances promoted by Bromsgrove Arts Alive.
- A total of 496 workshop activities had taken place during the period at the Artrix.
- The Artrix's 10th Birthday Artistic Programme had been delivered in partnership with Walk the Plank and Motionhouse Dance Company. Over 300 children, young people and families had engaged with the programme.
- The programme had aimed to raise funding for The Artrix and had managed to raise over £13,000, which was £3,000 more than the target.
- Live screenings of performances delivered by the Royal Shakespeare Company and the Royal Ballet Live had continued to be screened at the Artrix alongside a lot of successful comedy performances and contemporary theatre productions.
- The Artrix New Generation Festival had engaged with 27 out of 39 state schools in Bromsgrove district since 2014, providing performances, workshops and other activities suitable for children and young people.
- HOW College offered a BTEC National Diploma in performing arts at the Artrix.
- The Artrix had used Catalyst and ACE investment in dance to offer dance residences to local students, which had involved working with professional dance companies.
- The Artrix became an official Fun Place on 3rd October 2015, offering family friendly arts and events themed activities.
- The Out of the Box Youth Theatre had launched a new section for junior participants in September 2015.
- A number of specific community events had taken place at the Artrix including an Ageing Well Day, which had been attended by over 100 people, Over 55s Cinema on a Friday and a Family Fun Festival, which had attracted 680 audience members in July 2015 and over 1,000 in August.
- Specific community events had been held to mark Black History Month, which had engaged with an audience of 80 people and involved a screening of the film *The Colour Purple*, and LGBT History Month which had been attended by over 110 people and included a showing of the film *Pride*.
- Worcestershire County Council (WCC) had invested £30,000 in the Artrix which had been used to fund a new full-time Marketing and Fundraising Officer. This was a one off payment from WCC but it

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was noted that the Fundraising and Marketing Officer's post to be sustainable and self-funding.

- A Fundraising Strategy and Audience Development Plan had been produced for the venue.
- Average attendance figures during the autumn season had been at their highest since records began in 2012. A total of 60 per cent of all tickets were now sold online and The Artrix had a mailing list of 17,000.
- Audience segmentation had been reviewed which had revealed that the majority of customers lived in Bromsgrove district.
- The Artrix had many volunteers who undertook a valuable role. A new Volunteer Co-ordinator had been employed to develop and refresh the Council's volunteering scheme.
- A total of 25 new volunteers had recently attended a session organised by the venue's Volunteer Co-ordinator and work was being undertaken to specifically attract younger volunteers.
- In April The Artrix won the What's On Award – Best Small Arts Centre in Worcestershire.
- There had been a change in governance arrangements for The Artrix with a new Director and the number of representatives on the board from HOW college and the Council reduced to 2 per organisation whilst 3 new community representatives had been recruited.
- Artrix the Next Decade had been launched on 28th April to promote the venue's new fundraising campaign and strategic priorities.
- The venue's Business Plan was in the process of being redrafted. Detailed within the new plan would be the new priorities for the Artrix for the next 3 years.
- Greater use would be made in future of digital technology to increase young people's engagement.
- There were plans to develop the existing programme at The Artrix to include more family and children's theatre productions and activities.
- In the future there were plans to deliver more challenging projects that would help to engage with hard to reach groups.
- The Artrix was aiming to produce their own work for young people with a company of emerging artists focusing on specific health and wellbeing problems.
- The Artrix was looking to diversify sources of funding and would be making applications to the Arts Council England, various Trusts and Foundations for grants. Business sponsorship would also be explored in future as a potential source of funding going forward.
- The Artrix was aiming to work in partnership with other organisations, including within the education and health sectors, with a view to deliver specifically funded projects. For example the involvement of arts bodies in social prescribing work within the community.
- The difficult budgetary situation for local authorities and the impact that this might have in the long-term on the availability of Council finances to support The Artrix.

- The potential to access funding and other forms of support from the Local Enterprise Partnership (LEP). Members were advised that this had been identified as a potential source of support and options for enhanced working were being explored by local arts partnerships.
- The maintenance costs of the building and the need for capital investment in the long-term. Members were advised that the roof had been repaired and renovation work would be undertaken on the doors and drains.

At the end of these discussions the Board

**RESOLVED** that the report be noted.

33/16

## **STAFF SURVEY 2016 - RESULTS AND ACTIONS**

The Head of Business Transformation and Human Resources and Development Officer presented a report detailing the feedback provided in the staff survey undertaken in April 2016. Whilst presenting the report the following matters were raised for Members' attention:

- The latest staff survey had followed the format of the previous survey in order to enable officers to compare and measure the results.
- There had been a decline in the proportion of staff completing the survey, from 33 per cent of staff in August 2013 when the survey was last conducted to 25 per cent in 2016.
- Efforts had been made to disseminate information about the survey and to encourage staff to respond, including provision of paper copies to staff who did not have access to a computer.
- When comparing the results it emerged that a number of improvements had been achieved since the previous survey including an increase in awareness of the Council's strategic purposes and underpinning operational purposes.
- The feedback was also encouraging in respect of staff confidence about reporting mental health and wellbeing difficulties. Officers suggested that the significant action taken in the past few years to address this, including the Time to Change initiative, had had a positive impact on this.
- However, some areas had been identified which were concerning including a reduction in staff reporting that they had the skills to do their job well, a decrease in staff reporting that they felt they could meet the needs of their customers and a fall in the number of employees reporting that they had a good working relationship with colleagues.
- A programme board, to be chaired by the Chief Executive, had been established to co-ordinate work to address these problems.
- There had also been 3 working groups established to address people management, meeting customer needs and organisational culture respectively.



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- Heads of Service had been provided with data pertaining to staff within their teams, though all responses had remained confidential and had not identified individual respondents.
- The Heads of Service would be expected to identify 3 areas requiring improvement for their service areas and to devise action plans to address these.
- All action plans would need to be presented to the programme board for consideration.

Once the report had been presented Members discussed a number of areas in detail:

- The reasons why there had been a reduction in response rates and the extent to which this was concerning.
- The comparable level of response rates at other local authorities and within the private sector and the potential to obtain benchmarking data.
- The organisational culture at the Council and the impact that this might have on willingness amongst staff to complete the survey.
- The potential to offer incentives to encourage a greater proportion of staff to complete the survey in future.
- The approach that had been taken to comparing responses in 2013 to those in 2016 and the need to take into account the differences in the number of respondents when doing so.
- The inclusion of data from staff employed by both Bromsgrove District Council and Redditch Borough Council in the completed responses. Members were advised that this survey had been conducted jointly as the majority of services were shared between the 2 Councils.
- The number of questions that had been included in the survey and the extent to which this might have discouraged some employees from taking part due to concerns about the time that would be required.
- The potential for different sections of the survey to be circulated on a quarterly basis in order to reduce the number of questions that staff needed to answer at any given time.
- The resource implications of undertaking staff surveys on a quarterly basis.
- The focus of the 3 working groups and whether these would address every area of concern in terms of the organisational structure at the Council.
- The provision of status meetings for staff, the frequency of team meetings and the extent to which this impacted on employees' willingness to take part in initiatives like a staff survey.
- The arrangements in place to ensure a consistent approach across the organisation to Personal Development Reviews.
- The implications of the staff survey results for overall performance at the Council.

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- The possibility of using a traffic light system in future reports to help Members assess progress compared to previous staff survey results.
- The potential to set targets to address in respect of the survey feedback, which could be monitored in relation to future surveys.
- The option for the survey to be facilitated by an external independent body and the extent to which this might encourage more staff to complete those surveys.
- The cost implications of working with an external body and the need for any costs to be clarified before taking a decision about future facilitation arrangements for the survey.

During consideration of this item Members discussed the potential suitability of this subject for further scrutiny. Particular concerns were raised about the progress that had been achieved since the previous survey was circulated and the decrease in the number of responses and Members commented that a detailed investigation might help to address some of the underlying issues. The appropriate forum for this investigation was considered and whilst Members acknowledged that the Board could review the matter there was general consensus that a Task Group would be in a better position to review this subject in detail.

The specific focus of an investigation of this matter was also considered. As part of the investigation Members agreed that it would be useful to review the feedback contained in completed surveys. This would include considering the work of the programme board. It would also be useful to consider lessons that could be learned in order to influence future versions of the survey and to improve participation. In line with standard practice the terms of reference would need to be outlined in a topic proposal form.

The relevance of the subject to Redditch Borough Council, due to the shared nature of the survey, was also briefly considered. Members concurred that as this involved staff working for both authorities and a scrutiny investigation could have implications for both Councils the subject might be appropriate for consideration as a joint scrutiny Task Group. The Overview and Scrutiny Committee in Redditch was due to meet on 25th October and could be invited to consider the Board's suggested terms of reference and to decide whether to take part in this proposed joint exercise. In advance of this date the Chairman confirmed that he would contact the Chair of the Redditch Committee to discuss the matter further.

Following further discussions the Board

**RESOLVED** that

- (1) A Task Group review of the staff survey be established;
- (2) Councillor S. R. Colella, in consultation with the Democratic Services Officers, complete a Topic Proposal form detailing the proposed terms of reference for the review;

- (3) The proposed terms of reference be circulated electronically for the approval of Members of the Board in early October; and
- (4) Redditch Borough Council's Overview and Scrutiny Committee be approached about the possibility of undertaking this review as a Joint Scrutiny Task Group exercise.

34/16

## **PREVENTING HOMELESSNESS TASK GROUP - FINAL REPORT**

The Chairman of the Preventing Homelessness Task Group, Councillor C. J. Bloore, presented the findings of the group and its recommendations and a number of key points were highlighted:

- The review had been launched following the Board's consideration of proposals in respect of the future of Burcot Lodge.
- At the start of the review £15,000 had been set aside in case any issues were identified during the Task Group which might benefit from that funding.
- As part of the review changes to welfare had been explored as well as the implications for residents, Council services and partner organisations.
- Housing was increasingly challenging at both the national, regional and local level and innovative local solutions would help people who were struggling to secure accommodation.
- It was in the Council's interests to secure a range of housing solutions, particularly as temporary accommodation could be expensive.
- Evidence had been obtained from a range of sources, including interviews with Council Officers, representatives of VCS organisations and the relevant Portfolio Holders for Housing and finance respectively.
- The first recommendation, in respect of a local authority lettings agency, had been made following investigation of arrangements in place at other local authorities.
- There were various models of local authority lettings agency that could be introduced, including the potential to work in partnership with Redditch Borough Council.
- Officers were suggesting that time should be provided to enable them to investigate this matter in further detail to ensure that the most appropriate model of local authority lettings agency was introduced in the district.
- The second recommendation, in respect of the homelessness grant, had been proposed as Members were aware that in the past the grant had not always been allocated to addressing homelessness when the full budget had not been spent in a given year.
- In light of further forthcoming welfare changes, and as the grant was not ring-fenced, the group had considered it to be expedient to suggest that the Council restrict future spending of the grant to address homelessness only.

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- The group's third recommendation detailed suggestions about which types of organisations and projects should be prioritised when the grant was distributed in future.
- Consideration had been given to proposing that that grant be allocated to specific organisations but following consultation with Officers it had been suggested that the group should advocate funding in line with specific themes.
- This recognised volatility within the VCS and the potential for partnership working arrangements to emerge over time.
- The final recommendation proposed that the £15,00 which had been set aside at the start of the review, should be allocated to the Essential Living Fund (ELF) to assist people in need.
- Councillor Bloore thanked the other Members of the group, Councillors S. J. Baxter, S. Shannon and R. Smith for their hard work and the Democratic Services Officers for their support.

Officers clarified the following key points which had been raised when the report was considered at a recent meeting of Leaders' Group:

- Councillor R. Smith had participated in the review but had stepped down when he had been appointed to the Cabinet and had not taken part in the meeting when the group's recommendations were agreed. This needed to be reflected in the group's final report.
- A request had been made for the group's fourth recommendation to remove the words "...which has been reserved for use at the discretion of the Group..."

There was general consensus among Board Members that the proposed amendments should be made to the report. In addition, a number of points were raised by Members during consideration of this item:

- The level of detail contained within the report and the importance of the investigation.
- The potential for further information to be added as an appendix to the report in respect of the numbers of homeless people in the district.
- The extent to which an appendix detailing the number of homeless people would contain accurate information, given the number of 'sofa surfers', particularly amongst young people, living in the district.
- The potential for the Board to receive updates in future concerning the number of homeless people in the district to enable Members to monitor progress.
- The valuable work of St Basil's and the Basement Project to support young people at risk of homelessness.
- The important work of Fry Housing Trust in supporting people who had been through the criminal justice system or who were at risk of offending.

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- The proportion of affordable housing that needed to be provided in large developments in accordance with the Council's Planning policy.

The Chairman advised that Councillor Bloore would be standing down from the Board after this meeting. However, given his role in chairing the review Members agreed that Councillor Bloore should attend Cabinet on behalf of the Board to present the group's final report and recommendations.

**RECOMMENDED** that subject to the amendments detailed in the preamble above the four recommendations detailed in the group's final report should be submitted for the consideration of the Cabinet; and

**RESOLVED** that the board should receive updates on a biannual basis in relation to homelessness numbers within the district.

(At the start of this item there was a brief 5 minute adjournment whilst the IT equipment was activated to enable Councillor Bloore to deliver his presentation).

35/16

## **FINANCE AND BUDGET WORKING GROUP - UPDATE**

The Chairman of the Finance and Budget Working Group, Councillor L. C. R. Mallett, provided an update on the work of the group to date and presented the group's proposed terms of reference.

The Board was advised that 5 Members had originally been appointed to the Working Group; Councillors Mallett, S. R. Colella, B. T. Cooper, R. Smith and P. L. Thomas. Following his appointment to the Cabinet Councillor Smith had stood down from the group creating a vacancy. Councillor S. J. Baxter volunteered to fill this vacant position.

The Chairman advised that at the first meeting of the group Members had considered the terms of reference for the group. Consideration had also been given to the contents of the Council's Efficiency Plan and the group had been particularly interested in the detail underpinning that overarching plan, including new ways of working and the extent to which risk would be taken into account. The proposed management review had been discussed and Members had noted potential options for the Council.

At the latest meeting of the group the Council's Capital Programme, borrowing costs, reserves and budget virement had all be discussed. In several areas Members had identified that additional information was required and it was anticipated that this would be considered at a meeting in October.

The group had already discussed and agreed a number of recommendations on various matters. These would be recorded in an interim report and presented for the consideration of the Board in

November with a view to referring proposals on to Cabinet the following month. In the meantime if any recommendations were agreed at meetings of the group which required urgent consideration these would be presented by the Chairman for the consideration of the Board as soon as possible.

**RESOLVED:**

- (1) that the proposed terms of reference for the Finance and Budget Scrutiny Working Group be approved and adopted; and
- (2) Councillor S. J. Baxter be appointed to the Finance and Budget Scrutiny Working Group.

36/16

**MEASURES DASHBOARD WORKING GROUP - UPDATE**

The Chairman of the Measures Dashboard Working Group, Councillor S. A. Webb provided an update on Members' work to date and presented the proposed terms of reference for the group. The Board was advised that 4 Councillors had been appointed to the group; Councillors Webb, C. Allen-Jones, S. J. Baxter and C. J. Spencer. Members agreed that this should be revisited at the following meeting.

The Chairman advised that the group had held 2 meetings. At the first of these meeting the group had considered their terms of reference and had received an overview of the dashboard. The second meeting had been attended by members of the Policy Team who had provided a detailed presentation on the subject of the dashboard.

Members were hoping that they would be able to access the dashboard directly on their iPads by the date of the next meeting of the group. During this meeting further consideration would be given to an option that had already been identified for each member of the group to mirror the Portfolio Holders and to take a lead on addressing specific strategic purposes.

**RESOLVED** that the proposed terms of reference for the Measures Dashboard Working Group be approved and adopted.

37/16

**WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE**

The Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. T. Cooper, advised that there had been no further meetings of HOSC since the last meeting of the Board.

38/16

**CABINET WORK PROGRAMME**

The latest edition of the Cabinet Work Programme was tabled for Members' consideration. The Chairman noted that the Review of CCTV in the District was already scheduled to be pre-scrutinised by the Board

and that many of the financial items detailed on the work programme would be considered by the Finance and Budget Working Group.

