



## **BROMSGROVE DISTRICT COUNCIL**

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

**MONDAY 28TH NOVEMBER 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 31st October 2016 (Pages 1 - 8)
4. Finance and Budget Working Group - Report and Recommendations (Pages 9 - 16)
5. Measures Dashboard Working Group - Update
6. Cabinet Response to the Preventing Homelessness Task Group Report (Pages 17 - 18)
7. Task Group Updates
8. Worcestershire Health Overview and Scrutiny Committee - Update

9. Cabinet Work Programme 1st December to 31st March 2017 (Pages 19 - 26)
10. Overview and Scrutiny Board Work Programme (Pages 27 - 32)
11. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

17th November 2016



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## **BROMSGROVE DISTRICT COUNCIL**

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

**31<sup>ST</sup> OCTOBER 2016 AT 6.00 P.M.**

PRESENT: 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

Observers: Councillor G. N. Denaro

Officers: Ms. J. Pickering, Ms. D. Poole, Mrs B. Talbot, Ms. A. Scarce and Ms. J. Bayley

41/16 **APOLOGIES AND NAMED SUBSTITUTES**

At the start of the meeting all those present observed a minute's silence in memory of Councillor Pete Lammas who sadly passed away in October 2016.

There were no apologies for absence.

42/16 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

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

43/16 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 19th September 2016 were submitted.

**RESOLVED** that the minutes of the Overview and Scrutiny Board meeting held on 19th September 2016 be approved as a correct record.

44/16 **SICKNESS ABSENCE UPDATE REPORT**

The Head of Business Transformation and Organisational Development and the Human Resources and Development Manager presented the Sickness Absence Update Report and in so doing highlighted the following areas for Members' consideration:

- The report framework had been amended, as requested the last time the Board had considered the report, to focus on sickness absence rates for Bromsgrove staff only and to provide a breakdown of absences per service area.

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- Across all shared services there was a sickness absence rate of 5.76.
- The sickness absence rate for Bromsgrove staff alone was 2.44.
- The sickness absence levels for both Bromsgrove and the shared services were significantly lower than the national average.
- The main causes of sickness absence were listed as “other” and “stress” related.
- The causes of stress related absences could be due to personal circumstances, working conditions or a mixture of the 2 and varied between people.
- The Council had invested in the Employee Assistance programme and staff using the programme could access useful support.
- Sickness absence data was updated on the dashboard on a regular basis.

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

- The significant number of causes of sickness absence listed as “other”. The Board was informed that the choice of category for the report was influenced by options available on relevant Council systems.
- The value of identifying sickness absences caused by working conditions.
- The difficulty of reaching conclusions based on monthly data.
- The need to reflect on sickness absence days per person in recognition of the differing sizes of teams across the organisation.
- The differences in rates of sickness absence between departments and the potential causes of this.
- The number of staff listed for Environmental Services. Members were advised that these numbers reflected the Council’s role as host authority for the shared service.
- The difficulties of calculating sickness absence rates per authority in a shared services environment. The Board was advised that staff divided their time between partner organisations as and where required.
- The focus on sickness absence for full time equivalent (fte) staff, taking into account part-time workers and job share arrangements.
- The extent to which the Council was confident that the sickness absence figures provided were an accurate reflection of sickness levels, given the relatively low rate of absences compared to the national average. Officers confirmed that the accuracy of these figures was dependent on compliance within teams with Council policies.
- Plans within the Council to introduce a new electronic system which would make it easier to report sickness absences.
- The length of sickness absence classified as long-term. Members were informed that the Council treated absences of over 28 days as long-term sickness absence.

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- The role of the manager in cases of sickness absence. The Board was advised that the employee had to contact their manager on the first and third days. After 7 days had passed the employee and manager would agree a process for maintaining contact, though after a month had passed the manager needed to visit the employee.
- The recording of sickness absence data for auditing purposes.

**RESOLVED** that future Sickness Absence Update reports provide data across all shared services, excluding Housing Services.