Members questioned the timing for future reports on the subject of membership of the West Midlands Combined Authority (WMCA). The Board was advised that no item was scheduled on the work programme in respect of this matter and that the Council was awaiting further clarification regarding the timeframes for a local authority to become a member of the WMCA.

39/16

## **SCRUTINY TOPIC PROPOSAL**

Councillor C. J. Bloore presented a topic proposal form containing proposed terms of reference for a Task Group review of the Council's use of social media. Members were advised that the subject had been raised at a meeting of the Preventing Homelessness Task Group, when the potential for social media to be used more effectively to promote the support available from the Council to vulnerable residents had been considered. The Council used social media, including Facebook and Twitter, but it was suggested that more creative use could be made of these and lessons could be learned from other organisations.

The Board was advised that the Council's Communications Team had been contacted about the proposed review and were very enthusiastic about the suggestion. Opportunities to make further use of social media had been identified and Officers were keen to discuss these with Members. Whilst it was noted that these could potentially be discussed with the Board, a Task Group activity would provide an opportunity to explore potential uses of social media for a range of services and to investigate how other organisations, in the public, private and Voluntary Sector, used social media to engage with customers. A review could also explore how social media could help the Council to engage more effectively with hard to reach groups.

As this would be the last meeting when Councillor Bloore would be a Member of the Board it was noted that he could not be the chairman of a Task Group, though it would be possible for him to serve on the review. Members agreed that the Chairman should be identified at the following meeting, though volunteers to serve on the Task Group could be identified prior to this date.

### **RESOLVED** that

- (1) The Review of the Council's Use of Social Media Task Group be launched;
- (2) Officers invite Members to express an interest in participating in the review; and
- (3) The Board consider and appoint a Chairman at its next meeting in October 2016.

40/16

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Board considered the Overview and Scrutiny Work Programme. Reference was made to the Planning Backlog Data Monitoring Update report, which was received by the Board on a quarterly basis. Officers were asked to investigate the potential for the data covering the period up to 31st March 2017 to be made available for Members' consideration at the meeting of the Board in April.

The meeting closed at 8.15 p.m.

Chairman



## Sickness Absence Update

The information below provides an update on sickness absence for all Shared Services across Bromsgrove and Redditch. Amendments to the presentation of the report have been made in line with recommendations from Overview & Scrutiny. The report includes comparative data, departmental headcount information, data in respect of work related stress and has removed information relating to Housing services, as this is a Redditch based Service only.

It should be noted that the absence data used for this report relates to shared services as the sickness levels across both authorities has a direct impact on both Councils in terms on service delivery, cost and working environment for employees.

Section 2 of the report provides data relating to BDC Sickness only.

Sickness Absence data is available on the Dashboard and updated on a monthly basis.

### Section 1

#### Current Sickness Figures

The graph below show the days lost for RBC & BDC by service area between April 2016 and September 2016. The data shows that the average days lost to date are 5.76 days per FTE.

#### Shared Services for Bromsgrove and Redditch 2016 - 17

HEADCOUNT @ 30/09/16	Service Area	Apr	May	Jun	Jul	Aug	Sept
47	Business Transformation	20.46	16.02	11.36	39.20	23.86	19.84
129	Community Services	82.09	84.59	66.23	78.56	89.30	69.10
107	Customer Services	140.17	63.41	99.54	78.59	57.65	53.30
227	Environmental	95.48	102.30	114.85	103.42	106.02	61.38
24	Legal, Equalities & Democratic	0.00	0.00	0.00	3.10	9.30	0.00
60	Planning & Regeneration	2.70	5.71	1.51	6.82	0.00	9.34
34	Chief Executives Unit	38.61	28.79	10.99	3.99	1.86	5.04
70	WRS	31.99	51.93	37.82	15.25	23.93	27.96
144	Leisure & Cultural	7.23	3.25	1.14	2.26	3.30	5.03
30	Finance	16.91	22.06	12.60	16.71	17.33	15.97
							<b>5.76</b>

#### Comparator Data

The graph overleaf show the comparative days lost for RBC & BDC by service area between April 2015 and September 2015. The data shows that the average days lost were 5.31 per FTE.

## Shared Services for Bromsgrove and Redditch 2015-16

Headcount @ 31 March 2016	Service Area	Apr	May	Jun	Jul	Aug	Sept
44	Business Transformation	21.97	25.67	19.07	22	4.19	7.44
150	Community Services	119.32	100.42	87.81	136.58	129.42	158.67
111	Customer Services	96.65	66.47	82.53	70.92	49.17	51.15
224	Environmental	132.06	162.44	184.14	222.58	96.1	125.82
25	Legal, Equalities & Democratic	0.62	0.08	0.5	0.62	17.36	22.64
59	Planning & Regeneration	5.58	19.1	9.95	3.1	1.86	21.27
32	Chief Executives Unit	22.63	0	0	1.24	0	1.24
83	WRS	40.92	20.46	20.21	19.22	1.24	4.38
115	Leisure & Cultural	64.19	58.97	44.26	36.44	49.91	26.64
28	Finance	8.11	1.86	9.65	2.48	0	0.62
							<b>5.31</b>

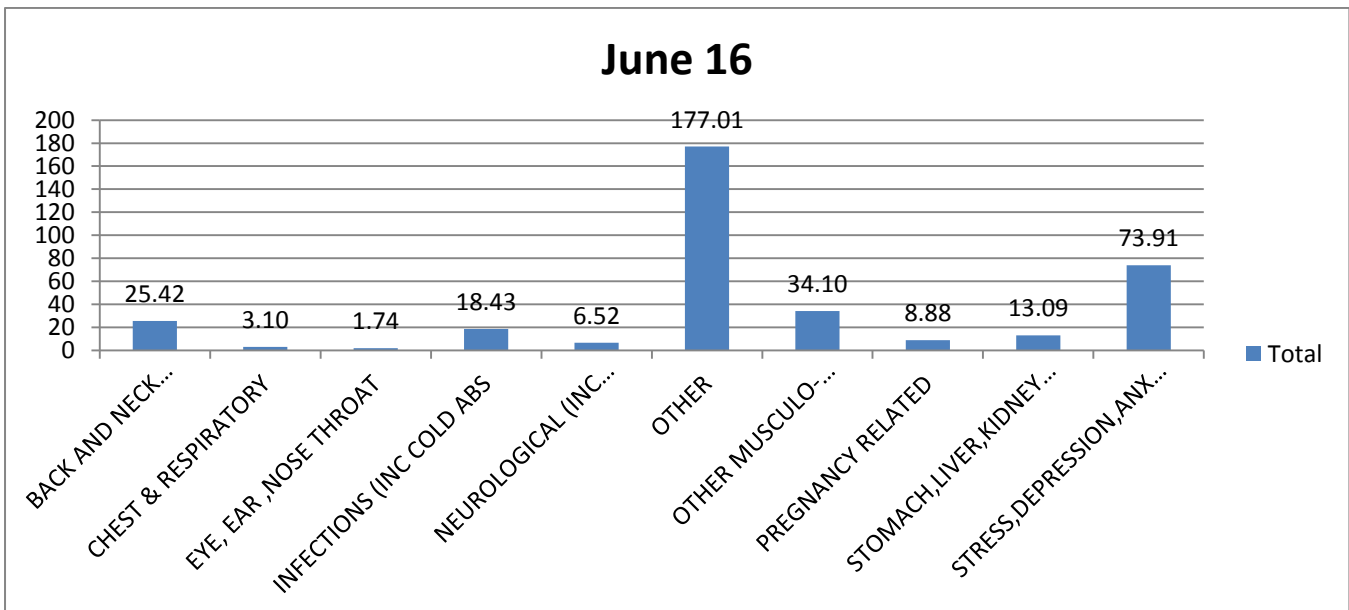
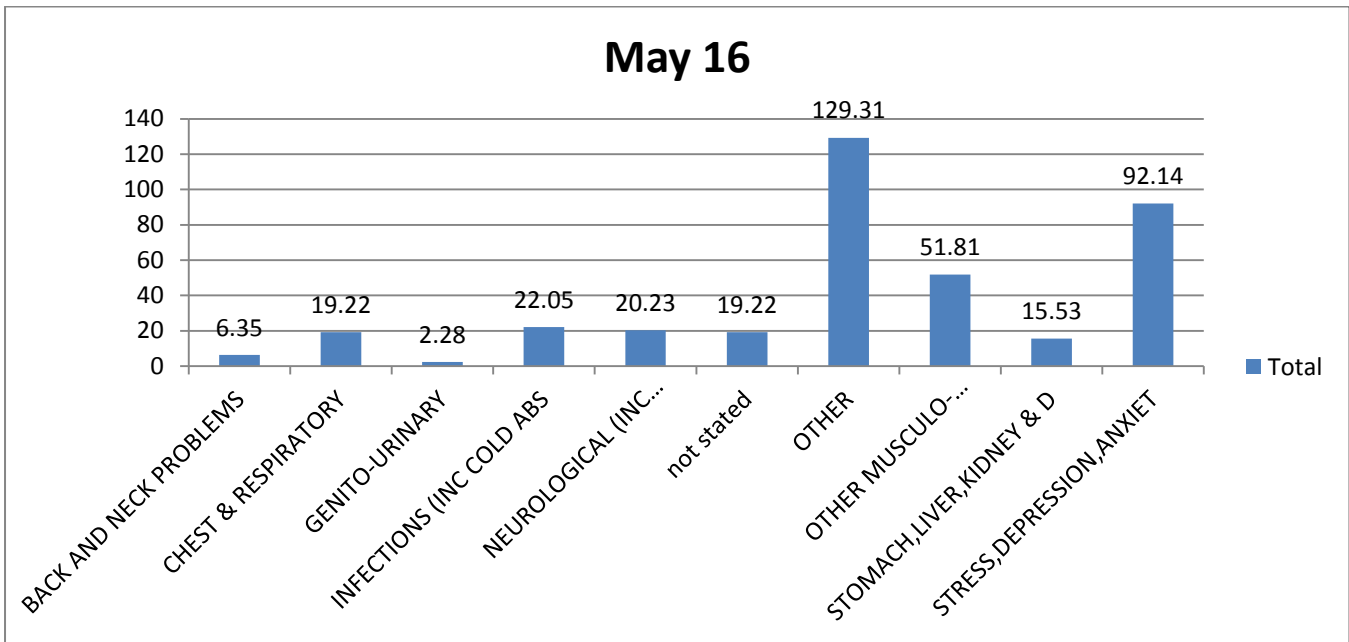
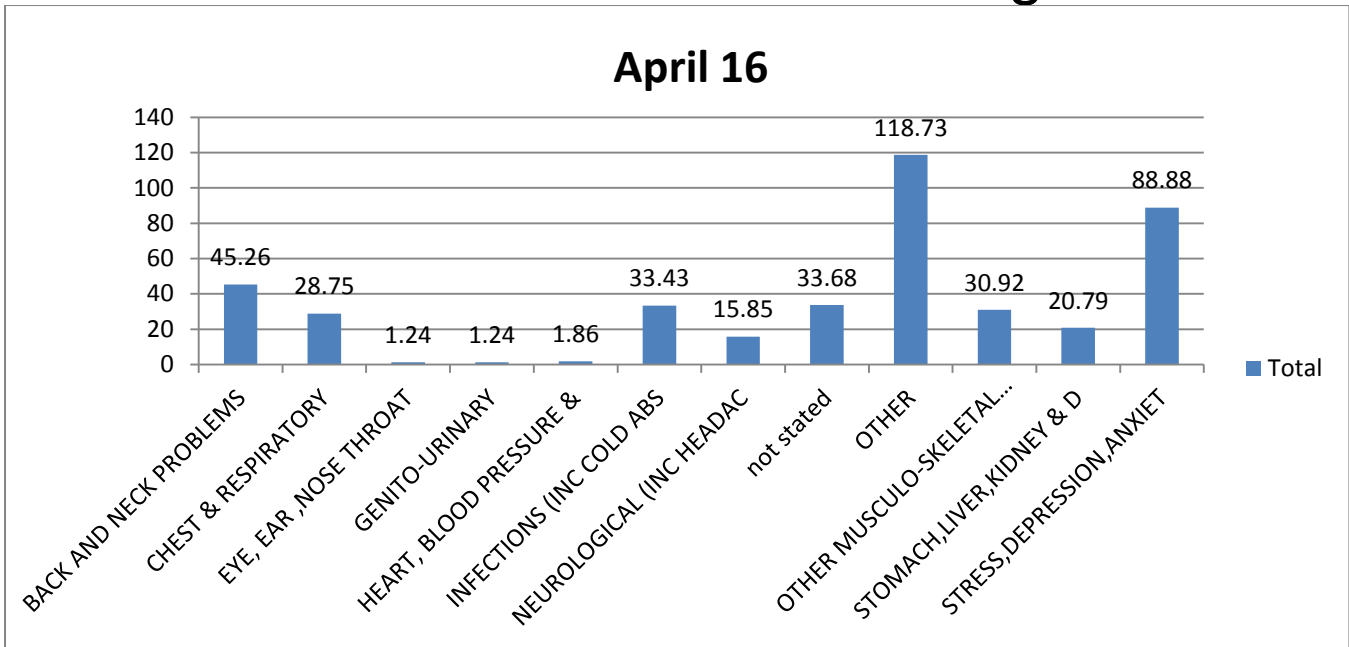
## Absence Reasons

The following graphs show the reasons for absence on a month by month basis across both Authorities (excluding Housing)

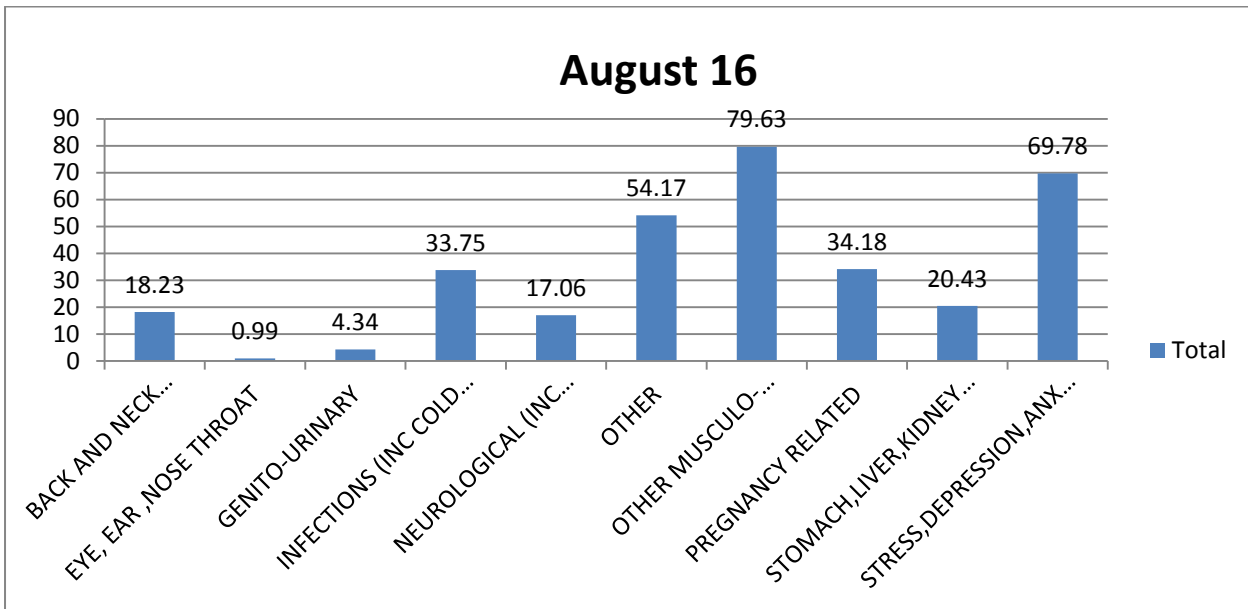
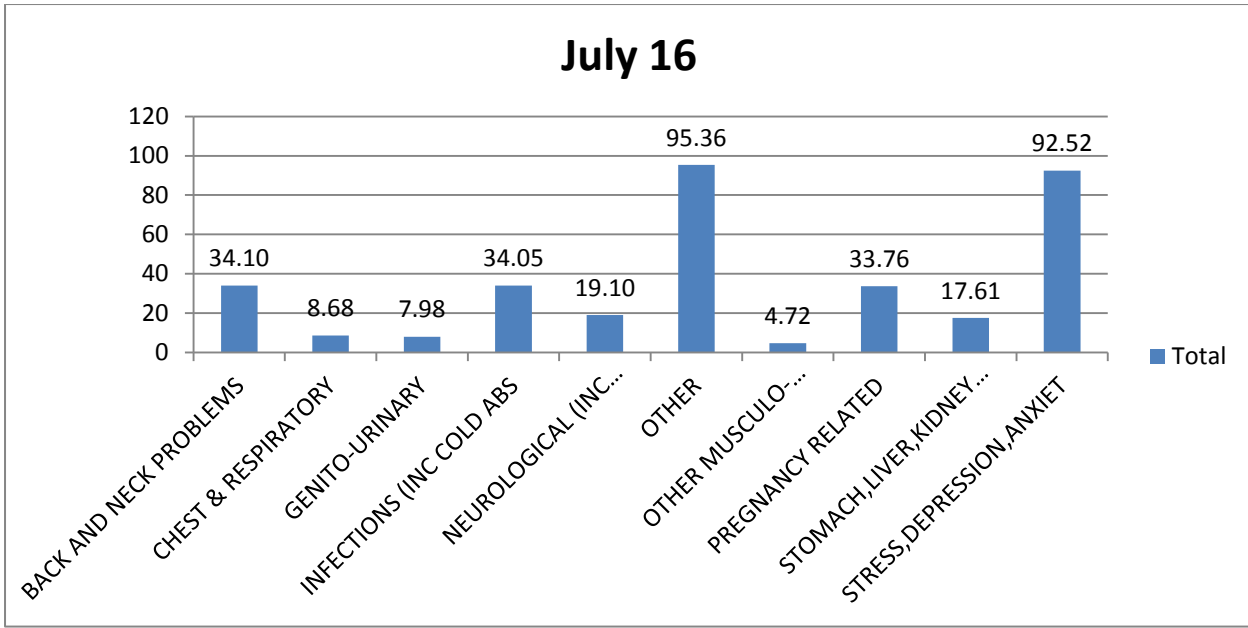
The data shows that 'Other' and 'Stress related' absence are the top reasons for absence. Further work will be undertaken with Managers and HR Officers to understand further the breakdown of absence that are categorised as 'Other'.

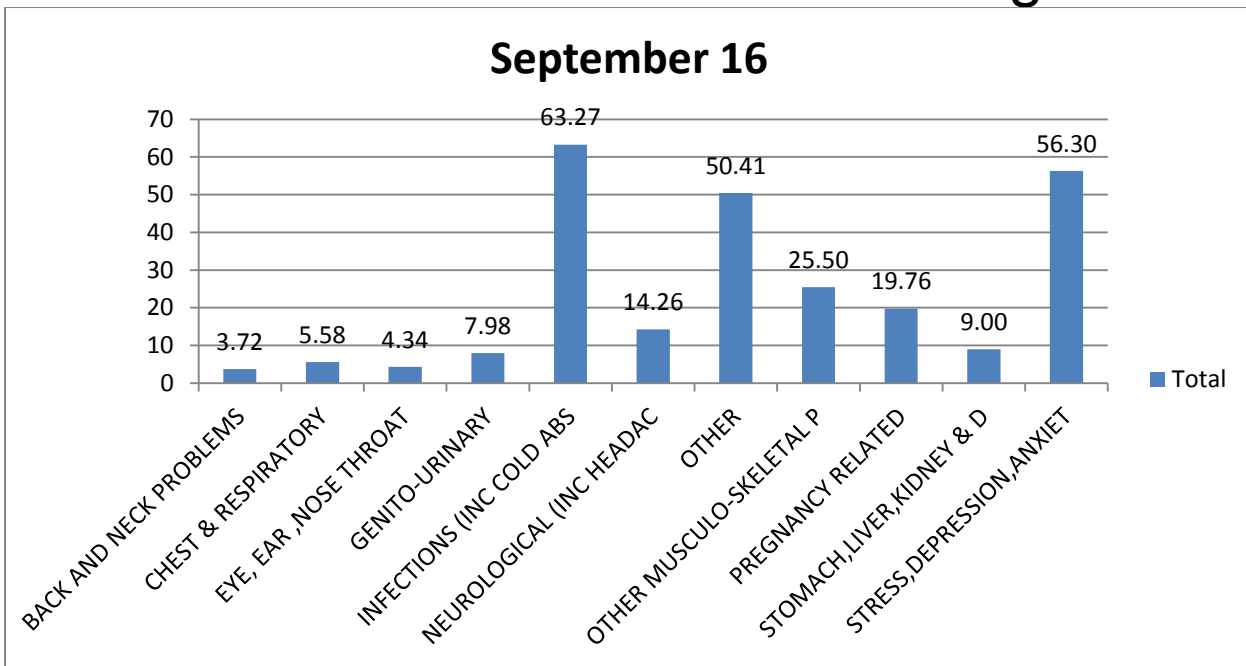
September has seen a spike in 'Infections' which is not uncommon for the end of a summer period and by the nature the illness can impact in the working environment.

Stress related absence was the second highest category for sickness over the 6 month period. Further details relating to Stress related absence are covered later in this report.



# Agenda Item 4





## Stress Related Absence

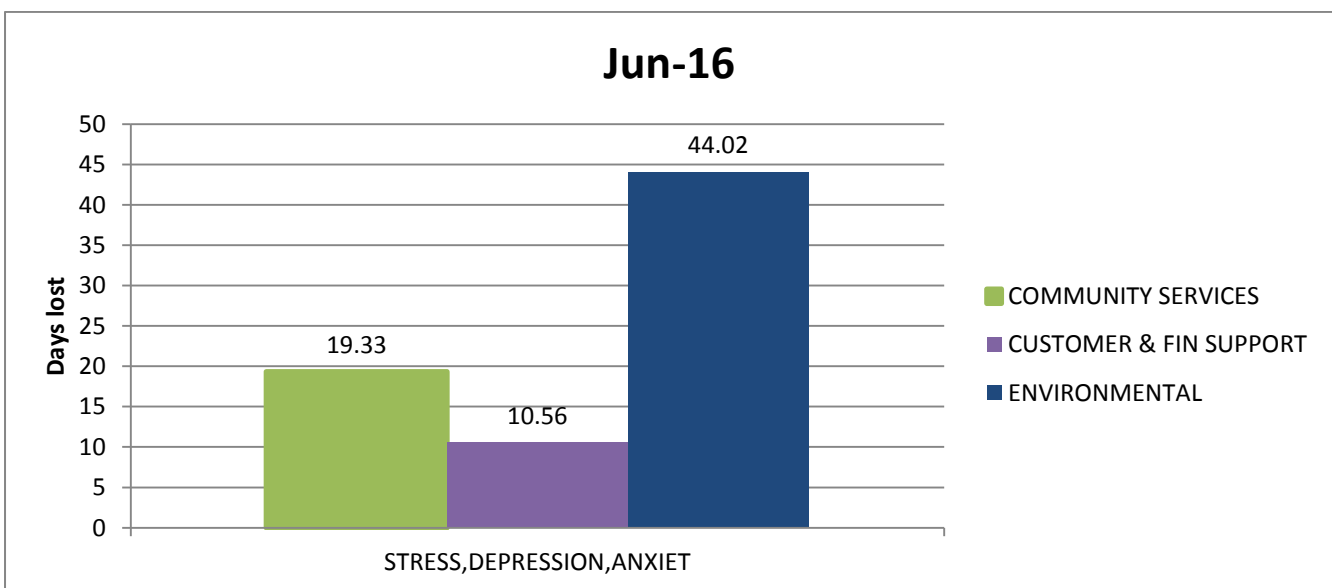
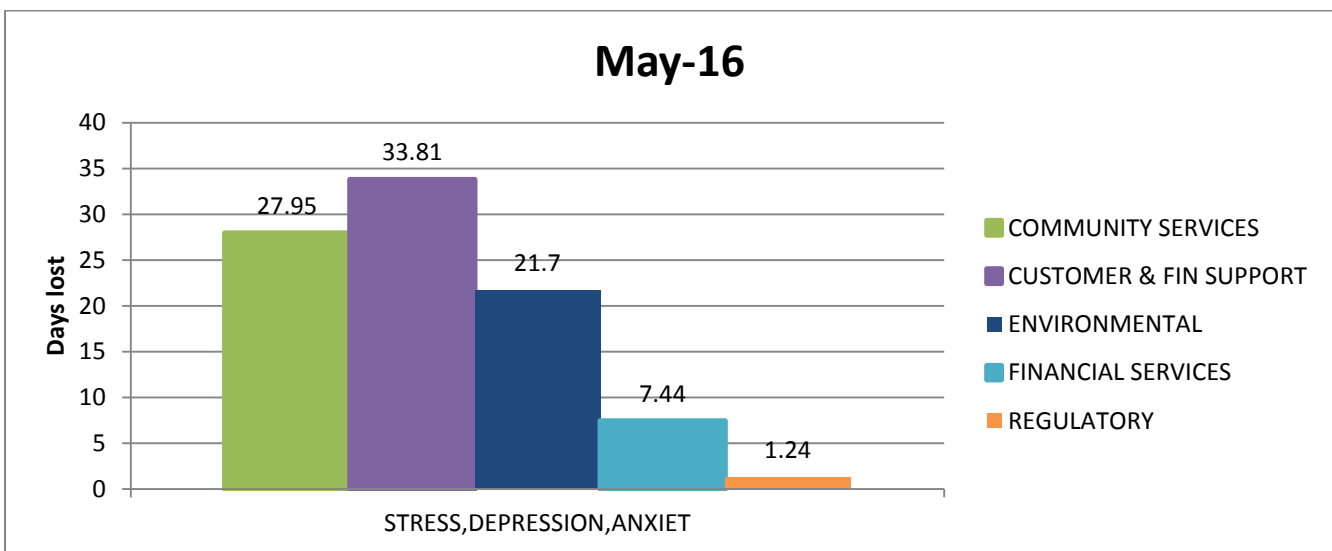
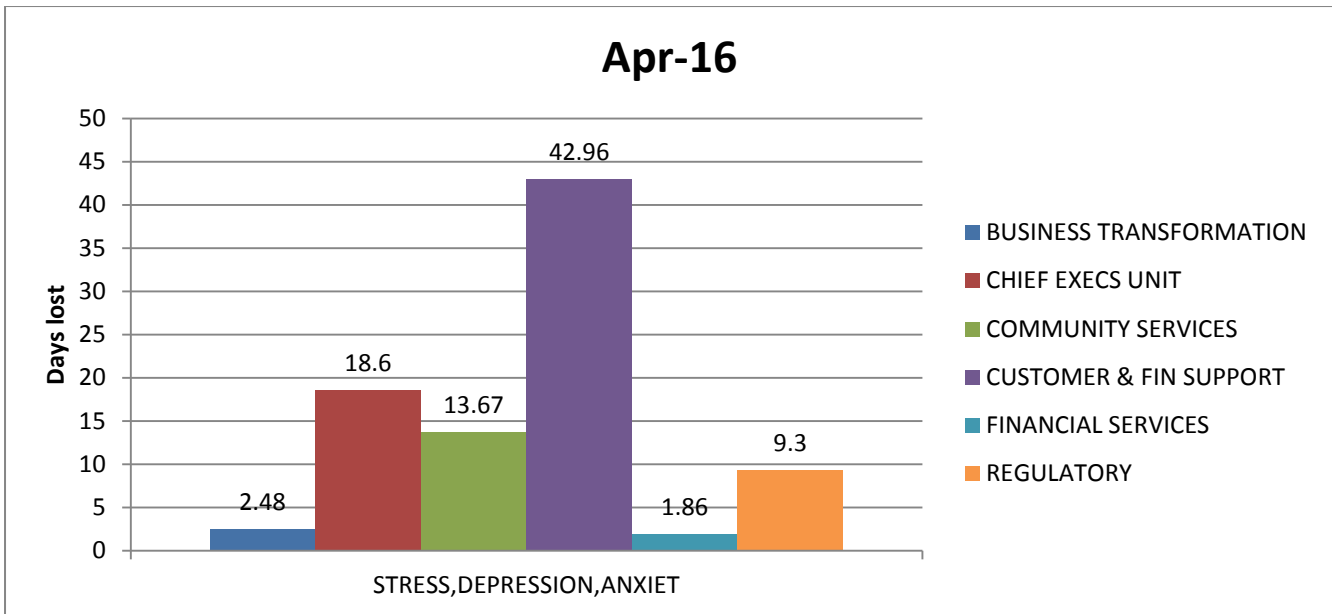
The following graphs show stress related absence broken down by Service area on a monthly basis.