45/16

## **STAFF SURVEY TOPIC PROPOSAL & POTENTIAL JOINT WORKING REPORT**

The Chairman advised that he had attended the meeting of the Redditch Overview and Scrutiny Committee on 25th October to present the Board's proposal to establish a joint review of the staff survey. Councillors S. A. Webb and S. R. Colella had accompanied the Chairman to this meeting and had helped to outline the background to the proposal and to present the terms of reference for the review. Redditch Members had concluded that they would like to participate in the exercise and had appointed 3 Members to the review.

The Board considered the terms of reference and potential timescales for the review. As this would be the first joint scrutiny investigation involving Bromsgrove and Redditch Members only, it was agreed that an initial deadline of 6 months should be set, though this could be amended at a later date if necessary. Following questions from Members it was confirmed that costs would not be shared as Redditch Members were not paid specifically for taking part in Task Groups, though received an allowance for serving on the parent Committee. Meetings would take place in alternate locations and the review would be chaired by a Bromsgrove Member as the exercise had been proposed by the Bromsgrove Overview and Scrutiny Board.

**RESOLVED** that

- (1) The terms of reference for the Staff Survey Joint Task Group be agreed;
- (2) Councillors S. R. Colella, C. J. Spencer and S. A. Webb be appointed to the Staff Survey Joint Task Group;
- (3) Councillor S. R. Colella be appointed Chairman;
- (4) The review take place over a period of 6 months; and
- (5) The Task Group commence its investigation as soon as possible.

46/16

## **SOCIAL MEDIA TASK GROUP MEMBERSHIP REPORT**

The Chairman explained that the Board needed to consider membership of the Social Media Task Group, following agreement at the previous meeting to launch this investigation. A total of 4 Members had put their names forward including Councillors R. J. Laight, S. Shannon, M.

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Thompson and L. Turner. Officers confirmed that Councillor C. Bloore, who had proposed the review, had advised that he would unfortunately be unable to participate in the exercise due to work commitments.

Members noted that a Chairman also needed to be appointed and only Members of the Board could take on this role. Proposals were received for both Councillor R. J. Laight and M. Thompson respectively to be appointed as Chairman. However, Councillor Thompson withdrew his name, confirming that he would be happy for Councillor Laight to be appointed to this position.

**RESOLVED** that

- (1) The terms of reference of the Social Media Task Group be agreed;
- (2) Councillors R. J. Laight, S. Shannon, M. Thompson and L. Turner be appointed to the Task Group;
- (3) Councillor R. J. Laight be appointed as Chairman;
- (4) The review take place over a period of 6 months; and
- (5) The Task Group commence its investigation as soon as possible.

47/16

**PLANNING DELEGATIONS - PROPOSAL FROM FULL COUNCIL**

The Chairman advised that this item had first been raised in the form of a Notice of Motion submitted by Councillor P. McDonald, at a meeting of Council on 21st September 2016, which had called upon the Council to create a working party to review delegated powers in relation to planning matters. There had been some concerns about a lack of clarity in respect of the delegated powers and how these were being utilised at a local level. At Council Members had agreed that this matter should be referred to the Overview and Scrutiny Board for further consideration and various options were available to the Board in terms of investigating the matter in further detail.

The Board discussed the topic and noted that there were no detailed terms of reference which might help to clarify the parameters for any investigation of this subject. There was general consensus that further information about the matter would be useful and Members agreed that a presentation should be provided at a future meeting of the Board about Officers' delegated powers for Planning from the Head of Planning and Regeneration. The Portfolio Holder for Planning Services and Strategic Housing, Councillor C. Taylor, and Councillor P. McDonald should also be invited to attend.

**RESOLVED** that the Head of Planning and Regeneration be invited to deliver a presentation on the subject of Officers' delegated powers for planning at a future meeting of the Board.

48/16

**PLANNING BACKLOG DATA TO 30TH SEPTEMBER 2016**

The Board considered the latest update regarding the Planning backlog data for the period up to 30th September 2016. Members noted that the



report covered a rolling 2 year period and that the data had to be gathered on a quarterly basis for reporting to the Department for Communities and Local Government (DCLG).