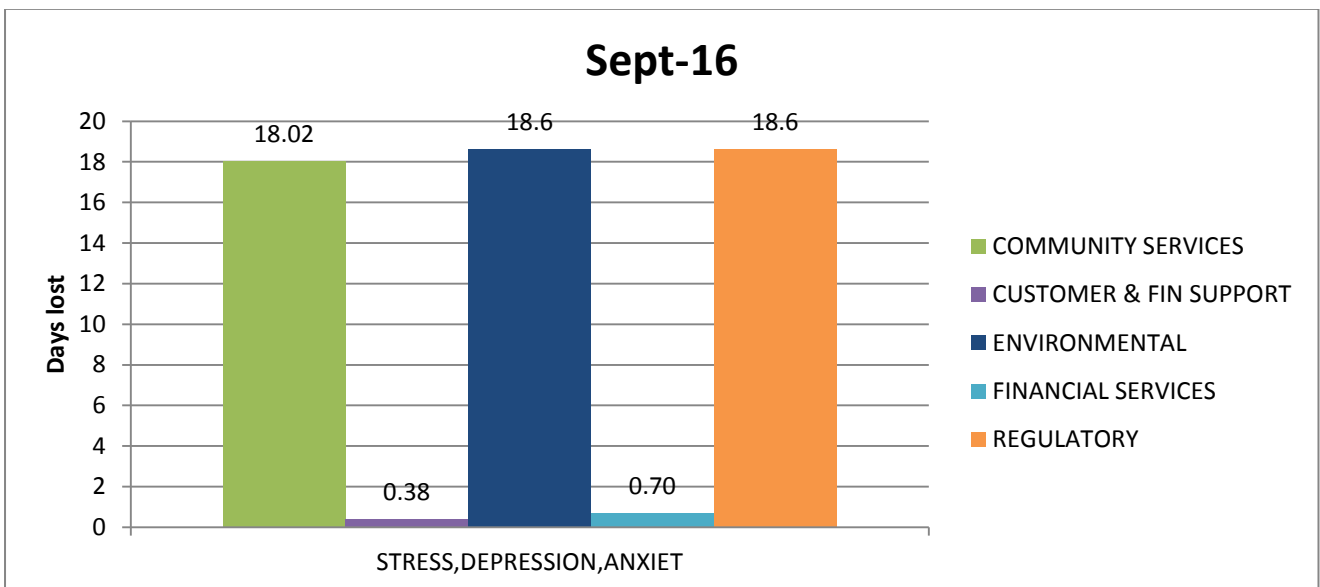
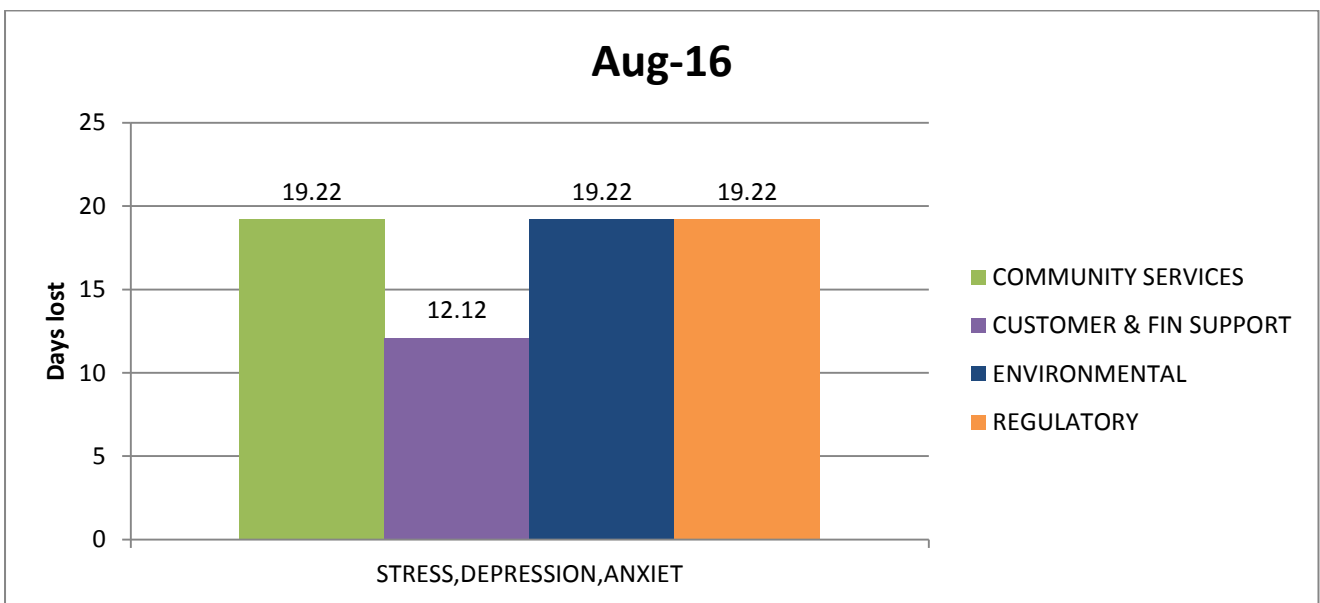
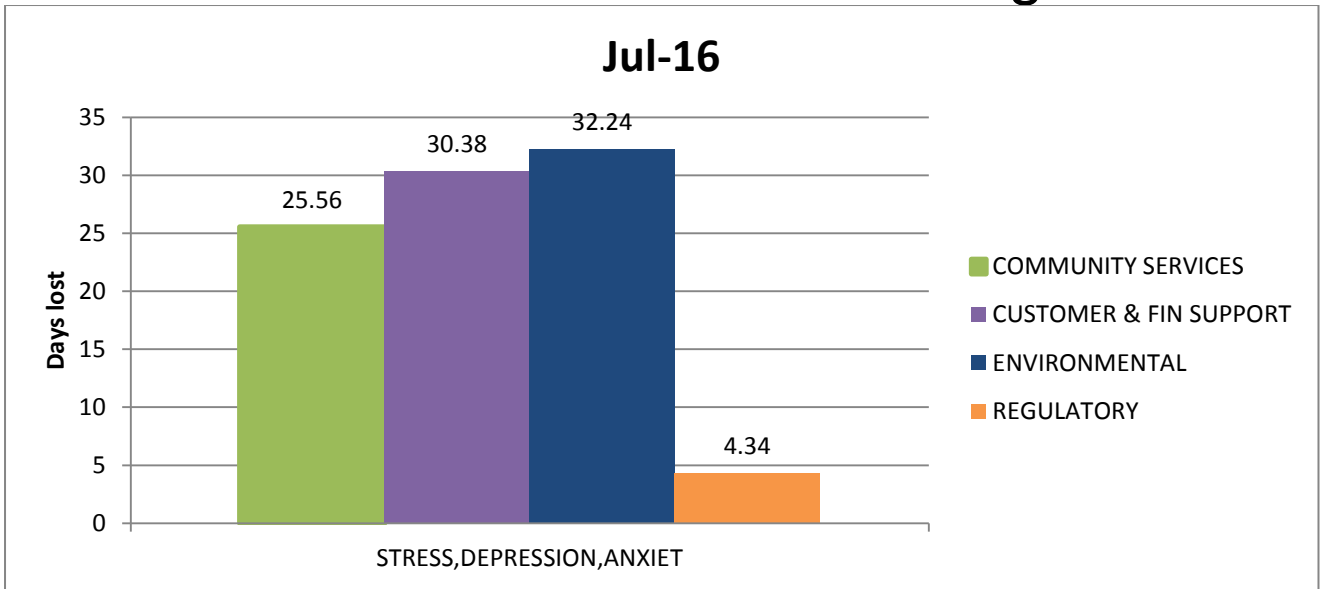
The data shows that there is no one service area that consecutively reports the highest levels of Stress Related Absence. However, there are several services that report stress related absence each month during the 6 month period.

The Council is working hard to support employees with stress related illness, both of a personal or work related nature through the Time to Talk initiative and other initiatives such as the Phone a Friend. The Phone a Friend initiative is in the process of being relaunched and further volunteers have been trained to support employees who access this service.

In addition the Council has invested in a more comprehensive Employee Support Programme, (EAP) which offers a completely confidential advice and counselling service to support its employees with any issues of concern, whether it is personal or work related. We have received increasingly positive feedback from employees who have used this service and we will continue to promote the service to support employees with stress related illnesses.

Between July 2015 and June 2016 23 employees directly accessed EAP for counselling support and 16 for work life issues. In addition there have been 1,865 web hits where employees can access online support and advice.



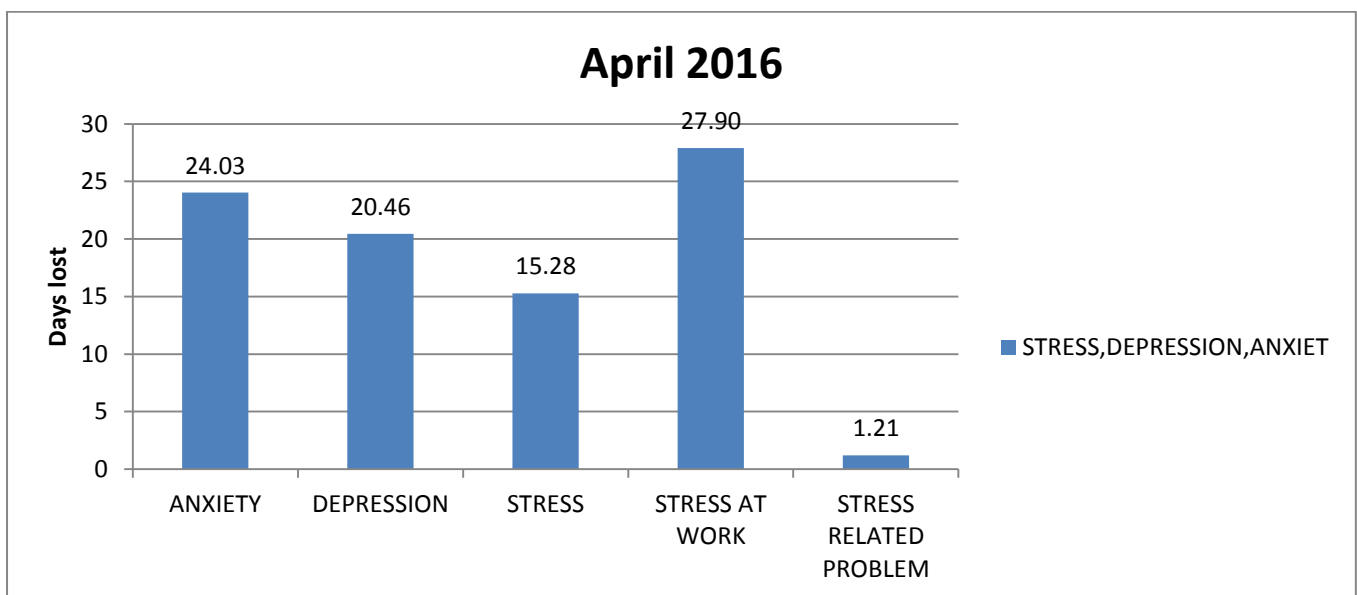


## Stress Related Absence / Work Related Absence

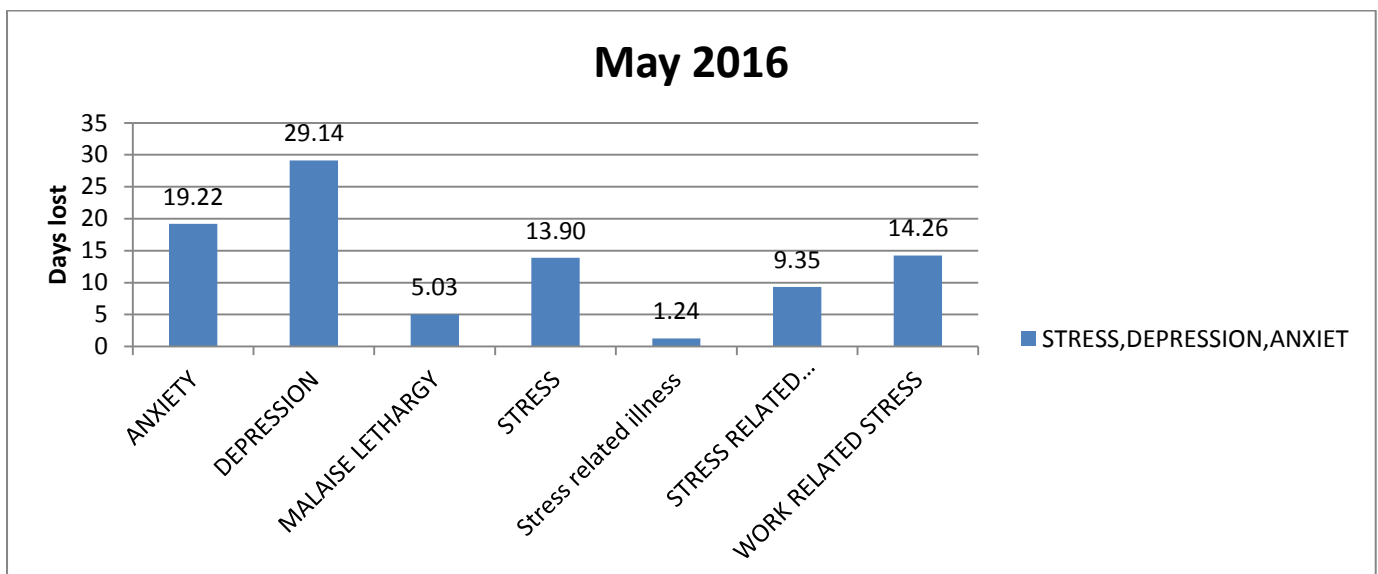
The data below shows 'work related stress' is consistently one of the main reasons for stress related absence reported by employees. It is also acknowledged that there may be work related stress absence within the other sickness categories, as not all employees report absence as work related stress.

The work undertaken with the Time to Talk initiative encourages employees to seek support and promote better conversations in the workplace to help remove the stigma related to mental health.

Further work is being undertaken in conjunction with Managers, Human Resources and Health and Safety to ensure that employees who return to work following a stress related absence undertake a stress risk assessment with their Manager. Work is being undertaken to ensure that Managers have the skills not only to support employees who have returned following a stress related absence but also to help recognise the early signs of stress in order to reduce the effects.



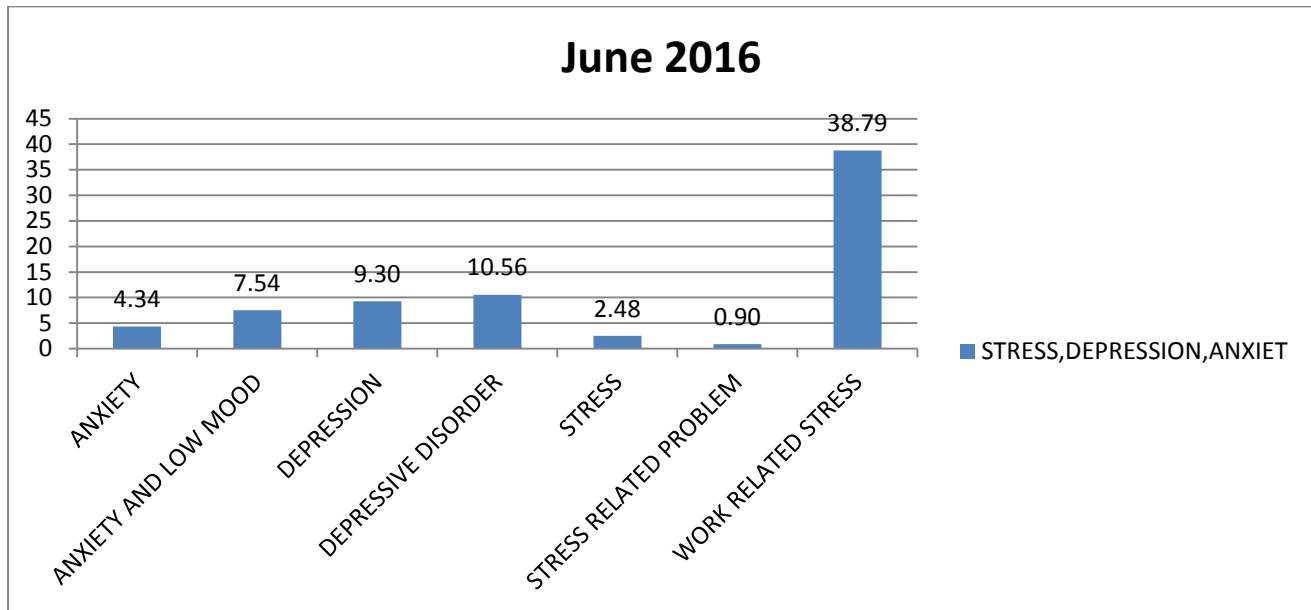
There was a total of 10 employees absent due to Stress, Depression or Anxiety during April, 2 employees absence was recorded as Work Related Stress.