There was general consensus that it was important for the Board to continue to monitor the Council's performance in respect of the Planning backlog to ensure that problems which had resulted in the designation status for the service in the past did not occur again. However, Members agreed that the frequency of these reports could be reduced from quarterly to biannual updates.

**RESOLVED** that in future the Planning Backlog Data monitoring update reports be reported for the consideration of the Board on a biannual basis.

49/16

## **QUARTERLY RECOMMENDATION TRACKER**

The Board was advised that the Preventing Homelessness Task Group's recommendations had been included on the update, though the formal response from the Cabinet was not due to be considered until November. Members were also informed that Councillor K. May had asked to attend a meeting of the Board in January 2017 to provide an update on progress in respect of the recommendations that had been made by the Evening and Weekend Car Parking Task Group.

50/16

## **POTENTIAL TOPIC FOR FURTHER INVESTIGATION - PRIMARY HEALTH CHILD CARE**

Councillor S. R. Colella informed Members that he felt the subject of proposed changes to health community services and primary care access across Bromsgrove in the NHS was a suitable subject for further scrutiny. In recent months Health Visitors in Worcestershire had been served with notice that changes would be made to the service in order to achieve efficiency savings. As a result of these changes it was possible that Health Visitors' working hours would be reduced to a 3 day week with the further 2 days redeployed to address other work commitments. There was also the possibility that a significant number of Health Visitors would be made redundant as a result of service changes. These changes would potentially impact on local service provision and could create difficulties for patients living within the district, in terms of distances of travel to access services.

A scrutiny investigation of this subject would help Members to appreciate the potential implications of service changes for patients. However, Members noted that the subject could also be referred to the Worcestershire Health Overview and Scrutiny Committee (HOSC) or to the Worcestershire Health and Wellbeing Board for discussion.

**RESOLVED** that Councillor B. T. Cooper raise the subject of changes to health community services and primary care access at a forthcoming meeting of the Worcestershire Health Overview and Scrutiny Committee.

51/16

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

Councillor B. T. Cooper, the Council's representative on the Worcestershire HOSC, explained that he had been unable to attend the last meeting of the Committee. However, the minutes from this meeting had been attached for Members' consideration. These minutes demonstrated that there had been two main items on the agenda for consideration at the meeting:

- The local scrutiny approach to the consultation on the future plans for Worcestershire Acute Hospital NHS Trust services - Consideration had been given during the meeting to a proposal to scrutinise this matter jointly with neighbouring HOSCs in Birmingham and Herefordshire. However, Worcestershire HOSC had decided to review this matter separately.
- Future of Acute Hospital Services in Worcestershire.

52/16

## **CABINET WORK PROGRAMME**

Members considered the Cabinet Leader's Work Programme for the period 1st November 2016 to 28th February 2017. During consideration of this item the Chairman noted that the Board was already scheduled to pre-scrutinise the Review of CCTV in the District, due to be considered by the Cabinet on 7th December. The Finance and Budget Working Group would pre-scrutinise the Council's proposed fees and charges for 2017/18 on behalf of the Board and report any recommendations where relevant.

Reference was also made to the Bromsgrove District Local Plan, scheduled for consideration by the Cabinet on 4th January 2017. It was clarified that this item would entail provision of an update on feedback from the Planning Inspector regarding Local Plan No. 4 and did not relate to the Council's Plan. Members interested in contributing to the debate about the Council Plan were urged by the Chairman to attend the Cabinet meeting on 2nd November when this item would be considered in detail.

53/16

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

Members received a number of updates during consideration of this item.

- a) Finance and Budget Working Group – Chairman, Councillor L. C. R. Mallett

Councillor Mallett explained that the Working Group had been holding frequent meetings during which a range of budgetary

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issues had been discussed. This included consideration of the Council's borrowing costs and the asset register which had revealed that the Council had an interest in over 100 properties. The Working Group had discovered that the Council had a 30 per cent investment in some affordable housing with occupiers having mortgages on the remaining 70 per cent. Limited benefits to the Council had been identified from ownership of these assets and Officers had therefore been asked to investigate this matter further.

At future meetings of the Working Group Members would consider financial regulations and proposals from Heads of Service in respect of the Capital Programme. The Working Group would also be monitoring the outcomes of the Efficiency Statement.

At the following meeting of the Overview and Scrutiny Board a report detailing the Working Group's recommendations to date and the evidence basis for these recommendations would be presented for Members' consideration.

b) Measures Dashboard Working Group – Chairman, Councillor S. A. Webb

Councillor Webb advised that Members of the Working Group did not yet have access to the dashboard on their iPads. This was causing delays for the Working Group. Officers in the ICT Team had been contacted about this problem and had advised that providers of the Good Software to the Council's iPads were working to resolve this issue. However, no estimate had been provided for the timeframes involved in completing this work. Consequently the Board agreed that the Working Group's meetings should be postponed until Members could access the dashboard on their iPads. The Board requested that Members' concerns about the delays and limited access to the dashboard should be conveyed to the Head of Business Transformation and Organisational Development.

c) Overview and Scrutiny Board - Work Programme

Members were advised that pre-scrutiny of the Review of CCTV in the District would be the main item on the agenda for the Board's consideration in November. An agreement was reached that the Planning delegations item, discussed earlier in the meeting, should be scheduled for consideration at the meeting of the Board in December.

The meeting closed at 7.10 p.m.

Chairman

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### Overview & Scrutiny Board

28<sup>th</sup> November 2016

#### Finance & Budget Working Group

Relevant Portfolio Holder	Cllr Geoff Denaro – Leader of the Council and Portfolio Holder for Finance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Executive Director Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

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

- 1.1 At its meeting held on 25<sup>th</sup> April 2016 the Board considered its annual report for 2015/16 and considered actions which could be taken to improve the scrutiny process in future years. A number of potential options were discussed including the creation of a Finance and Budget Working Group.
- 1.2 Members were advised that a small working group could meet in private to investigate budgetary matters in detail and report their findings back to the Board. Group members would develop expertise which would be helpful when considering the budget. Meetings could be scheduled to take place in a timely manner so as to enable Members to scrutinise both future budget proposals and information about progress in securing efficiency savings as and when the information became available.
- 1.3 Officers advised that the external auditors had recommended that there should be greater Member involvement in the budget setting process and such a working group would help to achieve this objective. It was agreed that a Working Group would be established and begin its work in the 2016/17 municipal year.
- 1.4 Membership was agreed at the Board meeting held on 27<sup>th</sup> June 2016 with Cllr Mallett being the lead Member supported by Councillors S. R. Colella, B T Cooper, R. D. Smith and P. L. Thomas. (It should be noted that following Councillor Smith's appointment to the Cabinet, Councillor S. Baxter was became a Member of the Working Group with effect from 19<sup>th</sup> September 2016.)
- 1.5 The Board agreed the Working Group's terms of reference which are attached at Appendix 1 to this report at its meeting held on 19<sup>th</sup> September 2016.

## **Overview & Scrutiny Board**

28<sup>th</sup> November 2016

### **2. RECOMMENDATIONS**

- 2.1 The Overview & Scrutiny Board is asked to approve the following recommendations, which have been identified by the Working Group and for these to be recommended on to Cabinet for consideration at its meeting on 7<sup>th</sup> December 2016.
- a) CMT to develop a set of principles around savings to be made;
  - b) The Leader should source, with immediate effect, the services of an external commercial organisation in order to review the management structure of the Council;
  - c) There be one overall corporate training budget and HR prioritise that budget to meet the needs of staff;
  - d) The £11k in respect of Business Transformation, which was reserved for training be given up as a saving;
  - e) The Council should have a robust four year funded Capital Programme for the period 2017/18 to 2020/21 to include estimates across each year of the budget;
  - f) There be an overall corporate budget for apprenticeships;
  - g) An exercise be carried out to ensure the Council makes the best use of its assets;
  - h) Officers ensure that the Asset Register is kept up to date at all times;
  - i) A review of the Low Cost Housing Scheme be undertaken as soon as possible.
  - j) Consideration be given to revising the pricing structure for the Recreation Road South car park, to blocks of hours and a day rate.
  - k) Virements between pay and general expenditure only be allowed with approval from Cabinet; and
  - l) Virements between income and expenditure only be allowed with approval from Cabinet.