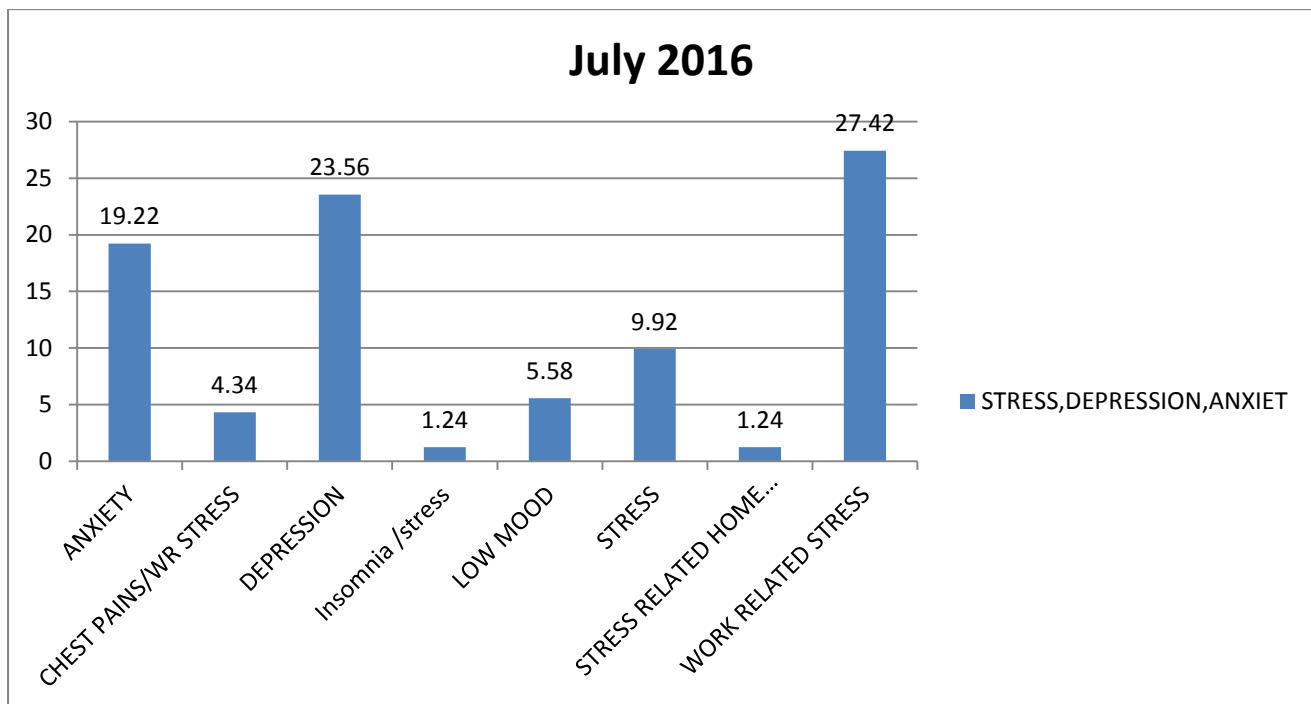


# Agenda Item 4

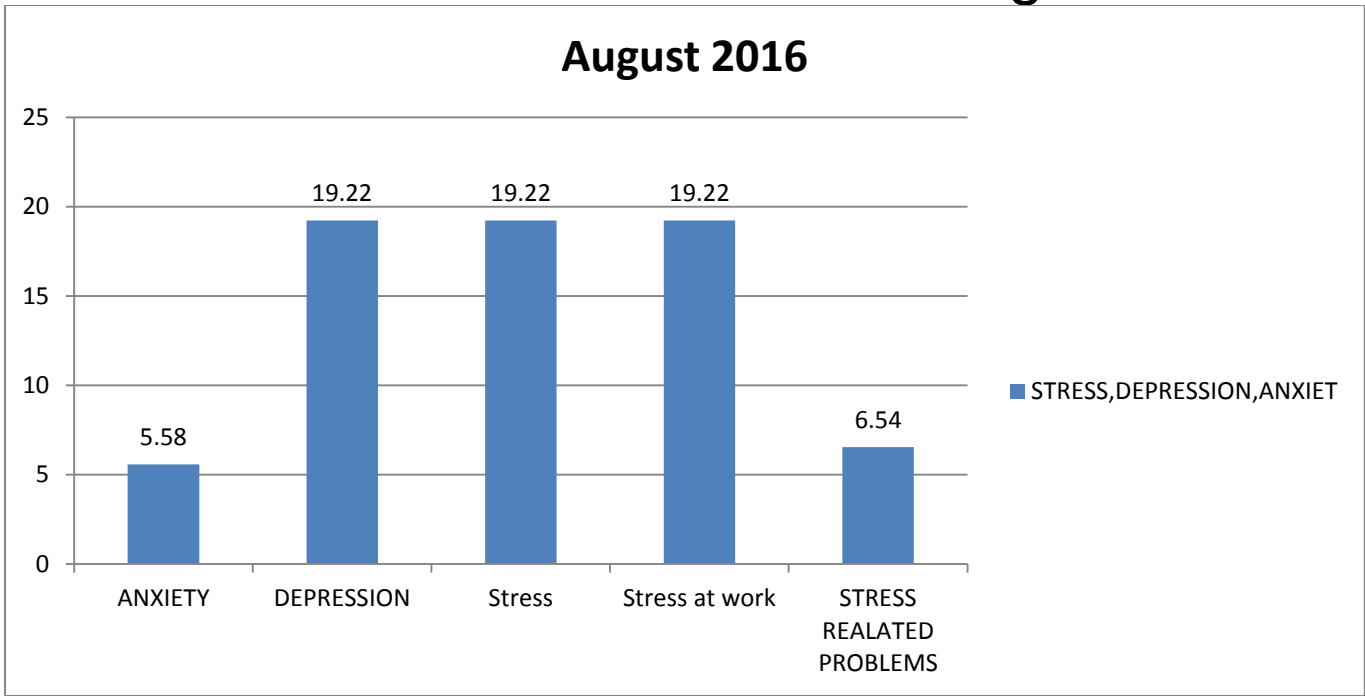
There was a total of 11 employees absent due to Stress, Depression or Anxiety during May, 1 employees absence was recorded as Work Related Stress.



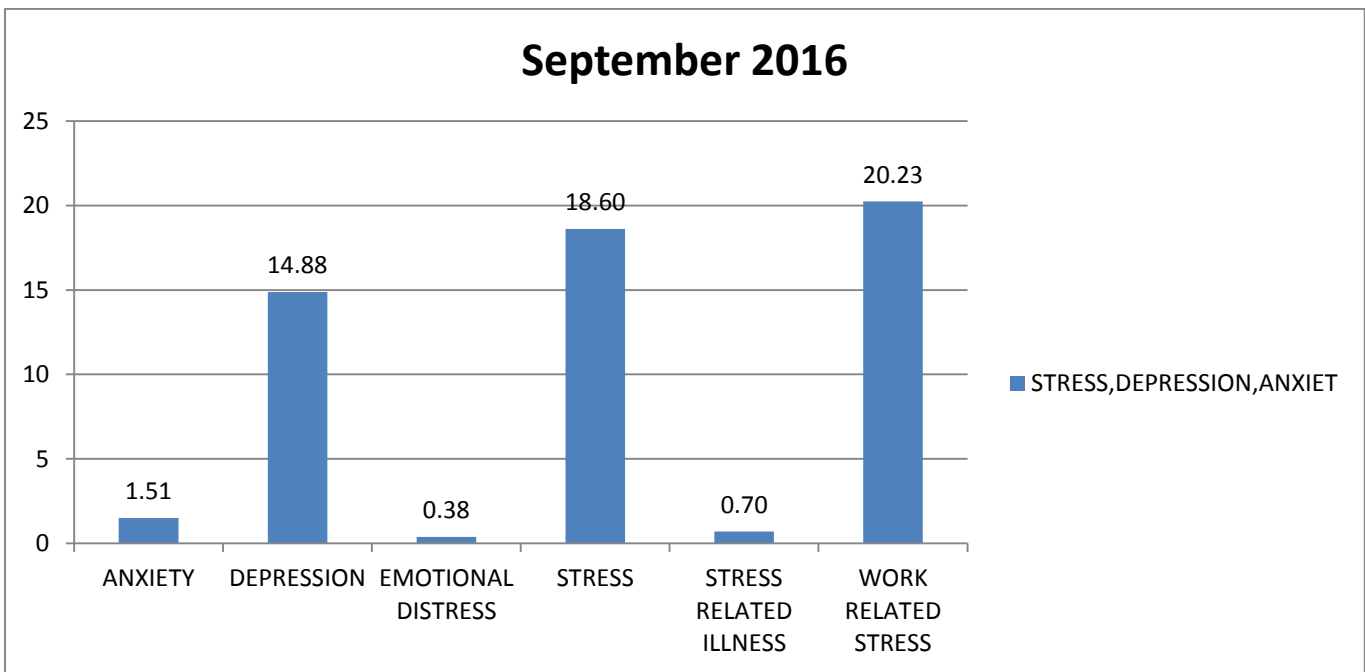
There was a total of 8 employees absent due to Stress, Depression or Anxiety during June, 3 employees absence was recorded as Work Related Stress.



There was a total of 12 employees absent due to Stress, Depression or Anxiety during July, 5 employees absence was recorded as Work Related Stress.



There was a total of 5 employees absent due to Stress, Depression or Anxiety during August, 1 employees absence was recorded as Work Related Stress.

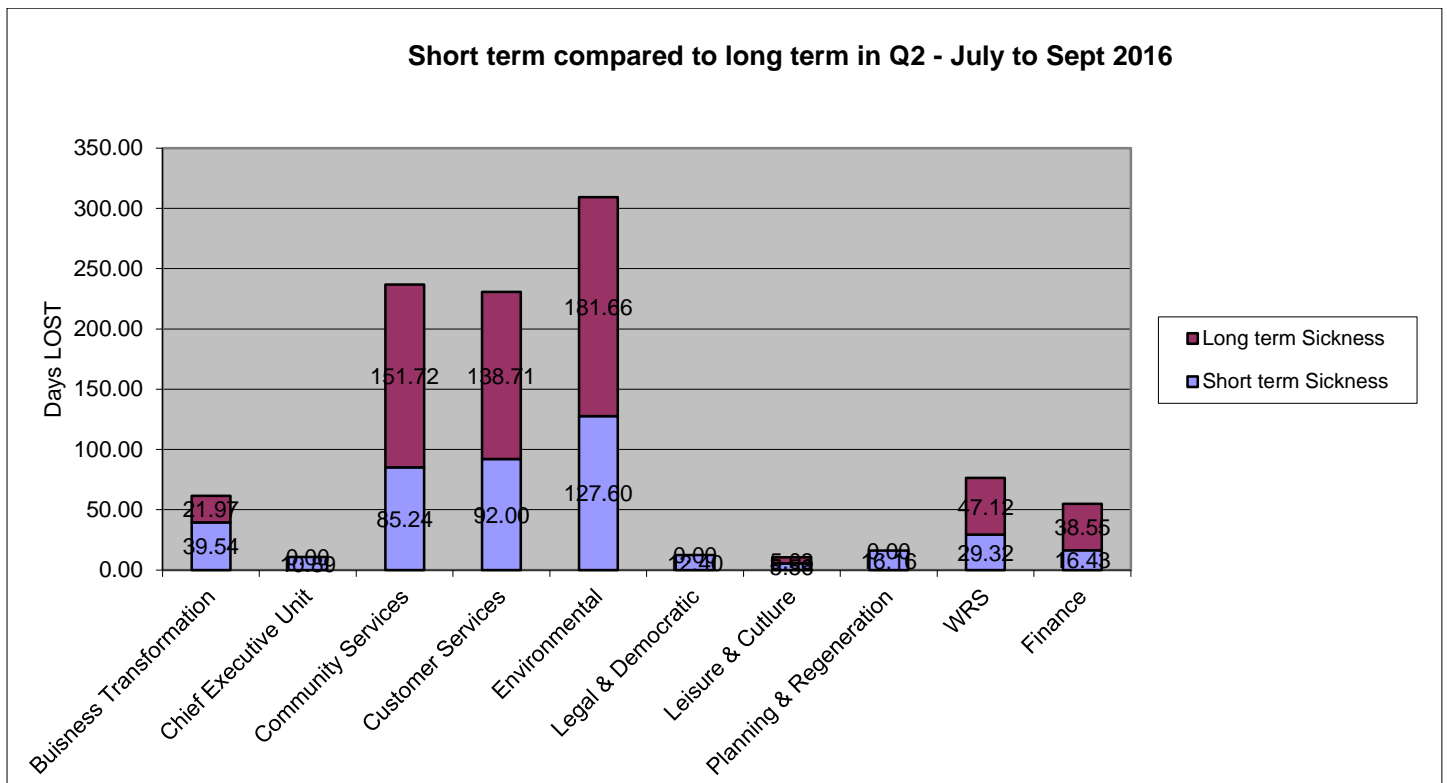
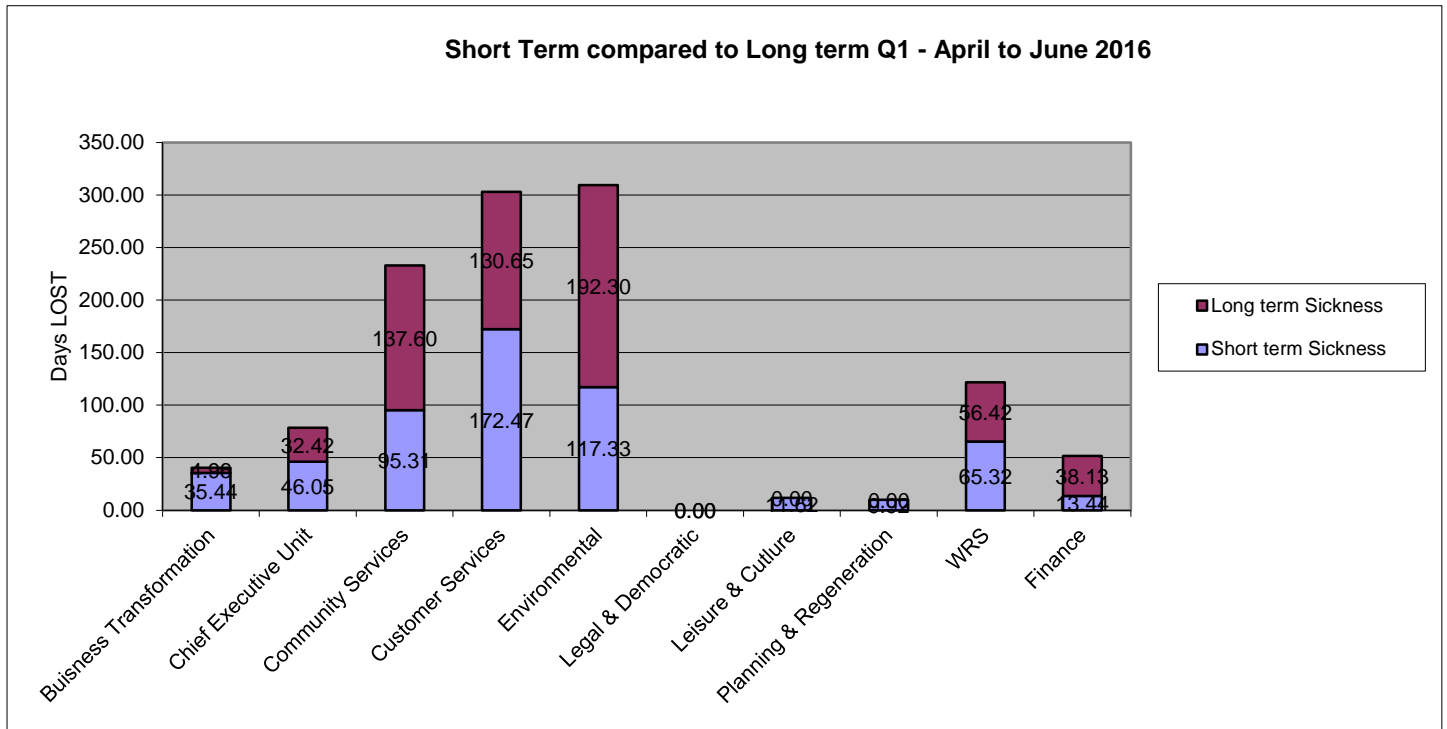


There was a total of 7 employees absent due to Stress, Depression or Anxiety during September, 2 employees absence was recorded as Work Related Stress.

# Agenda Item 4

## Short Term / Long Term

The graphs below shows the days lost for Long Term and Short Term sickness absence. There has been a decrease in short term absence in quarter 2 compared with quarter 1 with long term absence remaining broadly similar.