### **3. KEY ISSUES**

- 3.1 The Finance & Budget Working Group has held 7 meetings to date, which have been supported by the Executive Director, Finance and Resources. The Leader of the Council (and Portfolio Holder for Finance) has also attended a number of these meetings and been made aware of the discussions which have taken place.
- 3.2 The recommendations put forward have been broadly supported by the Executive Director, Finance and Resources. Detailed below is a summary of the areas and reports discussed at each of the meetings of the Working Group.

### Overview & Scrutiny Board

28<sup>th</sup> November 2016

3.3 2<sup>nd</sup> August 2016

Initial meeting with the terms of reference were set and work programme planning took place. This included the inclusion of a quorum for the Working Group and how it would report back its findings and recommendations. It was also agreed that the Portfolio Holder for Finance would be invited to all the Working Group's meetings.

3.4 25<sup>th</sup> August 2016

Members considered the Efficiency Plan and carried out a review of cost centres, by departments for actual spends, including comparative data for previous years. In respect of the Efficiency Plan this led to two recommendations being put forward (a and b as detailed in paragraph 2.1). It was agreed that the review of cost centres would be considered in more detail once the schedules from the Heads of Services, in respect of savings were available.

3.5 16<sup>th</sup> September 2016

The Working Group received 3 reports at this meeting, Earmarked Reserves, Borrowings and Capital Programme. In respect of the Earmarked reserves report Members put forward two recommendations (c and d at paragraph 2.1 above). A further recommendation was made following consideration of the Capital Programme (e at paragraph 2.1 above). Members requested additional information in respect of both the earmarked reserves and the capital programme.

3.6 28<sup>th</sup> September 2016

Following the deferment of two items at the Council meeting held on 21<sup>st</sup> September 2016 the Working Group were asked to consider the Efficiency Plan again and a report in respect of IT Infrastructure. Members asked officers to amend the Efficiency Plan in line with a number of comments they had made and to have sight of it prior to it being published in the Cabinet/Council agenda for 12<sup>th</sup> October. In respect of the IT Infrastructure report, whilst a number of issues were raised Members agreed that it did not fall within the remit of the Working Group.

3.7 6<sup>th</sup> October 2016

The Working Group received the additional information that had been requested at its meeting on 16<sup>th</sup> September together with details of Virements and the Asset Register. The updated Efficiency Plan was also provided for Members, however as this had been published the Working Group did not feel it was appropriate for it to make further comment. Following consideration of these reports the Working Group made three recommendations (f, g and h as detailed in paragraph 2.1

### Overview & Scrutiny Board

28<sup>th</sup> November 2016

above). The Working Group also asked for clarification on a number of areas, particularly in respect of the Asset Register.

#### 3.8 18<sup>th</sup> October 2016

Members received additional information in respect of the Asset Register and in particular in respect of the Low Cost Housing which was included within it. Detailed information was provided in respect of the Low Cost Housing Scheme, including background and the current position. Following those discussions the Working Group put forward recommendation (i) as detailed at 2.1 above. The Working Group also took the opportunity to review its work programme and set dates to specifically review the forthcoming budget. Members also agreed that it would be useful to receive an update in respect of implementing the Efficiency Plan at all future meetings.

#### 3.9 10<sup>th</sup> November 2016

Members considered the Fees and Charges Report. Due to time constraints Members only had the opportunity to look in detail at those in respect of Community, Environmental and Leisure Services. The Head of Leisure and Cultural Services, Environmental services and Community Services attended the meeting to discuss these areas in detail and explain the changes which had been proposed. During consideration of the car parking fees Members recommended that consideration be given to the pricing structure of the Recreation Road South car park to show blocks of hours rather than hourly and to include a daily rate (j at paragraph 2.1 above) as it was felt that this would be more manageable and understood. Members discussed a number of options under each of these areas and have asked for additional information in order to give further consideration to them at future meetings.

Financial regulations, budget guidelines and a verbal update on the Efficiency Plan were also considered at this meeting, with particular reference to the guidelines and virements, something which had been discussed previously and which led to two further recommendations being put forward (k and l at paragraph 2.1 above). The Working Group's work programme was also discussed with agreement being reached on the reports to be considered at its next two meetings.

#### Financial Implications

- 3.10 There are no specific financial implications as a result of the proposed recommendations as officer time in implementing any approved changes will form part of the financial planning framework.



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### **Legal Implications**

- 3.11 The Council has a statutory responsibility to set a balanced budget for each financial year and the recommendations will provide additional information for the budget setting process.

### **Service / Operational Implications**

- 3.12 Heads of Service have the responsibility to consider all the budgetary implications across their services and to set robust projections for future years. Should the recommendations be approved these will be used for the setting of the 2017/218-2020/21 medium term financial plan.

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

- 3.13 The budget planning process provides a financial framework to deliver all services to the community

## **4. RISK MANAGEMENT**

- 4.1 The medium term financial plan and accuracy of budget projections is included in the Councils Corporate Risk Register.

## **5. APPENDICES**

Appendix 1 – Terms of Reference for the Finance and Budget Working Group

## **6. BACKGROUND PAPERS**

N/A

## **7. KEY**

None

## **AUTHOR OF REPORT**

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## **OVERVIEW & SCRUTINY BOARD – Finance & Budget Scrutiny Working Group**

### **Terms of Reference as at August 2016**

The Finance & Budget Scrutiny Working Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports (listed below) and the setting of the Council's budget.

1. The Working Group be made up of 5 Members with a quorum of 3. The Working Group will meet throughout the year at intervals dependent upon the reports to be considered. It is anticipated that this will be most frequent during the budget setting period.
2. The Working Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Working Group is able to make recommendations in one of two ways (dependent on the timescales of its meetings and the reports it considers); by reporting back to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will scrutinise the following reports, which had previously been part of the Overview & Scrutiny Board's Work Programme:

- Finance Monitoring Report (on a quarterly basis)
- Write Off of Debts Report (received annually)

### **Budget Scrutiny**

Scrutiny of the budget will cover the following areas, although this list is not exclusive.

- Full review of the cost centres for actual spend, involving comparable figures for consecutive years.
- Assessing income levels.
- Considering the quarterly budget monitoring report.
- Reviewing the capital programme and borrowing costs.
- Commenting on the report format for budget reports to Committee.
- Considering links to the strategic purposes.
- Addressing the S11 recommendations.
- Investigating new pressures on savings.
- Reviewing reserves and balances.
- Assessing any sources of external funding that has been received.

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## **Cabinet Response to the Preventing Homelessness Task Group**

### Introduction

At the Cabinet meeting on 5th October 2016 consideration was given to the report of the Preventing Homelessness Task Group.

The Leader welcomed Councillor Chris Bloore to the meeting as the Chairman of the Task Group, and thanked him for giving a short presentation explaining the work of the Task Group and summarizing its recommendations.

The Cabinet was happy to endorse all the recommendations as detailed below and confirmed that the Portfolio Holder would attend a future meeting of the Overview and Scrutiny Board when he would provide a formal response together with timescales for implementation of the recommendations.

### Response to recommendations

Please find below the formal responses to the recommendations contained within the Review report:

#### **Recommendation 1**

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.

#### **Cabinet Response**

This recommendation was agreed.

#### **Implementation date:**

**This work has already begun and an initial discussion paper will be produced by the end of December 2016.**

#### **Recommendation 2**

The Council should commit to use all of the Homeless Grant for the purposes of priority homelessness support.

## **Cabinet Response**

This recommendation was agreed.