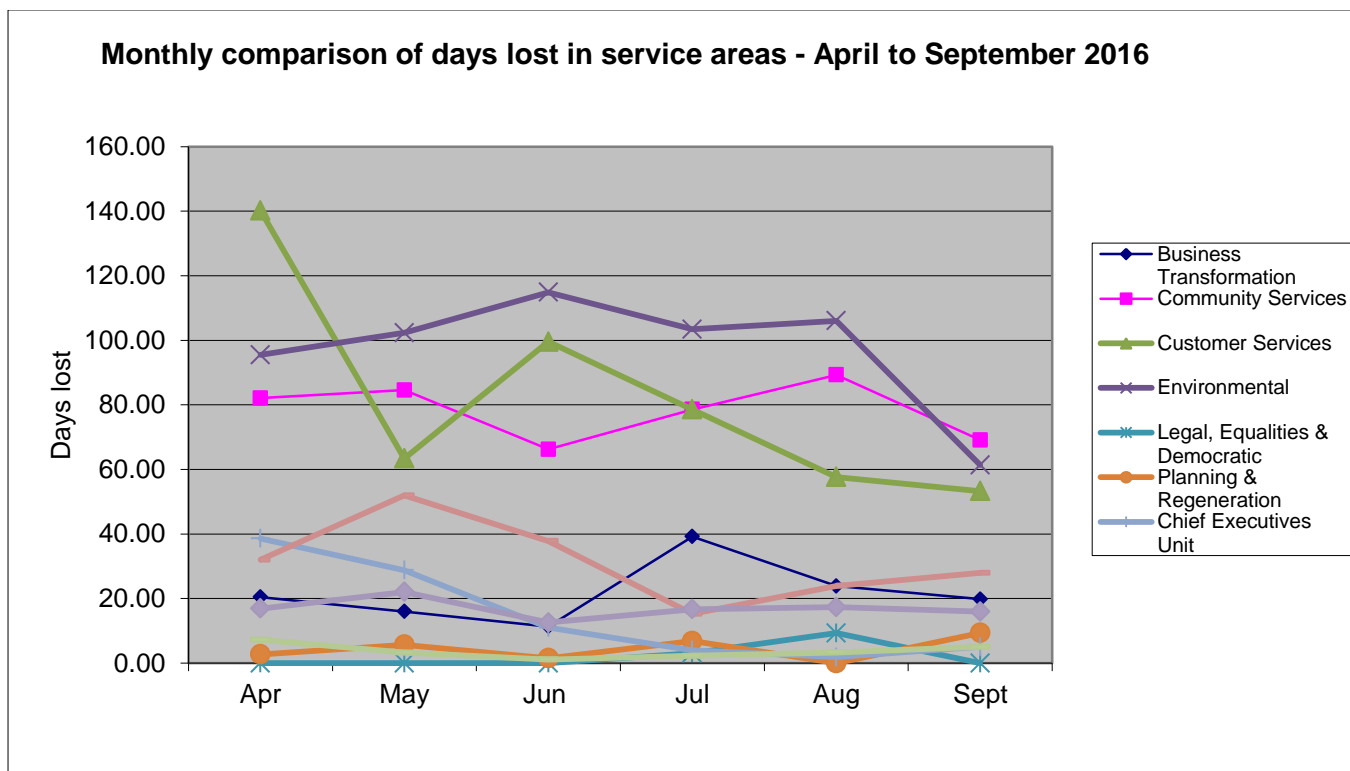
# Agenda Item 4

## Section 2

The graph below shows the average days lost were 2.44 per FTE for Bromsgrove District Council.

### BDC 2016-17

HEADCOUNT @ 30/09/16	Service Area	Apr	May	Jun	Jul	Aug	Sept	total
31	Business Transformation	20.46	14.16	5.58	12.09	19.84	19.84	91.97
12	Community Services	0.00	0.00	0.62	0.00	0.00	0.00	0.62
21	Customer Services	41.15	21.70	22.37	29.41	16.74	0.00	131.37
227	Environmental	95.48	102.30	114.85	103.42	106.02	61.38	583.45
24	Legal, Equalities & Democratic	0.00	0.00	0.00	3.10	9.30	0.00	12.40
44	Planning & Regeneration	2.28	3.10	1.51	5.58	0.00	0.00	12.47
15	Chief Executives Unit	0.00	8.68	4.96	0.00	0.00	0.00	13.64
70	WRS	31.99	51.93	37.82	15.25	23.93	27.96	188.88
444.00	total FTE	426.59	428.81	422.58	420.86	423.86	421.23	1034.80
								2.44



## **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 whereby they have been directly inputting sickness absence into the HR/Payroll system. 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 set 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.

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### OVERVIEW AND SCRUTINY BOARD

31<sup>st</sup> October 2016

#### SCRUTINY INVESTIGATION PROPOSAL – STAFF SURVEY

Relevant Portfolio Holder	Councillor G Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 Following the findings of the staff survey being presented to the Board at its meeting held on 19<sup>th</sup> September, Members agreed that a Task Group should be established. An Overview and Scrutiny Topic Proposal Form relating to the Staff Survey has been completed by Councillor S Colella and is submitted for consideration by the Board.
- 1.2 During consideration of this item at the meeting on 19<sup>th</sup> September, Members also discussed the potential for this to be a joint piece of work with Redditch Borough Council. As this would be the first joint task group between the two Councils the proposal also contains information in respect of joint working arrangements.
- 1.3 It should be noted that with effect from 1<sup>st</sup> April 2016 and in line with the Members' Allowances Scheme, the Chairman of a Task Group is paid a special allowance of £1,082 pro rata for the length of a Task Group, upon completion of the work. A special allowance is no longer paid to Task Group Members.
- 1.4 The Topic Proposal will be considered by the Redditch Overview and Scrutiny Committee at its meeting on 25<sup>th</sup> October, with the Chairman of the Overview and Scrutiny Board and Councillor Colella in attendance to present and respond to questions. A verbal update in respect of the outcome of that meeting will be provided in order to aid Members in taking this matter forward.
- 1.5 Should Redditch Borough Council chose not to participate in a joint scrutiny of the staff survey, the Board would need to consider whether it wished to continue with a task group or whether to investigate the matter in a different way, for example as a Board investigation or a short sharp review.

## **OVERVIEW AND SCRUTINY BOARD**

31<sup>st</sup> October 2016

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### **2. RECOMMENDATIONS**

- 2.1 That the Board considers the completed proposal form (at Appendix 1) and agrees to the following:
- (a) **consider and agree the terms of reference (and joint working arrangements) of the Staff Survey Joint Task Group (see attached Topic Proposal Appendix 1);**
  - (b) **Consider membership of the Task Group and appoint a Chairman;**
  - (c) **decide upon the length of time the Task Group will have to carry out its investigations (Task Groups are normally expected to conclude their investigations within six months from the date of the first meeting);**
  - (d) **request the Task Group to commence its investigation as soon as possible; or**
  - (e) **If Redditch Borough Council chose not to take part in the Joint Scrutiny the Board may wish to continue with it in the normal way or look at an alternative form of investigation.**

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Legal Implications**

- 3.2 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Service/Operation Implications**

- 3.3 An Overview and Scrutiny Topic Proposal Form relating to the results of the staff survey has been completed by Councillor S Colella, with the suggestion that the investigation could be carried out as a joint piece of work with Redditch Borough Council.
- 3.4 In previous years the Council has participated in joint scrutiny investigations involving a larger number of Councils based in Worcestershire, largely hosted by Worcestershire County Council. Members should note that if this joint review goes ahead it would set



### OVERVIEW AND SCRUTINY BOARD

31<sup>st</sup> October 2016

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an example for future scrutiny collaborations between the two Councils which may occur more frequently when considering shared services

- 3.5 For this reason it would be useful to clarify how the joint scrutiny arrangements should operate for the review and the proposed working arrangements which have been incorporated within the topic proposal should help to address this.
- 3.6 To ensure that joint scrutiny arrangements develop in a way that meets the needs of both Councils it would be useful, on this occasion, if Members with scrutiny expertise were appointed to the Task Group. As such it is proposed that only Members of the Overview and Scrutiny Board be appointed to the Task Group. To ensure that the size of the membership on the Task Group is workable from a practical perspective it is also being proposed that three Members only from each Council be appointed.
- 3.7 As the review has been proposed by the Board it is anticipated that a Bromsgrove Councillor would be appointed to chair the Task Group and should be identified whilst considering this report. A Redditch Member could be appointed as Vice Chair on this occasion should they agreed to participate in the Task Group.
- 3.8 If Redditch Borough Council's Overview and Scrutiny Committee decides that it does not wish to take part in the joint scrutiny exercise, the Board needs to agree whether to set up its own Task Group to undertake the investigation into the staff survey.

#### **Customer / Equalities and Diversity Implications**

- 3.9 Not applicable for the purpose of this report.

#### **4. RISK MANAGEMENT**

Not applicable for the purpose of this report.

#### **5. APPENDICES**

Appendix 1 – Overview and Scrutiny Topic Proposal Form

#### **6. BACKGROUND PAPERS**

None

#### **7. KEY**

None

## **OVERVIEW AND SCRUTINY BOARD**

31<sup>st</sup> October 2016

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### **AUTHOR OF REPORT**

Name: Amanda Scarce – Democratic Services Officer  
E Mail: [a.scarce@bromsgroveandredditch.gov.uk](mailto:a.scarce@bromsgroveandredditch.gov.uk)  
Tel: 01527 881443



## OVERVIEW & SCRUTINY TOPIC PROPOSAL

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

Completed forms should be returned to [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk) – Democratic Services, Bromsgrove District Council.

<b>Name of Proposer: Cllr Steve Colella</b>	
Tel No: 07758 739901	Email: <a href="mailto:s.colella@bromsgrove.gov.uk">s.colella@bromsgrove.gov.uk</a>
Date: 21 <sup>st</sup> September 2016	

<p><b>Title of Proposed Topic</b> (including specific subject areas to be investigate)</p>	<p>Scrutiny into the Bromsgrove District and Redditch Borough Council 2016 staff survey.</p> <ul style="list-style-type: none"> <li>• Scrutiny of the survey results (Qualitative and Quantitative) and the underlying issues identified.</li> <li>• Scrutiny of the survey process and quality of survey</li> <li>• Investigations into the low response rate and implications</li> <li>• Investigation in to model surveys</li> <li>• Consider the criteria of the previous survey and lesson learned for future surveys.</li> <li>• The work of the Programme Board which is to be chaired by the Chief Executive.</li> <li>• The work to be carried out in respect of the three corporate work streams which have been established and headed up by key officers.</li> </ul>
<p><b>Background to the Proposal</b> (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)</p>	<p>Following a presentation of the 2016 Staff survey to the Overview and Scrutiny Board (19<sup>th</sup> September 2016) concerns were raised in respect of the low response rate, the implications and possible reasons for such a disappointing outcome.</p> <p>As this was a shared survey and the majority of services are shared with Redditch Borough Council it was suggested that it would be an ideal opportunity</p>

# Agenda Item 5

	to carry out a piece of joint working with the RBC Overview & Scrutiny Committee, as the findings of the review could have implications for both Councils.			
<p><b>Links to national, regional and local priorities</b></p> <p>(including the Council's strategic purposes)</p>	<p>The importance of conducting robust and regular staff surveys is to demonstrate that the organisation values the voice of its employees, at every level and is responsive to any changes that the results may highlight.</p> <p>Therefore the links are directly related to efficiency of the organisation, staff moral and effective service delivery.</p> <p>In order to achieve the Councils' strategic purposes we need to ensure that staff are motivated and operating in the appropriate culture to meet these objectives.</p>			
<p><b>Possible Key Objectives</b></p> <p>(these should be SMART – specific, measurable, achievable, relevant and timely)</p>	<ul style="list-style-type: none"> <li>• Consider how to increase the response rates in future.</li> <li>• Consider the merits of the questions both in terms of desired outputs and number of questions.</li> <li>• Establish reason for the low response rates</li> <li>• Bench mark survey with other similar organisations and marque organisations</li> <li>• To make Recommendations to the Bromsgrove Overview and Scrutiny Board and Redditch Overview and Scrutiny Committee.</li> </ul>			
Anticipated Timescale for completion of the work.	November 2016 – February 2017			
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	<u><b>Task Group</b></u>	yes	Short Sharp Inquiry	

**OFFICE USE ONLY - TO BE COMPLETED WHEN THE TOPIC PROPOSAL IS ACCEPTED**

<b>Evidence</b>	
Key documents, data, reports	
Possible Site Visits	
Is a general press release required asking for general comments/suggestions from the public?	
Is a period of public consultation required?	
<b>Witnesses</b>	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	

## Potential Joint Working Arrangements

**Membership:** To be chaired by a Member of the Overview and Scrutiny function from the Council that proposed the topic.

Appoint a Vice Chairman (from the other Council).

6 Members made up of three from each Council. Each Member should be a Member of the Overview and Scrutiny Board/ Committee on this occasion.

A Quorum of three be in place with at least one Member from each Council present.

**Venue:** alternate between each Council.

1. Verbal updates be given to the respective Overview and Scrutiny functions by the lead member with the final report being considered by both prior to it being considered at Cabinet / Executive.
2. Consultation with Portfolio Holders – both relevant Portfolio Holders should be invited to attend if considered appropriate.
3. The meetings will be private informal meetings as standard practice at both venues.

## **OVERVIEW & SCRUTINY BOARD**

31st October 2016

### **SOCIAL MEDIA TASK GROUP**

Relevant Portfolio Holder	Councillor G. Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service (for Overview and Scrutiny)	Claire Felton – Head of Legal, Democratic & Electoral Services
Wards Affected	<b>All</b>
Ward Councillor Consulted	Not at this stage
Non-Key Decision	

#### **1. SUMMARY OF PROPOSALS**

- 1.1 At the previous meeting of the Overview and Scrutiny Board held on 19th September 2016, the Social Media Task Group was established.
- 1.2 As agreed Members (with the exception of Members of the Cabinet) were contacted, requesting that anyone who had an interest in becoming a Member of the Task Group contact the relevant officer within a set timescale.
- 1.3 Group Leaders were also informed of the establishment of the new Task Group.
- 1.4 Five Councillors have shown an interest in joining the Task Group (as detailed below). The Overview and Scrutiny Board Inquiry/Task Group Guidelines (approved by the Board at its meeting held on 1st March 2011) recommend that task groups must be at least 4 but no more than 7 Members (including the Chairman).

Councillors Rod Laight, Sean Shannon, Les Turner and Michael Thompson.

The Board need to appoint a Chairman of the Task Group, who must also be a Member of the Overview and Scrutiny Board.

- 1.5 It should be noted that with effect from 1<sup>st</sup> April 2016 and in line with the Members' Allowances Scheme, the Chairman of a Task Group is paid a special allowance of £1,082 pro rata for the length of a Task Group, upon completion of the work. A special allowance is no longer paid to Task Group Members.
- 1.6 Members are requested to consider in detail the terms of reference (see Appendix 1 'Possible Key Objectives') so as to ensure the Board is clear as to what they expect the Task Group to achieve. The Board can make amendments to the terms of reference if it wishes. Please note that the Task Group members, at the first meeting, will also be given the opportunity to discuss the terms of reference. However,

### **OVERVIEW & SCRUTINY BOARD**

31st October 2016

should they wish to make any significant changes, this would first need to be approved by the Board.

- 1.7 Members are reminded that when setting a timescale for a Task Group, it is usually expected that a Task Group will conclude its investigations within four to six months from the date of the first Task Group meeting. However, the Board can decide that certain topics require more time to ensure complex issues are properly scrutinised.
- 1.8 It is vital that appropriate officer support is provided to help ensure an effective investigation is undertaken leading to strong recommendations. Taking this into consideration, it is suggested that the Task Group commences its investigation as soon as officer support is available.

### **2. RECOMMENDATIONS**

#### **2.1 Members are requested to:**

- (a) consider and agree the terms of reference of the Social Media Task Group (see attached Overview and Scrutiny Exercise Scoping Checklist at Appendix 1);
- (b) consider and agree the membership of the Task Group;
- (c) appoint a Chairman of the Task Group;
- (d) decide upon the length of time the Task Group will have to carry out its investigations (Task Groups are normally expected to conclude their investigations within six months from the date of the first meeting); and
- (e) request the Task Group to commence its investigation as soon as possible.

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report.

#### **Legal Implications**

- 3.2 There are no legal implications directly relating to this report.

#### **Service / Operational Implications**

- 3.3 None for the purpose of this report.

#### **Customer / Equalities and Diversity Implications**



## **OVERVIEW & SCRUTINY BOARD**

31st October 2016

3.4 There are no implications directly relating to customer/equality and diversity within this report.

### **4. RISK MANAGEMENT**

4.1 None for the purpose of this report.

### **5. APPENDICES**

Appendix 1 – Overview and Scrutiny Topic Proposal.

### **6. BACKGROUND PAPERS**

None

### **7. KEY**

None

### **AUTHOR OF REPORT**

Name: Amanda Scarce – Democratic Services Officer  
E Mail: a.scarce@bromsgroveandredditch.gov.uk  
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## OVERVIEW & SCRUTINY TOPIC PROPOSAL

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

Completed forms should be returned to [scrutiny@bromsgrove.gov.uk](mailto:scrutiny@bromsgrove.gov.uk) – Democratic Services, Bromsgrove District Council.

<b>Name of Proposer: Cllr Chris Bloore</b>	
Tel No:	Email: <a href="mailto:c.bloore@bromsgrove.gov.uk">c.bloore@bromsgrove.gov.uk</a>
Date: 26 <sup>th</sup> August 2016	

<b>Title of Proposed Topic</b> (including specific subject areas to be investigate)	Review of the Council's use of Social Media
<b>Background to the Proposal</b> (Including reasons why this topic should be investigated and evidence to support the need for the investigation.)	<p>During the course of the recent Preventing Homelessness Review it has come to my attention that social media is an increasingly important form of communication with the public.</p> <p>The Council already uses various forms of social media to engage with residents, but I feel that this could be enhanced to the benefit of Council Services and residents.</p> <p>At present I feel that it is often used mainly by the Council to let residents know what is happening rather than as tool for engagement with them.</p>
<b>Links to national, regional and local priorities</b> (including the Council's strategic purposes)	Enabling services to meet the needs of residents. Whilst this task group would not link directly to any specific strategic purpose, enabling itself, if conducted appropriately can enhance the Council's ability to achieve these purposes.
<b>Possible Key Objectives</b> (these should be SMART – specific, measurable, achievable, relevant and timely)	<ul style="list-style-type: none"> <li>• Establish how social media is currently used within the Council and what improvements, if any could be made.</li> <li>• Review any related policies.</li> <li>• Research into how other Council's use social media.</li> </ul>

# Agenda Item 6

	<ul style="list-style-type: none"> <li>Achieve greater engagement with the public and customer satisfaction.</li> </ul>			
Anticipated Timescale for completion of the work.				
Would it be appropriate to hold a Short Sharp Inquiry or a Task Group? (please tick relevant box)	Task Group	x	Short Sharp Inquiry	

**OFFICE USE ONLY - TO BE COMPLETED WHEN THE TOPIC PROPOSAL IS ACCEPTED**

<b>Evidence</b>	
Key documents, data, reports	
Possible Site Visits	
Is a general press release required asking for general comments/suggestions from the public?	
Is a period of public consultation required?	
<b>Witnesses</b>	
Officers	
Councillors (including Portfolio Holder)	
Any External Witnesses	

### OVERVIEW AND SCRUTINY BOARD

31st October 2016

#### SCRUTINY INVESTIGATION PROPOSAL – PLANNING DELEGATIONS

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	No
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 The Overview and Scrutiny Board are requested to investigate the Planning delegations within the Council’s Constitution. This follows a notice of motion put forward by Councillor P. M. McDonald at the Council meeting held on 21<sup>st</sup> September 2016, as follows:

“We call upon the Council to create a Working Party to review Delegated Powers in relation to Planning matters.”

Following discussion at the Council meeting it was agreed that the item would be referred to the Overview and Scrutiny Board for further consideration.

#### 2. RECOMMENDATIONS

- 2.1 That the Board considers the request and agrees to one of the following:
- (a) that the request is included on the work programme and the Board undertakes the investigation, discuss broad terms of reference and sets a time scale for completion of the investigation; OR
  - (b) that the request is included on the work programme and a Task Group is established to undertake a more in-depth investigation, appoint a Chairman for the Task Group and set a time scale for completion of the investigation; OR
  - (c) that further information be requested from a relevant source before deciding whether or not further investigation is required; OR
  - (d) decide to take no further action.

## **OVERVIEW AND SCRUTINY BOARD**

31st October 2016

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### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Legal Implications**

- 3.2 There are no legal implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Service/Operation Implications**

- 3.3 A request from full Council has been made to review the Planning delegations following a notice of motion.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

#### **Customer / Equalities and Diversity Implications**

- 3.7 N/A

### **4. RISK MANAGEMENT**

- 4.1 N/A

### **5. APPENDICES**

None

### **6. BACKGROUND PAPERS**

None

## **OVERVIEW AND SCRUTINY BOARD**

31st October 2016

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### **7. KEY**

None

### **AUTHOR OF REPORT**

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Tel: 01527 881443

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### OVERVIEW AND SCRUTINY BOARD

31st October 2016

#### SCRUTINY INVESTIGATION PROPOSAL

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	No
Relevant Head of Service for Overview and Scrutiny	Claire Felton – Head of Legal, Equalities and Democratic Services
Wards Affected	All wards
Ward Councillor Consulted	No – not at this stage
Non-Key Decision	

#### 1. SUMMARY OF PROPOSALS

- 1.1 The Overview and Scrutiny Board are requested to investigate the Planning delegations within the Council’s Constitution. This follows a notice of motion put forward by Councillor P. M. McDonald at the Council meeting held on 21<sup>st</sup> September 2016, as follows:

“We call upon the Council to create a Working Party to review Delegated Powers in relation to Planning matters.”

Following discussion at the Council meeting it was agreed that the item would be referred to the Overview and Scrutiny Board for further consideration.

#### 2. RECOMMENDATIONS

- 2.1 That the Board considers the request and agrees to one of the following:
- (a) that the request is included on the work programme and the Board undertakes the investigation, discuss broad terms of reference and sets a time scale for completion of the investigation; OR
  - (b) that the request is included on the work programme and a Task Group is established to undertake a more in-depth investigation, appoint a Chairman for the Task Group and set a time scale for completion of the investigation; OR
  - (c) that further information be requested from a relevant source before deciding whether or not further investigation is required; OR
  - (d) decide to take no further action.

## **OVERVIEW AND SCRUTINY BOARD**

31st October 2016

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### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 There are no financial implications directly relating to this report, however, if the proposal is accepted, any implications would be considered as part of the subsequent investigation undertaken.

#### **Legal Implications**

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#### **Service/Operation Implications**

- 3.3 A request from full Council has been made to review the Planning delegations following a notice of motion.
- 3.4 If the Board decides that it does wish to investigate this topic further, it then needs to decide whether it is appropriate for the Board itself to undertake the investigation or whether a more in-depth investigation is required and a task group established.
- 3.5 Another option is for the Board to request further information on the topic from a relevant source to assist Members to decide whether an investigation is required.
- 3.6 Alternatively, the Board could decide that it is not a topic it wishes to investigate, in which case no further action would be required.

#### **Customer / Equalities and Diversity Implications**

- 3.7 N/A

### **4. RISK MANAGEMENT**

- 4.1 N/A

### **5. APPENDICES**

Minute Extract from the Council meeting held on 21<sup>st</sup> September 2016.

### **6. BACKGROUND PAPERS**

None

## **OVERVIEW AND SCRUTINY BOARD**

31st October 2016

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### 7. **KEY**

None

### **AUTHOR OF REPORT**

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**BROMSGROVE DISTRICT COUNCIL**

**OVERVIEW AND SCRUTINY BOARD**

**31st October 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)							
<b>PREVENTING HOMELESSNESS TASK GROUP</b>										
19 <sup>th</sup> September 2016	<u>Recommendation 1</u> We recommend that officers should investigate the introduction of a local authority lettings scheme that would help customers to access private rented accommodation. This investigation should take into account working in partnership with Redditch Borough Council. The outcomes of this investigation should be reported for the consideration of the Overview and Scrutiny Board and Cabinet.	5 <sup>th</sup> October 2016	Jan (2017)		April		Aug (2016)		Oct	
			<u>Cabinet Response</u>  A formal response will be provided by the Portfolio Holder at the next meeting of the Board.							
19 <sup>th</sup> September 2016	<u>Recommendation 2</u> The Council should commit to use all of the Homeless Grant for the purposes of priority homelessness support.	5 <sup>th</sup> October 2016	Jan (2017)		April		Aug (2016)		Oct	
			<u>Cabinet Response</u>							
19 <sup>th</sup> September 2016	<u>Recommendation 3</u> Subject to the Council continuing to receive the Homeless Grant, it should continue to prioritise funding in respect of offender rehabilitation and emergency accommodation for young people, in order for services to remain	5 <sup>th</sup> October 2016	Jan (2017)		April		Aug (2016)		Oct	
			<u>Cabinet Response</u>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
	sustainable within the district.									
19 <sup>th</sup> September 2016	<u>Recommendation 4</u> The £15,000 of funding allocated by the Portfolio Holder be allocated to the Essential Living Fund (ELF) and any surplus be ring fenced for use in the next financial year.	5 <sup>th</sup> October 2016	Jan (2017)		April		Aug (2016)		Oct	
<u>Cabinet Response</u>										
<b>EVENING &amp; WEEKEND CAR PARKING TASK GROUP</b>										
21 <sup>st</sup> 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.	6 <sup>th</sup> April 2016	Jan (2017)		April	√	Aug (2016)		Oct	
<u>Cabinet Response</u> 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										

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
	c) Ensure car parking arrangements support the Council's Economic Development Strategy.		<p>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> <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> <p><u>Update 5<sup>th</sup> October 2016</u> The Portfolio Holder has advised that she has</p>



Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			made some progress with the recommendations and will attend the January 2017 meeting when the Tracker is reviewed again to provide a more detailed update.							
21 <sup>st</sup> 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 officers/Members:</p> <ul style="list-style-type: none"> <li>a) Economic Development Team</li> <li>b) Environmental Services Team</li> <li>c) Relevant Portfolio Holders</li> <li>d) Members of the Evening and Weekend Car Parking Task Group</li> <li>e) Local businesses and retailers.</li> </ul>	6 <sup>th</sup> April 2016	Jan (2017)		April	√	Aug (2016)		Oct	
			<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 on car parking.</p> <p><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></p> <ul style="list-style-type: none"> <li>(a) Economic Development Team</li> <li>(b) Environmental Services Team</li> <li>(c) Relevant Portfolio Holders</li> <li>(d) Members of the Evening and</li> </ul>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p style="text-align: right;"><i>weekend car Parking Task Group</i></p> <p>(e) <i>Local businesses and retailers</i>  (f) <i>Town Centres Manager</i></p> <p><u>Update 5<sup>th</sup> October 2016</u>  See recommendation 1 above.</p>							
21 <sup>st</sup> 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 <sup>th</sup> April 2016	Jan (2017)		April	√	Aug (2016)		Oct	
			<u>Cabinet Response</u> Recommendation 3 was agreed.  <u>Update 5<sup>th</sup> October 2016</u> See Recommendation 1 above.							
21 <sup>st</sup> 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 <sup>th</sup> 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</i>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			<p><i>evening car parking).</i></p> <p><u>Update 5<sup>th</sup> October 2016</u> See recommendation 1 above.</p>							
<b>LEISURE PROVISION TASK GROUP</b>										
<p>17<sup>th</sup> November 2014</p>	<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>	<p>3<sup>rd</sup> December 2014</p>	<p>Jan (2017)</p>	<p>√</p>	<p>April</p>		<p>Aug (2016)</p>		<p>Oct</p>	
			<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 6<sup>th</sup> January 2016</u></p> <p>Following a further recommendation from the Board requesting the Cabinet remain observant of its decision made on 3<sup>rd</sup> December 2014, the Cabinet, after discussion, rescinded the recommendation (b).</p> <p><u>July 2016</u></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)							
			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.							
<b>YOUTH PROVISION TASK GROUP</b>										
15 <sup>th</sup> 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 <sup>th</sup> 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&amp;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&amp;S Board’s work programme for consideration at 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&amp;S Board’s work programme for consideration at a later date if they so wish.</i></p> <p><u>July 2016</u></p>							

Date of O&S Board	Recommendation	Date Considered by Cabinet	Comments on action taken to implement the recommendation(s)
			<p><i>The situation remains as per the last update.  <u>October 2016</u>                      The situation remains as per the update in April 2016.</i></p>

BOARD RECOMMENDATIONS										
<p>25<sup>th</sup> 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>Oct</p>	
			<p><i>This was passed to relevant Officer on 3<sup>rd</sup> 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> <p><u>October 2016</u> <i>The situation remains as previously reported.</i></p>							

## Health Overview and Scrutiny Committee

**Monday, 26 September 2016, County Hall, Worcester - 10.00 am**

### Minutes

#### Present:

Mr A T Amos, Mrs J L M A Griffiths, Mrs A T Hingley, Mr A P Miller, Mrs F M Oborski, Mrs M A Rayner, Mrs F S Smith and Mr G J Vickery

#### Also attended:

Future of Acute Hospital Services Programme Board  
Simon Trickett, Interim Chief Officer of Redditch and Bromsgrove and Wyre Forest Clinical Commissioning Group  
Lucy Noon, Programme Director  
Claire Austin, Communications and Engagement Lead

Wyre Forest Clinical Commissioning Group  
Heather Macdonald, Operations Director

Worcestershire Health and Care NHS Trust  
Jan Austin, Interim Lead – Community Care North

Worcestershire Acute Hospitals NHS Trust  
Rab McEwan, Chief Operating Officer  
Julian Berlet, Divisional Medical Director  
Caragh Merrick, Chairman  
Lisa Thomson, Director of Communications

Healthwatch Worcestershire  
Peter Pinfield, Chairman

Worcestershire County Council  
Simon Mallinson, Head of Legal and Democratic Services  
Jo Weston, Overview and Scrutiny Officer

#### Available Papers

The members had before them:

- A. The Agenda papers (previously circulated);
- B. Presentation handouts (circulated at the Meeting);
- C. The Minutes of the meeting held on 19 July 2016 (previously circulated).

Copies of documents A and B will be attached to the signed Minutes,

#### **802 Apologies and Welcome**

The Chairman welcomed everyone to the Meeting. Apologies had been received from Councillors Baker, Biggs, Cooper, Grove, Hill and Wood-Ford.

**803      Declarations of Interest and of any Party Whip**

Councillor Oborski declared an Interest as a Member of the Future of Acute Hospitals in Worcestershire Public Participation Involvement Group. Councillor Amos declared an Interest as a relative was employed by Worcestershire Acute Hospitals NHS Trust.

There was no Party Whip.

**804      Public Participation**

None.

**805      Confirmation of the Minutes of the Previous Meeting**

Subject to the following amendment, the Minutes of the Meeting held on 19 July 2016 were agreed as a correct record and signed by the Chairman.

Minute 800: Adult Mental Health Transformation  
The Committee discussion point three, was changed to read 'When asked whether mental health nurses were available in all GP surgeries, it was clarified that the commissioning model would provide a Gateway Worker service for every GP Practice by October 2016. Gateway Workers are experienced mental health nurses or mental health practitioners.'

**806      Scrutiny Approach: Consultation Plans for the Future of Acute Hospital Services in Worcestershire**

The Chairman reminded the Committee that the review to reconfigure acute hospital services was in its final stages and that the following Agenda Item sought HOSC approval of the draft consultation document. However, it was first necessary for HOSC to agree its approach, in particular whether a joint Committee was required or desirable.

Members had to consider the legislation in place when considering substantial changes and whether to exercise their discretion to have a joint committee should be applied in this particular case.

The Head of Legal and Democratic Services (HLDS) advised that the legislation was complex but clear on the issue of joint committees. Under Regulation 30, the legal duty to have a joint scrutiny committee was only triggered if the responsible health body carried out Regulation 23 consultation with more than one local authority. If it did not, there was a discretionary power to appoint a joint scrutiny committee if the authorities wished to delegate functions to it. As Health were not so consulting with other neighbouring local authorities, there was no legal duty upon the Council to form a joint scrutiny committee to consider the proposals. This left a discretionary power to form a joint scrutiny committee if



HOSC considered it appropriate.

In the discussion, the following main points were made:

- The Chairman confirmed that if a joint Committee were to be formed, it would be Chaired by Worcestershire County Council. However, taking into account the need for political balance (confirmed by HLDS where there were 3 or more nominations), some Members were concerned that the Worcestershire voice would be marginalised
- From the neighbouring authorities, Herefordshire and Birmingham were supportive of a joint Committee, yet Warwickshire and Solihull shared the view that the proposals were not substantial to their populations
- One Member agreed that although there was no legal obligation, there was a strong moral obligation to work with neighbouring authorities and favoured a joint Committee. The Member went on to state that documentation had been received from University Hospitals Birmingham NHS Foundation Trust (UHB) which strongly suggested that there were concerns over the proposals
- One Member suggested that as a way forward, Members from neighbouring authorities could be invited to a meeting, in order that Worcestershire HOSC could hear their views and inform their decision-making process. The HLDS advised that if HOSC invited observers from other authorities to attend and participate but not vote, this would not affect political balance issues
- The Chairman clarified that if Members wanted a joint Committee, it would delay the consultation process and he felt this was inadvisable at this stage in the process.

The Chairman invited Simon Trickett, Interim Chief Officer of Redditch and Bromsgrove and Wyre Forest Clinical Commissioning Group to comment on the Item and discussion.