**Implementation date: November 2016 onwards**

## **Recommendation 3**

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 sustainable within the district.

## **Cabinet Response**

Recommendation 3 was agreed.

**Implementation date: April 2017 onwards**

## **Recommendation 4**

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.

## **Cabinet Response**

The Council's Housing Strategy Manager advises that during the course of the O&S review, it has become increasingly clear that homelessness prevention must continue to be a priority for councils going forwards into 2017-18. As a result, it is important to focus on funding these services, so further consideration at O&S nearer the end of this current financial year about the future use of any surplus as mentioned in recommendation 4 could prove to be timely. It may be that investing any surplus into homelessness prevention is the most effective use of the funds, in line with recommendations 2 and 3.

**Implementation date: April 2017 onwards**

# **CABINET LEADER'S WORK PROGRAMME**

**1 DECEMBER 2016 TO 31 MARCH 2017**

**(published as at 1 November 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	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	Deputy Leader and 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>
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.N. Denaro
Medium Term Financial Plan Update	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. N. 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.N. Denaro
Review of Car Parking Order	Cabinet	7 December 2016	Report of the Head of Environmental Services	Guy Revans 01527 64252 x 3292 Councillor K. J. May

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<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>
Q2 Financial Monitoring Report	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. N. Denaro
Business Waste Recycling Service	Cabinet	7 December 2016	Report of the Head of Environmental Services	Guy Revans 01527 64252 x3292 Councillor R. D. Smith
Report of the Finance and Budget Scrutiny Working Group	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. N. Denaro
Report of the New Homes Bonus Community Grant Panel	Cabinet	7 December 2016	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. N. Denaro
Review of Economic Priorities	Cabinet	4 January 2017	Report of the Chief Executive	Kevin Dicks 01527 881484 Councillor K. J. May

<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>
Review of Capital Programme	Cabinet <i>(recommendations to Council)</i>	4 January 2017	Report of the Executive Director Finance and Resources	Jayne Pickering 01527 881400 Councillor G. N. 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
Allocation of Homelessness Grant Funding	Cabinet	1 February 2017	Report of the Head of Community Services	Derek Allen Strategic Housing Manager 01527 881278 Councillor C. B. Taylor

Decision Including Whether it is a Key Decision	Decision Taker including Details of Exempt Information (if any)	Date of Decision	Documents submitted to Decision Maker / Background Papers List	Contact for Comments
Sport and Physical Activity Strategy	Cabinet	1 March 2017	Report of the Head of Leisure and Cultural Services	John Godwin 01527 881742 Councillor P. J. Whittaker

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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>28/11/16</b>	Review of CCTV – pre-scrutiny	Picked up from the Cabinet Work Programme 27/06/16 meeting
	Preventing Homelessness in Bromsgrove Task Group Report – Cabinet Response	
	Finance and Budget Working Group – Update Report	
	Measures Dashboard Working Group – Update	
	Planning Backlog Data up to 30/09/16	Considered at meeting on 31/10/16
	WCC Health Overview & Scrutiny Committee – update from Representative	
	Cabinet Work Programme	
	Action List (if necessary)	
	O&S Work Programme	
<b>19/12/16</b>	Planning Delegations – Briefing Report Following Notice of Motion from Cllr Peter McDonald. (Head of Planning and relevant Portfolio Holder to attend)	Picked up from full Council on 21/09/16 and further information requested at 31/10/16 meeting.
	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	

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Date of Meeting	Subject	Additional Information
<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)	
<b>24/04/17</b>	Overview & Scrutiny Board Annual Report and Review of the Work of the Board (including the role of the working 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 6 monthly as follows:

31 <sup>st</sup> March	- to be received at May meeting
30 <sup>th</sup> September	- to be received at November 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*

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

*Help me run a successful business*

**Support services enable us to deliver our purposes**

**Bromsgrove District Council**  
www.bromsgrove.gov.uk

For more information view the Council Plan at:  
<http://www.bromsgrove.gov.uk/cms/council-and-democracy/council-plan.aspx>

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