Mr Trickett reminded Members that the role of HOSC was to scrutinise, and in particular to ensure that the level of consultation that was being undertaken in relation to service changes that impact on Worcestershire's population was appropriate. Neighbouring Clinical Commissioning Groups had decided that they did not want to jointly consult their populations, but rather respond to the consultation. The Programme Board was

**807 Future of Acute Hospital Services in Worcestershire**

aware that the main provider in Birmingham (UHB) was concerned, but the situation was being monitored following the temporary emergency changes to services that had already taken place earlier in the year. It was important to put the situation into context and it was suggested that over the last twelve months, residents from Redditch and Bromsgrove arriving at UHB A&E had increased by 21%. This equated to an additional 47 people per month, which, as one Member highlighted, could have been the closest A&E to their workplace, not necessarily due to the temporary changes in Worcestershire.

In addition, it was important to note that the consultation plans would include engagement activity outside of the County and all neighbouring residents would also have the opportunity to contribute to the consultation.

It was moved and seconded that no joint HOSC be created, and this was agreed upon being put to the vote. HOSC then unanimously agreed to invite neighbouring HOSCs to a future session to inform Worcestershire HOSC's consideration of these proposals as non-voting participating observers.

The Chairman hoped neighbouring authorities would engage with the Worcestershire HOSC.

Attending for this Item were:

Lucy Noon, Programme Director  
Claire Austin, Communications and Engagement Lead  
Simon Trickett, Interim Chief Officer of Redditch and Bromsgrove and Wyre Forest Clinical Commissioning Group

Members were reminded that after being initiated in 2012, the Future of Acute Hospital Services in Worcestershire (FoAHSW) programme was now in its final stages. It was hoped that NHS England would shortly provide assurance and in doing so allow public consultation to begin.

It was important to be mindful that essentially, there was just one clinical model to consult upon and the main proposed changes had not only been discussed at previous HOSC meetings, but were also outlined in the Agenda.

The draft public consultation document had been drawn up in association with the Patient Participation Stakeholder Advisory Group, which included

representation from a neighbouring authority. HOSC Members would be invited to comment on the draft and further drafts as they became available.

In relation to timescales, it was hoped to start the full 12 week public consultation at the end of November 2016, however, taking the Christmas period into consideration it was planned to extend this to 14 weeks.

Mindful of County Council Elections in May 2017 and Purdah commencing on 23 March 2017, the 3 Worcestershire Clinical Commissioning Groups may not be able to make a decision until after May 2017.

In the ensuing discussion, the following points were raised:

- Although the draft consultation document suggested locations for public events, these were not confirmed as dates were yet unknown, rather provided an indication of the geographical spread. Events would also take place across County borders to engage with those residents
- It was noted that other organisations were organising their own engagement events, with Redditch Borough Council holding a range of public meetings to inform their response to the consultation
- Members continued to be concerned about the availability of transport between Hospital sites
- In response to questions around accessibility of the consultation documentation, the Committee was informed that it would be widely available and accessible to everyone including those whose first language was not English
- The Committee was pleased that the process was hopefully drawing to a close after so many years of uncertainty.

The Chairman of Healthwatch was invited to comment and added that Healthwatch had been proactively involved in shaping the documentation before the Committee.

The Committee welcomed the opportunity to comment on the draft consultation document and unanimously agreed to its publication once the finer details had been confirmed. HOSC Members would receive a final draft before publication.

**808 Wyre Forest**

Attending for this Item were:

## Community Unit

Heather Macdonald, Operations Director, Wyre Forest Clinical Commissioning Group  
Jan Austin, Interim Lead – Community Care North, Worcestershire Health and Care NHS Trust  
Simon Trickett, Interim Chief Officer of Redditch and Bromsgrove and Wyre Forest Clinical Commissioning Groups

The Committee was reminded that the Wyre Forest Integrated Intermediate Care Programme was a multi agency programme, established in 2014, to look at how best to provide intermediate care for the population of Wyre Forest.

Currently, the Wyre Forest Community Unit, based on the Kidderminster Hospital site (Block A) has 20 beds and is managed by Worcestershire Acute Hospitals NHS Trust (WAHT). It is able to take referrals direct from GPs to support admission avoidance and also support, often elderly patients, who are not ready to return home.

Due to a number of factors, including a shift towards a more integrated community model, the condition of the building and a view from WAHT that they no longer wanted to manage the provision of the service, the current model was unsustainable.

Stakeholders were keen to retain a presence on the Kidderminster Hospital site and the Alliance Board and GP Practices favoured a 16 bed proposal, in the Robertson Centre, which would provide increased integration with community teams.

Following an appropriate procurement process, it was agreed that this new provision would be managed by Worcestershire Health and Care NHS Trust starting 1 October 2016.

A number of Stakeholder engagement events had been held to listen and further understand any concerns patients may have. In addition, newsletters had been published and widely circulated.

Unfortunately, construction delays to some necessary building work have meant that the new Unit will not be operational on 1 October, although the new service will be provided by Worcestershire Health and Care NHS Trust from that date.

In the ensuing discussion, the following main points were made:

- There was concern that the number of beds was being reduced from 20 to 16, however, it was noted that the length of stay would also reduce due to increased support in the home
- Some Members suggested that there had been a degree of concern locally, especially with older patients, who were worried they would be discharged before feeling fully confident, however, the Members were pleased to report that the level of public and patient engagement was high
- It was clarified that this move had full clinical support and was not a cost saving initiative. However, any savings would be reinvested in the community teams, including night sitters for example
- When asked about the deterioration of GP Premises in Wyre Forest, it was stated that this was a Clinical Commissioning Group priority with almost all GP Practices now enhanced. Funding had been sought for Stourport through a national funding scheme for primary care premises, which would close the gap locally
- In relation to Community Hospitals, such as Evesham, a different medical model was in place, however, the ethos of rehabilitation was the same. Members were informed that there was a shift towards seven day therapy, with therapists being recruited to cover early and late shifts, enabling staff to work with patients at key times, such as getting up and preparing breakfast
- Members learned that Community Nursing Teams would have increased technology by the end of the year, enabling more fluid communications between health and social care
- When querying the level of help in the house, it was suggested that technology had a huge part to play and advancements were occurring constantly
- GPs in particular were confident that 16 beds was the right number, although the new premises do not allow for more, and it was seen as a positive move that the beds can be kept on the Kidderminster Hospital site
- Members had confidence in Worcestershire Health and Care NHS Trust as they operate other County Community Hospitals.

The Chairman thanked everyone for a useful discussion and wished for an update in due course as it was important to monitor the impact of these changes on the local community.

## 809 Health Overview and Scrutiny Round-up

Members were invited to comment on activity in their own District. It was mentioned that in Wyre Forest, although the newly opened Health Centre in Kidderminster was welcomed, there was concern about the steep ramp access.

All Members had been invited to become a HOSC Lead Member for one of the local health bodies. It was clarified that the role was informal, but included the opportunity to attend Board Meetings as an observer, report back to the HOSC and therefore expand the collective knowledge of the Committee. All organisations were now covered and the Chairman thanked colleagues for volunteering.

From recent Board Meetings, it was noted that distribution of paper copies was ever decreasing, a fact which many Members found frustrating given the quantity of documents under consideration. Councillor Vickery reported that he would circulate some notes from recent Board Meetings attended.

The Chairman reported that following the last HOSC, he was pleased to report that signage around County Hall now indicated that it was a 'no smoking and no electronic cigarettes area'.

## 810 Radiology

Attending for this Item from Worcestershire Acute Hospitals NHS Trust (WAHT) were:

Rab McEwan, Chief Operating Officer  
Julian Berlet, Divisional Medical Director  
Caragh Merrick, Chairman  
Lisa Thomson, Director of Communications

By way of presentation, the Chief Operating Officer provided some background to the issue, the action already being taken and the plan moving forward.

In July 2016, the Care Quality Commission (CQC) held an unannounced inspection of Radiology, which found a backlog of X-rays yet to be reported on by Radiology, including 5,574 from January to August 2016 and 6,986 from 2014-2015.

WAHT had since developed an action plan, which would tackle the backlog and clear the 2016 films by October 2016. The Trust had also commissioned the Royal College of Radiologists to undertake a review to ensure best practice was being followed.

Although a clinically led review in 2013 suggested no harm could be found as a result of delays in radiology reporting, a formal harm review would be now conducted and as the backlog was cleared, any incidental findings would be logged for review on national software (DATIX). If any potential harm to patients was identified it would be reviewed by the WAHT Quality and Governance Committee.

Since May 2016, when WAHT became aware of the increasing backlog, 8 radiographers had been successfully recruited and a Consultant Radiologist was currently being advertised. In addition, in July 2016, 500 X-ray reports per week were outsourced for reporting, with the figure doubling from August. Demand and capacity was under constant monitoring and regular updates were being provided to CQC.

It was reported that the current situation was more positive, with no further 2016 plain film X-rays outstanding, however, 1,000 images would not be reported on in this programme as the patients had subsequently died.

In the following discussion, the following main points were raised:

- It was clarified that all X-rays are looked at, with the requesting Clinician initially looking and assessing the X-ray. The backlog refers to the Radiologist reports, where they would do a second report to confirm the Clinician's assessment and look for secondary information, which may be out of scope of the Clinician's expertise
- It was also clarified that all GP requested X-rays were reported on in a timely manner
- The volume of work was increasing, including the more specialist work of MRI and CT scans for example. The picture nationally was similar to that of Worcestershire and there was a recruitment concern across the profession. Members commented that the review of Acute Hospital Services could only add to the issue, however, were pleased to hear that 8 Radiographers had been recruited
- Concerns were taken seriously and there was a duty to provide assurance to the Trust Board, patients and all stakeholders that the situation would not be repeated. Governance arrangements had been strengthened and by working with the Royal College of Radiologists,

there would be no repeat of the extensive backlog experienced. Despite this, Members felt that there was some way to go to reassure patients

- The backlog was to be cleared in a specific order, with 2016 films being reported first, followed by those from 2015. Films from before 2013 would not be reported on, however, Members were reminded that in the vast majority of cases, the images would have been seen by the ordering Clinician
- When questioned why it took a Whistleblower to highlight the issue, it was stated that there was growing management concern from 2013 and despite measures that had been put in place, WAHT could not cope with the increasing demand. From here on, it was suggested WAHT would compare favourably with other Trusts
- From the CQC inspection, one of the required outcomes was a need to agree a set of standards with Clinicians and abide by them. This change in policy was suggested to be a clear message which was now understood. The Standard was for routine reporting to be undertaken within 2 weeks or within 48 hours if urgent
- Some Members were concerned with the risks associated with the delay in reporting and were informed that a harm review had been undertaken and would be repeated later in the year. Patients and their GP's would be contacted if there was anything untoward
- In relation to the 1,000 films which were not reported on and patients had subsequently died, it was clarified that they would be reviewed in due course but the Trust was not expecting to find significant levels of harm
- One Member queried whether any equipment failures had influenced the situation, to be informed that was not the case

The Chairman of Healthwatch Worcestershire was invited to comment on the discussion and stressed that Healthwatch was equally concerned with the evolving situation. However, it was important to move on and ensure that it does not happen again.

The newly appointed Chairman of the Trust, Caragh Merrick, stressed that patient safety was non-negotiable and the perception of patient safety was vital. It was a regrettable situation, however, moving forward, lessons had been learned and a clearer governance arrangement was now in place.



# Agenda Item 11

The HOSC Chairman thanked all those present for a useful discussion and called for a further update at an appropriate time in the future.

The meeting ended at 1.15 pm

Chairman .....

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# **CABINET LEADER'S**

# **WORK PROGRAMME**

**1 NOVEMBER 2016 TO 28 FEBRUARY 2017**

**(published as at 3 October 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](http://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](mailto: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 G. N. Denaro	Leader of the Council and Portfolio Holder for Finance, ICT, HR and Enabling Services
Councillor C. B. Taylor	Deputy Leader of the Council and Portfolio Holder for Planning Services and Strategic Housing
Councillor R. D. Smith	Portfolio Holder for Environmental Services, Regulatory Services and Community Safety
Councillor K. J. May	Portfolio Holder for Health and Wellbeing, Economic Development and Regeneration
Councillor P. J. Whittaker	Portfolio Holder for Leisure and Cultural Services

<b>Decision Including Whether it is a Key Decision</b>	<b>Decision Taker including Details of Exempt Information (if any)</b>	<b>Date of Decision</b>	<b>Documents submitted to Decision Maker / Background Papers List</b>	<b>Contact for Comments</b>
The Council Plan	Cabinet <i>(recommendations to Council)</i>	2 November 2016	Report of the Head of Business Transformation and Organisational Development	Deb Poole 01527 881256 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
Medium Term Financial Plan Update	Cabinet	2 November 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G Denaro
Planning Services Business Case	Cabinet <i>(recommendations to Council)</i>	2 November 2016	Report of the Head of Planning and Regeneration	Ruth Bamford 01527 881202 Councillor C. B. Taylor
Application in respect of Asset of Community Value Register The Greyhound Public House	Cabinet	2 November 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G Denaro

Review of CCTV in the District	Cabinet	7 December 2016	Report of the Head of Community Services	Rachel McAndrews CCTV and Telecare Manager 01527 64252 x 3126 Councillor R.D. Smith
Fees and Charges 2017-2018	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Medium Term Financial Plan Update	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro
Revised Debt Recovery Policy	Cabinet	7 December 2016	Report of the Head of Customer Access and Financial Support	Amanda Singleton 01527 881421 Councillor G. Denaro
Bromsgrove District Local Plan	Cabinet <i>(recommendations to Council)</i>	4 January 2017	Report of the Head of Planning and Regeneration	Ruth Bamford 01527 881202 Councillor C. B. Taylor
Medium Term Financial Plan	Cabinet <i>(recommendations to Council)</i>	1 February 2017	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. Denaro

Engagement Strategy	Cabinet	1 February 2017	Report of the Head of Business Transformation and Organisational Development	Deb Poole 01527 881256 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

<b>Date of Meeting</b>	<b>Subject</b>	<b>Additional Information</b>
<b>31/10/16</b>	Sickness Absence Update Report	6 month update requested at meeting on 25/4/2016
	Quarterly Recommendation Tracker	
	Staff Survey Topic Proposal & Potential Joint Working Report	
	Social Media Task Group	
	Finance and Budget Working Group - Update	
	Measures Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
<b>28/11/16</b>	Review of CCTV – pre-scrutiny	Picked up from the Cabinet Work Programme 27/06/16 meeting
	Finance and Budget Working Group – Update Report	
	Measures 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	

# Agenda Item 13

Date of Meeting	Subject	Additional Information
<b>19/12/16</b>	Finance and Budget Working Group – Update	
	Measures Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
<b>16/01/16</b>	Finance and Budget Working Group – Update	
	Measures 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	
<b>13/02/17</b>	Dolphin Centre - Update on work with displaced Groups	
	Planning Backlog Data up to 31/12/16	
	Finance and Budget Working Group – Update	
	Measures Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
<b>27/03/17</b>	Scrutiny of Crime & Disorder Partnership	
	Finance and Budget Working Group – Update	
	Measures Dashboard Working Group – Update	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
<b>24/04/17</b>	Overview & Scrutiny Board Annual Report and Review of the Work of the Board (including the role of the working	

Date of Meeting	Subject	Additional Information
	groups).	
	Quarterly Recommendation Tracker	
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	

### **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 by the Board (at its discretion)**

Write Off of Debts Report	(last report received 27/06/16)
Sickness Absence Performance - biannually	(last report received 31/10/16)
Making Experiences Count	(last report received 27/06/16)
Summary of Environmental Enforcement	(last report received 08/08/16)

Artrix SLA Annual Report – 19/09/16

### **Planning Backlog Data**

Received quarterly as follows:

31 <sup>st</sup> March	- to be received at May meeting
30 <sup>th</sup> June	- to be received at August meeting
30 <sup>th</sup> September	- to be received at November meeting
30 <sup>th</sup> December	- to be received at February meeting

## **Scrutiny of Crime & Disorder Partnership**

The Board must hold at least one meeting at which it considers the scrutiny of Crime and Disorder Partnership.

## **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*

*Help me run a successful business*

*Provide good things for me to see, do & visit*

**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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